

SAFE WORK METHOD STATEMENT (SWMS)

SWMS 025 - Internal Cleaning of Ductwork

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
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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 <small>(Please List)</small>	
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Authorised by: Jared Warren

Company Name: Cape York Electrical & Airconditioning

Phone Number: 0428407010

Address: 13 Greenacres Close Whiterock Cairns 4868

Contact: Jared Warren

ABN: 28 791 930 310

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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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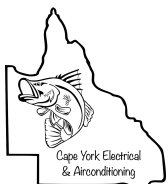
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Task ID	Job Step	Potential Hazard	Initial Risk Rating	Control Measures	Revised Risk Rating	Person(s) Responsible
1	Issue personal protective equipment (PPE)	Non-compliance with current legislative requirements and company processes.	High Risk 	<ol style="list-style-type: none"> All personnel to complete site-specific induction. All personnel to have completed company specific induction. Personnel are to hold the required licenses and certificates for the work and be assessed as competent to use or operate equipment and plant. All personnel must read, understand and sign off on this SWMS. All personnel are given the opportunity to provide input into the content of this SWMS. Daily pre-starts will be held at the beginning of each shift. Any changes throughout the shift will be communicated prior to the commencement of the next task. A JSA is to be completed for any changes to the task. Ensure permit requirements are understood and an approved Permit for Work has been received. A Risk Assessment has been carried out. 	Medium Risk 	Work crew Supervisor Permit Holder
		Interactions with other trades working in the vicinity; <ul style="list-style-type: none"> Inadvertently cause hazardous situation including trips, slips, falls 	Low Risk 	<ol style="list-style-type: none"> Ensure other workers are informed and aware of all other trades working in the area Communicate potential interactions during prestart Install barricading and signage to delineate work area if required 	Low Risk 	Supervisor Work Crew
		<ul style="list-style-type: none"> Unauthorized access to work area by other authorized personnel without correct PPE. 	High Risk 	<ol style="list-style-type: none"> Follow all site rules and procedures. Wear all mandatory PPE and task specific PPE. 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. Site wide barricading to be installed to restrict access to unauthorized personnel. Signage to be visible around all site and at all access points. All visitors must report to site office before entering site. All visitors to be escorted by a site inducted personnel member. 	Medium Risk 	Supervisor Work crew

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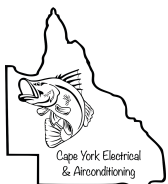
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		<ul style="list-style-type: none"> Poor ground conditions Uneven, loose, wet or soft ground at the work site. 	Medium Risk 	<ol style="list-style-type: none"> Inspect path of travel for any obstructions and remove them. Daily site inspections prior to commencement of work activities and at the conclusion of each work day. Regular housekeeping inspections including regular walk rounds to be conducted to ensure a clean and tidy work area. 	Medium Risk 	Work crew
2	Establishment of site	Personal injury <ul style="list-style-type: none"> Cuts, strains, abrasions, burns Possible eye injury Dust inhalation (depends on surrounds – these tasks should not cause dust or fumes) 	High Risk 	<ol style="list-style-type: none"> Authority and empowerment to Stop the Job. Follow all site rules and procedures. Ensure correct manual handling techniques are followed. Communicate task clearly with all work crew members. Ensure a thorough understanding of expectations. 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. Work on flat surface where practicable Secure all tools and/or equipment by lanyard or store in a toolbox/basket when on the work platform A minimum of two people are to be present and at least one to hold a current level 2 first aid certificate. (CPR and Low Voltage rescue) A hand held fire extinguisher appropriate for electrical fires shall be in the vicinity of the work area. A rescue kit shall be placed along the side of the work area. 	Medium Risk 	Work crew Supervisor
3	Gaining access to ductwork by ladder or mobile scaffold	Personal injury <ul style="list-style-type: none"> Potential slips, trips and falls Exposure to existing nails 	High Risk 	<ol style="list-style-type: none"> Ensure direct work area is clear and free from any potential trip hazards All tools are to be stored appropriately for easy access and to avoid becoming a trip hazard Work area to be check to ensure all exposed nails are removed Dispose of all loose items and rubbish appropriately 	Medium Risk 	Work crew Supervisor

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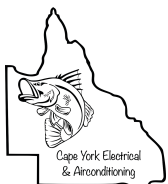
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4	Vacuum inside of ductwork	Personal injury <ul style="list-style-type: none"> Potential slips, trips and falls Exposure to existing nails 	High Risk 	<ol style="list-style-type: none"> Ensure direct work area is clear and free from any potential trip hazards All tools are to be stored appropriately for easy access and to avoid becoming a trip hazard Work area to be checked to ensure all exposed nails are removed Dispose of all loose items and rubbish appropriately 	Medium Risk 	Work crew Supervisor
		Personal injury due to contact with live parts	High Risk 	<ol style="list-style-type: none"> Carry out pre-commission test and isolation procedures Obtain work approval and confirm any client site/safety instruction. Check scope of works to confirm isolations are in place prior to testing commencing. Confirm with client that works meet the requirements regarding work on energised equipment and apparatus and the risk of harm would be greater if the circuits were de-energised before work commenced. Confirm that person/s carrying out the work are appropriately qualified, competent, confident and trained for the task. 	Medium Risk 	Work crew Supervisor
5	Ensure all waste materials dust etc. removed from ductwork is properly bagged and removed from site	Personal injury – <ul style="list-style-type: none"> Struck by moving objects Cuts, strains, abrasions, burns Possible eye injury Dust inhalation (depends on surrounds – these tasks should not cause dust or fumes) Fall from heights 	High Risk 	<ol style="list-style-type: none"> Authority and empowerment to Stop the Job. Ensure correct manual handling techniques are followed. Wear all mandatory PPE and task specific PPE. If dust is present, a dust mask must be used. A dust extraction device will be used in the event dust becomes excessive. Refer to Working at Heights SWMS 	Medium Risk 	Work crew

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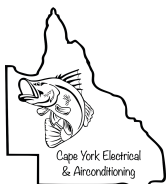
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Referenced Commonwealth - Codes of practice	Referenced Commonwealth – Acts & Regulations
<ul style="list-style-type: none"> • Work Health and Safety (First Aid in the Workplace) Code of Practice 2015 • Work Health and Safety (Hazardous Manual Tasks) 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>
	<ul style="list-style-type: none"> • AS/NZS 3000 Wiring Rules • AS/NZS 3012:2010 Electrical Installations – Construction and Demolition Sites. • AS/NZS 3017 - Electrical installations - verification guidelines • AS/NZS 4836 Safe working on or near low voltage electrical installations and equipment
Referenced QLD – Codes of practice	Further Information
<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 	<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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