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| **ZOHO580X260**  **ABN:** 12 345 678 910 **ACN:** 123 456 789 Address: Your Company Address PH: Your Company Phone E: Your Company Email Web: Your Company Website | | | | | | | | | |
| **SAFE WORK METHOD STATEMENT (SWMS)** | | | | | | | | | |
| **PROJECT DETAILS:** | | | | | | | | | |
| Project: | | | | Area: | | | | | |
| Job Address: | | | | | | | | | |
| Job Description: | | | | | | | | | |
| **WORK ACTIVITY:** | WATER JETTER | | | | | |  | | |
| **Consult relevant workers during development, approval and communication of this SWMS** | | | | | SWMS Approved by: | | | Page 1 of 23 | |
| Name: (Include names of workers who were consulted in relation to this SWMS) | | Signature: | Job Title: | Date: | Name: | | | | |
| Signature: | | | | |
| Date: | | | | |
| Personnel responsible for monitoring and managing activity: | | | | | Overall Risk Rating After Controls | **4 A**cute | | | **3 H**igh |
| **2 M**oderate | | | **1 L**ow |
| **COMMUNICATE THIS SWMS TO ALL PERSONS INVOLVED IN TASK PRIOR TO WORK COMMENCING**   * \_\_\_\_\_\_\_\_\_\_\_\_will conduct regular inspections and observations to ensure SWMS is being complied with. * Hold Daily Tool Box Talks to identify, control and communicate additional site hazards. * Cease work immediately if incident or near miss occurs. Amend the SWMS in consultation with relevant persons. * \_\_\_\_\_\_\_\_\_\_\_\_\_\_ will approve and communicate amendment to all affected workers before work resumes. * As required by WHS legislation, make the SWMS available for inspection or review. * As required by WHS legislation, keep record of SWMS (until job is complete or for 2 years if involved in a notifiable incident). | | | | | | | | | |

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| **IMPORTANT NOTES:** | | | | | | |
| Check local government standards, codes of practice, regulations and legislation for any training requirements before use.  Apprentices and Trainee Personnel are usually permitted to operate certain machinery and equipment provided they are guided and supervised by an experienced and qualified person, while also recording the hours of use in an approved logbook.  WorkCover National Certificates of Competency are nationally recognised and these specific certificates do not have to be changed over to work interstate.    1. High pressure cleaners must be operated only by persons instructed in the hazards and safe means of use of the equipment.  2. All persons using high pressure cleaners must use personal protective equipment appropriate for the equipment used and the task.  3. Operators must always follow operating and safety instructions of the manufacturer of the particular make and model of machine being used.  4. Always seek immediate medical attention if pressurised water penetrates (or appears to have penetrated) the skin in ANY way or quantity. | | | | | | |
| **HIGH RISK CONSTRUCTION WORK INVOLVED IN THIS ACTIVITY (Check any that are applicable to this site)** | | | | | | |
| **☐** | A risk of a person falling more than 2 metres (or 3 m in SA, or housing const. in Qld) | **☐** | Work on a telecommunications tower | | **☐** | Demolition of a load-bearing structure |
| **☐** | Likely to involve disturbing asbestos | **☐** | Temporary load-bearing support for structural alterations or repairs | | **☐** | Work in or near a confined space |
| **☐** | Work in or near a shaft or trench with an excavated depth over 1.5m; or in a tunnel | **☐** | Work involving the use of explosives | | **☐** | Work on or near pressurised gas mains or piping |
| **☐** | Work on or near chemical, fuel or refrigerant lines | **☐** | Work on or near energised electrical installations or services | | **☐** | Work in an area that may have a contaminated or flammable atmosphere |
| **☐** | Tilt-up or precast concrete elements | **☐** | Work on, in or adjacent to a road, railway, shipping lane or other traffic corridor used by traffic other than pedestrians | | **☐** | Work in an area with movement of powered mobile plant |
| **☐** | Work in areas with artificial extremes of temperature | **☐** | Work in or near water or other liquid that involves a risk of drowning | | **☐** | Diving work |
| **EMERGENCY EVACUATION PROCEDURE:** | | | | | | |
| 1. Rescue or assist any person in immediate danger if safe to do so. 2. Sound the Alarm. 3. Secure any activity or hazardous material if practical and safe to do so. | | | | 1. Evacuate the work site with directions given by site manager. 2. Move to the evacuation assembly area. | | |
| **PLANT AND EQUIPMENT USED FOR THE WORK:** | | | | **COMPETENCIES, QUALIFICATIONS AND PERMITS REQUIRED:** | | |
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| **RISK ASSESSMENT** | |
| References: How to Manage Work Health and Safety Risks Code of Practice 2011, AS/NZS 31000 -2009 Risk Management Principles and guidelines | |
| **Step 1 Determine Likelihood –** What is the possibility that the effect will occur?   |  |  |  | | --- | --- | --- | |  | **Likelihood** | **Definition** | | **Almost certain** | Expected to happen in most circumstances. | A common and very possible result | | **Likely** | Will probably occur in most circumstances. | Known to have occurred and has happened before | | **Possible** | Might occur at some time | Could occur and is likely it has happened before | | **Unlikely** | Could occur at some time | Not likely to occur | | **Rare** | May occur only in exceptional circumstances | Very unlikely | | **Step 2 Determine Consequence –** Expected Consequences   |  |  | | --- | --- | | **Level of Consequence** | **Examples** | | **Insignificant/Acceptable** | No consequence – so minor that the consequence is manageable | | **Minor** | First aid treatment only; manageable and contained. | | **Moderate** | Medical treatment; manageable with 3rd party assistance. | | **Major** | Serious injuries; Down time and loss of productivity | | **Catastrophic** | Death; Very serious consequences | |
| **Step 3 Determine the risk score**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  | **CONSEQUENCE** | | | | | | **LIKELIHOOD** | **Insignificant** | **Minor** | **Moderate** | **Major** | **Catastrophic** | | **Almost certai**n | 3 High | 3 High | 4 Acute | 4 Acute | 4 Acute | | **Likely** | 2 Medium | 3 High | 3 High | 4 Acute | 4 Acute | | **Possible** | 1 Low | 2 Medium | 3 High | 4 Acute | 4 Acute | | **Unlikely** | 1 Low | 1 Low | 2 Medium | 3 High | 4 Acute | | **Rare** | 1 Low | 1 Low | 2 Medium | 3 High | 3 High | | **Step 4 Record risk score** (**Note** – Risk scores are only estimated and should not be solely relied upon)   |  |  | | --- | --- | | **Score** | **Action** | | **4**  **A: Acute** | URGENT – Act on and lower the risks immediately. Demands immediate attention. | | **3**  **H: High** | Decisions required urgently by Management. | | **2**  **M: Moderate** | Follow instructions given by management. | | **1**  **L: Low** | Manageable. Review regularly, and if any conditions of work change. | |

| **Task Steps** | **Potential Hazards/Risks of Each Step** | **RB** | **Control Measures - Steps To Follow  Safety Checks & PPE** | **RA** | **Responsible Officer** |
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| **NOTE: RB** = Risk Rating **before** controls implemented - **RA** = Risk Rating **after** controls are implemented. | | | | | |
| 1. General precautions | Electric shock/electrocution  Fire/explosion  Skin penetration/eye injury |  | Always use safety switch when using electric powered water jetter – always test safety switches before each use.  Do not allow potential ignition sources nearby when using petrol-fuelled water jetters – never allow smoking or ignition sources.  Do not put hands or fingers in front of jet, or direct jet at any part of body – wearing eye, hand, foot, and body protection is necessary.  Make sure that the gun is locked in “OFF” position before starting.  Make sure that the jet is not directed towards any other person or animal, etc – always keep other persons away from the area.  Make sure that the hose will not be damaged or run over when rolled out or during use – provide suitable barricades and signs.  Affix conspicuous markings on hose at 600 mm and at 1.5 m from nozzle. |  |  |
| 2. Pre-start checks | High pressure water |  | Roll out and Inspect all the hoses for damage, abrasions, cuts or nicks before use – never use a faulty hose.  Make sure that the mains water is connected and turned on before starting the machine – make sure that valve to nozzle is turned OFF.  Allow the machine to warm up and reach full pressure before starting jetting.  Check all connections to make sure that no connections are leaking – never use if leaks are evident.  Insert hose into line to be cleared for at least 1 metre before opening the valve – make sure the hose is pointed in the desired direction. |  |  |
| 3. Operation | High pressure water |  | Make sure that hose is safely inserted into blocked pipeline before opening valve – keep firm grip on hose when starting.  Allow nozzle to pull hose into pipeline until obstruction is reached and cleared – wearing eye, face, hand, body and foot protection is necessary when using water jetter.  Always make sure that at least 1.5 m of hose remains in pipeline while under pressure.  Leave hose in line, turn off valve, and slow motor before stopping – never withdraw nozzle from pipeline while under pressure.  Open reel valve to reduce pressure in line, and withdraw hose from pipeline. |  |  |
| 4. Cleaning and maintenance | Contaminated parts |  | Make sure that all contaminated water and matter is cleaned up from work area – always disinfect contaminated areas.  Rinse off any parts of unit that may have been contaminated during use – wearing eye, hand and body protection is necessary.  Wearing protective clothing and equipment is necessary when handling contaminated parts.  Wearing eye and hand protection is necessary when handling contaminated parts or washing in disinfectant solution.  Always rinse contaminated parts in disinfectant solution prior to disassembly and service.  Inspect all the parts for wear or damage, and replace unserviceable parts before next use.  Make sure that all nozzles, hoses and connections are undamaged and unobstructed – always store all parts in a safe location. |  |  |

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| **PERSONAL PROTECTIVE EQUIPMENT REQUIREMENTS** | | | | | | | |
| **Foot Protection** | **Hearing Protection** | **Protective Clothing** | **Head Protection** | **Eye Protection** | **Hand Protection** | **Sun Protection** | **Safety Harness** |
| C:\Users\Virtual\Desktop\Safety PPE Signs\Boots.png | C:\Users\Virtual\Desktop\Safety PPE Signs\Ear Goggles.png | C:\Users\Virtual\Desktop\Safety PPE Signs\Apron.png | C:\Users\Virtual\Desktop\Safety PPE Signs\Hard Hat.png | C:\Users\Virtual\Desktop\Safety PPE Signs\Eye Goggles.png | C:\Users\Virtual\Desktop\Safety PPE Signs\Gloves.png | C:\Users\Virtual\Desktop\Safety PPE Signs\Sun Protection.png | C:\Users\Virtual\Desktop\Safety PPE Signs\Safety Harness1.jpg |
| ☒ | ☒ | ☒ | ☒ | ☒ | ☒ | ☒ | ☒ |
| **Other PPE Required:** | | | | | | | |
| **PPE Notes:** The above PPE Requirements are the minimum requirements for all personnel involved in this task. Be sure to conduct a Risk Assessment for other factors that may influence the work environment such as Temperatures – Hot/Cold, Working in the Sun, Night Work etc. Be sure that all PPE used is approved by Australian Standards. | | | | | | | |

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| **LEGISLATION, CODES OF PRACTICE AND STANDARDS** | | |
| Acts and Regulations | Work Health and Safety Act 2011; Work Health and Safety Regulation 2017 | |
| Codes of Practice | First Aid in the Workplace  How to Manage Work Health and Safety Risks  Hazardous Manual Tasks  How to Prevent Falls at Workplaces  Managing Risks of Hazardous Chemicals, | Managing Electrical Risks in the Workplace,  Managing the Work Environment and Facilities,  Managing the Risk of Falls at Workplaces,  Managing the Risk of Plant in the Workplace  Managing Noise and Preventing Hearing Loss in the Workplace |
| AS/NZS 60335.2.79-2012 | Household and similar electrical appliances - Safety | |
| AS/NZS 3788-2006 | Pressure Equipment – In-service Inspection, and the Manufacturer's Instructions | |

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| **SIGN OFF** | | | | | |
| Workers and relevant Persons Conducting Business or Undertaking (PCBU) were consulted for developing this SWMS. I have read the above SWMS and I understand its contents. I confirm that I have the necessary training and skills, including any relevant certifications to undertake the related tasks contained in this SWMS. I agree to comply with any safety guidelines, requirements and recommendations as set forth by the responsible officer within this SWMS including safety instructions and use of recommended Personal Protective Equipment. | | | | | |
| **Name** | **Qualifications** | **Signature** | **Date** | **Time** | **Employer** |
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