Safe Work Method Statement

Hot Works Safety

Project Details		
Job Description & Location:	Hot Works Safety	
Contacts:	**Qualifications & Training:**	**Relevant Legislation & Information:**
Contact 1 – 0417 710 806 Contact 2 – 0417 710 806 **Person responsible for implementing, reviewing, and monitoring this SWMS:** Contact 3 – 0417 710 806	General site induction Daily toolbox meeting Competent and trained workers General Construction Induction Card (Blue or White)	Work Health & Safety Act 2011 Work Health & Safety Legislation Local and State legislation
PPE / Safety Equipment / Signage / Tags:	**Plant & Equipment:**	**Relevant Parties**
• Steel cap safety boots • Safety glasses • Safety gloves • Long sleeve, high visibility clothing • Other PPE for specific tasks will be identified in controls	Insert Plant & Equipment used on the task here (Make sure to attach a plant hazard risk assessment for each item of plant or equipment used)	Person Conducting Business or Undertaking Name: ABN: 94 163 887 563 Address: 11 Montego Ct, QLD 4037 Phone: 0417 710 806 Principal Contractor: ABN: 94 163 887 563 Address: 123 Address St, QLD 4109 Phone: 0417 710 806
Emergency Planning & Rescue Procedures:	**High Risk Work Activities:**	**Safety Data Sheets:**
In the event of an incident or emergency, work must stop immediately, and the Brendan McKenna Earthmoving Pty Ltd Incident Management and Emergency Management Policy and Procedure must be followed. This SWMS must be reviewed and amended before work recommences to ensure that the incident cannot occur again.	Identify which high risk work activities are part of this task	Insert any Safety Data Sheets required for the job here (make sure to attach copies)

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Brendan McKenna Earthmoving

Risk Assessment

Consequences:

Likelihood	5 - Catastrophic *Death or disablement, significant damage to equipment, significant financial cost, significant long term environmental damage*	4 - Major *Extensive injuries with lost time, major damage to equipment, major financial cost, major short term environmental damage*	3 - Moderate *Medical treatment, damage to plant and equipment, moderate financial cost, major short term environmental damage*	2 - Minor *First aid treatment, minor damage to equipment, minor financial cost, minor short term environmental damage*	1 - Insignificant *No injuries, slight damage to equipment, very minor non-existent financial cost, very minor or non-existent environmental damage*
5 - Almost Certain	**25**	**20**	**15**	**10**	**5**
4 - Likely	**20**	**16**	**12**	**8**	**4**
3 - Possible	**15**	**12**	**9**	**6**	**3**
2 - Unlikely	**10**	**8**	**6**	**4**	**2**
1 - Rare	**5**	**4**	**3**	**2**	**1**

Risk Rating	Actions Required

16 - 25	High Risk – Work must be stopped immediately. Control measures must be put in place immediately by a competent person, following the hierarchy of controls
10 - 15	Substantial Risk – Stop work if there is an immediate risk. Additional control measures must be put in place immediately by a competent person, following the hierarchy of controls
5 - 9	Low Risk – Work may commence. All current control measures must be maintained, monitored, and reviewed and further controls implemented if possible
1 - 4	Very low risk – Work may commence. All current control measures must be maintained, monitored, and reviewed

Hierarchy of Controls

Elimination	Eliminate the hazard altogether e.g., remove a hazardous machine from use
Substitution	Substitute a safer option e.g., replace a hazardous machine with a safer one
Isolation	Isolate a hazard from anyone who could be harmed
Engineering	Use engineering controls to reduce the risk
Administrative	Utilise training and signage
PPE	Utilise personal protective equipment

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Job Step	Potential Hazards	Initial Risk			Safety Control Measures	Residual Risk			Persons Responsible
		L	C	S		L	C	S	
S-1 Pre – Start Checks	• Workers not familiar with site • Workers unfamiliar with hazards involved with task • Workers not trained in controls put in place for any hazards • Untrained or unlicensed workers • Fire bans and/or restrictions • Hazardous weather conditions	4	4	16	• Ensure that all workers undertake the site-specific safety induction • Ensure that all workers are trained and competent for all aspects of the work they are to undertake and sign off on this SWMS • Ensure that workers provide evidence of completing the Building and Construction General Safety Induction “White Card”, or equivalent • Conduct a toolbox talk to inform and consult those directly involved in the work activity regarding the hazards and implemented control measures • Conduct a Risk Assessment prior to work commencing to identify any risks. • After completing the Risk Assessment, identify alternative methods of completing the task to lower the risks using the hierarchy of controls • Ensure that any Hot Works to be conducted do not violate any current local or state authority fire bans and Hot Works restrictions including: - Restrictions during Bushfire Seasons - High winds - Wet / dry weather conditions - Conducting Hot Works outside a controlled workshop	1	4	4	• Management • Supervisors • Workers

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Job Step	**Potential Hazards**	**Initial Risk**			**Safety Control Measures**	**Residual Risk**			**Persons Responsible**
		L	**C**	**S**		**L**	**C**	**S**	
	• Missing or incorrect safety equipment and PPE	4	5	20	• Ensure that all necessary safety equipment required for the job is in good working order prior to using it • Ensure fit and condition for all PPE has been inspected thoroughly prior to use – this includes full face respirators, especially those being used when cutting on lead surfaces • Ensure that all workers utilise all minimum safety equipment and PPE outlined in the Project Details section of this SWMS – that is: - Long sleeve, high visibility clothing - Steel cap boots - Gloves - Safety glasses - Suitable hearing protection for the level and duration of noise - Hard hat **Where applicable:** - Ropes - Harnesses - Shackles - Fixing points for fall arrest system	1	5	5	• Management • Supervisors • Workers
	Working Outside • Heat Stroke / Stress • Accidents due to heat stress symptoms	4	4	16	• Ensure that workers are provided with shaded areas for breaks. • Ensure that workers are provided with a plentiful supply of drinking water.	1	4	4	• Management • Supervisors • Workers

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Job Step	**Potential Hazards**	**Initial Risk**			**Safety Control Measures**	**Residual Risk**			**Persons Responsible**
		L	**C**	**S**		**L**	**C**	**S**	
	• Dehydration • Hypothermia • Muscle Cramps • Nausea • Irritability • Sun Burn • Sun Stroke • Skin Cancer • Eye Damage				• Use alternative methods to complete the task e.g., use mechanical aids to reduce physical demands of work. • Where possible, rotate workers between hotter and cooler conditions. • Where possible, provide shaded areas for workers to operate in • Ensure that work areas are well ventilated. • Ensure that workers have been trained and are competent in recognizing heat stress symptoms. • Pre-hydrate before work commences. • Maintain hydration during work by drinking fluids at a faster rate than they are being lost through sweat or other means. E.g., in summer workers exposed to heat stress should drink between 600ml – 1L of water per hour. • Drink 150-250ml of fluids every 15 minutes rather than drinking larger amounts of water every hour. • Increase fluid intake if your urine becomes dark. The normal colour of urine is pale yellow. • If heat stress symptoms occur: - Stop all strenuous activity and rest quietly in a cool place. - Increase fluid intake using cool water. - Lay the person in the shade.				

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		L	C	S		L	C	S	
					- Remove outer clothing (e.g., Hard hat, boots, shirt) - Fan vigorously to increase evaporation. - Seek medical attention if the cramps continue for more than one hour.				
	Manual Handling Injuries • Strains, sprains, or broken bones • Musculoskeletal injuries • Back injuries • Crushing injuries • Permanent disability	4	4	16	• Ensure that all personnel have been trained and are competent with correct manual handling techniques as defined in Manual Handling SWMS • Where manual tasks are exacerbated by physical constraints, ensure that persons take regular breaks to avoid musculoskeletal injuries	1	4	4	• Management • Supervisors • Workers
	Using or Handling Hazardous Substances and Chemicals • Chemical burns • Skin irritation • Eye injuries • Lung damage • Spills or leakage • Fire / Explosion • Poisoning • Environmental Damage	4	5	20	• Limit or substitute the use of hazardous substances being used inside or in the vicinity of the confined space where possible. • Ensure that all hazardous substances are identified in the risk assessment and relevant MSDS's are kept on site, in the vicinity of the work and can be inspected when requested • Ensure workers are trained and competent in correct & safe use of a substance. • Ensure workers are trained in lead awareness for existing or abated lead paint & coatings.	1	5	5	• Management • Supervisors • Workers

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Job Step	**Potential Hazards**	**Initial Risk**			**Safety Control Measures**	**Residual Risk**			**Persons Responsible**
		L	**C**	**S**		**L**	**C**	**S**	
					• Ensure that all minimum required PPE outlined in SDS's are worn at all times. • Ensure all SDS documents have been viewed by workers & are easily accessible when required				
	Preparing Work & Work Area • Unsafe equipment • Damage to equipment. • Electrical shocks • Severe Burns • Fire • Explosion • Property Damage • Cuts, abrasions • Eye injuries • Musculoskeletal injuries • Slips, trips, and falls • Crush injuries from falling objects	3	4	12	• Ensure that all tools and equipment used for Hot Works are maintained as per manufacturer instructions. • Before operating welding equipment, conduct a thorough inspection of the equipment, hoses, fittings, attachments & accessories to ensure it is in good working order and maintained as per manufacturer's instructions. • If any defects are found, the equipment must be tagged out immediately and supervisors must be notified. • Before commencement of any hot work, ensure the area of work, surrounding area/s and/or area/s below when working at heights, are secured and do not pose a fire risk if exposed to sparks and/or hot debris – clear of all combustibles such as: - Fuel - Oils - Unnecessary gas or chemical containers - Dry grass etc.	1	4	4	• Management • Supervisors • Workers

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		L	**C**	**S**		**L**	**C**	**S**	
					• Ensure all Hot Work areas are isolated and barricaded with a Hot Work Permit displayed prominently. • Ensure there is adequate Emergency Plan/s to deal with fire hazards available and that all workers are aware of their existence and location at all times. • Ensure there is adequate emergency equipment to deal with fire hazards available at all times and that all workers are aware of their existence and location. • Before commencement of welding on piping, ensure the surface area/s are square and clean – remove all traces where possible of: - Water - Dirt - Grime - Other unnecessary substances				
S2 – Hot Works	• Electrical shocks • Severe burns • Fire • Explosion • Property damage • Cuts, abrasions • Eye injuries • Lung damage • Musculoskeletal injuries • Slips, trips, and falls	5	5	25	• Ensure that all workers performing Hot Works are trained and competent in the safe operation of the type of welding being conducted. • Ensure all SDS documents have been viewed by workers & are easily accessible when required. • Ensure that all minimum required PPE outlined in Hot Works SWMS and SDS's are worn at all times.	2	3	6	• Management • Supervisors • Workers

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		L	C	S		L	C	S	
	• Crush injuries from falling objects. • Damage to equipment				• Ensure workers are trained in lead awareness for existing or abated lead paint & coatings. • During Hot Works operations, use a minimum of two competent workers to conduct the task – one worker to observe the other and monitor the immediate and surrounding area/s for any fire hazards. • Ensure all welding equipment, including portable gas cylinders, are secured on stable ground and remain upright at all times. • Ensure any materials to be used in Hot Work/s are secure from movement at all times – should the material come loose, cease work immediately and resecure materials before continuing with the task. • Ensure the air quality of work area/s is monitored consistently - clear of all combustibles such as: - Fuel - Oils - Unnecessary gas or chemical containers - Dry grass etc. • Utilise exhaust fans or adequate ventilation system in work area/s to remove fumes and gases and ensure area/s remain well-ventilated at all times.				

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		L	C	S		L	C	S	
					• When required, ensure workers wear the correct respirator always required for work task. • When possible, ensure all weld flashes are screened and not damaging to other workers. • Ensure worker/s wear appropriate PPE when work task is to be performed below work being conducted at heights and an adequate fall arrest device when working at heights				
S3 – Completion of Work or End of Workday	• Damage to equipment. • Electrocution • Cuts, abrasions • Musculoskeletal injuries • Slips, trips, and falls • Fire	4	5	20	• Upon completion of Hot Works, worker/s are required to stay and monitor the work area for up to 30 minutes - to ensure no materials remain smouldering. • Under no circumstances are worker/s permitted to leave the work area until the area is determined “cold” or safe • Ensure a Hot Works Permit has been completed in writing determining all workers involved in Hot Works have completed the work and departed the work area – only once this is complete can authorisation be given to bring services back online. • Ensure workers wear gloves at all times when handling sharp objects. • Carry out basic housekeeping, ensuring: - Work Area must clean and tidy upon completion of work.	1	4	4	• Management • Supervisors • Workers

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		L	C	S		L	C	S	
					- Access ways and work area are clear of debris, tools, and materials. - All excess materials and debris are removed from site by person responsible - workers must follow correct Manual Handling procedures when removing materials and debris. • Ensure all equipment is placed in an approved storage area, or work vehicle when permitted, and storage areas are locked / secured; as well as work area/s when required				

Monitoring, Review & Communication Process

Monitoring

Brendan McKenna Earthmoving Pty Ltd management must monitor this SWMS continuously. Management and Supervisors must ensure that all control measures outlined in the Safe Work Method Statement section above are being followed and put in place. This is achieved by:

Utilizing safety inspections

- Ensuring that competent supervisors monitor all work being conducted to make sure that all control measures are being followed.
- Training supervisors to continuously monitor for and report potential hazards.
- Training workers to continuously monitor for and report potential hazards.
- Management continuously monitoring for potential hazards and implementing/communicating controls where possible when hazards are found or reported.

Review

Brendan McKenna Earthmoving Pty Ltd management must review this SWMS periodically to ensure it remains relevant. This is achieved by:

- Management reviewing this SWMS at least once every six (6) months to ensure that controls remain relevant and to ensure that any new hazards have been assessed.
- Management inspecting the work being conducted to ensure that controls remain relevant.
- Conducting pre-start meetings or “Toolbox talks” to discuss this SWMS, potential hazards, and control measures with workers.

In The Event of An Incident or Emergency

In the event of an incident or emergency, work must stop immediately, and the Brendan McKenna Earthmoving Pty Ltd Incident Management and Emergency Management Policy and Procedure must be followed. This SWMS must be reviewed and amended before work recommences to ensure that the incident cannot occur again.

Communication

This SWMS must be communicated at a pre-start meeting before work commences. Workers must be given the opportunity to discuss controls which are listed in this SWMS and be allowed time to discuss any further controls which they feel are necessary.

Finally, workers must sign below to state that they have been instructed in this SWMS, understand all hazards involved with the work and are comfortable with all the control measures that must be implemented and followed.

If any changes are made to this SWMS, they must be communicated to workers, and the communication sheet below must be re-signed by all persons involved with the job.

Additional Controls to Be Put in Place After Consultation with All Relevant Workers

Communication / Acknowledgement Sheet

By signing below, you acknowledge that you understand all hazards involved with the job and have been instructed in and understand the control measures listed in this SWMS. You also acknowledge that you have been given the opportunity to discuss the controls listed in this SWMS and further controls that you may feel are necessary.

Name	Signature	Date	Company	Position	Licence / Ticket Numbers