



# SAFE WORK METHOD STATEMENT (SWMS)

## SWMS 026 - Ventilation Cleaning

**ALL PERSONS INVOLVED IN THE TASK MUST HAVE THIS SWMS COMMUNICATED TO THEM PRIOR TO WORKS COMMENCING.**

An effective Risk Assessment should identify the relevant criteria listed below

|   |   |
|---|---|
| <input type="checkbox"/> Work involving a risk of a person falling more than 2 metres.<br><input type="checkbox"/> Work carried out on a telecommunication tower.<br><input type="checkbox"/> Work involving demolition of an element of a structure that is loadbearing<br><input type="checkbox"/> Work around Asbestos Containing Material (ACM)<br><input type="checkbox"/> Work involving structural alterations or repairs requiring temporary support to prevent collapse<br><input type="checkbox"/> Work carried out in or near a confined space<br><input type="checkbox"/> Work carried out in or near a shaft or trench with an excavated depth greater than 1.5 metres or is carried out in or near a tunnel<br><input type="checkbox"/> Work involving the use of explosives<br><input type="checkbox"/> Working near or on Energised electrical installations or services<br><input type="checkbox"/> Working near or on Chemical, fuel or refrigerant lines | <input type="checkbox"/> Working near or on Pressurised gas distribution mains or piping<br><input type="checkbox"/> Work carried out in an area that may have a contaminated or flammable atmosphere<br><input type="checkbox"/> Work involving tilt-up or precast concrete<br><input type="checkbox"/> Work carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor that is in use by traffic other than pedestrians<br><input type="checkbox"/> Work carried out in an area at a workplace in which there is any movement of powered mobile plant<br><input type="checkbox"/> Work carried out in an area in which there are artificial extremes of temperature<br><input type="checkbox"/> Work carried out in or near water or other liquid that involves a risk of drowning<br><input type="checkbox"/> Work involving diving work |
|---|---|

| Risk = Consequence & Likelihood |              |   | Probability |          |          |         |                | PPE is the last method of control |              |
|---------------------------------|--------------|---|-------------|----------|----------|---------|----------------|-----------------------------------|--------------|
|                                 |              |   | Rare        | Unlikely | Possible | Likely  | Almost Certain |                                   |              |
|                                 |              | A | B           | C        | D        | E       | Elimination    |                                   |              |
| Consequence                     | Catastrophic | 5 | High        | High     | Extreme  | Extreme | Extreme        |                                   | Substitution |
|                                 | Major        | 4 | Medium      | High     | High     | Extreme | Extreme        |                                   | Isolation    |
|                                 | Moderate     | 3 | Low         | Medium   | High     | Extreme | Extreme        | Engineering                       |              |
|                                 | Minor        | 2 | Low         | Low      | Medium   | High    | Extreme        | Administration                    |              |
|                                 | Low          | 1 | Low         | Low      | Medium   | High    | High           | PPE                               |              |

|                 |                    |                   |                 |                |                 |                 |                     |                        |                |             |                        |   |
|-----------------|--------------------|-------------------|-----------------|----------------|-----------------|-----------------|---------------------|------------------------|----------------|-------------|------------------------|---|
| Foot Protection | Hearing Protection | High-Vis Clothing | Head Protection | Eye Protection | Face Protection | Hand Protection | Protective Clothing | Respiratory Protection | Sun Protection | Fall Arrest | Low Voltage Rescue Kit | Long Hair & Loose items such as Jewellery removed/tied back |
|                 |                    |                   |                 |                |                 |                 |                     |                        |                |             |                        |   |

|   |  |
|---|--|
| Other PPE<br><small>(Please List)</small> |  |
|---|--|

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## Sign-Off Sheet

This Safe Work Method Statement has been developed in consultation with relevant personnel and the Persons Conducting the Business or Undertaking (PCBU). By signing this page, I agree that I have had these SWMS communicated to me and understand their contents. I confirm that I have the relevant certifications to conduct the task described and agree to comply with the control measures and safe work instructions and the use of PPE where required.

| Name | Job Description | Signature | Date |
|------|-----------------|-----------|------|
|      |                 |           |      |
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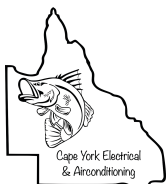
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| Task ID | Job Step                                  | Potential Hazard   | Initial Risk Rating  | Control Measures   | Revised Risk Rating  | Person(s) Responsible   |
|---------|---|--|--|--|--|-------------------------|
| 1       | Issue personal protective equipment (PPE) | Personal injury - <ul style="list-style-type: none"> <li>Cuts, strains, abrasions, burns</li> <li>Possible eye injury</li> </ul> Dust inhalation (depends on surrounds – these tasks should not cause dust or fumes) | High Risk<br> | <ol style="list-style-type: none"> <li>Authority and empowerment to Stop the Job.</li> <li>Follow all site rules and procedures.</li> <li>Ensure correct manual handling techniques are followed.</li> <li>Wear all mandatory PPE and task specific PPE.</li> <li>Communicate task clearly with all work crew members. Ensure a thorough understanding of expectations.</li> <li>If a hazard is identified in the work area – fix it immediately or if unable to do so, isolate the hazard and inform you supervisor.</li> <li>Work on flat surface where practicable</li> <li>Secure all tools and/or equipment by lanyard or store in a toolbox/basket when on the work platform.</li> </ol> | Medium Risk<br> | Work crew<br>Supervisor |

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|---------|----------|--|--|--|--|-----------------------|
|         |          | <p>Working outdoors with exposure to;</p> <ul style="list-style-type: none"> <li>UV / high temperatures causing heat stress / dehydration / sunburn</li> </ul> <p>Fauna and insects causing bites and stings</p> | <p>High Risk</p>  | <ol style="list-style-type: none"> <li>'Check ins' during extreme weather conditions.</li> <li>Comply with the Queensland Worksafe heat stress procedure.</li> <li>Ensure there is an area in the shade for rest (preferably Crib Facilities).</li> <li>Work Breaks are compulsory at nominated times (preferably during the hotter parts of the day)</li> <li>Drink adequate water amount of water.</li> <li>Use sun block for protection from sun.</li> <li>Use insect repellent (if applicable).</li> </ol> | <p>Medium Risk</p>  | Work crew             |

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|---------|----------|--|--|--|--|-------------------------|
|         |          | <ul style="list-style-type: none"> <li>Interactions with other trades working in the vicinity;</li> <li>Inadvertently cause hazardous situation including trips, slips, falls</li> </ul> | Low Risk<br>  | <ol style="list-style-type: none"> <li>Ensure other workers are informed and aware of all other trades working in the area</li> <li>Communicate potential interactions during prestart</li> </ol>  | Low Risk<br>    | Supervisor<br>Work Crew |
|         |          | <ul style="list-style-type: none"> <li>Unauthorized access to work area by other authorized personnel without correct PPE.</li> </ul>  | High Risk<br> | <ol style="list-style-type: none"> <li>Follow all site rules and procedures.</li> <li>Wear all mandatory PPE and task specific PPE.</li> <li>If a hazard is identified in the work area – fix it immediately or if unable to do so, isolate the hazard and inform your supervisor immediately.</li> <li>Site wide barricading to be installed to restrict access to unauthorized personnel.</li> <li>Signage to be visible around all site and at all access points.</li> <li>All visitors must report to site office before entering site.</li> <li>All visitors to be escorted by a site inducted personnel member.</li> </ol> | Medium Risk<br> | Supervisor<br>Work crew |

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|---------|-----------------------|---|---------------------|--|---------------------|-------------------------|
|         |                       | Poor ground conditions <ul style="list-style-type: none"> <li>• Uneven, loose, wet or soft ground at the work site.</li> </ul>  | High Risk<br>       | <ol style="list-style-type: none"> <li>1. Inspect path of travel for any obstructions and remove them.</li> <li>2. Daily site inspections prior to commencement of work activities and at the conclusion of each work day.</li> <li>3. Regular housekeeping inspections including regular walk rounds to be conducted to ensure a clean and tidy work area.</li> </ol>   | Medium Risk<br>     | Work crew               |
|         |                       | Personal injury - <ul style="list-style-type: none"> <li>• Cuts, strains, abrasions, burns</li> <li>• Possible eye injury</li> <li>• Dust inhalation (depends on surrounds – these tasks should not cause dust or fumes)</li> </ul> | High Risk<br>       | <ol style="list-style-type: none"> <li>1. Authority and empowerment to Stop the Job.</li> <li>2. Follow all site rules and procedures.</li> <li>3. Ensure correct manual handling techniques are followed.</li> <li>4. Wear all mandatory PPE and task specific PPE.</li> <li>5. Communicate task clearly with all work crew members. Ensure a thorough understanding of expectations.</li> <li>6. If a hazard is identified in the work area – fix it immediately or if unable to do so, isolate the hazard and inform you supervisor.</li> <li>7. Work on flat surface where practicable</li> <li>8. Secure all tools and/or equipment by lanyard or store in a toolbox/basket when on the work platform.</li> </ol> | Medium Risk<br>     | Work crew<br>Supervisor |
| 2       | Establishment of site | Personal injury - <ul style="list-style-type: none"> <li>• Cuts, strains, abrasions, burns</li> <li>• Possible eye injury</li> </ul> Dust inhalation (depends on surrounds – these tasks should not cause dust or fumes)            | High Risk<br>       | <ol style="list-style-type: none"> <li>1. Authority and empowerment to Stop the Job.</li> <li>2. Follow all site rules and procedures.</li> <li>3. Ensure correct manual handling techniques are followed.</li> <li>4. Wear all mandatory PPE and task specific PPE.</li> <li>5. Communicate task clearly with all work crew members. Ensure a thorough understanding of expectations.</li> <li>6. If a hazard is identified in the work area – fix it immediately or if unable to do so, isolate the hazard and inform you supervisor.</li> <li>7. Work on flat surface where practicable</li> <li>8. Secure all tools and/or equipment by lanyard or store in a toolbox/basket when on the work platform.</li> </ol> | Medium Risk<br>     | Work crew<br>Supervisor |

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|---------|--|--|---------------------|--|---------------------|-------------------------|
| 3       | Cut access holes into sheet metal ducting to facilitate cleaning and extraction                | Personal injury – <ul style="list-style-type: none"> <li>Potential slips, trips and falls</li> <li>Exposure to existing nails</li> </ul> | High Risk<br>       | <ol style="list-style-type: none"> <li>Ensure direct work area is clear and free from any potential trip hazards</li> <li>All tools are to be stored appropriately for easy access and to avoid becoming a trip hazard</li> <li>Work area to be check to ensure all exposed nails are removed</li> <li>Dispose of all loose items and rubbish appropriately</li> </ol> | Medium Risk<br>     | Work crew<br>Supervisor |
| 4       | Install access panels over access openings. Please note: battery power drills used             | <ul style="list-style-type: none"> <li>Slips, trips, and falls</li> </ul>  | High Risk<br>       | <ol style="list-style-type: none"> <li>Leave work area tidy.</li> <li>Store equipment in authorised access area (e.g. locked storage facility)</li> <li>Report any damage/defect to supervision and tag out any faulty equipment.</li> </ol>   | Medium Risk<br>     | Work crew               |
| 5       | Purifying duct work by way of pressure fogging<br><br>Removal of all waste materials from site | <ul style="list-style-type: none"> <li>Slips, trips, and falls</li> </ul>  | High Risk<br>       | <ol style="list-style-type: none"> <li>Leave work area tidy.</li> <li>Store equipment in authorised access area (e.g. locked storage facility)</li> <li>Report any damage/defect to supervision and tag out any faulty equipment.</li> </ol>   | Medium Risk<br>     | Work crew               |
| 6       | Removal of all waste materials from site   | <ul style="list-style-type: none"> <li>Slips, trips, and falls</li> </ul>  | High Risk<br>       | <ol style="list-style-type: none"> <li>Leave work area tidy.</li> <li>Store equipment in authorised access area (e.g. locked storage facility)</li> <li>Report any damage/defect to supervision and tag out any faulty equipment.</li> </ol>   | Medium Risk<br>     | Work crew               |

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| Referenced Commonwealth - Codes of practice   | Referenced Commonwealth – Acts & Regulations   |
|---|--|
| <ul style="list-style-type: none"> <li>• Work Health and Safety (First Aid in the Workplace) Code of Practice 2015</li> <li>• Work Health and Safety (Hazardous Manual Tasks) Code of Practice 2015</li> <li>• Work Health and Safety (How to Manage Work Health and Safety Risks) Code of Practice 2015</li> <li>• Work Health and Safety (Labelling of Workplace Hazardous Chemicals) Code of Practice 2015</li> <li>• Work Health and Safety (Managing Electrical Risks in the Workplace) Code of Practice 2015</li> <li>• Work Health and Safety (Managing Noise and Preventing Hearing Loss at Work) Code of Practice 2015</li> <li>• Work Health and Safety (Managing Risks of Hazardous Chemicals in the Workplace) Code of Practice 2015</li> <li>• Work Health and Safety (Managing the Risk of Falls at Workplaces) Code of Practice 2015</li> <li>• Work Health and Safety (Managing the Work Environment and Facilities) Code of Practice 2015</li> <li>• Work Health and Safety (Work Health and Safety Consultation, Co-operation and Co-ordination) Code of Practice 2015</li> </ul> | <ul style="list-style-type: none"> <li>• Work Health and Safety (Transitional and Consequential Provisions) Act 2011</li> <li>• Work Health and Safety Act 2011</li> <li>• Work Health and Safety Regulations 2011.</li> </ul>   |
| <b>Referenced QLD – Codes of practice</b>   | <b>Referenced Australian Standards</b>   |
| <ul style="list-style-type: none"> <li>• Electrical safety code of practice 2013 - Managing electrical risks in the workplace</li> <li>• First Aid in the Workplace Code of Practice 2014</li> <li>• Hazardous Manual Tasks Code of Practice 2011</li> <li>• How to Manage Work Health and Safety Risks Code of Practice 2011</li> <li>• Labelling of Workplace Hazardous Chemicals Code of Practice 2011</li> <li>• Managing Noise and Preventing Hearing Loss at Work Code of Practice 2011</li> <li>• Managing the Risk of Falls at Workplaces Code of Practice 2018</li> <li>• Managing the Work Environment and Facilities Code of Practice 2011</li> <li>• Work Health and Safety Consultation, Co-operation and Co-ordination Code of Practice 2011</li> <li>• Managing Risks of Hazardous Chemicals in the Workplace Code of Practice 2013</li> <li>• Preparation of Safety Data Sheets for Hazardous Chemicals Code of Practice 2011</li> </ul>  | <ul style="list-style-type: none"> <li>• AS/NZS 3000 Wiring Rules</li> <li>• AS/NZS 3012:2010 Electrical Installations – Construction and Demolition Sites.</li> <li>• AS/NZS 3017 - Electrical installations - verification guidelines</li> <li>• AS/NZS 4836 Safe working on or near low voltage electrical installations and equipment</li> </ul>   |
| <b>Further Information</b>  |  |
|   | <p><u>QLD</u></p> <ul style="list-style-type: none"> <li>• OHS Legislation - <a href="https://www.worksafe.qld.gov.au/laws-and-compliance/workplace-health-and-safety-laws/laws-and-legislation">https://www.worksafe.qld.gov.au/laws-and-compliance/workplace-health-and-safety-laws/laws-and-legislation</a></li> <li>• Environmental Legislation - <a href="https://www.ehp.qld.gov.au/management/env-policy-legislation/">https://www.ehp.qld.gov.au/management/env-policy-legislation/</a></li> <li>• OHS Codes of Practice - <a href="https://www.worksafe.qld.gov.au/laws-and-compliance/workplace-health-and-safety-laws/laws-and-legislation/codes-of-practice">https://www.worksafe.qld.gov.au/laws-and-compliance/workplace-health-and-safety-laws/laws-and-legislation/codes-of-practice</a></li> </ul> <p><u>Commonwealth</u></p> <ul style="list-style-type: none"> <li>• OHS Legislation - <a href="http://www.legislation.act.gov.au">http://www.legislation.act.gov.au</a></li> <li>• Environmental Legislation - <a href="http://www.legislation.act.gov.au">http://www.legislation.act.gov.au</a></li> <li>• OHS Codes of Practice - <a href="http://www.legislation.act.gov.au">http://www.legislation.act.gov.au</a></li> </ul> |

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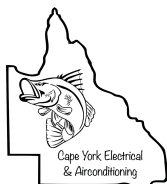
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