

SAFE WORK METHOD STATEMENT (SWMS)

SWMS 020 - Working in Confined Space

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.
<input type="checkbox"/> Work carried out on a telecommunication tower.
<input type="checkbox"/> Work involving demolition of an element of a structure that is loadbearing
<input type="checkbox"/> Work around Asbestos Containing Material (ACM)
<input type="checkbox"/> Work involving structural alterations or repairs requiring temporary support to prevent collapse
<input type="checkbox"/> Work carried out in or near a confined space
<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
<input type="checkbox"/> Work involving the use of explosives
<input type="checkbox"/> Working near or on Energised electrical installations or services
<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
<input type="checkbox"/> Work carried out in an area that may have a contaminated or flammable atmosphere
<input type="checkbox"/> Work involving tilt-up or precast concrete
<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
<input type="checkbox"/> Work carried out in an area at a workplace in which there is any movement of powered mobile plant
<input type="checkbox"/> Work carried out in an area in which there are artificial extremes of temperature
<input type="checkbox"/> Work carried out in or near water or other liquid that involves a risk of drowning
<input type="checkbox"/> Work involving diving work |
|---|---|

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

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

Authorised by: Jared Warren

Company Name: Cape York Electrical & Airconditioning

Phone Number: 0428407010

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Contact: Jared Warren

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Other PPE <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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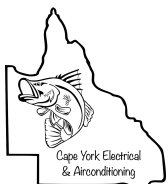
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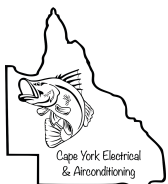
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Task ID	Job Step	Potential Hazard	Initial Risk Rating	Control Measures	Revised Risk Rating	Person(s) Responsible
1.	Observe gas detector readings	<ul style="list-style-type: none"> High gas levels, unsafe oxygen levels, unsafe CO levels, unsafe H2S Potentially explosive atmosphere, asphyxiation (exposure to toxic gas) Injury or fatality 	High Risk 	<ol style="list-style-type: none"> Use portable gas detector at all times Ventilate confined space by opening lids, consider using forced extraction Lower gas detection into space, as per confined space training Do not enter confined space until safe atmosphere is observed In an emergency situation, if the concentration of oxygen in the atmosphere is greater than 19.5% or the airborne contaminants that may cause impairment, loss of consciousness or asphyxiation cannot be reduced to below the relevant exposure standards, entry can only occur if all personnel who may enter the space are wearing flash suit, balaclava, gauntlets, gas mask 	Medium Risk 	Supervisor Work crew
2.	Set up tripod / davit arm in most suitable spigot location	<ul style="list-style-type: none"> Manual handling, slip, trip, falls Back sprain and strain Laceration / crash injury from handling tripod / davit arm 	High Risk 	<ol style="list-style-type: none"> Warm up / stretch Use a 2-person lift, if required Use correct manual handling techniques Use available lifting aids Wear gloves if necessary Plan lift and position hands to avoid pinch points 	Medium Risk 	Supervisor Work crew
3.	Remove fall arrest grates from beneath the Tripod / Davit Arm (if fitted)	<ul style="list-style-type: none"> Manual handling, slip, trip, falls Back sprain and strain 	High Risk 	<ol style="list-style-type: none"> Warm up / stretch Use a 2-person lift, if required Use correct manual handling techniques 	Medium Risk 	Supervisor Work crew
4.	Remove fall arrest grates from beneath the Tripod / Davit Arm	<ul style="list-style-type: none"> Falling from heights causing injury or death 	High Risk 	<ol style="list-style-type: none"> Report uneven surfaces around edge of pits Walk on designated walkways Do not walk on pit lid structures Keep site tidy and keep materials away from pit edge and entry / exit points Set up pedestrian barriers and signage if required Only remove the minimum number of FRP grates to maintain maximum fall prevention 	Medium Risk 	Supervisor Work crew
5.	Working inside a confined space (one or more persons)	Potential change in atmosphere resulting in Unsafe levels of: <ul style="list-style-type: none"> Natural Gas, Oxygen, CO, H2S Asphyxiation, explosion 	High Risk 	<ol style="list-style-type: none"> Stand-by person to remain outside the confined space at all times Continuous air monitoring with personal gas detectors Exit pit if gas detector alarm sounds Persons in confined space to be tethered at all times if practicable. Second person may enter unattached for short period 	Medium Risk 	Supervisor Work crew



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		Falling from heights <ul style="list-style-type: none"> Falling injuries / fatalities 	High Risk 	<ol style="list-style-type: none"> Only remove the minimum number of grates to maintain maximum fall prevention Persons entering confined space should have three points of contact while using the ladder Tripod / Davit Arm is for emergency retrieval only it does not include a fall arrest device and should not be used as fall protection Keep site tidy, keep any materials away from pit edges and entry / exit points 	Supervisor Work crew	Supervisor Work crew
		Hit by falling object causing injury	High Risk 	<ol style="list-style-type: none"> Keep site tidy, keep any materials away from pit edges and entry / exit points Safely lower equipment in and out of pit using appropriate techniques 	Medium Risk 	Supervisor Work crew
6.	Completion of task	Slips, trips, and falls	High Risk 	<ol style="list-style-type: none"> Leave work area tidy. Store equipment in authorised access area (e.g. locked storage facility) Report any damage/defect to supervision and tag out any faulty equipment. 	Medium Risk 	Work crew Supervisor

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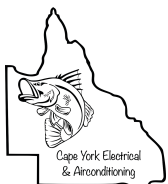
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Referenced Commonwealth - Codes of practice	Referenced Commonwealth – Acts & Regulations
<ul style="list-style-type: none"> • Work Health and Safety (First Aid in the Workplace) Code of Practice 2015 • Work Health and Safety (Hazardous Manual Tasks) Code of Practice 2015 • Work Health and Safety (How to Manage Work Health and Safety Risks) Code of Practice 2015 • Work Health and Safety (Labelling of Workplace Hazardous Chemicals) Code of Practice 2015 • Work Health and Safety (Managing Electrical Risks in the Workplace) Code of Practice 2015 • Work Health and Safety (Managing Noise and Preventing Hearing Loss at Work) Code of Practice 2015 • Work Health and Safety (Managing Risks of Hazardous Chemicals in the Workplace) Code of Practice 2015 • Work Health and Safety (Managing the Risk of Falls at Workplaces) Code of Practice 2015 • Work Health and Safety (Managing the Work Environment and Facilities) Code of Practice 2015 • Work Health and Safety (Work Health and Safety Consultation, Co-operation and Co-ordination) Code of Practice 2015 	<ul style="list-style-type: none"> • Work Health and Safety (Transitional and Consequential Provisions) Act 2011 • Work Health and Safety Act 2011 • Work Health and Safety Regulations 2011.
	<h3>Referenced Australian Standards</h3>
<h3>Referenced QLD – Codes of practice</h3> <ul style="list-style-type: none"> • Electrical safety code of practice 2013 - Managing electrical risks in the workplace • First Aid in the Workplace Code of Practice 2014 • Hazardous Manual Tasks Code of Practice 2011 • How to Manage Work Health and Safety Risks Code of Practice 2011 • Labelling of Workplace Hazardous Chemicals Code of Practice 2011 • Managing Noise and Preventing Hearing Loss at Work Code of Practice 2011 • Managing the Risk of Falls at Workplaces Code of Practice 2018 • Managing the Work Environment and Facilities Code of Practice 2011 • Work Health and Safety Consultation, Co-operation and Co-ordination Code of Practice 2011 • Managing Risks of Hazardous Chemicals in the Workplace Code of Practice 2013 • Preparation of Safety Data Sheets for Hazardous Chemicals Code of Practice 2011 	<h3>Further Information</h3> <p><u>QLD</u></p> <ul style="list-style-type: none"> • OHS Legislation - https://www.worksafe.qld.gov.au/laws-and-compliance/workplace-health-and-safety-laws/laws-and-legislation • Environmental Legislation - https://www.ehp.qld.gov.au/management/env-policy-legislation/ • OHS Codes of Practice - https://www.worksafe.qld.gov.au/laws-and-compliance/workplace-health-and-safety-laws/laws-and-legislation/codes-of-practice <p><u>Commonwealth</u></p> <ul style="list-style-type: none"> • OHS Legislation - http://www.legislation.act.gov.au • Environmental Legislation - http://www.legislation.act.gov.au • OHS Codes of Practice - http://www.legislation.act.gov.au

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