



SAFE WORK METHOD STATEMENT (SWMS)

Onboard Engineering
Po Box 2247
Taren Point NSW, 2229
Office: 0295405222
Email:
service@onboardengineering.com.au
ABN: 78673684697

Contractor - Supervisor Name:		LOCATION	MSDS for the following are attached:	Developed by:	
VESSEL IDENTIFICATION:				Name:	
WORK INSTRUCTION:				Position:	
TASK DESCRIPTION:				Date:	
LEGISLATION / STANDARD / CODE: WHS ACT 2011 , WHS REG 2011				Supervised by:	
				Name	
				Position:	
				Date:	

RISK MATRIX

	MINOR	MAJOR	CRITICAL	CATASTROPHIC
FREQUENT	13	7	3	1
PROBABLE	16	9	5	2
OCCASIONAL	18	11	6	4
REMOTE	19	14	12	8
IMPROBABLE	20	17	15	10

HAZARD / RISK INDEX VS ACCEPTABILITY



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HRI	RISK LEVEL	RISK ACCEPTABILITY	DESCRIPTION
1-5	Extremely High	Intolerable	Exposure immediately discontinued unless authorised to by delegate
6-10	High	Unacceptable	Exposure discontinued as soon as reasonable unless authorised to continue (with ongoing review) by delegate
11-17	Medium	Acceptable with continuous review	Exposure may continue with periodic review at delegates discretion
18-20	Low	Acceptable with periodic review	Exposure is acceptable with periodic review

CONSEQUENCE vs CATEGORY							
	FITNESS FOR SERVICE (PROJECT SPECIFIC)	SAFETY OF PERSONNEL	ENVIRONMENT	REPUTATION	FINANCIAL	SCHEDULE	CAPABILITY / PERFORMANCE
CATASTROPHIC	Failure that would prevent the platform, system or equipment from meeting the primary operational requirements	Failure which could result in death or permanent total disability	Failure would result in significant long-term damage to the environment and would be extremely difficult to rectify	Extended adverse media coverage or adverse international coverage or formal enquiry	25% plus Of program value for prog. Risk or project value for project risk	Permanent impact to critical path which renders deliverables/ objectives unrecoverable	Failure / inability to meet primary objectives
CRITICAL	Failure would significantly degrade the platforms systems or equipment's ability to perform its primary mission	Failure which could result in permanent partial disability or temporary total disability in excess of 30 days	Failure would result in significant short-term damage to the environment which would be difficult to rectify	Adverse capital city and national media coverage including court action	10-25% Of program value for prog. Risk or project value for project risk	Significant impact to critical path, deliverables/objectives only recoverable via significant contingency funds / process	Failure / inability to meet partial primary objectives
MAJOR	Failure would result in temporary loss of one or more significant capabilities within the platform, system or equipment	Failure which could result in temporary partial disability less than 30 days hospital, illness, injury, compensation	Failure would result in significant short-term damage to the environment which would be readily rectifiable	Adverse national or local media coverage	Less 10% Of program value for prog. Risk or project value for project risk	Moderate impact to critical path, deliverables / objectives recoverable via contingency funds	Inability to meet secondary objectives
MINOR	Failure would result in temporary degradation or loss of one or more capabilities within the platform system	Failure which could result in first aid or minor supportive medical treatment	Failure would result in short-term damage to the environment requiring no rectification activities	Public complaints	Insignificant financial impact	Some delays to production, delivery date still achievable	Inability to meet partial secondary objectives



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Item	Job Step Break the job down into logical steps listing separate work tasks covering the whole procedure	Potential Hazards Identify all the hazards associated with each step. Examine each to find possibilities that could lead to an injury or incident or adverse environmental or community impact	Risk Score	Controls Using the previous two columns as a guide, decide what actions are necessary to eliminate or minimise the hazards that could lead to an incident, injury or occupational illness, environmental or community impact	Person Responsible Controls must be assigned to an individual where appropriate, to ensure JSEA compliance	Residue Score	
1	Sign onto site		20	<ul style="list-style-type: none"> Correct PPE Induction pass Work instruction, SWMS, ITP & MSDS 	Supervisor	20	
2	Transport tools & equipment to appropriate vessel	<ul style="list-style-type: none"> Back injury Object falling from height 	18	<ul style="list-style-type: none"> Use Trolleys to carry tools and parts Secure tools and equipment 	Supervisor	18	
3	Step onto vessel	<ul style="list-style-type: none"> Trip and slip Vessel in wet berth 	18	<ul style="list-style-type: none"> Check if access point is secured properly. Remove trip hazards such as ropes and cord Wear non-slip shoes Wear PDF when accessing vessel in wet berth 	Supervisor	18	
4	Working near water	<ul style="list-style-type: none"> Fall into water 	18	<ul style="list-style-type: none"> Wear PFD within 2 metres of waters edge and when transferring onto vessel over water 	Supervisor	18	



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5	Task / Pack up work area	<ul style="list-style-type: none"> Burns Oil Spill Fuel Spill Exposure to chemicals Environmental harm 	18	<ul style="list-style-type: none"> Keep spill kit within reach Keep absorbent oil pads around work area Store & transport oils and chemicals in small sealed containers Appropriate use of PPE's Dispose of oils & chemicals in responsible way Have oil spill recovery kits within reach Have fire extinguisher within reach Obey no smoking / no naked flame policy Ensure sufficient ventilation in the work area Keep work area clean 	Supervisor Responsible Person	18	
6	Working Outdoors	<ul style="list-style-type: none"> Sun Exposure Dehydration Heat stress 	18	<ul style="list-style-type: none"> Use appropriate PPE (UV sunglasses, hat, long sleeved shirt and pants) Drink plenty of water Use sunscreen 	Responsible Person	18	
7	Disembark Vessel	<ul style="list-style-type: none"> Trip and slip Vessel in Wet Berth 	18	<ul style="list-style-type: none"> Check if access point is secured properly. Remove trip hazards such as ropes and cord Wear non-slip shoes Wear PDF when disembarking vessel 	Responsible Person	18	



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Name	Job Title	Duties and Responsibilities:	Qualifications and experience required to complete the task:	Any Training Required to Complete Work:

Compliance Assessment Criteria	✓- Yes X- No	Comments	Revisions		
			No.	Date	Reason for Revision
Is the swms task specific, not covering too many related operations?					
Is the task broken down into a logical sequence of events?					



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Are there enough 'steps' to adequately cover all aspects of the task?					
Are all 'credible' hazards identified?					
Is the 'Likelihood' & 'Severity' score appropriate to each hazard?					
Have crew names been inserted in the "Personnel Responsible" column?					
Is there a 'Control' measure for each individual identified hazard and is it adequate?					
Are Certificates of Competency/ licences recorded where required?					
Is the relevant SWMS covering this portion of work referenced?					
Print Name of Person Assessing JSEA:	Date:	Signature			

SAFE WORK INSTRUCTIONS (SWI's) applicable to the job:..... **SPECIAL NOTES:**

- ENSURE THE FOLLOWING SAFETY EQUIPMENT IS USED AS REQUIRED:
 - FIRE EXTINGUISHER
 - OIL SPILL KIT
 - FIRST AID BOX
 - LIFE JACKET
 - COMMUNICATIONS EQUIPMENT – MOBILE PHONE AND/OR MARINE CB RADIO AND FLARES
 - SUNSCREEN AND APPROPRIATE PROTECTIVE CLOTHING
 - CHEMICAL SUBSTANCES/MATERIALS LIST – LIST/ATTACH MATERIAL SAFETY DATA SHEET (MSDS)
 - PLANT/EQUIPMENT INSPECTION AND MAINTENANCE – LIST/MAINTENANCE SCHEDULE
 - ALCOHOL AND NON-PRESCRIBED DRUGS PROHIBITED DURING OPERATION

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This JSEA has been developed through consultation with the work crew and has been read, discussed & agreed by:

Print Name	Signature	Date	Print Name	Signature	Date
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DAILY SIGN ON TO JOB SITE

VESSEL	NAME	SIGNATURE	DATE	SWMS AMMENDMENT REQUIRED



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