

Vacuum Pump | SAFE WORK METHOD STATEMENT (SWMS)

TASK OR ACTIVITY: Vacuum Pump

Business Name: Coastal Hire And Sales Pty Ltd

ABN: 70114481408

SWMS#

Business Address:

Contact Person:

Phone:

Email:

THIS SAFE WORK METHOD STATEMENT IS APPROVED BY THE PCBU OF THE PROJECT

Under the Work Health and Safety Regulation (WHS Regulation), a person conducting a business or undertaking (PCBU) is required to ensure that a safe work method statement (SWMS) is prepared before the proposed work starts.

Full Name:

Signature:

Title:

Date:

Details of the person(s) responsible for ensuring implementation, monitoring and compliance of the SWMS as well as reviews and modifications of the SWMS.

Full Name:

Title:

Phone:

ALL PERSONNEL PARTICIPATING IN ANY ACTIVITY ON THIS SWMS MUST HAVE THE FOLLOWING COMMUNICATED

NAME AND DATED SIGNATURE OF ALL RELEVANT PERSONNEL WHO HAVE BEEN CONSULTED AND COMMUNICATED TO IN THE DEVELOPMENT AND APPROVAL OF THIS SWMS

Safety meetings or toolbox talks will be scheduled in accordance with legislative requirements to first identify any site hazards, secondly to communicate those hazards and then to further take steps to either eliminate or control each hazard.

NAME

SIGNATURE

DATE

If an incident or a near miss occurs, all work must stop immediately. Depending on the severity of the incident, a meeting will be called with all workers to amend the SWMS if required. The meeting may also be an educational opportunity.

Any changes made to the SWMS after an incident or a near miss must be approved by the Person Conducting Business or Undertaking and communicated to all relevant personnel.

The SWMS must be kept and be available for inspection at least until the work is completed. Where a SWMS is revised, all versions should be kept. If a notifiable incident occurs in relation to which the SWMS relates, then the SWMS must be kept for at least two years from the occurrence of the notifiable incident.

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CLIENT OR PRINCIPAL CONTRACTOR DETAILS

| | |
|--|--|
| Client: | SCOPE OF WORKS |
| Project Name: | Provide a detailed description of the specific work being carried out (otherwise known as a scope of works). |
| Project Address: | |
| Project Manager: | |
| Contact Phone: | |
| Project Manager Signature: | |
| Date SWMS supplied to Project Manager: | |

ANY HIGH-RISK CONSTRUCTION WORK BEING CARRIED OUT

| | |
|---|---|
| <input type="checkbox"/> involves a risk of a person falling more than 2 meters. | <input type="checkbox"/> is carried out on or near pressurised gas mains or piping. |
| <input type="checkbox"/> is carried out on a telecommunication tower. | <input type="checkbox"/> is carried out on or near chemical, fuel or refrigerant lines. |
| <input type="checkbox"/> involves demolition of an element of a structure that is load-bearing. | <input type="checkbox"/> is carried out on or near energised electrical installations or services. |
| <input type="checkbox"/> involves demolition of an element related to the physical integrity of a structure. | <input type="checkbox"/> is carried out in an area that may have a contaminated or flammable atmosphere. |
| <input type="checkbox"/> involves, or is likely to involve, disturbing asbestos. | <input type="checkbox"/> involves tilt-up or precast concrete. |
| <input type="checkbox"/> involves structural alteration or repair that requires temporary support to prevent collapse. | <input type="checkbox"/> is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor. |
| <input type="checkbox"/> is carried out in or near a confined space. | <input type="checkbox"/> is carried out in an area of a workplace where there is any movement of powered mobile plant. |
| <input type="checkbox"/> is carried out in/near a shaft or trench deeper than 1.5m or tunnel involving use of explosives. | <input type="checkbox"/> is carried out in areas with artificial extremes of temperature. |
| <input type="checkbox"/> is carried out in or near water or other liquid that involves a risk of drowning. | <input type="checkbox"/> involves diving work. |

ANY HIGH-RISK MACHINERY OR EQUIPMENT NEARBY

| | | | | | | | |
|---------------------------------------|---------------------------------------|---|------------------------------------|---|--|----------------------------------|-------------------------------------|
| <input type="checkbox"/> Forklift | <input type="checkbox"/> Crane/s | <input type="checkbox"/> Hoist/s | <input type="checkbox"/> Excavator | <input type="checkbox"/> Backhoe/Loader | <input type="checkbox"/> Boom Lift | <input type="checkbox"/> EWP | <input type="checkbox"/> Genie Lift |
| <input type="checkbox"/> Trencher | <input type="checkbox"/> Drilling Rig | <input type="checkbox"/> Trucks | <input type="checkbox"/> Formwork | <input type="checkbox"/> Bobcat | <input type="checkbox"/> Flammable Gas | <input type="checkbox"/> Fuel | <input type="checkbox"/> Dozer |
| <input type="checkbox"/> High Voltage | <input type="checkbox"/> Mulcher | <input type="checkbox"/> Tilt-up Panels | <input type="checkbox"/> Roller | <input type="checkbox"/> Scissor Lift | <input type="checkbox"/> Tractor | <input type="checkbox"/> Other - | |

| RISK MATRIX | | | | | | | | | | | |
|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|-----------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| LIKELIHOOD | INSIGNIFICANT | MINOR | MODERATE | MAJOR | CATASTROPHIC | SCORE | ACTION | HEIRARCHY OF CONTROLS | | | |
| ALMOST CERTAIN | 3 HIGH | 3 HIGH | 4 ACUTE | 4 ACUTE | 4 ACUTE | | | | | | |
| LIKELY | 2 MODERATE | 3 HIGH | 3 HIGH | 4 ACUTE | 4 ACUTE | 4A ACUTE | DO NOT PROCEED | | | | |
| POSSIBLE | 1 LOW | 2 MODERATE | 3 HIGH | 4 ACUTE | 4 ACUTE | 3H HIGH | Review before work starts. | | | | |
| UNLIKELY | 1 LOW | 1 LOW | 2 MODERATE | 3 HIGH | 4 ACUTE | 2M MODERATE | Ensure control measures in place. | | | | |
| RARE | 1 LOW | 1 LOW | 2 MODERATE | 3 HIGH | 3 HIGH | 1L LOW | Monitor and keep records. | | | | |
| <p>Notes on Hierarchy of Controls: Elimination methods are the most effective and preferred when controlling a hazard. Substitution is the second most effective method of controlling a hazard. Engineering by isolation is the third most effective, while Administrative Controls by changing the work is the fourth most effective method. PPE (Personal Protective Equipment) is the least effective method.</p> | | | | | | | | | | | |
| PERSONAL PROTECTIVE EQUIPMENT (PPE) | | | | | | | | | | | |
| FOOT PROTECTION | HAND PROTECTION | HEAD PROTECTION | HEARING PROTECTION | EYE PROTECTION | RESPIRATORY PROTECTION | FACE PROTECTION | HIGH-VIS CLOTHING | PROTECTIVE CLOTHING | FALL PROTECTION | SUN PROTECTION | HAIR/JEWELLERY SECURED |
| | | | | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Select the appropriate PPE above suitable for the equipment used or the job task being performed (if applicable). | | | | | | | | | | | |
| <p>Note: A SWMS must be reviewed regularly to make sure it remains effective. A SWMS must be reviewed (and revised if necessary) if relevant control measures are revised. The review process should be carried out in consultation with workers (including contractors and subcontractors) who may be affected by the operation of the SWMS and their health and safety representatives who represented that work group at the workplace.</p> <p>When a SWMS has been revised, the person conducting a business or undertaking must ensure all:</p> <ol style="list-style-type: none"> 1. persons involved in the work are advised that a revision has been made and how they can access the revised SWMS; 2. persons who will need to change a work procedure or system as a result of the review are advised of the changes in a way that will enable them to implement their duties consistently with the revised SWMS; and, 3. workers that will be involved in the work are provided with the relevant information and instruction that will assist them to understand and implement the revised SWMS. | | | | | | | | | | | |

| JOB STEP | POTENTIAL HAZARDS | IR | CONTROL MEASURES | RR | RESPONSIBLE PERSON |
|---------------------|----------------------------------|--------------|---|---------------|--------------------|
| SPECIFIC WORK STEPS | HAZARDS THAT MAY ARISE | INITIAL RISK | SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS | RESIDUAL RISK | NAME OF PERSON |
| 1. Preparation | Trip hazards, Electrical hazards | 2M | <ul style="list-style-type: none"> - Ensure that the workplace is clean and free from clutter, objects, or debris that could create trip hazards around the vacuum pump area. - Properly store and secure all cables, hoses, and power cords to prevent them from causing trip hazards, and use cable covers if necessary. - Conduct regular inspections of the work area to identify and address any potential trip hazards before they become a problem. - Clearly mark any uneven surfaces, elevation changes, or other potential trip hazards within the work area. - Verify that all electrical components of the vacuum pump, including power cords, switches, and connections, are in good condition and free from damage. - Use Ground Fault Circuit Interrupters (GFCIs) or Residual Current Devices (RCDs) for additional electrical safety to protect against electric shock hazards. - Regularly inspect, maintain, and test electrical tools and equipment to ensure their proper functioning. - Train all workers on safe work practices, including proper handling, storage, and maintenance of electrical equipment – emphasising the importance of following manufacturer guidelines. - Enforce the use of appropriate Personal Protective Equipment (PPE) such as safety shoes with slip-resistant soles, safety glasses, gloves, and insulated tools as required. - Establish an emergency response plan and provide training to personnel on its execution, including shutting down power sources, administering first aid in case of injuries, and contacting emergency services if necessary. | 1L | |
| 2. Inspection | Hand injuries, Dropping tools | 2M | <ul style="list-style-type: none"> - Provide appropriate personal protective equipment (PPE) such as gloves, safety glasses, and steel-toed boots to reduce the risk of hand injuries and damage from dropped tools. - Conduct a pre-use inspection of all tools and equipment, including the vacuum pump, to ensure they are in good working condition and free from any defects. - Implement a toolbox talk session before starting the task to discuss potential hazards and control measures with workers. - Provide workers with proper training on the handling, operation, and maintenance of the vacuum pump and related tools, to minimise the risk of accidents and injuries. - Ensure workers use ergonomically designed tools to reduce strain and fatigue, further preventing the dropping of tools or mishandling during the inspection process. - Use tool lanyards, tethers, and wrist straps when working at height or in confined spaces to prevent tools from falling or causing injury. | 1L | |

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| | | | <ul style="list-style-type: none"> - Follow a standardised inspection procedure, with clearly defined steps to ensure consistency and thoroughness, minimising the chances of overlooking hazards. - Establish designated work zones with barriers or signs to prevent unauthorised access and reduce the risk of collisions or contact with untrained personnel that may lead to accidents or injuries. - Keep the work area clean, well-lit, and free of clutter to reduce trip hazards and improve visibility during the inspection process. - Develop a clear communication protocol for workers to follow during the inspection process, including the use of radios or hand signals to minimise misunderstandings and incidents. - Encourage workers to report any issues or hazards encountered during the inspection process promptly so that corrective actions can be taken. - Regularly review and update the SWMS based on worker feedback, incident reports, and changes in equipment or processes, to ensure continuous improvement and reduction of workplace hazards. | | |
| 3. Setup | Falls from height, Struck by object | 2M | <ul style="list-style-type: none"> - Provide appropriate training and instructions for workers on handling and setting up the vacuum pump to prevent falls and mitigate risk from dropped objects. - Implement a buddy system, where two or more workers are present during the setup to assist one another, ensuring proper communication and efficient handling of the vacuum pump. - Utilise fall arrest systems, such as harnesses and lanyards, for workers operating at heights when setting up the vacuum pump. - Establish barricades and signage in high-risk areas where workers are exposed to falls, clearly identifying a safe area around the setup site. - Conduct regular inspections of the workplace environment, including ladders and scaffolding systems used during the setup process, to identify potential hazards and ensure proper stability. - Provide workers with suitable personal protective equipment (PPE) such as hard hats, gloves, and appropriate footwear during the setup process. - Ensure that heavy and awkward objects are lifted and transported with adequate numbers of workers, employing proper lifting techniques to avoid injury. - Secure all tools, materials, and equipment that may cause struck-by-object incidents, storing them safely away from work areas when not in use. - Schedule vacuum pump setup tasks during non-peak periods to minimise congestion and reduce the likelihood of accidents occurring due to overcrowding at the job site. | 1L | |

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| | | | <ul style="list-style-type: none"> - Coordinate work activities with other trades working nearby to ensure a clear understanding of each team's respective responsibilities, reducing the risks associated with overlapping tasks. - Establish a designated spotter who will observe the crane and vacuum pump movements during setup, ensuring adequate warning is given to reduce the risk of struck-by-object accidents. - Encourage a culture of open communication and active reporting of near misses or hazardous situations to promote swift rectification and to implement preventive actions. - Perform ongoing risk assessments and review control measures periodically, making adjustments for continual improvement based on worker feedback and experience, as well as any relevant regulations and industry standards. | | |
| 4. Assembly | Pinch points, Musculoskeletal strains | 2M | <ul style="list-style-type: none"> - Proper training: Ensure all workers involved in the assembly process are adequately trained and familiar with the proper use, handling, and assembly of vacuum pumps to prevent injuries due to pinch points or musculoskeletal strains. - Use of appropriate PPE: Encourage workers to wear protective gloves when handling and assembling vacuum pumps to reduce the risk of hand injuries due to pinch points. - Ergonomic workstations: Design workstations to be ergonomic, with adjustable heights and comfortable surfaces to minimise the potential for musculoskeletal strains during assembly tasks. - Lifting techniques: Train workers on correct manual handling techniques for lifting, carrying, and maneuvering heavy components to reduce the risk of musculoskeletal injuries. - Tool inspection and maintenance: Regularly inspect and maintain all tools and equipment used in the assembly process to ensure they function properly and do not inadvertently cause injuries due to malfunctions or design flaws. - Clear workspace: Keep the assembly area clean, organised, and free from obstacles to reduce the likelihood of trips, falls, or other accidents that could lead to pinch points or musculoskeletal injuries. - Rotate tasks and breaks: Establish regular breaks for workers and consider rotating tasks among workers to minimise repetitive motions and muscle strain caused by prolonged assembly work. - Communication: Encourage open communication between team members during the assembly process so that any potential hazards, such as pinch points or strenuous activities, can be quickly identified and addressed. - Workload management: Implement a workload management system to ensure workers are not overloaded with tasks, allowing for sufficient time and resources to complete assembly tasks safely and effectively. | 1L | |

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| | | | <ul style="list-style-type: none"> - Mechanical aids: Utilise mechanical aids, such as lifts or hoists, to move heavy components during assembly, reducing worker fatigue and the potential for pinch points and strains. - Emergency procedures: Develop clear emergency procedures for responding to incidents involving pinch points or musculoskeletal injuries and communicate these procedures to all workers involved in the assembly process. - Regular audits: Perform regular audits of the assembly area and work practices to identify potential hazards, address any issues, and continually improve overall workplace health and safety. | | |
| 5. Pump connection | Explosive atmosphere, Leaks | 3H | <ul style="list-style-type: none"> - Regular inspection and maintenance: Regularly inspect the vacuum pump, its connection points, and hoses for wear or damage to ensure proper operation and prevent leaks or creation of an explosive atmosphere. - Use approved equipment: Ensure all vacuum pump components are certified and designed for use in potentially explosive atmospheres, meeting applicable safety standards and regulations. - Proper ventilation: Make sure that the area where the vacuum pump is in operation has sufficient ventilation to minimise the accumulation of hazardous gases or vapors, reducing the risk of explosions caused by a buildup of such substances. - Adequate training: Provide workers with proper training and information on the hazards associated with working with the vacuum pump and handling potentially explosive materials, as well as appropriate controls and procedures to be followed. - Leak detection system: Install a leak detection system at critical connection points to monitor for potential leaks, alerting workers and allowing them to take corrective action before a dangerous situation arises. - Correct assembly: Follow manufacturer guidelines and best practices when assembling and connecting the vacuum pump to ensure secure, tight connections that prevent leakage. - Personal protective equipment (PPE): Ensure that workers wear suitable PPE such as safety glasses, gloves, and flame-resistant clothing to protect against exposure to harmful substances and potential injuries resulting from leaks or explosions. - Implement safety protocols: Develop and enforce safety procedures for working in areas where potentially explosive materials are present, including safe work policies, emergency response plans, and communication strategies. - Lockout/tagout procedures: Establish lockout/tagout procedures for securing the vacuum pump when it is not in use, preventing unauthorised or accidental activation that could lead to leaks or other hazards. - Hazardous material storage: Properly store all hazardous materials in designated safety containers, away from sources of ignition, and regularly inspect storage areas for any signs of leakage or contamination. | 2M | |

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| | | | <ul style="list-style-type: none"> - Periodic safety reviews: Conduct periodic safety audits to assess the effectiveness of the control measures in place, identify any gaps in safety protocols or training, and make necessary adjustments to continuously improve workplace safety. | | |
| 6. System testing | Excessive noise, Exposed moving parts | 2M | <ul style="list-style-type: none"> - Ensure all vacuum pump operators are trained and skilled in the safe operation, maintenance, and inspection of the equipment to minimise the risks associated with excessive noise and exposed moving parts. - Provide Personal Protective Equipment (PPE) like earplugs or earmuffs for workers who will be performing tests on vacuum pumps or working within close proximity to reduce potential hearing damage caused by excessive noise levels. - Schedule regular vacuum pump maintenance to keep the system running smoothly, minimising excessive vibration and noise production during testing. - Install acoustic barriers or sound-absorbing panels around the vacuum pump system testing area to minimise the impact of excessive noise on other workers in the facility. - Establish a safety zone around the vacuum pump during testing to ensure that any personnel standing outside the zone are not exposed to hazards such as excessive noise and moving parts. This may include the use of barriers or caution tape to create a physical boundary. - Implement lockout/tagout procedures to prevent accidental activation of the vacuum pump while it is being serviced, inspected, or undergoing maintenance, thus reducing the risk of contact with exposed moving parts. - Equip the vacuum pump system with adequate guards and covers to protect workers from coming into direct contact with dangerous, exposed moving parts during testing procedures. - Follow manufacturer's guidelines and recommended procedures for safely conducting system testing on vacuum pumps, including adhering to specified protocols and equipment parameters to mitigate hazards. - Conduct routine inspections to verify that all controls, guards, and safety features of the vacuum pump system are in proper working order before initiating system testing, ensuring optimal protection against identified hazards. - Foster a culture of safety within the workplace by encouraging team members to report any concerns, near misses, or incidents involving excessive noise and exposed moving parts during vacuum pump system testing. This will help management to identify areas for improvement and implement additional control measures as needed. | 1L | |
| 7. Operation | Entanglement in hoses, Contact with hazardous materials | 3H | <ul style="list-style-type: none"> - Regular inspection and maintenance of vacuum pump hoses to ensure their integrity and prevent potential entanglement issues. | 2M | |

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| | | | <ul style="list-style-type: none"> - Proper training for all employees on the safe operation of vacuum pumps, emphasising the importance of avoiding loose clothing or jewellery that could get caught in the hoses. - Use of appropriate PPE, including gloves, protective eyewear, and face masks, to protect workers from contact with hazardous materials during the operation of vacuum pumps. - Implementing clear signage and labeling hazardous materials involved in the process, ensuring the establishment of standard operating procedures for handling and disposal. - Ensuring that workspaces are well-lit and free from obstructions, allowing workers to be fully aware of their surroundings and quickly identify any hazards during vacuum pump operations. - Setting up designated zones for vacuum pump operation, separating the area from other working spaces to minimise distractions and provide a safe environment for the operator. - Developing emergency response plans to address potential incidents involving entanglement in hoses or contact with hazardous materials, achieving prompt assistance on site and swift evacuation if necessary. - Conducting regular risk assessments to identify and review potential hazards associated with vacuum pump operations, ensuring appropriate control measures are implemented and updated when required. - Encouraging open communication channels for employees to report any concerns or issues relating to vacuum pump safety, promoting a continual improvement mindset through feedback. - Establishing a thorough cleaning and decontamination policy to manage contamination risks from the vacuum pump's enclosed equipment and hoses, minimising the likelihood of exposure to hazardous materials. | | |
| 8. System troubleshooting | Electric shock, Inadequate lockout/tagout | 3H | <ul style="list-style-type: none"> - Proper training: Ensure that all workers involved in the vacuum pump system troubleshooting are adequately trained and equipped with knowledge about the risks involved, as well as safety procedures to follow during maintenance. - Isolation of energy sources: Implement a strict lockout/tagout procedure, ensuring that all sources of electricity are safely isolated and locked before the commencement of work to prevent any undesired electrical energization. - Clear signage: Place clear signs and labels near the work area to warn others of potential electrical hazards, lockout/tagout procedures, and restricted access to personnel performing troubleshooting tasks. - Safe testing tools: Inspect and use only appropriately rated testing equipment, such as multimeters and voltage testers, to mitigate the risk of electric shocks while working on the vacuum pump system. | 1L | |

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| | | | <ul style="list-style-type: none"> - Personal Protective Equipment (PPE): Provide adequate PPE, including insulating gloves, safety goggles, and face shields, to protect workers from potential electrical shock during troubleshooting. - Regular inspection: Schedule regular inspections of the vacuum pump system to promptly identify and rectify any issues related to electrical connections and components. - Step-by-step instruction manual: Prepare a detailed instruction manual that outlines every step of the troubleshooting process, emphasising safety measures and guidelines to be followed by workers. - Double-checking process: Encourage workers to double-check their steps when conducting lockout/tagout actions and ideally have another person or supervisor verify that correct steps were taken to ensure safe isolation. - Proper grounding techniques: Use appropriate grounding methods for equipment and systems, reducing the risk of harmful electrical currents flowing through unsuspecting pathways. - Maintain dry conditions: Keep the workspace clean and dry to avoid any short circuits or electrical discharge, taking extra precautions during wet or humid conditions. - Emergency response plan: Develop and implement an effective emergency response plan within the workplace to handle incidents like electric shocks and other potential emergencies during troubleshooting tasks. - First aid and CPR training: Arrange for first aid and CPR certification for personnel regularly working on electrical systems to ensure timely response in case of accidental electric shock. - Communication system: Establish a reliable communication system between workers, supervisors, and management to keep all parties informed about any changes, potential hazards, or work stoppages during the troubleshooting process. - Continuous improvement: Review and update safety measures and control mechanisms periodically, considering lessons learned from incidents, near-miss reports, and industry best practices to keep the workplace environment as safe as possible. | | |
| 9. Repair work | Confined space, Inappropriate PPE | 2M | <ul style="list-style-type: none"> - Confined Space Entry Permit: Ensure a proper confined space entry permit is acquired and clearly displayed at the entry point, indicating all necessary precautions to be taken during repair work in the confined space. - Confined Space Training: A requirement that all workers involved in repair work within confined spaces have appropriate training and knowledge in confined space hazards recognition and control measures. - Equipment Inspection: Regular inspection of vacuum pumps to identify any potential issues before conducting repairs in dangerous environments, reducing the risk of accidents. | 1L | |

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| | | | <ul style="list-style-type: none"> - Proper Ventilation: Provide adequate ventilation to the confined workspace to ensure sufficient oxygen levels and prevent any buildup of harmful or flammable gases. - Gas Testing: Conduct gas testing before entering the confined space, and continuously monitor atmospheric conditions while working inside. - Personal Protective Equipment (PPE): Ensure all workers are wearing the correct PPE for the task at hand, including gloves, suitable footwear, eye protection, head protection, and respiratory protection where required. - Communication System: Establish a reliable and efficient communication system between team members inside the confined space and workers outside the area to facilitate prompt assistance in case of an emergency. - Standby Personnel: Assign standby personnel equipped with appropriate rescue equipment and trained in emergency response procedures to remain on-site during repair work. - Lockout/Tagout Procedures: Implement proper lockout/tagout procedures during repair work to prevent accidental startup or energising of equipment. - Emergency Response Plan: Develop and communicate a comprehensive emergency response plan specific to confined spaces, ensuring all staff understand their roles and responsibilities in case of an incident. - Clean Workspace: Maintain cleanliness and organisation within the confined space to prevent tripping hazards or other accidents due to clutter or debris. | | |
| 10. Disassembly | Releasing pressure, Airborne contaminants | 2M | <ul style="list-style-type: none"> - Risk assessment: Prior to disassembly, conduct a thorough risk assessment to identify the potential hazards and determine appropriate control measures. - Worker training: Ensure that all personnel involved in performing the disassembly task are adequately trained in safe work practices, personal protective equipment (PPE) usage, and handling hazardous materials. - Pressure release procedure: Implement a pressure-release procedure and post clear instructions near the vacuum pump to ensure workers know how to safely depressurize the system prior to disassembly. - Ventilation: Increase ventilation in the work area to help dissipate airborne contaminants and maintain good air quality during disassembly. - Personal protective equipment: Require that workers wear appropriate PPE, such as safety goggles, gloves, and respiratory protection, to protect against airborne contaminants and potential injuries from pressurised components. - Lockout/tagout procedures: Implement lockout/tagout procedures to isolate the vacuum pump from any energy sources, preventing accidental activation during disassembly. | 1L | |

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| | | | <ul style="list-style-type: none"> - Proper tool usage: Provide workers with appropriate tools for disassembling the vacuum pump, and train them on their proper use to minimise risks of accidents or injuries. - Spill containment: Place absorbent materials such as spill pads or containment trays beneath the vacuum pump to catch any hazardous liquids or debris released during disassembly. - Waste disposal: Ensure that waste generated during the disassembly process, including contaminated parts and hazardous materials, is properly collected, labelled, and disposed of according to regulatory guidelines. - Continuous monitoring: Monitor the area around the vacuum pump continuously for signs of airborne contaminants or other hazards during disassembly, and take corrective action if issues are detected. - Emergency response plan: Develop an emergency response plan specific to the vacuum pump disassembly process, which includes immediate actions to be taken in case of accidental release of pressure or exposure to airborne contaminants. - Review and improvement: Regularly review and update the Safe Work Method Statement (SWMS) for vacuum pump disassembly to ensure that control measures remain effective in mitigating risks and maintaining a safe work environment. | | |
| 11. Clean-up | Slips, trips, and falls, Hazardous waste handling | 2M | <ul style="list-style-type: none"> - Regular housekeeping: Ensure that the work area is kept clean and tidy, with unnecessary objects removed at regular intervals to reduce the risk of slips, trips, and falls. - Mark potential hazards: Use signage or safety tape to mark uneven surfaces or potential hazard areas to warn workers and prevent accidents. - Spill response kit: Equip the work site with an appropriate spill response kit in case of accidental spills of hazardous waste, ensuring that workers are familiar with its location and proper use. - Proper disposal of hazardous waste: Provide designated containers for the appropriate disposal of hazardous waste materials, ensuring they are clearly labelled and well-maintained. - Personal protective equipment (PPE): Require workers to wear suitable PPE, such as non-slip shoes, gloves, and eye protection when handling hazardous waste or during the clean-up process. - Implement safe work procedures: Develop consistent safe work procedures for clean-up tasks, including specific steps for handling hazardous waste, and ensure these are communicated to all employees involved in the task. - Training on hazard awareness: Educate workers about the risks associated with slips, trips, falls, and hazardous waste handling through detailed safety briefings and ongoing training. | 1L | |

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|---------------------|---|--------------|--|---------------|--------------------|
| SPECIFIC WORK STEPS | HAZARDS THAT MAY ARISE | INITIAL RISK | SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS | RESIDUAL RISK | NAME OF PERSON |
| | | | <ul style="list-style-type: none"> - Safe storage of equipment: Store all vacuum pump equipment correctly after each use, checking for any damages during this process. This minimizes the risk of injuries from improperly stored items. - Waste audit and tracking: Regularly monitor and record the types and quantities of hazardous waste generated, ensuring correct disposal methods are being followed. - Inspect walkways and surfaces: Keep walkways clear and well-maintained, regularly inspecting surfaces for any damage or obstructions that may contribute to slips, trips, or falls. - Encourage incident reporting: Foster a positive safety culture by encouraging workers to report any incidents or near misses promptly, so corrective measures can be taken to prevent recurrence. - Periodic inspection and review: Conduct regular inspections and safety audits of the clean-up process and work environment, updating SWMS and control measures as required, to continually improve safety on site. | | |
| 12. Decommissioning | Heavy lifting, Exposure to residual chemicals | 2M | <ul style="list-style-type: none"> - Conduct a thorough risk assessment before decommissioning to identify potential hazards and determine appropriate control measures. - Provide workers with proper training on safe lifting techniques, including the use of mechanical aids if necessary, to minimise the risk of injury due to heavy lifting. - Establish designated areas for the storage and handling of hazardous chemicals, keeping them separate from other equipment and materials. - Ensure that workers wear appropriate personal protective equipment (PPE) such as gloves, safety goggles, and coveralls when handling hazardous chemicals or performing tasks involving heavy lifting. - Implement proper cleaning and decontamination procedures for equipment that has come into contact with hazardous chemicals. This may involve flushing the vacuum pump system or wiping down surfaces. - Consider using alternative decommissioning methods, such as controlled dismantling or in-situ remediation, to reduce the risks associated with traditional demolition processes. - Install warning signs or barriers around the work area to prevent unauthorised access and protect others from potential hazards during decommissioning activities. - Develop an emergency response plan in case of chemical spills, accidents, or other incidents during the decommissioning process. Train workers on appropriate response actions and provide access to first aid equipment and emergency stations. - Regularly conduct inspections and maintenance checks on equipment and machinery to ensure they are in good working order before commencing any decommissioning tasks. - Store and dispose of any residual chemicals or hazardous waste in accordance with local regulations and best practices. | 1L | |

| JOB STEP | POTENTIAL HAZARDS | IR | CONTROL MEASURES | RR | RESPONSIBLE PERSON |
|---------------------|------------------------|--------------|--|---------------|--------------------|
| SPECIFIC WORK STEPS | HAZARDS THAT MAY ARISE | INITIAL RISK | SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS | RESIDUAL RISK | NAME OF PERSON |
| | | | <ul style="list-style-type: none"> - Encourage open communication among the team regarding workplace safety and the identification of potential hazards, allowing workers to report any concerns without fear of retribution. - Utilise proper ventilation systems to help mitigate exposure to hazardous vapors and particulates in the air during decommissioning activities. - Monitor workers' experiences onsite with regular check-ins, encouraging them to take breaks and stay hydrated, especially when working in physically demanding conditions or with hazardous materials. Promote physical and mental well-being to support overall workplace health and safety. | | |
| | | | | | |

EMERGENCY RESPONSE – CALL 000 FOR EMERGENCIES

Ensure to have an Emergency Management Plan in place as well as adequate numbers of trained first aid staff with easy access to fully stocked first aid kits, rescue equipment, material safety data sheets, adequate access to emergency communication equipment and fire-fighting equipment suitable for all classes of fire and ignition sources.

LEGISLATIVE REFERENCES

RELEVANT LEGISLATION AND CODES OF PRACTICE. DELETE THE LEGISLATIVE REFERENCES IN ANY STATE THAT ARE NOT APPLICABLE

| | |
|---|--|
| <p>Queensland & Australian Capital Territory Work Health and Safety Act 2011 Work Health and Safety Regulations 2011 Legislation QLD: https://www.worksafe.qld.gov.au/laws-and-compliance/work-health-and-safety-laws Codes of Practice QLD: https://www.worksafe.qld.gov.au/laws-and-compliance/codes-of-practice Legislation ACT: https://www.worksafe.act.gov.au/laws-and-compliance/acts-and-regulations Codes of Practice ACT: https://www.worksafe.act.gov.au/laws-and-compliance/codes-of-practice</p> | <p>Victoria Occupational Health and Safety Act 2004 Occupational Health and Safety Regulations 2017 Legislation VIC: https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and-regulations Codes of Practice VIC: https://www.worksafe.vic.gov.au/compliance-codes-and-codes-practice</p> |
| <p>New South Wales Work Health and Safety Act 2011 Work Health and Safety Regulations 2017 Legislation NSW: https://www.safework.nsw.gov.au/legal-obligations/legislation Codes of Practice NSW: https://www.safework.nsw.gov.au/resource-library/list-of-all-codes-of-practice</p> | <p>Western Australia Work Health and Safety Act 2020 Work Health and Safety Regulations 2022 Legislation Western Australia: https://www.commerce.wa.gov.au/worksafe/legislation Codes of Practice WA: https://www.commerce.wa.gov.au/worksafe/codes-practice</p> |
| <p>Northern Territory Work Health and Safety (National Uniform Legislation) Act 2011 Work Health and Safety (National Uniform Legislation) Regulations 2011 Legislation NT: https://worksafe.nt.gov.au/laws-and-compliance/workplace-safety-laws Codes of Practice NT: https://worksafe.nt.gov.au/forms-and-resources/codes-of-practice</p> | <p>Safe Work Australia Links Law and Regulation (All States): https://www.safeworkaustralia.gov.au/law-and-regulation Model Codes of Practice: https://www.safeworkaustralia.gov.au/resources-publications/model-codes-of-practice</p> |
| <p>South Australia Work Health and Safety Act 2012 (SA) Work Health and Safety Regulations 2012 (SA) Legislation for SA: https://www.safework.sa.gov.au/resources/legislation Codes of Practice for SA: https://www.safework.sa.gov.au/workplaces/codes-of-practice#COPs</p> | <p>Model Codes of Practice</p> <ul style="list-style-type: none"> - Managing noise and preventing hearing loss at work - Confined spaces - Labelling of workplace hazardous chemicals - Managing risks of hazardous chemicals in the workplace - Welding processes - First aid in the workplace - Managing the risk of falls at workplaces - Hazardous manual tasks - Managing the risk of falls in housing construction - Managing electrical risks in the workplace - Demolition work - Excavation work - Work health and safety consultation, cooperation and coordination - Managing the work environment and facilities - How to manage work health and safety risks - Managing risks of plant in the workplace - Construction work |
| <p>Tasmania Work Health and Safety Act 2012 Work Health and Safety (Transitional and Consequential Provisions) Act 2012 Work Health and Safety Regulations 2012 Work Health and Safety (Transitional) Regulations 2012 Legislation for TAS: https://worksafe.tas.gov.au/topics/laws-and-compliance/acts-and-regulations Codes of Practice for TAS: https://worksafe.tas.gov.au/topics/laws-and-compliance/codes-of-practice</p> | |
| <p>Details of permits, licenses or access required by regulatory bodies (add or delete as required):</p> <ul style="list-style-type: none"> - Permits from local council - Authorisation to commence work - Any required documents. | |

SIGNATORIES OF THE SAFE WORK METHOD STATEMENT

The signed and dated personnel listed below have cooperated in the consultation and development of this Safe Work Method Statement which has been approved by the Person/s Conducting a Business or Undertaking (PCBU). In signing this Safe Work Method Statement each individual acknowledges and confirms that they have read this SWMS in full, having raised any questions for items on this Safe Work Method Statement that require clarification, and confirms that they are competent, skilled and knowledgeable for the task assigned to them. Every person acknowledges that they have received the relevant training and qualifications where required, before carrying out any work contained in this Safe Work Method Statement. By signing this Safe Work Method Statement each individual agrees to work safely, to follow any safe work instructions which are provided, and agrees to use all Personal Protective Equipment where appropriate.

| Worker Name | Position | Signature | Date | Time | Supervisor |
|-------------|----------|-----------|-------|------|------------|
| | | | Date: | | |
| | | | Date: | | |
| | | | Date: | | |
| | | | Date: | | |
| | | | Date: | | |
| | | | Date: | | |
| | | | Date: | | |

SAFE WORK METHOD STATEMENT MONITORING AND REVIEW

The SWMS must be reviewed regularly to make sure it remains effective and must be reviewed (and revised if necessary) if relevant control measures are revised. The review process should be carried out in consultation with workers (including contractors and subcontractors) who may be affected by the operation of the SWMS and their health and safety representatives who represented that work group at the workplace.

When the SWMS has been revised the PCBU must ensure that all persons involved with the work are advised that a revision has been made and how they can access the revised SWMS, including all persons who will need to change a work procedure or system as a result of the review are advised of the changes in a way that will enable them to implement their duties consistently with the revised SWMS. All workers that will be involved in the work must be provided with the relevant information and instruction that will assist them to understand and implement the revised SWMS.

The SWMS must be monitored regularly for the effectiveness of ensuring hazard controls are effective in reducing the risk of incidents, keeping the workplace safe for all personnel. The person responsible for monitoring the effectiveness of the Safe Work Method Statement should employ a multi-faceted approach which includes but is not limited to:

1. Spot Checks.
2. Consultation with workers, contractors and sub-contractors.
3. Internal audits on a continual basis.

An approach of continuous improvement, promptly recording inconsistencies or deficiencies, followed up by immediate corrective action and consultation with all relevant personnel ensures that the PCBU is consistently developing ever-improving systems of safe work principles.

| REVIEW NUMBER | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 | <input type="checkbox"/> 6 | <input type="checkbox"/> 7 |
|---------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|
| NAME | | | | | | | |
| INITIALS | | | | | | | |
| DATE | | | | | | | |

SAFE WORK METHOD STATEMENT REVIEW CHECKLIST

This Safe Work Method Statement Review Checklist is to be followed and used upon initial development of the SWMS to help ensure that all steps have been adequately taken before work commences. Think of this document as an internal audit review checklist before commencing work, and may form part of a Toolbox Talk (safety meeting) and may be used as an opportunity for education and training.

| ITEMS WHICH MUST BE INCLUDED IN THE SWMS | COMPLETED | TO BE DONE | COMMENTS |
|--|--------------------------|--------------------------|----------|
| | | | |
| The company details have been entered, including the project name and address. | <input type="checkbox"/> | <input type="checkbox"/> | |
| Names and signatures of all relevant personnel consulted during the development of the SWMS. | <input type="checkbox"/> | <input type="checkbox"/> | |
| Name, signature, position and date signed of the person approving the SWMS. | <input type="checkbox"/> | <input type="checkbox"/> | |
| Specific personnel and qualifications, experience is noted in the SWMS. | <input type="checkbox"/> | <input type="checkbox"/> | |
| Provides a step-by-step process of tasks required to carry out the activity or task. | <input type="checkbox"/> | <input type="checkbox"/> | |
| Adequate risk assessment of any identified hazards has been completed. | <input type="checkbox"/> | <input type="checkbox"/> | |
| Foreseeable hazards are identified and documented for each step. | <input type="checkbox"/> | <input type="checkbox"/> | |
| Any hazards listed in any site risk assessments have been added to the SWMS. | <input type="checkbox"/> | <input type="checkbox"/> | |
| SWMS initial risk (IR) column as well as residual risk (RR) columns completed. | <input type="checkbox"/> | <input type="checkbox"/> | |
| Check control measures added to the SWMS are the most effective selections. | <input type="checkbox"/> | <input type="checkbox"/> | |
| Responsible person is assigned and listed on the SWMS for the implementation of control measures. | <input type="checkbox"/> | <input type="checkbox"/> | |
| Permit requirements specified, such as Hot Work, Electrical Work, Work at Heights etc. | <input type="checkbox"/> | <input type="checkbox"/> | |
| SWMS identifies plant and equipment to be used. | <input type="checkbox"/> | <input type="checkbox"/> | |
| Details of inspection checks required for any equipment listed are noted on the SWMS. | <input type="checkbox"/> | <input type="checkbox"/> | |
| Describes any mandatory qualifications, experience, training or skills required to perform the work. | <input type="checkbox"/> | <input type="checkbox"/> | |
| Applicable personal protective equipment is selected on the SWMS. | <input type="checkbox"/> | <input type="checkbox"/> | |
| Lists any required permits or licenses. | <input type="checkbox"/> | <input type="checkbox"/> | |
| Reflects and documents any legislative references and/or Australian Standards. | <input type="checkbox"/> | <input type="checkbox"/> | |
| Identifies any hazardous substances used with specific control measures in line with any SDS. | <input type="checkbox"/> | <input type="checkbox"/> | |
| | | | |
| REVIEWED BY | | DATE REVIEWED | |
| SIGNATURE | | DATE COMPLETED | |