SAFE WORK METHOD STATEMENT (SWMS) PART 1

SWMS SCOPE: This SWMS covers the safe installation and fitting of pipework, appliances, fixtures for hot/cold water and fire system installation. This includes commercial, industrial and domestic plumbing works from the building line to termination points.

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<tr>
<th>Business Name</th>
<th>ABN:</th>
<th>SWMS Approved by:</th>
<th>Date:</th>
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<tr>
<th>Business Address</th>
<th>Phone #:</th>
<th>Person/s responsible for ensuring compliance with SWMS:</th>
<th>Signature:</th>
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<tr>
<th>Business Contact</th>
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<th>Person/s responsible for reviewing the SWMS:</th>
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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.**

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<th>NAME</th>
<th>SIGNATURE</th>
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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**

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<th>Principal Contractor (PC)</th>
<th>Date SWMS provided to PC:</th>
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<th>Project Manager (PM)</th>
<th>PM Signature</th>
<th>CONTACT PH. #:</th>
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LIKELIHOOD

- **ALMOST CERTAIN**
  - INSIGNIFICANT:
    - High
  - MINOR:
    - High
  - MODERATE:
    - Acute
  - MAJOR:
    - Acute
  - CATASTROPHIC:
    - Acute

- **LIKELY**
  - MODERATE:
    - High
  - MINOR:
    - High
  - MODERATE:
    - Acute
  - MAJOR:
    - Acute

- **POSSIBLE**
  - LOW:
    - Moderate
  - MODERATE:
    - High
  - MODERATE:
    - Acute
  - MAJOR:
    - Acute

- **UNLIKELY**
  - LOW:
    - Moderate
  - LOW:
    - High
  - MODERATE:
    - Acute
  - MAJOR:
    - Acute

- **RARE**
  - LOW:
    - Moderate
  - LOW:
    - High
  - MODERATE:
    - High

**SCORE**

- 4A Acute
- 3H High
- 2M Moderate
- 1L Low

**ACTION**

- DO NOT PROCEED.
- Review before commencing work.
- Maintain control measures.
- Record and monitor.

HIERARCHY OF CONTROLS

- **ELIMINATION**
- **SUBSTITUTION**
- **ISOLATION**
- **ENGINEERING**
- **ADMINISTRATION**
- **MINING**
- **PERSONNEL**

**DOCUMENT #:** VERSION #: 1 **AUTHORISED BY:**

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**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

**PERSONAL PROTECTIVE EQUIPMENT (PPE):** Ensure all PPE meets relevant Australian Standards. Inspect, and replace PPE as needed.

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<thead>
<tr>
<th>Foot Protection</th>
<th>Hearing Protection</th>
<th>High Visibility</th>
<th>Head Protection</th>
<th>Eye Protection</th>
<th>Face Protection</th>
<th>Hand Protection</th>
<th>Protective Clothing</th>
<th>Breathing Protection</th>
<th>Sun Protection</th>
<th>Fall Arrest</th>
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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

**JOB STEP** | **POTENTIAL HAZARD/S** | **IR** | **CONTROL MEASURES TO REDUCE RISK** | **RR** | **RESPONSIBLE PERSON**
---|---|---|---|---|---|
1. Planning & preparation | Lack of consultation with potential outcomes for personal injury, property damage &/or environmental incident. | 3H | Liaise with Principal Contractor to establish the following on-site systems and procedures are in place and take note of:
- Health and Safety rules
- Induction for all workers – site specific and toolbox meetings
- Supervisory arrangements
- Emergency plans
- Communication arrangements
- Ensure Work Safe notification for deep excavations prior for planned work (where applicable) | PPE required
- Site plans – showing no go zones for pedestrians
- Traffic Management Plan (TMP)
- Exclusion Zones
- Risk Assessments, SWMS and JSA’s
- Underground essential services - including gas, water, sewerage, telecommunications, and electricity. | 2M | Organisation
<table>
<thead>
<tr>
<th>JOB STEP</th>
<th>POTENTIAL HAZARD/S</th>
<th>IR</th>
<th>CONTROL MEASURES TO REDUCE RISK</th>
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</thead>
</table>
| 3. Arrival onsite | Personal injury, property damage &/or environmental incident | 3H | • Identify and obey all safety related signage (check site entry requirements)  
• Ensure all PPE required for site is worn and in good working order, especially High Visibility clothing  
• Follow traffic management plan  
• Vehicle should be positioned in a safe location, clear of traffic/vehicles/pedestrians during equipment delivery and materials removal (deploy physical barriers, caution signs and equipment, where necessary)  
• Do not park illegally  
• Alertness at all times. Listen for:  
  o Reversing alarms/beepers  
  o Calls from plant operators  
• Report to Site Supervisor  
• Ensure site-specific induction is undertaken (include location of amenities, first aid facilities, emergency plans and evacuation points, contact persons etc.) |
| 4. Unloading / storage of materials | Work adjacent to road & injury to public | 3H | • Park working vehicle to avoid travelling across roads when delivery working equipment  
• If setting up roadside – comply with local laws and permits  
• Erect any barriers & signage necessary to keep others safe and aware. |
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<thead>
<tr>
<th>JOB STEP</th>
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<th>IR</th>
<th>CONTROL MEASURES TO REDUCE RISK</th>
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<tbody>
<tr>
<td>Property damage</td>
<td>3H</td>
<td>Ensure equipment is not placed in areas where they may be run over, damaged or exposed to water (unless rated for wet environments).</td>
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<tr>
<td>Contact with electricity from existing structure, power tools</td>
<td>4A</td>
<td>* Follow lock-out/tag-out procedures and obtain advice from suitable person (such as licensed electrician) that power is isolated (if required). * Obtain certificate of electrical safety if required * Identify and mark all electrical cables/equipment * Make sure fixing points are clear of cables/equipment. <strong>Where electrical hazards are identified, a qualified electrical contractor should be engaged to eliminate or control this risk.</strong> * All power tools and leads are Tested and Tagged and are current * Pre-inspect equipment * If equipment is damaged, do not use. Take out of service, apply Lock-out/tag-out (LOTO) procedures and inform supervisor immediately.</td>
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<tr>
<td>Muscular stress / musculoskeletal disorder (MSD)</td>
<td>3H</td>
<td>Movement of material from the delivery point to the installation area usually represents the greatest opportunity for damage or injury, particularly if being achieved manually. Ensure: * Ensure the access route is clear of hazards * Use hand trucks (trolley), to move heavy materials where practicable e.g. hot water systems * Use team lifts where possible: * As much as possible, team members are of similar height and capability * Team members know their responsibilities during the lift.</td>
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<td>Slips, trips &amp; falls</td>
<td>3H</td>
<td>Wear non-slip, steel capped footwear * Run cords / hoses overhead if possible * Place cords / hoses to the side of the walkways and tape down: * Avoid running cords / hoses through stairways and ladders * Ensure adequate lighting on-site using temporary lighting as required * Check your path is clear of obstacles before carrying loads * Use mechanical lifting aids rather than carrying bulky loads that block the view ahead * Ensure everyone wears suitable footwear with a good grip.</td>
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<td>Noise</td>
<td>3H</td>
<td>Ensure hearing protection is worn when operating compressor, power &amp; explosive tools: * It is worn by the operator throughout the period of exposure to noise * Environmental noise: * All noisy construction work conducted within regulated hours (see local council / EPA for details)</td>
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**INHERENT RISK-RATING (IR) RESIDUAL RISK-RATING (RR)**

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<thead>
<tr>
<th>RR</th>
<th>RESPONSIBLE PERSON</th>
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<td>2M</td>
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<td>2M</td>
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<tr>
<td>JOB STEP</td>
<td>POTENTIAL HAZARD/S</td>
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</table>
| 7.       | Hot work – electric or gas welding. Soldering/Cutting | 4A | • Ensure completed Hot Work Permit available at site  
  ▶ Follow safety precautions on Hot Work Permit - Do not conduct work that is not listed on Hot Work Permit. If other Hot Works are required, obtain Hot Work Permit for that task before commencement  
  • Fire protection equipment provided and accessible:  
    o Dry Chemical or CO2 fire extinguishers in immediate vicinity of cylinders (ensure fire extinguishers tested and tagged)  
    o All flammable materials (including waste, rags, solvents, empty drums etc.) are removed from area  
    o Screens are of sufficient size and placed in a manner to prevent hot sparks, slag and hot metal pieces rolling underneath or penetrating any openings. | 2M | Plumber/s |
|          | Hazardous chemicals / substances | 3H | • Check cylinders are free from leaks or dents  
  • Check cylinder fittings, hoses and connections are not damaged or in poor condition  
  • Secure cylinders to prevent dislodgement. | 2M | |
|          | Explosion/ Burns Property damage | 4A | • Gas cylinders:  
    o Keep the gas cylinder valve closed when the cylinder is not being used  
    o Keep all sources of heat and ignition away from gas cylinders, even if the cylinders do not contain flammable material  
    • Ensure cylinders are fitted with correct flashback arresters. Example:  
    • For hoses 3m or less, flashback arrestors fitted to each gas line at the regulator outlet  
    • Hoses longer than 3m, two flashback arrestors fitted to each gas line; one at the blowpipe connection and one at the regulator outlet  
  ▶ Note: Incorrect flashback arresters can reduce flow capacity cause flame instability and increase risk of flashback. | 2M | |
| 8.       | Running Pipework | Falls | 4A | • Access ladders:  
    o Use only access provided, do not climb on railings or other scaffolding components  
    o Use only ladders provided for access to scaffolds  
    o When on a ladder, do not over-reach. Descend ladder & re-position as required  
    o Do not carry materials when ascending / descending a ladder  
    o Always face ladder when using  
    o Do not use step ladders to gain extra height  
    o Remove ground level ladder when unattended to prevent unauthorised access  
    o Only competent scaffolder to make changes to scaffold:  
      ▪ Do not remove any scaffold component e.g. handrails or boards | 2M | Plumber/s |
<table>
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<tr>
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<td>INHERENT RISK-RATING (IR)</td>
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<td>o Single operation when trigger pressed</td>
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<td>o Guards in place, undamaged, retracts and cover danger areas. Perspex guards not cracked and allow visibility</td>
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<td>o E-stops and other devices functional and tested</td>
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|                                    | Muscular stress / musculoskeletal disorder (MSD)       | 3H      | • Ensure equipment is as close to work area as possible  
• There is adequate space to carry out the activity to reduce congestion and manual handling risks  
• Adequate lighting is provided at the work area  
• Excessively long lengths of pipe are extremely awkward to handle. The larger the diameter of pipe the more the more hazardous it is to handle long lengths  
• Carry lengths of pipe horizontally. | 2M |                   |
|                                    | Cuts/Lacerations                                       | 3H      | • If using knife, always cut away from body  
• Use automatically retracting blade if possible:  
  o If not possible, ensure blade is retracted after use  
• Use caution handling sharp objects  
• Wear gloves when handling offcuts  
• Note location of protruding nails or screws in framing  
• Avoid reaching into areas where you cannot see clearly. | 2M |                   |
|                                    | Hit by moving objects                                  | 3H      | • Excessively long lengths of pipe are extremely awkward to handle. The larger the diameter of pipe the more hazardous it is to handle long lengths  
• Pre-cut long lengths where possible before moving  
• Carry lengths of pipe horizontally  
• Use caution walking around corners carrying pipes, (that oncoming people are not hit by pipes). | 2M |                   |
|                                    | Exposure to silica dust – drilling / cutting masonry   | 3H      | • Ensure the dust collection bag is fitted properly to the machine  
• Wear eye and respirator protection:  
  o Respiratory Protection:  
    ▪ Persons are deemed medically fit to wear  
    ▪ Issued to individuals  
    ▪ Fit testing is conducted by competent person  
    ▪ Complete facial seal (no facial hair)  
    ▪ Correct cartridge for contaminant (see M/SDS for flammable vapour / concrete dust)  
• Vacuum the dust from the clothes or change before into clean clothes before leaving the worksite | 2M |                   |
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.

<table>
<thead>
<tr>
<th>WORKERS’ NAME</th>
<th>JOB ROLE / POSITION</th>
<th>LICENCES, COMPETENCIES &amp; QUALIFICATIONS (add as applicable)</th>
<th>DATE</th>
<th>SIGNATURE</th>
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<tr>
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<td>Type / Description</td>
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OVERALL RISK RATING AFTER CONTROLS: 2 MODERATE

□ 1 LOW  □ 2 MODERATE  □ 3 HIGH  □ 4 ACUTE