

APPLIANCE & EQUIPMENT REPAIRS SAFE WORK METHOD STATEMENT (SWMS)

Business Contact: Ryan Martin	Phone #: 6559 8059	Principal Contractor (PC): N/A
Responsible person (for monitoring SWMS and work): Site Supervisor		PC Address: N/A
Revision Date: 10 th of December 2023		PC Phone #: N/A Date SWMS provided to PC: N/A
Contact Phone #: 6559 8059		Job Site Address: All sites

THIS WORK ACTIVITY INVOLVES THE FOLLOWING HAZARDOUS WORK AND ENVIRONMENTAL IMPACTS

☒ Electrical equipment	☒ Elevated levels	☒ Slips, trips and falls	☒ Hazardous substances	☒ Out-of-hours work
☐ Hot Work	☒ Hazardous manual tasks	☒ Outdoor work	☐ Remotely &/or isolated work	☐ _____
☒ Noise and vibration	☒ Native vegetation & weeds	☒ Air quality	☒ Waste	☒ Vehicle movement
☒ Fuels, oils & chemicals	☒ Terrestrial fauna	☒ Waterways & soils	☐ Cultural heritage	☐ _____

THIS WORK ACTIVITY INVOLVES THE FOLLOWING "HIGH-RISK CONSTRUCTION WORK" (HRCW - IDENTIFIED IN THE JOB TASK COLUMN)

☐ Confined spaces	☐ Mobile plant movement	☐ Demolition of a load-bearing structure	☐ Asbestos disturbance
☐ Using explosives	☐ Diving work	☐ Artificial extremes of temperature	☐ Tilt-up or pre-cast concrete
☒ Pressurised gas distribution mains or piping chemical, fuel or refrigerant lines energised electrical installations or services			
☐ Structures or buildings involving structural alterations or repairs that require temporary support to prevent collapse			
☐ Involves a risk of a person falling from 2m or more, 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 the risk of drowning	

FOOT PROTECTION	HEARING PROTECTION	HIGH VISIBILITY	HEAD PROTECTION	EYE PROTECTION	FACE PROTECTION	HAND PROTECTION	PROTECTIVE CLOTHING	BREATHING PROTECTION	SUN PROTECTION	SAFETY HARNES	Rings, watches, jewellery that may become entangled must not be worn. Long and loose hair must be tied back.
											
☒	☒	☐	☐	☒	☐	☒	☐	☐	☒	☐	☐

Planning/Preparation	• Liaise with Principal Contractor to identify on-site safety systems and procedures • Establish supervisory and communication arrangements • Principal contractor to confirm emergency response procedures are in place.
Hold Points	• Hold points identified and signed off before continuing work.
Training/Licence	• All workers to have a General Construction Induction Card • Relevant workers have relevant certificates of competency, licenses, and training. • Trained First Aider on site • All workers trained in site-specific emergency and evacuation procedures, SWMS, safe work procedures, and safety data sheets.
Worker duties and responsibilities	• Fit condition for work, i.e. no signs of fatigue, alcohol or drugs • Attend all site inductions/briefings • Comply with all site requirements, e.g. PPE, Traffic Management Plans (TMP) • Only carry out work related to the contract • Inspect completed work and report possible safety, environmental and quality matters to the supervisor.
Monitor/Review	• All persons involved in the task must have this SWMS communicated to them before work commences • SWMS to be reviewed and amended, if necessary, in consultation with relevant persons after any near miss or incident • If additional site hazards identified, review this SWMS and amend control measures to suit • People, including workers, contractors and sub-contractors, affected by the revisions to this SWMS, must be informed ASAP • Give the principal contractor a copy of the revised SWMS • The site supervisor to monitor works against the controls stated in this SWMS • SWMS must be kept on-site and made available for inspection or review • Keep a record of this SWMS until the job is complete or for two years if involved in a notifiable incident • Regardless of any other factor, the person in control of the workplace must review this SWMS at least annually.
Site-Specific Notes: Refer to Job Pack for details	Act, Regulations, Codes of Practice References: ✓ Work Health and Safety Act ✓ Work Health and Safety Regulation ✓ First Aid in the workplace code of practice ✓ Hazardous manual tasks code of practice ✓ How to manage work health and safety risks code of practice ✓ Managing electrical risks in the workplace code of practice ✓ Managing noise and preventing hearing loss at work code of practice ✓ Managing the risk of falls at workplace code of practice ✓ Managing the work environment and facilities code of practice ✓ Managing risks of hazardous chemicals in the workplace code of practice ✓ Managing the risks of plant in the workplace code of practice ✓ Work health and safety consultation, co-ordination, and co-operation code of practice ✓ Construction work code of practice

LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC	SCORE	ACTION		
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.		
HIERARCHY OF CONTROLS		MOST EFFECTIVE	Elimination	Substitution	Isolation	Engineering	Administrative	PPE	LEAST EFFECTIVE
JOB TASK	HAZARDS	RISK	CONTROL MEASURES					RESPONSIBLE PERSON	
1. Out-of-hours / night work	- Fatigue - Unauthorised access	3H	- Allow adequate meal breaks for workers; especially if they have worked during part of the day, time is needed to rest & recover sufficiently to work safely into the evening/night - Do not schedule full double shifts for workers as worker fatigue increases the risk of incidents - Workers have access to: - Suitable amenities (toilets/wash facilities/drinking water) - Sufficient lighting (including parking areas) - Air conditioning and heating - Mechanical ventilation if required - Emergency exits - Safe area for parking/unloading equipment – protected from rain - Additional security personnel on-site to ensure no unauthorised access by the general public while work is being performed - Ensure that adequate lighting available ⚠ No worker should work alone on the site at night.					Supervisor to make sure schedules for breaks are followed and maintain call log	
	Emergency	4A	- Avoid people working alone, use a buddy system to provide immediate support - Have a reliable communication system in place and test regularly.						
2. Arrival on-site & assess onsite conditions	Personal injury, property damage &/or environmental incident	3H	- The vehicle should be positioned in a safe location, clear of traffic/vehicles/pedestrians during equipment delivery and materials removal (deploy physical barriers, caution signs as necessary) - Do not park illegally - Identify and obey all safety-related signage (check site entry requirements) - Report to Site Supervisor - Ensure site-specific induction undertaken - Assess mobile phone reception - The worksite is exactly as detailed in Terms of Agreement or contract - Complete a JSA specifying the control measures for unanticipated hazards.					Supervisor to check the site and conduct JSA where necessary	

JOB TASK	HAZARDS	RISK	CONTROL MEASURES	RESPONSIBLE PERSON
3. Work area set-up	Unauthorised access to the work area	3H	- Establish an exclusion zone for other workers and the public. I.e. those not associated with the activity - Clearly define the work zone by signage and hazard marking tape or flagging - Maintain awareness of unauthorised persons attempting to enter or entering the work area - If members of the public or unauthorised personnel enter the exclusion zone, stop work until removed from the work zone.	Supervisor and workers to ensure control measures followed
	Fire service disruption	3H	Do not obstruct access to firefighting equipment or obstruct fire exits with any tools, items or equipment.	
4. Environment	Environmental impact	3H	Noise & vibration - Be aware of maximum noise levels at the site - The plant is maintained to minimise noise - No noise produced outside council approved hours of operation Waste - place all wastes and rubbish in bins or other appropriate containers - Separate recycle waste from general waste - Do not mix waste with spoil. Fuels, oils & chemicals - ensure that a spill response kit is available at all times and clean up spills immediately - Follow instructions in SDS for clean-up requirements - Dispose of chemicals correctly, empty containers/bags in approved waste containers - Triple rinse all empty/unwanted containers and make containers unusable before disposal. Waterways & soils - do not wash out tools or containers where residue can enter waterways or drains. Native vegetation & weeds - ensure that plant is washed free of dirt, vegetation, debris before travelling between sites. Terrestrial fauna - No domestic animals on-site - Ensure all food scraps placed in lidded bins.	Supervisors to check all controls in place and followed Workers to follow controls and make supervisor aware of any issues
5. House keeping	Slips, trips & falls	3H	- Maintain housekeeping throughout the shift & clean-up - Ensure sufficient lighting to detect changes in level (using temporary lighting as required) - Do not jump from elevated edges >180mm, step carefully and use prepared access areas - The work area is clean and uncluttered as possible - Do not locate equipment where it may become a tripping hazard - Check for stored items, corners or other obstructions that could cause tripping - Ensure there is room to manoeuvre and no obstacles in the way - Clean up spills immediately - Check the end destination is prepared correctly for placement of equipment and materials - Ensure that footwear is suitable. Snug-fitting shoes/boots with flat, non-slip soles, no loose soles, long laces, oily soles, or caked with mud or other contaminants.	Supervisor and workers to ensure control measures followed

JOB TASK	HAZARDS	RISK	CONTROL MEASURES	RESPONSIBLE PERSON
6. Manual tasks	Musculoskeletal (MSD) injuries	3H	- Materials/equipment placed as close to the work area as possible - Weight of an object should be known; avoid lifting loads more than 1/4 of your body weight - Do not use extreme force to move items - Hold lifted items close to the body whenever possible: - Keeping knees bent and back straight and lift, unload keeping knees bent - Use team lifts and mechanical means for heavy items - Schedule regular breaks and practice job rotation - Avoid overreaching, long periods of repetitive movements, awkward and sustained positions, twisting and side-bending.	Supervisor and workers to ensure control measures followed
7. HRCW Working with powered & non-powered tools	- Electrocution - Injury - Fire - Asphyxiation	4A	- Use tools only for the purpose specified by the manufacturer - Wear PPE as recommended by the manufacturer - Pre-inspect and operate tools following the manufacturer's instructions. If damaged or unsuitable for the task do not use. Take out of service immediately and apply LOTO procedures - The tool operations manual is available, read and understood - Fire protection equipment accessible - Use mechanical ventilation as required <u>Electrical:</u> - All electric power tools and leads are Tested, Tagged and current - Use electrical sockets protected by RCD (safety-switches) or use portable RCD devices - Switchboards have appropriately rated circuit breaker - Always ensure that the tool is switched off and power isolated before a pre-start check, adjusting, changing set-ups or repairing - Do not overload power outlets <u>Diesel/petrol-powered tools</u> - Do not run a diesel/petrol-powered tools inside a building (e.g. shed), or where ventilation is limited.	Supervisors to check all controls in place and followed Workers to follow controls and make supervisor aware of any issues
8. HRCW Maintenance work	- Electrocution - Electric shock - Hazardous atmosphere - Burns - Explosion - Fatality	4A	- Maintenance: conduct service as per manufacturers recommendations - Identify any sources likely to be reactive (check diagram / written instructions): - Pressure release (fluid, steam.) - Gravity enabling equipment to fall back down - Stored energy - Associated / joined equipment / pipelines etc. - Shut down equipment as per manufacturer's instructions. E.g. electrical, pneumatics, steam, LPG / natural gas supply - Conduct a visual examination of the components of the equipment to ensure in good condition with no damage since the last service - Confirm correct function and performance of the equipment as per manufactures instructions - Isolate the equipment from the electrical or gas supply before attempting any repair	Supervisors to check all controls in place and followed Workers to follow controls and make supervisor aware of any issues

JOB TASK	HAZARDS	RISK	CONTROL MEASURES	RESPONSIBLE PERSON
			- Any electrical repairs must only be carried out by licensed electricians or authorised repairers <u>Maintenance with "Power Off"</u> - Turn the power switch to "off" position - Remove the power cord from the wall socket before servicing or repairing - Lock-out/Tag-out power point and or cable to ensure power not inadvertently reconnected - Ensure leads are not damaged – along the entire length of the lead and extension lead - Ensure all equipment and leads are tested and tagged as required for use <u>Maintenance with "Power On"</u> - Only performed by fully qualified and trained service personnel - Verify that the equipment is electrically safe using a Portable Appliance Test before and after a repair ⚠ <i>Never modify or bypass safety circuits</i> ⚠ <i>Never leave live equipment unattended.</i>	
	- High-pressure injuries - Struck by debris	4A	⚠ <i>Escaping fluid under pressure can have sufficient force to penetrate the skin. If injured by escaping fluid, obtain medical treatment immediately.</i> - Follow lock-out/tag-out (LOTO) procedures according to manufacturer's instructions for plant: - Shut the equipment down - Allow it to cool - Identify all energy sources using the operations manual, which may include: - Fuels - Heat - Steam - Fluids under pressure (such as air or hydraulic oil) - Stored energy - Do not use bare hands if searching for hydraulic leaks – use a piece of cardboard, timber etc.to identify the location of the leak - Replace any hydraulic hose immediately that shows signs of swelling, wear, leaks or damage before it bursts - Pre-inspect all equipment before the commencement of work: - DO NOT use any faulty equipment. Remove from service and promptly report all needed repairs. Lockout & tag as required - Ensure that all guards/covers are in place - Compressed air tools, e.g. Rattle guns: - Use tools with adjustable torque settings where possible - Ensure pressure of the compressed air does not exceed the maximum working pressure of any of the components in use	

JOB TASK	HAZARDS	RISK	CONTROL MEASURES	RESPONSIBLE PERSON
			○ Ensure stable footing and firm hold on tools ○ Keep feet and hands well clear of the impact zone ○ Cleaning: ▪ Pressurised air can cause personal injury. When pressurised air is used for cleaning, wear a protective face shield, protective clothing, and protective shoes. ▪ The maximum air pressure for cleaning purposes must be below 205 kPa (30 psi) • Pneumatic grease gun: ○ Operate following manufacturer's instructions ○ Use the lowest PSI possible for the task ○ Do not improvise or change the grease gun configuration for any purpose ○ Inspect the hose between the grease gun and the coupler before each use "If there are any signs of wear or damage on the hose, do not use – replace immediately." ○ Always aim the grease coupler away from your body when loading and priming for use ○ All greased components are rated for the amount of pressure applied ○ Only use hoses specified by the grease gun manufacturer ○ For powered models - The battery pack/power should always be disconnected from the grease gun before changing accessories or unscrewing the grease cylinder from the gun ○ Never exceed the maximum input air pressure on pneumatic tools. • Wear safety glasses and coveralls. ⚠ Do not point the hose at any people or use high-pressure air to clean people, clothing and footwear.	
	Fall from ladder	3H	• Use all height-access equipment as per manufacturer's instructions & it's designed purpose • Ensure only one person working from each ladder • Face ladder when ascending/descending and maintain a firm grip • Ensure 3 points of contact remain on the ladder at all times • Only use platform ladders.	
	Contact with hazardous chemicals	3H	• Follow directions of use • Consult SDS for the product • Use PPE as per the SDS • Use with adequate ventilation • Chemical resistant gloves for prolonged exposure ✖ DO NOT eat or drink when handling chemicals ✖ DO NOT eat or drink without washing hands thoroughly first ✖ DO NOT take food into the work area where chemicals are being used or stored ✖ DO NOT wear contaminated PPE in areas outside the work zone, such as eating areas.	

JOB TASK	HAZARDS	RISK	CONTROL MEASURES	RESPONSIBLE PERSON
	- Fire - Burns	4A	 NO SMOKING - Allow machinery to cool before servicing (engine parts may be hot) - Batteries: - Lead-acid batteries generate explosive gases so keep naked flames & fire away - Avoid contact with battery terminals with hoisting chains, tools and metal objects - Cover the battery top with some insulating material - Do not allow a build-up of oily rags. Dispose of regularly. - Keep vehicle free of any excess grease, oil and fuel accumulation - Clean up spillage immediately - Use only nonflammable solutions for cleaning the vehicle or components - Store rags and other combustible materials in a safe, fireproof location - Use appropriate PPE to avoid burns, e.g. gloves, long sleeve shirts, long pants.	
	Eye trauma	3H	Safety glasses/face shield as appropriate worn at all times.	
	Heat Stress	3H	- Utilise exhaust or extraction fans to remove hot air where necessary if natural ventilation via windows, doors and roof vents/louvres is not sufficient - Where possible conduct work when other heated equipment is not in use - If hot equipment is adjacent to the work area: - Insulate hot surfaces - Clad or cover sources of radiant heat - Rest periods in a cool place with a plentiful supply of cool water.	
	Burns	3H	- Do not touch hot equipment - Do not work immediately adjacent to areas where hot or boiling liquids may be dropped (additionally, ensure no other workers carry or work with hot/boiling liquids near to work location) - Ensure PPE is worn when working near hot surfaces, e.g. gloves, long sleeve shirt, pants - Ensure all equipment has been switched off and allowed to cool down before commencing work.	
9. HRCW Fuelling equipment	Fire / explosion	4A	- DO NOT smoke during re-fuelling - Ensure re-fuelling is undertaken in a well-ventilated area, clear of ignition sources - SDS for all fuel products on hand - Follow manufacturer's manual/recommendations for re-fuelling - Ensure fire extinguisher available and in date. Diesel: Fire extinguisher – Water, foam, dry chemical powder, CO₂ Unleaded petrol: Fire extinguisher – Dry chemical powder, foam, CO₂. Never use water to extinguish an Unleaded Petrol fire.	Supervisor and workers to ensure control measures followed

JOB TASK	HAZARDS	RISK	CONTROL MEASURES	RESPONSIBLE PERSON
	- Exposure to fuel - Inhalation - Ingestion - Eye & skin damage	4A	- Avoid breathing vapours or contact with fuel - Change clothing immediately if splashed with fuel - Do not siphon or swallow fuel as this can be fatal - Wash hands carefully after handling fuel before eating, drinking or smoking - Shower and wash immediately after work - Wash clothes separately from other clothes.	
9. HRCW On completion	- Electrocution - Electric shock - Burns - Fatality	4A	- Disconnect power tool/extension leads from power point before winding up so that you don't get a shock if the lead is damaged - Inspect leads and power equipment for damage - If safe to do so, remove isolation locks/tags and test appliance for function.	Supervisor to confirm all workers have signed out Workers to comply with controls
	Unauthorised access	3H	If acceptable, remove or add barricades.	
	Security breach	3H	All personnel sign-out on Site Register.	
	Vehicle/people impact	4A	- Stay to designated access and egress routes - Maintain awareness of surroundings at all times.	
10. Emergency response	- Injury - Fatality - Environmental damage	4A	For police, fire or ambulance call '000.' - Follow site emergency and evacuation procedures - A communication system is available, e.g. a mobile phone or radio - Check for dangers to self before helping others - Maintain control of the area and stabilise the situation - Apply first aid to the injured worker - Complete an incident report. Refer to your SWMS implementing instructions for further specific emergency responses.	Supervisors and workers ensure controls followed

OVERALL RISK RATING AFTER CONTROLS

☐ 1 - Low

☒ 2 - MODERATE

☐ 3 - High

☐ 4 - ACUTE

PLANT & EQUIPMENT		HAZARDOUS SUBSTANCES	SUPERVISORY ARRANGEMENTS
☒ Electrical tools and leads	Tested and tagged quarterly	1. Refer to Job Pack for details	☒ Audits ☒ Spot Checks ☒ Reporting systems ☒ Suitably qualified supervisors for job ☐ Direct on-site supervision ☐ Remote site: communication systems/schedule
☒ Hand tools - Meet AS/NZS	Regular visual inspection		
☒ Ladders - Meet AS/NZS	Inspected and tagged out if damaged		
☒ Mobile plant	Inspected and tagged out if damaged		
☐ _____			
☐ _____			

PERMITS	☒ Not applicable ☐ Hot Work ☐ Confined Space ☐ Local council ☐ _____ ☐ _____					
SITE MANAGEMENT PLAN	Is the work associated with a Construction Project? ☐ Yes ☒ No					<i>If yes – This SWMS must align with requirements of the Site Management Plan in place for the Construction Project.</i>
SWMS SIGN-OFF	This SWMS developed in consultation and cooperation with workers and relevant organisation representatives. 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 PPE described.					
WORKERS' NAME	JOB ROLE / POSITION E.G. SUPERVISOR, WORKER, TRAINEE	LICENCES, COMPETENCIES & QUALIFICATIONS <i>(add as applicable)</i>			DATE	SIGNATURE
		TYPE / DESCRIPTION	CLASS	NUMBER		
		Construction Card				
		Construction Card				
		Construction Card				
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