G Miller Marine & Industrial Repairs Pty Ltd
PO Box 7149 Wilberforce NSW 2756
ABN: 97 128 872 892

ACTIVITY: Auto Mechanic - Mobile				SWMS No.: 0001
SAFE WORK METHOD STATEMENT (SWMS) - Part 1				
Company Contact: Glen Miller		Position: Director		Phone No.: 0488 137 336
Project Details				
Project: General				
Job Address:				
Job Description: Mechanical repairs to various vessels associated equipment and industrial plant.				
Relevant workers must be consulted in the development, approval and communication of this SWMS:				SWMS Approved by *Employer/PCBU/Director/Owner*: Print Name
Name: Glen Miller Jason O'Brien	Signature:	Job Title: Mechanic Mechanic	Date:	Signature:
				Date:
Name of Principal Contractor:		Principal Contractor Company Name:		
Date SWMS provided to Principal Contractor:		Principal Contractor Signature:		Date:
Name of person responsible for ensuring compliance with SWMS:		Signature:		Date:

SWMS Scope	High Risk Construction Work

This SWMS covers general vessel and plant repair and maintenance tasks performed by a mobile mechanic. This SWMS does not cover working in workshop pits or other areas that meet the criteria of being a Confined Space. This SWMS does not cover work near mobile plant or traffic control, work with hazardous chemicals, work at height, using hand tools and power tools, air conditioner repairs / re-gassing, welding, asbestos handling / removal, changing tyres and wheels in sufficient detail. Dedicated SWMS should be developed for these tasks, and for any risks not covered in this SWMS.	**This work activity may involve the following "High Risk Construction Work":** • Moving Plant • Pressurised gas distribution mains or piping chemical, fuel or refrigerant lines energised electrical installations or services • Confined Spaces • Working at heights greater than 2 Metres • Work in an area that may have a contaminated or flammable atmosphere • Work carried out adjacent to a road, railway or shipping lane, traffic corridor • Asbestos.

Personal Protective Equipment (PPE)

Ensure all PPE meets relevant Australian Standards. Inspect, and replace PPE as needed.

AS 1319-1994 Safety signs for the occupational environment reproduced with permission from SAI Global under licence 1210-c062. Standards may be purchased at http://www.saiglobal.com

Foot Protection	Hearing Protection	High Visibility	Head Protection	Eye Protection	Face Protection	Hand Protection	Protective Clothing	Breathing Protection	Sun Protection
									Broad brimmed hat, UV rated clothing, SPF 30+ sunscreen, tinted safety glasses with adequate UV protection)

Rings, watches, jewellery that may become entangled in machines must not be worn. Long and loose hair must be tied back.

Dangerous Goods / Hazardous Chemicals

Unleaded Petrol is classified as a hazardous chemical according to the Australian Safety and Compensation Council (ASCC) and is classified as a Dangerous Good according to Australian Code for the Transport of Dangerous Goods by Road or Rail (ADG Code). Unleaded Petrol is classified as Extremely Flammable and Harmful.
Diesel is classified as a hazardous chemical according to the Australian Safety and Compensation Council (ASCC) and is not classified as a Dangerous Good according to Australian Code for the Transport of Dangerous Goods by Road or Rail (ADG Code). Diesel is classified as Harmful.

Some lubricants, solvents, degreasers are classified as Hazardous Chemicals and/or Dangerous Goods, and may be harmful to health. Read the Safety Data Sheets (SDS) for all chemical products before use, follow the SDS recommendations and relevant SWMS.

Environmental risks may include damage to waterways and water catchment areas due to incorrect disposal of, or from run-off of hazardous chemicals during re-fuelling, spills or clean up. Unleaded Petrol and Diesel are toxic to aquatic organisms and may cause long-term adverse effects in the aquatic environment.

Noise pollution is a risk when work is conducted in close proximity to public areas - check with local council regarding noise restrictions in urban areas.

Hazards - What can cause harm?	Risks - What can happen?	Control Measures to Reduce Risk

Job Step: Planning & Preparation		
Hazards include: - Adverse weather - hot, cold, windy, wet - Pedestrians in work zone - Vehicles, mobile plant in vicinity - Remote / isolated work - Slippery / uneven surfaces, objects on ground - Uncontrolled movement of vessel / plant - Air under pressure - Fluids under pressure - Electricity - Electrical installations & tools - Inadequate lighting in work area - Noise - Asbestos – lagging - Hazardous Chemicals – fuels, lubricants, coolant, gases - Hazardous atmosphere -Fire / explosion - Hazardous Process – welding - Hand tools - Power tools - Moving parts - Hot surfaces, machine parts - Hazardous Manual Tasks: o awkward, twisting, bending positions o prolonged awkward positions while using tools o lifting, carrying, or putting down objects o pushing, pulling, throwing, pressing objects o repetitious movements	Risks include: - Hypothermia, frostbite, chilblains - Heat exhaustion, sunstroke, dehydration, sunburn - Person/s entering exclusion zone – distracting workers - Person/s entering exclusion zone – injured by mobile plant, vessel movement, equipment, chemicals etc on site - Being run over/ struck by vehicle / mobile plant causing serious injury/ death - Distance from assistance when required or emergency services - Communication restrictions – lack of mobile signal - Falling over on same level causing bruises, sprains, strains, fractures - Hit by flying / projected object - Air injection injury - Fluid injection injury - Whipping air hoses – causing serious injury - Electrocution / electric shock - Injuries caused as a result of poor lighting when performing tasks - Hearing loss/ deafness - Exposure to asbestos causing long term illness, potential for terminal illness - Exposure to hazardous chemicals: o Inhalation o Ingestion o Absorption o Injection (under pressure)	**Consultation in relation to hazards and risks. Ensure:** - Consult with the person you are carrying out the work for on the potential hazards and risks associated with the task - If represented by an elected Health and Safety Representative (HSR), they must be included in any consultation - Any other persons on site who are affected by the same matter are consulted and co-operative arrangements are made - Document consultation and action items. Liaise with Principal Contractor to establish that the following on-site systems and procedures are in place: - Health and Safety rules - Induction for all workers – site specific - Supervisory arrangements - Communication - Injury reporting - Hazard reporting - Personal Protective Equipment - Exclusion Zones - Risk Assessments - SWMS and JSA's. All workers to be licenced, trained and competent to undertake mechanic tasks. In some States, such as NSW, persons who repair vehicles must be licenced with the Office of Fair-trading. All workers on construction sites have a valid Construction Induction Card (or equivalent). All workers on the marine sites have a valid Marine Induction Card. Identify all hazards. Assess site. Consider: - What type of work is to be performed? - Will the work be undertaken during day / night / peak? - Will any form of permission be required to undertake work? - Expected work duration: o Long Term - day/night operations – site may be left unattended o Mobile Works - vehicles continually moving at much lower speed, obstructing/partially obstructing traffic lanes o Short Term - Usually limited to 1 persons shift and person in attendance o Very Short Term - less than 5 minutes. - Emergency access – for both workers and emergency vehicles - Roles/responsibilities

○ vibration.	- Cuts, lacerations, pinch injuries - Entanglement - Burns - Muscular stress - Musculoskeletal Disorder.	- Safe passage for pedestrians - Detail duration and time (day/night) - Communication requirements Working outdoors. Ensure: - Suitable protective clothing - Sun brim on hard hat - Safety glasses - UV Rated - Use 30+ sunscreen on exposed skin areas - Adequate drinking water - Access to shade during breaks - Adequate breaks - Check weather conditions – do not work in extreme weather. **Hydraulic Tooling:** - Maintenance and servicing to be carried out by suitably qualified and competent person - Inspect as per relevant Australian Standard - Routine maintenance done at least every 3 months - Annual inspection must be carried out as per Australian Standard - Results of maintenance, servicing and inspections to be kept. **Asbestos:** If it is suspected that Asbestos containing materials are contained in vehicle parts requiring handling, removal etc.: - Notify supervisor immediately - Specific procedures will need to be in place before commencing any mechanic tasks involving parts containing Asbestos - Develop SWMS for mobile mechanic Asbestos handling tasks as required - Refer to Asbestos SWMS for further details regarding handling, removal and disposal of Asbestos. Obtain and implement companion SWMS for specific tasks, such as: - Working with Hazardous Chemicals - Work near/with mobile plant - Work At Heights - Oxy Acetylene Welding - Hand Tools - Power Tools - Asbestos – friable **Working at Heights** – Refer to Work at Heights SWMS. The potential for falls from plant / vehicles must be identified and assessed and appropriate controls put in place.

		RB: 3H	**Person responsible to implement control measures:**	**RA: 2M**
Job Step: Pre- start Inspection				
Hazards include: - Pedestrians in work zone - Vehicles, mobile plant in vicinity - Remote / isolated work - Slippery / uneven surfaces, objects on ground - Uncontrolled movement of vessel / plant - Air under pressure - Fluids under pressure - Electricity - Electrical installations & tools - Asbestos – brake pads, brake shoes, clutch plates - Hazardous Process – welding - Moving parts - Power tools - Hazardous Manual Tasks: o awkward, twisting, bending positions o Lifting, carrying, or putting down objects.	Risks include: - Person/s entering exclusion zone – distracting workers - Person/s entering exclusion zone – injured by mobile plant, vessel movement, equipment, chemicals etc on site - Distance from assistance when required or emergency services - Communication restrictions – lack of mobile signal - Falling over on same level causing bruises, sprains, strains, fractures - Hit by flying / projected object - Air injection injury - Fluid injection injury - Whipping air hoses – causing serious injury - Electrocution / electric shock - Exposure to asbestos causing long term illness, potential for terminal illness - Entanglement - Muscular stress - Musculoskeletal Disorder.	All workers must wear suitable High Visibility Clothing, i.e.: - Day works: Class D/F - Night works: Class N/R - Combination of day/night: Class D/N. As described by AS/NZS 4602:1:2011 *High visibility safety garments - Garments for high risk applications.* **PPE**. Ensure: - It is worn by all persons throughout the period of work (including set up & pack up) - It is suitable for the type of working environment and the work tasks - It s comfortable and correctly fitting for the worker - It is regularly inspected and maintained to ensure it remains in good, clean condition - Suitable wet weather/UV protective PPE is supplied where required. **Electrical:** - All leads are stored out of the way to reduce trip/fall risk - Use retractable reels etc when possible - Use power outlets closest to service/ maintenance area as possible - Use RCD's as per legislative requirements - Ensure leads do not lay in wet areas - Keep leads away from direct contact with chemicals - Ensure leads are tested and tagged as per legislative requirements for "hostile environment" - Power tools are in good condition and power cords are not damaged or have exposed wires. **Hazards chemicals:** - Stored correctly as per Code of Practice and Australian Standard - PPE appropriate and used correctly - No chemicals decanted or stored in food or drink containers - Safety Data Sheets available and followed - Suitable disposal methods in place - Chemical register maintained for all stored and used hazardous chemicals. **Work area set up**, ensure: - The ground surface is flat and even - The ground is able to bear the weight of equipment such as jacks and other lifting equipment - Lighting is sufficient for work to be carried out	

		- Rubbish is kept away from flammable chemicals and materials - All tools and equipment is stored adequately - Air lines, electrical leads, tools clear of floor surface - Gas cylinders stored correctly and secured - Work area well ventilated - Machine guards in place. **Hydraulic Jack, Trolley Jack, Engine Stand:** - Daily pre-operational inspection required - Operational and maintenance instructions to be displayed - Safe Work Load (SWL) to be prominently displayed. **Welder** and equipment: - Hot work permit obtained if required - Ensure cylinders are securely strapped to trolley - Check for gas leaks (use bubble test) – apply soapy water to valves and if bubbles appear – there is a leak - Ensure no oil/grease on fittings - Suitable pressure, pressure valves functional - Regulator maintained as required - Correct colour and type of hoses. (Do not use copper on acetylene lines – explosion risk) - Hoses are free of damage and secured - SDS obtained for gas and possible contaminants - Welding masks have suitable lens rating - Fire protection equipment is within test date, functional and accessible to intended location - Ensure screens are undamaged, sufficient size and placed in a correct manner to prevent persons being exposed to welding flash, hot sparks, slag etc. - Follow safe work procedure and Welding SWMS. If any equipment is damaged or unsuitable for the task do not use. Take out of service immediately and apply Lock-Out / Tag-Out (LOTE) procedures. **RB: 4A** | **Person responsible to implement control measures:** | **RA: 3H**
Job Step: Noise		
Hazards include: - Noise - long term exposure - Plant / vessels / machines operating in vicinity.	Risks include: - Hearing Loss - Deafness - Failure to hear warning signals	Refer to Noise Control SWMS for detailed information regarding the prevention of hearing loss and legislative requirements. The noise level generated by the work being carried out, and on-site will need to be assessed and determined prior to commencement of the job (use the manufacturer's manual to gather information, in conjunction with noise testing equipment).

	leading to injury or death.	*Employer /A person conducting a business or undertaking (PCBU)* has specific obligations under the WHS Regulations to manage the risks of hearing loss associated with noise at the workplace, including: - Ensuring that the noise a worker is exposed to at the workplace does not exceed the exposure standard for noise (85dB averaged) - Providing audiometric testing to a worker who is frequently required to use PPE to protect the worker from hearing loss associated with noise that exceeds the exposure standard - Whether the noise exposure standard of 85 dB(A) averaged over eight hours is exceeded depends on the level of noise involved and how long workers are exposed to it. If a formal Noise Assessment is required, a competent person in accordance with the relevant Australian Standard should do it. Hearing Protection for operators is required, ensure: - It is worn by the operator throughout the period of exposure to noise - Is suitable for the noise level - Is comfortable and correctly fitting for the operator - It is regularly inspected and maintained to ensure it remains in good, clean condition When choosing hearing protection for operators consider: - Overprotecting by cutting out too much sound can cause difficulties hearing other sounds needed to work safely - Ear-muffs can be uncomfortable to wear in hot environments - Wearing PPE can make it difficult for the worker to wear a helmet - That long hair can be tied back so it does not impact on correct fit. **Audiometric Testing.** If Audiometric testing is required it must: - Be provided within three months of the worker commencing work - Be started before people are exposed to hazardous noise (such as new workers or those changing jobs) - Provide a baseline as a reference for future audiometric test results - Have follow-up tests carried out at least every two years. - Be carried out with consultation with your workers and their health and safety representatives - Be carried out by competent persons in accordance with the procedures in the relevant Australian Standard - Workers should be given the results of audiometric testing accompanied by a written explanation of the meaning and implications. **RB: 3H** | **Person responsible to implement control measures:** | **RA: 2M**

Job Step: Hazardous Manual Tasks		

Hazards include:
- Slippery / uneven surfaces, objects on ground
- Inadequate lighting in work area
- Hand tools
- Moving parts
- Hot surfaces, machine parts
- Hazardous Manual Tasks:
  o awkward, twisting, bending positions
  o prolonged awkward positions while using tools
  o lifting, carrying, or putting down objects
  o pushing, pulling, throwing, pressing objects
  o repetitious movements
  o vibration
	Risks include:
	- Falling over on same level causing bruises, sprains, strains, fractures
	- Injuries caused as a result of poor lighting when performing tasks
	- Cuts, lacerations, pinch injuries
	- Entanglement
	- Burns
	- Muscular stress
	- Musculoskeletal Disorder
		Hazardous Manual Handling. General:
		- Avoid long periods of repetitive movements
		- Avoid awkward and sustained positions
		- Use mechanical lifting aids when possible
		- Use two or more people for lifting & moving heavy / awkward equipment
		- Avoid working in awkward postures – do not overreach
		- Do not work in static positions for more than 30 minutes at a time or 2 hours over an entire shift.
		- Ensure regular rest-breaks taken
		- Consider stretching before and after work.
		If using team lifts, ensure:
		- Person nominated as leader of lift
		- All lift team members are matched physically
		- Lift planned and rehearsed.
		Mechanic should be equipped with a range of manual handling aids appropriate to the tasks being carried out.
		Engines must be removed with load rated equipment eg hydraulic crane.
		Engines once removed should be placed on an engine stand for servicing/repairs.
		Engine stand must be stable and engine able to be rotated and locked as required.
		RB: 3H | **Person responsible to implement control measures:** | **RA: 2M**

Job Step: Operation		

Hazards include:
- Adverse weather - hot, cold, windy, wet
- Pedestrians in work zone
- Vessel movements, mobile plant in vicinity
- Vessel collision
- Remote / isolated work
- Slippery / uneven surfaces, objects on ground
- Uncontrolled movement of vessel / plant
- Air under pressure
- Fluids under pressure
	Risks include:
	- Hypothermia, frostbite, chilblains
	- Heat exhaustion, sunstroke, dehydration, sunburn
	- Person/s entering exclusion zone – distracting workers
	- Person/s entering exclusion zone – injured by mobile plant, vessel movement, equipment, chemicals etc on site
	- Distance from assistance when required or emergency services
	- Communication restrictions – lack of mobile signal
		Monitor work position at all times throughout operation when working near mobile plant or moving vessels.
		Ensure:
		- No standing behind reversing vehicles
		- Alertness at all times. Listen for:
		  o Reversing alarms/beepers
		  o Calls from other Operators
		- Alert for breaches of exclusion zones
		Slips, trips, falls:
		- Ensure spills are immediately cleaned up
		- Absorbent material available for chemical spills
		- Chemical spill kit available and workers trained in correct use
		- Keep work areas clean and tidy during the shift
		- Remove rubbish, broken/damaged parts regularly.

- Electricity - Electrical installations & tools
- Inadequate lighting in work area
- Noise
- Asbestos – lagging
- Hazardous Chemicals – fuels, lubricants, coolant, gases
- Hazardous atmosphere -Fire / explosion
- Hazardous Process – welding
- Hand tools
- Power tools
- Moving parts
- Hot surfaces, machine parts
- Hazardous Manual Tasks:
  o awkward, twisting, bending positions
  o prolonged awkward positions while using tools
  o lifting, carrying, or putting down objects
  o pushing, pulling, throwing, pressing objects
  o repetitious movements
  o vibration.
	- Falling over on same level causing bruises, sprains, strains, fractures
	- Hit by flying / projected object
	- Air injection injury
	- Fluid injection injury
	- Whipping air hoses – causing serious injury
	- Electrocution / electric shock
	- Injuries caused as a result of poor lighting when performing tasks
	- Hearing loss/ deafness
	- Exposure to asbestos causing long term illness, potential for terminal illness
	- Exposure to hazardous chemicals:
	  o Inhalation
	  o Ingestion
	  o Absorption
	  o Injection (under pressure)
	- Cuts, lacerations, pinch injuries
	- Entanglement
	- Burns
	- Muscular stress
	- Musculoskeletal Disorder.
		Isolated / remote Work. Ensure adequate communication systems in place such as:
		- Two-way communication available and operational
		- Panic / emergency alarm
		- Procedure in place to enable mechanic to notify supervisor if job not finished within expected timeline or any unexpected problems on site.
		
		Welding – Refer to Oxy Acetylene Welding SWMS.
		
		Using Lifting equipment – Refer to specific SWMS for safe use. Eg Cranes, jobs etc.
		
		Air Conditioner – re-gas /repair – refer to task specific SWMS.
		
		Follow standard procedures for performance of maintenance and repairs.
		
		Clean area upon completion. Dispose of waste in appropriate manner.
		
		RB: 3H | **Person responsible to implement control measures:** | **RA: 2M**

Job Step: Re-fuelling		
Hazards include: - Explosion - Fire - Hazardous Chemical – single exposure (fuel, lubricants) - Static electricity.	Risks include: - Burns caused by fire - Electric Shock - Explosion causing injury or death - Single exposure to hazardous chemical causing illness or death.	Read the current (issue date within 5 years) Safety Data Sheets (SDS) for all fuel products before use. Follow manufacturer's manual for more details for re-fuelling. **Additional PPE if any risk of splashing -** Chemical splash goggles**,** chemical resistant gloves/gauntlets, boots, and apron. **Note:** - Avoid breathing vapours or contact with fuel - If clothing is splashed with fuel, change it immediately - Ensure re-fuelling is undertaken in well-ventilated area, clear of ignition sources. **Re-fuelling:** - Shut off engine - Allow to cool before re-fuelling if possible

		- Remove cap slowly - Use a fuel hose, pouring spout or funnel - Fill tank and wipe away excess - Ensure there is no over spill - Ensure cap has been secured and any vapour residue has been wiped away - Check for leaks. **Note:** *Do not eat, drink or smoke after handling fuel until hands are carefully washed. Shower and wash immediately after work. Wash clothes in separate wash from other clothes.* **Note:** Ignition sources include pilot lights, stoves, heaters, cigarettes, matches/lighters, grinding, welding, powerpoints, lighting, light switches, radio transmitters, mobile phones, battery powered forklifts etc. **Unleaded petrol:** - Is an extremely flammable chemical - Is a toxic (poisonous) chemical - Electrostatic charges may be generated during handling - Electrostatic discharge may cause fire - The liquid evaporates quickly and can ignite leading to a flash fire, or an explosion in a confined space - The vapour is heavier than air, spreads along the ground and distant ignition is possible - The vapour is extremely flammable. **Diesel:** - Vapours may be ignited rapidly when exposed to heat, spark, open flame or other source of ignition - When mixed with air and exposed to an ignition source, flammable vapours can burn in the open or explode in confined spaces - Being heavier than air, vapours may travel long distances to an ignition source and flash back - Runoff to sewer may cause fire or explosion hazard. **Fuel Spills:** - Evacuate all unnecessary personnel - If possible contain the spill - Place inert, non combustible, absorbent material onto spillage - Use clean non-sparking tools to collect the material and place into a suitable labelled container - Dispose of as per SDS instructions and local waste facility or following EPA directives - For large spills – contact Emergency Services immediately (000). **Container disposal:** - Drain container thoroughly - After draining, vent in a safe place away from sparks and fire. Residues may cause an explosion hazard - Do not, puncture, cut, or weld un-cleaned drums - Send to drum recycler, or back to supplier - Do not pollute the soil, water or environment with the waste container.

		Petrol Containers: WARNING - Do not cut, drill, grind, weld or perform similar operations on or near containers - Petrol containers must not be used for storage of other products - Containers, even those that have been emptied, can contain explosive vapours - Ensure containers are suitable for contents and labelled - Do not use plastic containers unless designed for storing petrol. **RB: 3H** | **Person responsible to implement control measures:** | **RA: 2M**
Job Step: Maintenance		
Hazards include: - Slippery / uneven surfaces, objects on ground - Air under pressure - Fluids under pressure - Electricity - Electrical installations & tools - Inadequate lighting in work area - Hand tools - Power tools - Moving parts - Hot surfaces, machine parts - Hazardous Manual Tasks: o awkward, twisting, bending positions o prolonged awkward positions while using tools o lifting, carrying, or putting down objects o pushing, pulling, throwing, pressing objects.	Risks include: - Falling over on same level causing bruises, sprains, strains, fractures - Hit by flying / projected object - Air injection injury - Fluid injection injury - Whipping air hoses – causing serious injury - Electrocution / electric shock - Injuries caused as a result of poor lighting when performing tasks - Cuts, lacerations, pinch injuries - Entanglement - Burns - Muscular stress.	Clean equipment after each use. Store in suitable area. Electric test & tag to be current and in accordance with legislation & Australian Standard. Ensure all equipment and plant is maintained regularly by competent persons as per manufacturer's instructions. Regularly clean witches hats, plastic barriers etc to ensure no damage and to maintain reflective surfaces. Always follow LOTO (Lock Out/ Tag Out) procedures for maintenance of tools, plant and equipment. Allow tools / surfaces to cool before handling. Ensure all pressure is released and power isolated. Use gloves when handling blades or sharp items. **RB: 3H** | **Person responsible to implement control measures:** | **RA: 2M**

Emergency Procedures / Emergency Response	
Emergency Response: Call **000** immediately. Using a Mobile Phone emergency service: Call **112.** Develop and implement an emergency response plan for the site. Include: - Assembly points - Communication - Consultation methods - Responsible persons - Emergency contacts - names and phone numbers - First aid equipment - Fire Extinguishers – accessible & serviced.	Develop site-specific rescue procedures/SWMS, including for falls from height. Ensure all workers on-site are trained and familiar with emergency and evacuation procedures. **Person/s responsible to implement and follow emergency procedures and control measures:**
Review	
To ensure controls are implemented and monitored effectively: • Toolbox /pre-work meetings will be undertaken • Relevant persons will be consulted on hazards and contents of SWMS, work plans and other applicable information • Control measures will be monitored throughout works: o Spot checks o Consultation o Scheduled audits • Corrective actions will be recorded and rectified in a timely manner SWMS will be reviewed and updated accordingly (in consultation with relevant persons)	Ensure all controls are reviewed as per the following: • If controls fail to reduce risk adequately • When changes to the workplace or work activity occur that create new / different risks where controls may no longer be effective • New hazards identified • After an incident involving work activities relevant to this SWMS • During consultation with relevant persons indicate review is needed • A Health and Safety Representative (HSR) requests a review in line with the requirements of the legislation.
Person/s responsible to implement and follow monitoring and review procedures and control measures:	

SAFE WORK METHOD STATEMENT - Part 2		
Formal Training, Licences required for workers undertaking this task:	**Duties of workers undertaking this task:**	**Details of Supervisory Arrangements for workers undertaking this task:**

Example: - Licence to Perform High Risk Work (operating certain plant, equipment) - TAFE or other recognised training organisation - Construction Induction Card (or equivalent) - Competent in operation of make/model of plant - Emergency procedures – emergency response - PPE - Traffic Management Plans	Example: (Name): Operator (Name: Clean-up crew (Name): Supervisor Etc.	Example: - Suitably qualified supervisors for job - Direct on-site supervision - Remote site – communication systems/ schedule - Audits - Spot Checks, etc. - Reporting systems

Details of: regulatory permits/licenses Engineering Details/Certificates/WorkCover Approvals:	**Relevant Legislation, Codes of Practice:** **Note: Retain only the legislation references applicable to your state of operation for this SWMS.**

Example:
- Local council permits
- Building Approvals
- EPA approvals/permits
- Certain plant to be registered with State Authority
 	
PPE to comply with relevant Australian Standards
	• **Commonwealth, NSW, QLD, ACT**
	  ○ Work Health and Safety Act 2011
	  ○ Work Health and Safety Regulations 2011
	• **Northern Territory**
	  ○ Work Health and Safety (National Uniform Legislation) Act 2011
	  ○ Work Health and Safety (National Uniform Legislation) Regulations
	• **SA, Tasmania**
	  ○ Work Health and Safety Act 2012
	  ○ Work Health and Safety Regulations 2012
	• **Codes of Practice:** Safe Work Australia (2011):
	  ○ *Construction Work*
	  ○ *First Aid in the Workplace*
	  ○ *Managing the Risk of Falls at Workplaces*
	  ○ *Managing the Risk of Plant in the Workplace*
	  ○ *Managing Noise and Preventing Hearing Loss at Work*
	  ○ *How to Manage Work Health and Safety Risks*
	  ○ *Hazardous Manual Tasks*
	  ○ *Managing Risks of Hazardous Chemicals*
	• **Victoria**
	  ○ Occupational Health & Safety Act 2004
	  ○ Occupational Health & Safety Regulations 2007
	  ○ **Codes of Practice:**
	• **Western Australia**
	  ○ Occupational Safety & Health Act 1984
	  ○ Occupational Safety & Health Regulations 1996
	  ○ **Codes of Practice:**
	• **Australian Standards:**
	  ○ AS/NZS1269: 2005 *Occupational noise management*
	  ○ AS/NZS 4501:2008 (set) *Occupational Protective Clothing*
	  ○ AS/NZS 4602:1:2011 *High visibility safety garments - Garments for high risk applications*
	  ○ AS4024: 1:1996 *Safeguarding of machinery - General principles*
	  ○ AS 4024:1:2006 *Safety of machinery*
	  ○ AS 1319:1994 Safety *Signs for Occupational Environment*
	  ○ AS/NZS 3760:2010 *In-service safety inspection and testing of electrical equipment*
	  ○ AS/NZS 3000:2007 *Electrical installations (known as the Australian/New Zealand Wiring Rules)*
	  ○ AS 1742:2010 (set)- *Manual of uniform traffic control devices*
	  ○ AS 2865:2009 *Confined Spaces*
	  ○ AS/NZS 60745:1:2009 *Hand held motor generated electric tools - Safety requirements*
	  ○ AS 2401:1:1994 *Battery chargers for lead-acid batteries - Domestic type - Battery charges for vented cells*
	  ○ AS/NZS 1892:5:2000 Portable *ladders - Selection, safe use and care*
	  ○ AS/NZS 1418 Set: 2013 *Cranes, hoists and winches set*
	  ○ AS/NZS 2615:2004 *Hydraulic trolley jacks*
	  ○ AS/NZS 2550:9:2007 *Vehicle Jacks*
	  ○ AS/NZS 2554:1998 *Hose and hose assemblies for air*
	  ○ AS/NZS 2906:2001 *Fuel containers - Portable - Plastic and Metal*

Plant/Tools/Equipment: (List plant and equipment to be used on the job.)	
Example: Trolley Jack (Make & Model)	

	○ *Managing Electrical Risks in the Workplace* ○ *Confined Spaces* ○ *Managing the Work Environment and Facilities* ○ *WHS Consultation, Cooperation & Coordination* ○ *How to Manage and Control Asbestos in the Workplace*	○ AS 1940:2004 *Storage and handling of flammable and combustible liquids* ○ AS 4115:1993 *Hand torque tools* ○ AS 2030:1:2009 *Gas cylinders - General requirements* ○ AS 4839:2001 *The safe use of portable mobile oxy-fuel gas systems for welding, cutting, heating and allied processes* ○ AS/NZS 1268:1996 Equipment *for checking pressure and inflation of tyres* ○ AS 1973:1993 *Pneumatic tyres - Passenger car, light truck, and truck/bus - Retreading and repair processes* ○ AS 4457:1:2007 *Earth-moving machinery - Off-the-road wheels, rims and tyres - Maintenance and repair - Wheel assemblies and rim assemblies*

Reference Documents	
Safe Work Australia (2011): *Guidance on the Classification of Hazardous Chemicals under the WHS Regulations*	Safe Work Australia (2011): Code of Practice: *How to Manage and Control Asbestos in the Workplace*
Safe Work Australia (2011): Code of Practice*: Managing Risks of Hazardous Chemicals*	Chemwatch (2013): Safety Data Sheet: Unleaded *petrol*
Safe Work Australia (2011): Code of Practice*: Managing Noise and Preventing Hearing Loss at Work*	Chemwatch (2013): Safety Data Sheet: *Diesel*
Safe Work Australia (2011): Code of Practice*: Hazardous Manual Tasks*	WorkSafe Victoria (2004): Industry Guide: *Automotive Workshop Safety*

SAFE WORK METHOD STATEMENT - Part 3

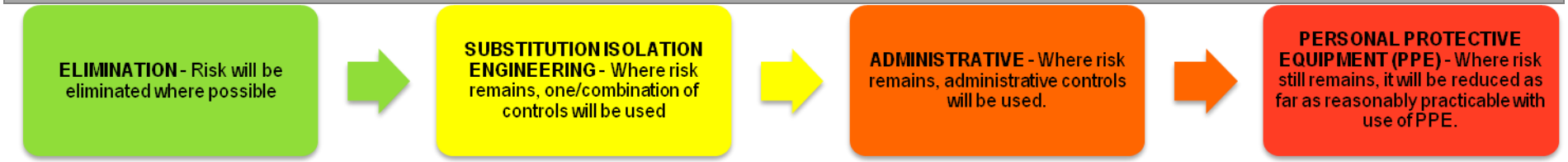
This SWMS has been developed in consultation and cooperation with *employee/workers* and relevant *Employer/Persons Conducting Business or Undertaking (PCBU).* I have read the above SWMS and I understand its contents. I confirm that I have the skills and training, including relevant certification to conduct the task as described. I agree to comply with safety requirements within this SWMS including risk control measures, safe work instructions and Personal Protective Equipment described.

Overall Risk Rating after Controls	1 Low	2 Moderate	3 High		4 Acute
Employee/Worker Name	**Job Role / Position**	**Signature**	**Date**	**Time**	**Employer/PCBU/ Supervisor**

Review No.	1	2	3	4	5	6	7	8
Name								
Initial								

Date								

HIERARCHY OF CONTROLS



RISK ASSESSMENT MATRIX

References: Safe Work Australia (2011) - Code of Practice: How to Manage Work Health and Safety Risks, AS/NZS 31000 -2009 Risk Management Principles and Guidelines.

Step 1: Determine Likelihood
What is the possibility that the effect will occur?

	Criteria	Description
Almost certain	Expected in most circumstances.	Effect is a common result
Likely	Will probably occur in most circumstances	Effect is known to have occurred at this site or it has happened
Possible	Might occur at some time	Effect could occur at the site or I've heard of it happening
Unlikely	Could occur at some time	Effect is not likely to occur at the site or I have not heard of it happening
Rare	May occur only in exceptional circumstances	Effect is practically impossible

Step 2: Determine Consequence
What will be the expected effect?

Level of Effect:	Example of each level:
Insignificant/Acceptable	No effect – or so minor that effect is acceptable
Minor	First Aid treatment only; no lost time injury
Moderate	Medical treatment; serious injuries, temporary partial disability; lost time injury < 7 days
Major	Hospital admittance; extensive injuries; lost time injury > 7 days; Permanent Total Disability injury; death
Catastrophic	Multiple Permanent Total Disability injuries; multiple deaths

Step 3 Determine the risk score

	Consequence				
Likelihood	**Insignificant**	**Minor**	**Moderate**	**Major**	**Catastrophic**
Almost certain	3 High	3 High	4 Acute	4 Acute	4 Acute
Likely	2 Moderate	3 High	3 High	4 Acute	4 Acute
Possible	1 Low	2 Moderate	3 High	4 Acute	4 Acute
Unlikely	1 Low	1 Low	2 Moderate	3 High	4 Acute
Rare	1 Low	1 Low	2 Moderate	3 High	3 High

Step 4 Record risk score on worksheet (**Note** – Risk scores have no absolute value and should only be used for comparison and to engender discussion.)

Score	Action
4 A: Acute	**DO NOT PROCCED.** Requires immediate attention. Introduce further high level controls to lower the risk level. Re-assess before proceeding.
3 H: High	**Review before commencing work**. Introduce new controls and/or maintain high level controls to lower the risk level. Monitor frequently to ensure control measures are working.
2 M: Moderate	**Maintain control measures.** Proceed with work. Monitor and review regularly, and if any equipment/people/materials/work processes or procedures change.
1 L: Low	**Record and monitor**. Proceed with work. Review regularly, and if any equipment/people/materials/work processes or procedures change.