

Safe Work Method Statement (SWMS) – Working in or near confined space

ORGANISATION DETAILS			
Principal contractor:	Brendan McKenna Earthmoving PTY LTD	Contact number:	0417 710 806
Project manager or supervisor:		Contact number:	
Other contractors (PCBUs):		Contact number:	
Person completing the SWMS:	Brendan McKenna	Contact number:	0417 710 806
Position:	Site Manager	Reviewed by:	Ron Broadhurst
Date prepared:	04/06/26	Review date:	04/06/28
PROJECT DETAILS			
What is the scope of the work?	Working in or near confined space		
Who else was consulted/involved in preparing this SWMS?	This SWMS has been developed in consultation with Subject Matter Experts. Reviews will be conducted two years, in the event an incident occurs, if there is a change in operational practices and if there is a change in legislation. It will also be reviewed in conjunction with any review of associated procedures and/or training programs. Effectiveness of control measures will be monitored by on site Managers/Supervisors		
What high risk work activities are covered by this SWMS?	Working in or near confined space		
References: Legislation, Australian Standards, Codes of Practice, MSDS and SOPs.	WHS Act and Regulations 2011 Local and State legislation		
Plant involved in the scope of work:			
What high risk licence classes will be required to do the work?			

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The following notes apply to the risk controls where relevant:

Personal Protective Equipment (PPE): The following PPE will need to be worn by workers at times on this project as directed:

☐ High Vis Garments
 ☐ Hearing protection
 ☐ Safety Glasses
 ☐ Hard Hats
 ☐ Gloves Respirator
 ☐ Safety Footwear
 ☐ Other

NOTE:

If an emergency situation arises, the safety of the persons in the confined space is the highest priority regardless of the task being performed or the equipment being used. All workers are to EXIT the confined space immediately, if any of the following situations occur:

- An alarm is indicated by ether gas detector.
- Any worker experiences any of the following symptoms:
 - Headache. Nausea. Burning sensation in the eyes or throat.
 - Dizziness or any other symptoms that could indicate the presence of hazardous gases or chemicals in the confined space.
 - The water level inside the confined space rises rapidly, e.g. pipe/valve failure.
 - The Standby Person must leave their position, e.g. toilet break.

Any other hazard that arises during the entry of a confined space where there may be a risk to the safety of the worker(s) in the Confined Space.

1. In the event of a person collapsing or suffering an injury inside the confined space, the emergency procedures are as follows:

Contact the relevant Supervisor as soon as possible.

- NO RESCUER SHALL ENTER A CONFINED SPACE TO ATTEMPT A RESCUE, WHERE THERE IS ANY RISK TO THE SAFETY OF THE RESCUER.
- The Standby Person at the surface alerts other team members at the site of the incident.
- The Standby Person must ensure that a delegated person has contacted Emergency Services.

Note: When speaking to the Emergency Services, state the Employee's name, incident location, type of rescue required and address. Instructions from Emergency Services MUST be followed.

2. Rescuing the injured employee without rescuer entering a confined space:

- The Standby Person winches the injured employee to the surface using the retrieval winch.
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Note: Care should be taken not to unnecessarily further injure the worker during ascent by using excessive force. (the person could get be caught on an obstacle).

3. Rescuing the injured employee with rescuer entering a confined space.

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Examples of this situation include:

- Worker injured while detached from winch cable (and no gas detector alarm).
- Worker caught on obstacle when being winched to safety (and no gas detector alarm).

The Standby Person must raise the gas detector to the surface and check for any alarm indication.

- The BA usage board must be filled in by the Standby Person prior to the rescuer entering the confined space.
- If an alarm is activated only a Rescuer using breathing apparatus should enter the confined space to facilitate the rescue.
- If no alarm is activated, lower the gas detector back into the confined space.
- The rescuer may descend the ladder and release the injured person from the obstacle or attach the winch cable to the person. The rescuer will then ascend the ladder and the standby person can proceed to winch the injured person to the surface.
- When the injured employee is brought to the surface, the employee should be moved away from the access opening and placed in a safe area clear of the confined space opening. (This is done by firmly grasping their safety harness whilst still attached to the winch cable before releasing the employee from the harness attachment.)
- The medical condition of the collapsed or injured employee should be assessed by a qualified person and if necessary, CPR and/or First Aid should be administered as deemed necessary.

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Identify each task in order	Specify the hazards/risks you have identified	What are the risks to health and safety?	Who is responsible for implementing and monitoring controls?
Job Pre-planning	Hazard: Inadequate planning Risk: Unsafe work site	Ensure that all safety equipment is within test date, has been inspected immediately prior to commencement of the task and suitable for the type of confined space to be entered. Ensure team has mobile phones for constant contact with the control room (where required) and available on site.	Site Manager or Supervisor
Preparation for entry, checks from surface into confined space.	Hazard: Heights, adjacent to traffic. Risk: Slips, trips, falls, bites, hit by car.	Ensure isolation of the following as required: sewage flow, electrical and/or mechanical equipment and chemical and/or oxygen injection. (Refer to Permit to Work for the job) Set up rescue equipment relevant to the confined space. Clear tools, equipment and material from the area around the opening and visually check the confined space for other hazards e.g. loose drop pipe, debris, snakes, rats, etc. Ensure that the Standby Person has a mobile phone or two-way radio to receive any or make any emergency calls. Check the confined space rescue winch cable. (Wind the cable out and wind it back in under continuous tension to ensure no bird nesting has occurred in the cable. Note: Gloves must be worn to protect hands from broken strands.)	Site Manager or Supervisor
Evaluate atmosphere	Hazard:	Gas detection procedures must be conducted before any person enters any confined space.	Site Manager or Supervisor

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	Poor quality atmosphere, Oxygen enriched atmosphere. Risk: Fire or explosion, suffocation due to oxygen deficiency, poisoning (e.g. by hydrogen sulphide and/or carbon monoxide).	Securely attach the gas detector to a rope and lower/place into the confined space. Test the atmosphere at multiple levels and ensure the detector goes to the farthest point of the confined space. NOTE: Ensure that gas detection occurs at all pipe openings down the drop pipe. <i>Ensure that you break the crust of stagnant water before monitoring commences.</i> Use mechanical ventilation unless the Competent Person has determined by risk assessment that natural ventilation will provide a safe atmosphere in the confined space. Place the gas detector back into the confined space for continuous monitoring as close as is practicable to the breathing zone of the worker(s) in the confined space for the duration of the entry. Prior to entry, a gas detector must be attached to the worker within their breathing zone. This must remain attached for the duration of the entry.	
Purging and ventilation of the Confined Space	Hazard: Poor quality atmosphere; oxygen enriched atmosphere, heat stress and fatigue. Risk: Fire or explosion, suffocation due to	Ventilate with fresh air, by natural, forced or mechanical means to establish and maintain a safe atmosphere and temperature. If the confined space has sufficient openings then natural ventilation may be adequate, but in most cases mechanical ventilation will be needed. If fans are in use, fan controls shall be clearly identified and tagged to prevent possible interference. Considerations: Ventilation techniques must be in line with the Confined Space Ventilation Guidance document - legislated The location where fresh air is drawn from and where the exhaust air is finally vented to must be considered. This will ensure the fresh air is not contaminated either by exhaust air or by other pollutants, and the exhaust air does not cause other risks. Mechanical ventilation may be either local exhaust ventilation (LEV) or dilution ventilation. Where dilution ventilation is used, air needs to be introduced in a way that will ensure effective circulation throughout the confined space, taking account of the configuration of the space, the position of the openings and the properties of the contaminants. Check to make sure that fan rotation is correct and air movement is in the intended direction	Site Manager or Supervisor

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	oxygen deficiency, poisoning (e.g. by hydrogen sulphide and/or carbon monoxide).	Means of testing and monitoring ambient temperatures should be undertaken to reduce the likelihood of heat stress or temperature induced fatigue, if identified by risk assessment.	
Entering the confined space	Hazard: Heights, vermin, snakes, Risk: Falling, struck by hook, bites.	Check the condition of ladders, step irons etc. visually by using an intrinsically safe torch and/or mirror Single Person Entry: Where a fall hazard does exist the person entering a confined space must be connected to the winch cable by the safety harness. The operator remains attached to the cable at all times. A second safety rescue rope should be available. Ensure that the rescue winch remains in 'fall arrest mode' from the time the worker enters the confined space and for the duration of the confined space entry and exit. Note: Winch only to be used in 'rescue' mode when a worker requires rescue or assistance in evacuating the confined space. Multiple person entry: Employees and other persons on the worksite must remain attached to the rescue winch at all times. Multiple rescue winches will be used if required. For any job that requires workers to disconnect from the winch, e.g. traversing the sewer, a specific Risk Assessment must be created for that job. CAUTION: Under no circumstances should the person at the bottom of the confined space disconnect the D-hook from the harness and let it go until the Standby Person gives instruction to do so, as this may cause injury to the Standby Person on ground level.	Site Manager or Supervisor
Working in the confined space.	Hazard: Poor quality atmosphere, oxygen	Monitor the operation of the gas detectors at all times. (If either gas detector alarm sounds, immediately implement emergency procedures. (See below).	Site Manager or Supervisor

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	enriched atmosphere, trip hazards. Risks: Fire or explosion, suffocation due to oxygen deficiency, poisoning (e.g. by hydrogen sulphide and/or carbon monoxide). Slips, trips, falls.	A Standby Person must always remain in the vicinity of the confined space entry and maintain constant visual or audio contact with the worker/s inside the confined space and must not perform any other work.	
Raising and lowering of tools, equipment, buckets of material etc.	Hazard: Manual handling, falling objects. Risk: Muscular injury, impact.	If the item cannot be safely carried in a bucket, it is to be securely tied to a working line. CAUTION: - Do not stand directly below objects being raised or lowered. - Do not use rescue lifelines for this purpose.	Site Manager or Supervisor
Hot work in confined space.	Hazard: Explosive atmosphere. Risk:	Complete a Hot Work Permit whenever any of the following activities are to be conducted in a Confined Space. Cutting, grinding or any other spark or heat producing work (e.g. Electrical equipment) Work is not to commence unless forced mechanical ventilation is in place.	Site Manager or Supervisor

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	Explosion.	CAUTION: Do not use the oxygen as compressed air when working in a confined space, as this will increase the risk of explosion. Grinding/Cutting When grinding, ensure person/s working within the confined space is/are using the correct PPE (including minimum Class P2 disposable respirator). Electrical arc welding Electrical connection to electrodes (including a fully insulated electrode holder), work return (earth lead) and equipment should be fully insulated and must be thoroughly checked. A welding circuit safety switch shall be used and held by the Standby Person for the duration of the task. The Standby Person shall isolate the circuit using the welding circuit safety switch before and after each welding work and in electrode change-over. Insulating materials, e.g. rubber mats, shall be used to isolate welder from wet or metallic surfaces. Oxy-acetylene work Gas cylinders shall be kept outside of confined spaces. Torches and pressure hosing connected to the supply shall not be left inside the working area when not in use. (Very slow leaks of oxygen or fuel gas can allow an explosive atmosphere to build up rapidly.)	
Electrical equipment.	Hazard: Electricity. Risk: Electrocution.	Only air driven or battery-operated equipment should be used in confined spaces. Avoid the use of electrical equipment in confined spaces, wherever possible but where portable electrical equipment is the only option, the equipment is to be connected to an earth free (double insulated), low voltage supply from an isolating transformer located outside the confined	Site Manager or Supervisor

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		space or be protected through a residual current device (RCD) with the device being located outside the confined space. NOTE: Where there is risk of a combustible atmosphere only intrinsically safe electrical equipment can be used (Caution: this risk also applies to mobile phones that are not intrinsically safe)	
Combustion engines.	Hazard: Fumes. Risk: Poisoning, asphyxiation.	Do not position combustion engine equipment i.e. compressor, generator, truck, car, where exhaust fumes can be drawn into the confined space. CAUTION: Never take Combustion engines, for example generators, pumps, etc into a confined space.	Site Manager or Supervisor
Air driven Equipment.	Hazard: Moving parts. Risk: Lacerations, amputations, breaks.	All air driven equipment and hoses (i.e. air saw, CP Hammer, jack hammer, etc) shall have safety pins fitted to couplings at both connection points to the airline to prevent separation.	Site Manager or Supervisor
Completion of work inside confined space.	Risks: Slips, trips, falls.	Ensure tripod winch is in fall arrest mode and no control of cable is required. Multiple Persons When the first person reaches the surface, they disconnect the hook from their safety harness.	Site Manager or Supervisor

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		The Standby Person lowers the hook to the second person by gripping the cable with two hands and lowering the hook. CAUTION: • The Standby Person should not let go of the cable until the person at the bottom of the pit has clearly told him that he has connected the hook to his safety harness. • Confined space must be checked to ensure that all personnel, equipment and materials have been removed. Gas Detector Remove the gas detector from the confined space. Authorised person Completes Confined Space Entry Permit. Contacts the Control Room and their Team Leader to notify them of the completion of the job. Recheck all equipment to make sure that there has not been any damage caused during the task.	
PLEASE NOTE: THE EMERGENCY RESCUE PLAN FOR EACH JOB MUST BE DISCUSSED, COMPLETED AND UNDERSTOOD PRIOR TO ENTRY OF THE CONFINED SPACE			

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This SWMS has been developed in consultation and has been read, understood and signed by all workers undertaking the scope of works:		
Print Names:	Signatures:	Dates: