

SAFE WORK METHOD STATEMENT (SWMS) PART 1			
ACTIVITY: HYDRAULIC REPAIR & MAINTENANCE			JOB #:
BUSINESS NAME:			BUSINESS #:
BUSINESS ADDRESS:			
BUSINESS CONTACT:			PHONE #:
SWMS APPROVED BY: EMPLOYER / PCBU / DIRECTOR / OWNER.			
NAME:			
SIGNATURE:			DATE:
PERSON/S RESPONSIBLE FOR ENSURING COMPLIANCE WITH SWMS:			
PERSON/S RESPONSIBLE FOR REVIEWING THE SWMS:			
RELEVANT WORKERS CONSULTED IN THE DEVELOPMENT, APPROVAL AND COMMUNICATION OF THIS SWMS.		ALL PERSONS INVOLVED IN THE TASK MUST HAVE THIS SWMS COMMUNICATED TO THEM BEFORE WORK COMMENCES.	
NAME	SIGNATURE	DATE	Daily Tool Box Talks will be undertaken to identify, control and communicate additional site hazards. Work must cease immediately if incident or near miss occurs. SWMS must be amended in consultation with relevant persons. Amendments must be approved by _____ and communicated to all affected workers before work resumes. SWMS must be made available for inspection or review as required by WHS legislation. Record of SWMS must be kept as required by WHS legislation (until job is complete or for 2 years if involved in a notifiable incident).
PRINCIPAL CONTRACTOR DETAILS <i>(The builder or the organisation you are working for.)</i>			
PRINCIPAL CONTRACTOR (PC):		PROJECT NAME:	DATE SWMS PROVIDED TO PC:
PROJECT ADDRESS:			
PROJECT MANAGER (PM):		PM SIGNATURE:	CONTACT PH. #:
SWMS SCOPE: This SWMS covers the repair and maintenance of hydraulic fluid connections and hoses. Covered in this SWMS is planning and preparation, manual handling, hand/power tools use, working on ladders and general hazards associated with the work.			

THIS WORK ACTIVITY INVOLVES THE FOLLOWING "HIGH RISK CONSTRUCTION WORK"

- Confined Spaces
- Mobile Plant
- Demolition
- Asbestos
- Using explosives
- Diving work
- Artificial extremes of temperature
- Tilt up or pre-cast concrete
- Pressurised gas distribution mains or piping chemical, fuel or refrigerant lines energised electrical installations or services
- Structures or buildings involving structural alterations or repairs that require temporary support to prevent collapse
- Involves a risk of a person falling more than 2m, including work on telecommunications towers
- Working at depths greater than 1.5 Metres, including tunnels or mines
- 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
- In or near water or other liquid that involves risk of drowning

LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC	SCORE	ACTION	HIERARCHY OF CONTROLS	Most EFFECTIVE
ALMOST CERTAIN	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEED.	ELIMINATION	↑ ↓ LEAST EFFECTIVE
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEED.	SUBSTITUTION	
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE	3H HIGH	Review before commencing work.	ISOLATION	
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	2M MODERATE	Maintain control measures.	ENGINEERING ADMIN PPE	
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	Record and monitor.	PPE	

PERSONAL PROTECTIVE EQUIPMENT (PPE): *ENSURE ALL PPE MEETS RELEVANT AUSTRALIAN STANDARDS. INSPECT, AND REPLACE PPE AS NEEDED.*

FOOT PROTECTION	HEARING PROTECTION	HIGH VISIBILITY	HEAD PROTECTION	EYE PROTECTION	FACE PROTECTION	HAND PROTECTION	PROTECTIVE CLOTHING	BREATHING PROTECTION	SUN PROTECTION	FALL ARREST	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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

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](http://www.saiglobal.com)

JOB STEP	POTENTIAL HAZARD/S	IR	CONTROL MEASURES TO REDUCE RISK	RR	RESPONSIBLE PERSON
<i>INHERENT RISK-RATING (IR) RESIDUAL RISK-RATING (RR)</i>					
3. Arrival at site	Powered mobile plant movement	4A	<ul style="list-style-type: none"> • Follow Traffic Management Plan requirements • Take note of mobile plant movement - check constantly for changing hazards while working and monitor work position at all times. Ensure: <ul style="list-style-type: none"> ○ High visibility clothing worn at all times ○ Do not stand behind reversing vehicles/plant ○ Allow sufficient distance from plant during operation (allow sufficient room for equipment failure – such as arm/boom failure or plant rollover) ○ No work is conducted in established “no go zones” for pedestrians ○ Alertness at all times. Listen for reversing alarms/beepers & calls from Plant Operators ○ Safety/warning signs, spotters, traffic barriers etc. must be obeyed as required ○ Work positions should be in clear sight of plant operators ○ <i>NOTE: Some traffic management plans may say that pedestrians have right-of-way. Never assume this. Make visual and verbal contact with plant operator as required.</i> 	2M	
	Parking adjacent to road & public	3H	<ul style="list-style-type: none"> • Park in facility designated parking area when possible • Park vehicle on level firm ground • If adjacent to road: <ul style="list-style-type: none"> ○ Exit vehicle from non-traffic side of the road ○ Wear Hi Vis Vest ○ Comply with all local laws and permits ○ Ensure: <ul style="list-style-type: none"> ▪ Sufficient room for delivery and unloading of materials and equipment ▪ Located away from traffic/vehicles/pedestrians. 	2M	
	Personal injury, property damage &/or environmental incident.	3H	<ul style="list-style-type: none"> • Assess conditions at site on arrival • Ensure site-specific induction is undertaken (include location of amenities, first aid facilities, emergency plans and evacuation points, contact persons etc.) • Work site is exactly as detailed in Terms of Agreement or contract • Suitable weather conditions • Suitable access for all equipment required • Suitable ground / track conditions for operation. Flat, even, firm surface, no recently backfilled earth, voids, pits or excavations in close proximity • Suitable lighting, including night-works (include flood lighting and operator head lamps as applicable) • Take note of other vehicle /plant movement • Ensure travel path will not damage utilities (gas, telecommunication, electrical, water or sewerage systems). • Conduct risk assessment to identify potential hazards. 	2M	

JOB STEP	POTENTIAL HAZARD/S	IR	CONTROL MEASURES TO REDUCE RISK	RR	RESPONSIBLE PERSON
			<p style="text-align: center;"><i>INHERENT RISK-RATING (IR) RESIDUAL RISK-RATING (RR)</i></p> <ul style="list-style-type: none"> ○ Safe access and egress ○ Sufficient lighting ○ Free of debris ○ Complete visibility of work area ○ Positioned leads/tools do not create a trip hazard ○ Pits, voids or holes are noted and barricaded if necessary. 		
5. Conducting hydraulic work	Crush injuries	3H	<ul style="list-style-type: none"> • Before commencing maintenance/repairs. Ensure: <ul style="list-style-type: none"> ○ Plant/machinery is parked on level ground ○ Engine is stopped ○ Engine start switch key is turned off and the engine start switch key is removed ○ Place "Do not use" tags on controls. Include name, date and reason for tag out: <ul style="list-style-type: none"> ▪ Lower attachments, etc. to ground. ▪ Note: If attachment is required to be raised, do not rely on hydraulic pressure, always use work stands to support attachment in raised position. ▪ Test by "trying" to re-activate the plant ⚠ <i>Do not rely on hydraulic system to any part of equipment in raised position during maintenance. Always use installed lift brace equipment and/or suitable SWL blocks/jacks</i> • Identify any hazardous energy sources (such as moveable parts of machinery, or electrical connections) • Place isolators to a safe position • Remove or restrain stored energy (brakes applied, bleed or drain hydraulic or pneumatic pressure, moving parts restrained) • Confirm the isolation is effective (test for stored energy). 	2M	
	High pressure lacerations/hit by debris	3H	<ul style="list-style-type: none"> ⚠ <i>Escaping fluid under pressure can have sufficient force to penetrate skin. If injured by escaping fluid, obtain medical treatment immediately.</i> • Always depressurise hydraulic system before inspection. (This applies even if you only see a slow fluid drip on the ground) • Follow lock-out/tag out procedures according to manufacturer's instructions for vehicle/plant. <ol style="list-style-type: none"> 1. Shut the vehicle/machinery down 2. Allow it to cool 3. Identify all energy sources using operations manual. May include: <ul style="list-style-type: none"> ▪ Fuels ▪ Heat ▪ Steam ▪ Stored energy ▪ Fluids under pressure (such as air or hydraulic oil) 	2M	

JOB STEP	POTENTIAL HAZARD/S	IR	CONTROL MEASURES TO REDUCE RISK	RR	RESPONSIBLE PERSON
			<i>INHERENT RISK-RATING (IR) RESIDUAL RISK-RATING (RR)</i>		
	Falls from platform ladder	3H	<ul style="list-style-type: none"> • When working on a ladder, do not over-reach. Descend ladder and re-position as required • Ensure: <ul style="list-style-type: none"> ○ Trestle back undamaged ○ If unfolding type, chains, rivets etc. are undamaged and functional ○ Suitable height hand rail (900mm) ○ Triangular flat plate bracing ○ Correct size for job (platform level) ○ Non-slip treads ○ Large feet with non-slip mouldings ○ Non-slip platform of sufficient strength for persons, tools and equipment ○ Industrial rating. • Before climbing ladder, test it is secure by jumping on bottom rung. If there is movement, set-up again and re-test until secure • Ladder: <ul style="list-style-type: none"> ○ Face ladder when ascending/descending ○ Ensure 3 points of contact remain on ladder at all times ○ Ensure only 1 person working from each ladder. <p style="margin-left: 40px;"><i>× Do not:</i></p> <ul style="list-style-type: none"> ○ <i>Attempt to move or extend ladder when on it.</i> ○ <i>Slide down stiles</i> ○ <i>Step up or down two or more rungs at a time.</i> 	2M	
6. Environmental Incident /Spills	<ul style="list-style-type: none"> • Environmental Harm • Contact with Hydraulic fluid 	3H	<ul style="list-style-type: none"> • Emergency response –Hydraulic fluid spill: <ol style="list-style-type: none"> 1. Stop the source of the spill or leak or release <ol style="list-style-type: none"> a. If that is not possible & it is safe to do so - stop the spill or release from spreading 2. Wear appropriate PPE to avoid contact with skin and eyes 3. Clear the area. Check that others working close by are made aware of spill. 4. Implement protective measures and containment procedures to minimise environmental damage. E.g. remove ignition sources 5. Oversee containment, cleanup and restoration operations. E.g. Use gravel or other material to stop fluid entering drains/water courses 6. Clean up spill as required. Consult M/SDS for advice. 	2M	
7. On completion	Electric shock / electrocution	4A	<ul style="list-style-type: none"> • Re-energising equipment/apparatus ensure: <ul style="list-style-type: none"> ○ Only competent, authorised employees undertake the task ○ Effective supervision maintained ○ Ensure all work has been completed and is safe 	2M	

SAFE WORK METHOD STATEMENT (SWMS) PART 2

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 PPE described.

OVERALL RISK RATING AFTER CONTROLS	<input type="checkbox"/> 1 Low	<input checked="" type="checkbox"/> 2 MODERATE	<input type="checkbox"/> 3 High	<input type="checkbox"/> 4 ACUTE
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WORKERS' NAME	JOB ROLE / POSITION	LICENCES, COMPETENCIES & QUALIFICATIONS <i>(add as applicable)</i>			DATE	SIGNATURE
		TYPE / DESCRIPTION	CLASS	NUMBER		
		Construction Card				
		Construction Card				
		Construction Card				
		Construction Card				
		Construction Card				
		Construction Card				
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		Construction Card				
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