

SAFE WORK METHOD STATEMENT (SWMS) PART 1			
ACTIVITY: Scanseal Pipe Relining			SWMS #: 1
BUSINESS NAME: BOWLEY PLUMBING SERVICES			ABN: 97 007 937 439
BUSINESS ADDRESS: 19 SWALLOW AVE, MODBURY HEIGHTS SA			
BUSINESS CONTACT: PHILLIP BOWLEY			PHONE #: 0418 891 498
SWMS APPROVED BY: <i>EMPLOYER / PCBU / DIRECTOR / OWNER.</i>			
NAME: PHILLIP BOWLEY			
SIGNATURE:			DATE:
PERSON/S RESPONSIBLE FOR ENSURING COMPLIANCE WITH SWMS: PHILLIP BOWLEY AND ALL EMPLOYEES			
PERSON/S RESPONSIBLE FOR REVIEWING THE SWMS: PHILLIP BOWLEY			
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	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 Phillip Bowley 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).
B SMALL			
M FITCH			
T DAWSON			
PRINCIPAL CONTRACTOR DETAILS <i>(The builder or the organisation you are working for.)</i>			
PRINCIPAL CONTRACTOR (PC): LEED		PROJECT NAME: PORT RD SAJ 255	DATE SWMS PROVIDED TO PC:
PROJECT ADDRESS:			
PROJECT MANAGER (PM):		PM SIGNATURE:	CONTACT PH. #:
SWMS SCOPE: This SWMS covers general hazards associated with Scanseal Pipe Relining			

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
- Piping chemicals
- 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	<p>HIERARCHY OF CONTROLS</p> <p>Most Effective</p> <p>Least Effective</p>
ALMOST CERTAIN	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE			
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEED.	
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE	3H HIGH	Review before commencing work.	
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	2M MODERATE	Maintain control measures.	
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	Record and monitor.	


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	
											Rings, watches, jewellery that may become entangled in machines must not be worn. Long and loose hair must be tied back.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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)

NB SOME PPE NOT REQUIRED IF WORKING OUTDOORS WHERE AIR FLOW IS GOOD.

JOB STEP	POTENTIAL HAZARD/S	IR	CONTROL MEASURES TO REDUCE RISK	RR	RESPONSIBLE PERSON
<i>INHERENT RISK-RATING (IR) RESIDUAL RISK-RATING (RR)</i>					
1. Planning & preparation	Lack of consultation may lead to potential outcomes for personal injury, property damage &/or environmental incident.	3H	<p>Check that the following on-site systems and procedures are in place and take note of:</p> <ul style="list-style-type: none"> • Health and Safety rules • Induction for all workers – site specific and toolbox meetings • Supervisory arrangements • All relevant workers are appraised for required competencies & for any pre-existing medical conditions if working in remote or isolated locations. • Consultation with the principal contractor to ensure scaffold collapse and falls from height are included in the site-specific emergency plan. • PPE required • Site plans – showing no go zones for pedestrians • Traffic Management Plan if required • Exclusion Zones if required • Risk Assessments • SWMS and JSA's • Injury reporting procedures • Hazard reporting procedures • Communication arrangements • Coordinating trades to allow work to be completed free from obstruction. 	2M	
2. Training and Capabilities	Lack of training or the assessment of capability may lead to personal injury, property damage &/or environmental incident.	3H	<p>Ensure all persons entering site have a General Construction Induction Card (white card).</p> <p>Ensure all relevant workers have undertaken training and/or received instruction in the use of control measures. Include:</p> <ul style="list-style-type: none"> • Reporting procedures for incidents • Correct use of equipment • Use of supervision where required (e.g. new starters or new equipment) • Ensure all employees are suitably experienced in the type work to be conducted • All workers are trained in this SWMS. 	2M	
3. Transporting materials and equipment	Failure to secure load could result in personal injury, property damage and/r environmental damage.	3M	<p>Ensure all materials are secured in the vehicle so that they are unable to move in the event of sudden braking or change of direction.</p> <p>Ensure MSDS sheets are available and up to date</p>	2M	
4. Assess on-site conditions	Lack of a clear assessment may lead to personal injury, property	3H	<p>Assess conditions at site on arrival. Ensure:</p> <ul style="list-style-type: none"> • Presence of hazards is checked • Ensure site-specific induction is undertaken (include location of amenities, first aid facilities, 	2M	

JOB STEP	POTENTIAL HAZARD/S	IR	CONTROL MEASURES TO REDUCE RISK	RR	RESPONSIBLE PERSON
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	damage &/or environmental incident.		emergency plans and evacuation points, incident reporting, communication, contact persons etc.) <ul style="list-style-type: none"> Assess mobile phone reception (alternative emergency communications procedures in place if no reception available) Work site is exactly as detailed in Terms of Agreement or contract Suitable access for all equipment required Suitable space for operation of equipment Suitable lighting, including night-works (include flood lighting and operator head lamps as applicable). 		
5. Conduct risk assessment to determine whether ladder is suitable for task 	Lack of a clear assessment may lead to personal injury &/or property damage.	3H	Consider the following factors when assessing risk at each site. <ul style="list-style-type: none"> Type and duration of task Ground condition Traffic management Physical surroundings Operator experience Proximity to work area (over-reach) Weather conditions Trenching required <p>Ensure always adopt the highest level of controls possible:</p> <p>Based on the Risk Assessment for the task adopt one or more controls for Pipe Relining:</p> <p><i>Note: Consideration can be made to use more than one type of control where required.</i></p>	2M	
6. Open manhole	Failure to use Manual Handling techniques could lead to personal injury	3M	<ul style="list-style-type: none"> Two people to lift M/H. Stand clear of opening Use safety grill and barriers and a public exclusion zone. 	2M	

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<i>INHERENT RISK-RATING (IR) RESIDUAL RISK-RATING (RR)</i>					
7. Inspect conn with camera	Failure to exercise caution could result in contact with sewer water	2M	<ul style="list-style-type: none"> Use appropriate PPE 	1L	
8. Float rope form conn to manhole	Failure to exercise caution could result in contact with sewer water	2M	<ul style="list-style-type: none"> Use appropriate PPE 	1L	
9. Prepare liner and air bag	Risk of cuts or hands and/or body	2M	<ul style="list-style-type: none"> Always cut away from the body 	1L	
10. Mix chemicals and wet out liner	Failure to exercise caution could result in inhalation of chemicals, splashes or spills	3H	<ul style="list-style-type: none"> Use appropriate PPE Use barrier cream on exposed skin Wash down station set up Ensure spill kit is close by All MSDS's are available 	3M	
11. Pull air bag it position	<p>Failure to exercise caution could result in contact with sewer water.</p> <p>Failure to use safe manual handling techniques cold result in back strain</p>	3H	<ul style="list-style-type: none"> Use appropriate PPE Use two people to lift and pull if needed. Never pull if it is requiring strain 	3M	
12. Inflate air bag	No risk identified	1L	<ul style="list-style-type: none"> Inflate to 30PSI 	1L	
13. Deflate and remove air bag	Failure to exercise caution could result in contact with sewer water.	2M	<ul style="list-style-type: none"> Use appropriate PPE. 	1L	

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<i>INHERENT RISK-RATING (IR) RESIDUAL RISK-RATING (RR)</i>					
	Tripping on ropes could lead to personal injury		<ul style="list-style-type: none"> Maintain good housekeeping 		
14. Clean up, pack up	Failure to exercise caution could result in contact with hot resin and/or sewer water.	2M	<ul style="list-style-type: none"> Use appropriate PPE Allow resin to cool before binning Seal bin sued to contain any hot substances Bin all rubbish and take off site Dispose of rubbish appropriately Wash up and disinfect self and any spills 	1L	

EMERGENCY RESPONSE - CALL 000 IMMEDIATELY.

<p>If work is to be conducted on a construction site (or a site controlled by another Employer / PCBU) follow the site-specific Emergency Management Plan. Ensure:</p> <ul style="list-style-type: none"> • Adequate numbers of first aid trained staff are on site when working at heights occurs • First aiders are trained and competent in managing injuries associated with demolition until emergency services arrive • All rescue equipment is in good condition, available for use and in close proximity to the work site. 	<p>Ensure workers have access to:</p> <ul style="list-style-type: none"> • First aid kit/supplies • First Aid trained personnel familiar with Resuscitation and emergency response for electric shock • M/SDS • Communication devices (check mobile phones will have service in area) • Suitable fire protection equipment.
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SAFE WORK METHOD STATEMENT (SWMS) PART 2

FORMAL TRAINING, LICENCES REQUIRED FOR WORKERS UNDERTAKING THIS TASK:	RELEVANT LEGISLATION & CODES OF PRACTICE					
<p>Licence to Perform High Risk Work (operating certain plant, equipment) TAFE or other recognised training organisation Construction Induction Card (or equivalent) Competent in operation of make/model of plant Emergency procedures – emergency response PPE Traffic Management Plans</p>	<p><i>❖ Retain only the legislation references applicable to your state of operation for this SWMS.</i></p>					
<p>DETAILS OF SUPERVISORY ARRANGEMENTS FOR WORKERS UNDERTAKING THIS TASK:</p>	<p>SA, Tasmania Work Health and Safety Act 2012 Work Health and Safety Regulations 2012 Codes of Practice: Safe Work Australia (2011): <i>Construction Work</i> <i>First Aid in the Workplace</i> <i>Managing the Risk of Falls at Workplaces</i> <i>Managing the Risk of Plant in the Workplace</i> <i>Managing Noise and Preventing Hearing Loss in the Workplace</i> <i>How to Manage Work Health and Safety Risks</i> <i>Hazardous Manual Tasks</i> <i>Managing Risks of Hazardous Chemicals</i> <i>Managing Electrical Risks in the Workplace</i> <i>Managing the Work Environment and Facilities</i> <i>WHS Consultation, Cooperation & Coordination</i></p>					
<p>DETAILS OF: REGULATORY PERMITS/LICENCES ENGINEERING DETAILS/CERTIFICATES/WORKCOVER. APPROVALS:</p>	<table border="1" style="width: 100%;"> <thead> <tr> <th style="background-color: #cccccc;">PLANT/TOOLS/EQUIPMENT LIST FOR THE JOB.</th> <th style="background-color: #cccccc;">REFERENCE DOCUMENTS</th> </tr> </thead> <tbody> <tr> <td style="height: 50px; vertical-align: top;"> <p><i>(Make & Model)</i></p> </td> <td style="height: 50px;"></td> </tr> </tbody> </table>		PLANT/TOOLS/EQUIPMENT LIST FOR THE JOB.	REFERENCE DOCUMENTS	<p><i>(Make & Model)</i></p>	
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<p>Local council permits Authorisation to work Building Approvals EPA approvals/permits PPE to comply with relevant Australian Standards</p>						

SAFE WORK METHOD STATEMENT (SWMS) PART 3

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 Personal Protective Equipment 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	
EMPLOYEE/WORKER NAME	JOB ROLE / POSITION	SIGNATURE	DATE	TIME	EMPLOYER/PCBU/ SUPERVISOR

REVIEW: Ensure all controls are reviewed as per the following:

- If controls fail to reduce risk adequately
- When changes to the workplace or work activity occur that create new / different risks where controls may no longer be effective
- New hazards identified
- After an incident involving work activities relevant to this SWMS
- During consultation with relevant persons indicate review is needed
- A Health and Safety Representative (HSR) requests a review in line with the requirements of the legislation.

MONITOR: To ensure controls are implemented and monitored effectively:

- Toolbox /pre-work meetings will be undertaken
- Relevant persons will be consulted on hazards and contents of SWMS, work plans and other applicable information
- Control measures will be monitored throughout works:
 - * Spot checks
 - * Consultation
 - * Scheduled audits

Corrective actions will be recorded and rectified in a timely manner SWMS will be reviewed and updated accordingly (in consultation with relevant persons).

REVIEW NO.	1	2	3	4	5	6	7	8	9	10
NAME:										
INITIAL:										
DATE:										