Work Activity: **Confined Space**			Ref: **SWMS-000**
Project:	Project ID:		SWMS No: **000**
Prepared by:	Prepared for:		
Contact details:	Address:		ABN:
Prepared by: **Brett Hodder**			
Name	Signature	Position	Date
			/ /20
Reviewed and approved by:			
Name	Signature	Position	Date
			/ /20
Date Safe Work Method Statement prepared: **November 20**		Date work to be commenced:	
Servicing intervals: **Electrical tools and equipment inspected daily, test and tagged every month, Plant equipment to be serviced to manufactures specifications**			
Action before work commences: **Site-specific inductions, Training in this SWMS, Nature of hazards / risks, Emergency procedures**			
Actions during work: **Monitor control methods and revise this SWMS to manage unidentified hazards**			
Actions after work is complete: **Suitability and effectiveness of the SWMS is to be discussed with employees and site foreman, Changes to SWMS will be noted for future work.**			

Work Activity:	
Personnel, qualifications and experience required: • General induction (Blue card/White Card) • Competent for task • Minimum 1 year construction site experience otherwise to be supervised by an experienced competent person • Confined Space accreditation current & adequate	**Applicable legislation, standards and codes of practice:** • WH&S Act 2011 and WH&S Regulations 2011 • Australian standard AS3500 • Confined Spaces COP 2011 • Hazardous Manual Tasks COP 2011 • Managing the Risk of Falls at Workplaces COP 2011
Supervision: • Principal Contractor supervisor to be present on site during each shift • Confined Space Supervisor to be on site at all times	**Permits e.g. confined spaces, hot work, and excavation if required:** Permits/Licences, as required for the job including: • Hot works • Excavation/Penetration • Working at Heights • Confined spaces
Plant, equipment and materials to be used and if required: • Hand tools/Power tools tagged • Confined Space equipment tested and tagged • Harnesses tested and tagged • Gas detector in calibration	**Warning signs and control measures:** • Flashing light to be fitted to all vehicles • UHF radio must be in all vehicles • First aid kits available in all TODSTA PLUMBING vehicles • Fully charged and Operational fire extinguisher in all vehicles/plant

Training and instruction: • Use this SWMS for training and instruction • Daily pre-start Records • Review of this SWMS • Toolbox Talk as required • Any changes to this SWMS on site will need to be reviewed by all personnel working on this task when the change occurs **SDS:**	**Personal protective equipment requirements:** • Minimum site PPE as per Principal Contractors requirements • Steel cap boots • Hi visibility long sleeved shirts • Hi visibility vest if required • Long work wear pants • Hard hat • Protective eyewear • Gloves • Other PPE as required
Site safety rules: • Daily pre-start • Principal Contractor induction • PPE to be worn at all times	**Incident Management:** • Rectify the problem immediately, if possible • Report the incident to a Supervisor/Manager • An Incident/Improvement Report is filled out and given to the Management Representative • The report is filed in the Open Incident/Improvement Report folder • All Incident/Improvement Reports are reviewed and analysed monthly to monitor trends and implement further actions, if necessary • The effectiveness of further actions are monitored and the Incident Improvement Report is filed into the Closed Incident/Improvement Report folder, as appropriate.

RISK ASSESSMENT MATRIX

Use the Risk Assessment Matrix to Determine the Level of Risk of Each Hazard

What would the CONSEQUENCE of an occurrence be?	What is the LIKELIHOOD of an occurrence?					Hierarchy of Controls
	Almost Certain A	Likely B	Possible C	Unlikely D	Rare E	
Catastrophic - 5 Fatalities. On or off site release with severe, long-term damage.	***E-1***	***E-2***	***E-4***	***E-7***	***H-11***	Can the hazard be **Eliminated** or removed from the work place?
Major - 4 Severe injuries or illness (amputation, LTI). Off site release with significant damage.	***E-3***	***E-5***	***E-8***	***H-12***	***H-16***	Can the product or process be **Substituted** for a less hazardous alternative?
Moderate - 3 Medical treatment required. On site release with significant damage.	***E-6***	***H-9***	***H-13***	***M-17***	***M-20***	Can the hazard be **Engineered** away with guards or barriers?
Minor - 2 First aid treatment. On site release, minor short-term damage and immediately contained.	***H-10***	***H-14***	***M-18***	***L-21***	***L-23***	Can **Administration Controls** be adopted? (i.e. procedures, job rotation etc)
Insignificant - 1 No injury or illness. Minor localised spill, limited damage to insignificant area.	***H-15***	***M-19***	***L-22***	***L-24***	***L-25***	Can Personal Protective Equipment & Clothing be worn to safe guard against hazards?

Note: Consideration must be given to environmental aspects in the development of this SWMS, i.e. emissions to air, water and land; waste and by-products generated; energy emitted, such as heat, vibration, etc,

	WHAT ARE THE BASIC STEPS	POTENTIAL HAZARDS	INT RISK	HAZARD CONTROLS	RES. RISK	CONTROL MEASURE MONITORING	
No	(List steps in logical sequence & include materials, equipment)	(What may cause an injury or illness to occur)	Use risk matrix	(What controls can be put into place to prevent an injury/illness)	Use risk matrix	**PERSON RESPONSIBLE**	**HOW** (Prestart, Toolbox, Visual)
1	INDUCTION TO SITE	Personal injury due to unfamiliar environment	L22	• All employees/workers to be inducted, site inducted • Read, understand and sign SWMS • Have work areas clearly defined • Ensure any permits are issued before you start any activity	L25	Supervisor/ Foreman	Upon arrival to site
2	PRESTART MEETING	Workers not understanding task	H15	• Ensure prestart has included consultation and communication of the day's activities to all workers involved with this task • Ensure all workers are reminded to wear mandatory PPE at all times and specialised PPE if required for this task • Inform emergency services that you are working in confined space if required	M19	Supervisor/ Foreman	Prestart
3	SET UP WORK AREA, SIGNAGE AND ASSESS THE SITE	Wild fauna, dangerous animals	E5	• Check area before commencing work • Cover body parts • Do not disturb wild fauna where possible	H12	Worker	Visual and verbal, Toolbox
3a		Inspect Environment	H14	• Visually inspect the area for any hazards (ie needles, syringes, broken glass, exposed reo bar, uneven work surfaces, wet areas etc)	L21	Worker	Visual and verbal, Toolbox
3b		Radiation and Heat	H9	• Make sure you apply sunscreen when required • Stay well hydrated by sipping on water • If heat is getting too much, pause and stand in shade	M17	Worker	Visual and verbal,

No	WHAT ARE THE BASIC STEPS (List steps in logical sequence & include materials, equipment)	POTENTIAL HAZARDS (What may cause an injury or illness to occur)	INT RISK Use risk matrix	HAZARD CONTROLS (What controls can be put into place to prevent an injury/illness)	RES. RISK Use risk matrix	CONTROL MEASURE MONITORING PERSON RESPONSIBLE	CONTROL MEASURE MONITORING HOW (Prestart, Toolbox, Visual)
							Toolbox
4	SET UP OF CONFINED SPACE EQUIPMENT FOR ENTRY	Equipment Failure	E8	• Training in the use of and correct set up of equipment by supplier prior to use • Standby person to be assigned to monitor the wellbeing of those inside the space • Refer to Confined Space COP 2011 s5.7 for roles and responsibilities of the standby person • Spotter to be assigned at all times to control winch	H16	Supervisor/ Standby Person/ Worker	Visual and verbal, Toolbox
5	ATMOSPHERIC TESTING AND MONITORING	Asphyxiation, Poor air quality, Heat	E8	• Air monitoring to be carried out by a competent person using a suitable, correctly calibrated gas detector • Tests for oxygen levels, airborne concentration of flammable contaminants and harmful contaminants may also be necessary • If monitoring and testing allows entry, fan forced air may need to be pumped into the space to create a positive pressure • Reference can be made to the OH&S Air Quality Sampling Manual if required	H16	Supervisor/ Standby Person/ Worker	Visual and verbal, Toolbox
6	ENTRY TO CONFINED SPACE	Workers not understanding tasks	E8	• Only workers with relevant qualifications will be permitted to enter • All must sign the permit at the entrance/exit to sign in and out, date and time they have been inside the space • Personal air monitors are to be worn at all times	H16	Supervisor/ Standby Person/ Worker	Visual and verbal, Toolbox

	WHAT ARE THE BASIC STEPS	POTENTIAL HAZARDS	INT RISK	HAZARD CONTROLS	RES. RISK	CONTROL MEASURE MONITORING	
No	(List steps in logical sequence & include materials, equipment)	(What may cause an injury or illness to occur)	Use risk matrix	(What controls can be put into place to prevent an injury/illness)	Use risk matrix	**PERSON RESPONSIBLE**	**HOW** (Prestart, Toolbox, Visual)
				• Maintain positive two way radio communication at all times • Harnesses to have current test certificate and be attached to the winch at all times • Follow entry permit conditions at all times • Ensure PPE is worn at all times			
7	ENTERING CONFINED SPACE	Slips, trips and falls	E8	• If entry to space is via a ladder, ladder is to be secured by the stiles not the rungs • 3 points of contact at all times • No work to be performed from ladder • Only 1 person on the ladder at any one time • Check footwear to ensure soles are free from mud, grease or other contaminants • Any tools that need to be used, should be lowered down by bucket attached to a min 8mm rope	H16	Supervisor/ Standby Person/ Worker	Visual and verbal, Toolbox
8	WORKING IN CONFINED SPACE	Electrocution	E8	• If using electrical leads, they must be tested and tagged and used in conjunction with a RCD • Leads must be up off the floor at all times • Ensure all tools are inspected and free from damage and in good working order • Maintain positive two way radio communications at all times	H16	Supervisor/ Standby Person/ Worker	Visual and verbal, Toolbox
8a		Use of hand tools	M18	• Ensure hand tools are in good working order • Wear appropriate PPE at all times when using tools	L23	Supervisor/	Visual and

	WHAT ARE THE BASIC STEPS	POTENTIAL HAZARDS	INT RISK	HAZARD CONTROLS	RES. RISK	CONTROL MEASURE MONITORING	
No	(List steps in logical sequence & include materials, equipment)	(What may cause an injury or illness to occur)	Use risk matrix	(What controls can be put into place to prevent an injury/illness)	Use risk matrix	**PERSON RESPONSIBLE**	**HOW** (Prestart, Toolbox, Visual)
				• Keep hands and fingers away from line of fire		Standby Person/ Worker	verbal, Toolbox
8b		Use of hazardous substances	H13	• SDS to have been read and understood before use • Keep lids on substances at all times until required for use • Ensure area is monitored when using substance • Use a drop sheet if necessary to negate any spills	M20	Supervisor/ Standby Person/ Worker	Visual and verbal, Toolbox
8c		Manual Handling	H13	• Avoid bending and twisting with loads • Use mechanical aids if possible • Use team lift if possible	M17	Supervisor/ Standby Person/ Worker	Visual and verbal, Toolbox
9	COMPLETION OF WORK	Housekeeping of work area	H13	• Ensure work area has been cleared of all rubbish and excess materials • Use of gloves when handling materials • Ensure rubbish and material goes into correct bin • Work area to be left in a clean and tidy state	M17	Supervisor/ Standby Person/ Worker	Visual and verbal, Toolbox
10	EXITING CONFINED SPACE	Slips, trips and falls	M18	• If entry to space is via a ladder, ladder is to be secured by the stiles not the rungs	L21	Supervisor/	Visual and

	WHAT ARE THE BASIC STEPS	POTENTIAL HAZARDS	INT RISK	HAZARD CONTROLS	RES. RISK	CONTROL MEASURE MONITORING	
No	(List steps in logical sequence & include materials, equipment)	(What may cause an injury or illness to occur)	Use risk matrix	(What controls can be put into place to prevent an injury/illness)	Use risk matrix	**PERSON RESPONSIBLE**	**HOW** (Prestart, Toolbox, Visual)
				• 3 points of contact at all times • Only 1 person on the ladder at any one time • On exiting, worker is to be signed off on register		Standby Person/ Worker	verbal, Toolbox
11	EMERGENCY AND RECOVERY RESPONSE	Accident/Incident inside confined space	E4	• Workers to be harnessed and connected to winch at all times • Positive two way radio communication at all times • Standby person to call 000 to notify local emergency services immediately • Rescue equipment to be kept in close proximity so it can be used immediately	H11	Supervisor/ Standby Person/ Worker	Visual and verbal, Toolbox

This SWMS has been developed through consultation with our employees and our site safety Representative and has been read, understood and signed by all employees undertaking the works. Operators review and acceptance:

Name:		Name:	
Signed:		Signed:	
Date:		Date:	
Name:		Name:	
Signed:		Signed:	
Date:		Date:	
Name:		Name:	
Signed:		Signed:	
Date:		Date:	
Name:		Name:	
Signed:		Signed:	
Date:		Date:	
Name:		Name:	
Signed:		Signed:	

Date:		Date:	
This SWMS has been developed through consultation with our employees and our site safety Representative and has been read, understood and signed by all employees undertaking the works. Operators review and acceptance:			
Name:		Name:	
Signed:		Signed:	
Date:		Date:	
Name:		Name:	
Signed:		Signed:	
Date:		Date:	
Name:		Name:	
Signed:		Signed:	
Date:		Date:	
Name:		Name:	
Signed:		Signed:	
Date:		Date:	
Name:		Name:	
Signed:		Signed:	
Date:		Date:	