

CONFINED SPACE WORK SAFE WORK METHOD STATEMENT (SWMS)

Business Contact:	Phone #:	Principal Contractor (PC):
Responsible person (for monitoring SWMS and work):		PC Address:
Signature:	Date:	PC Phone #: Date SWMS provided to PC:
Contact Phone #:		Job Site Address:

SITE MANAGEMENT PLAN	Is the work associated with a Construction Project? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes – This SWMS must align with requirements of the Site Management Plan in place for the Construction Project.
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THIS WORK ACTIVITY INVOLVES THE FOLLOWING “HIGH-RISK CONSTRUCTION WORK” (HRCW - IDENTIFIED IN THE JOB TASK COLUMN)

<input checked="" type="checkbox"/> Confined spaces	<input type="checkbox"/> Mobile plant movement	<input type="checkbox"/> Demolition of a load-bearing structure	<input type="checkbox"/> Asbestos disturbance
<input type="checkbox"/> Using explosives	<input type="checkbox"/> Diving work	<input type="checkbox"/> Artificial extremes of temperature	<input type="checkbox"/> Tilt-up or pre-cast concrete
<input type="checkbox"/> Pressurised gas distribution mains or piping chemical, fuel or refrigerant lines energised electrical installations or services			
<input type="checkbox"/> Structures or buildings involving structural alterations or repairs that require temporary support to prevent collapse			
<input type="checkbox"/> Involves a risk of a person falling from 2m or more, including work on telecommunications towers		<input type="checkbox"/> Work in a ceiling space (W.A. Only)	
<input type="checkbox"/> Working at depths greater than 1.5 metres, including tunnels or mines		<input checked="" type="checkbox"/> Work in an area that may have a contaminated or flammable atmosphere	
<input type="checkbox"/> Work carried out adjacent to a road, railway or shipping lane, traffic corridor		<input type="checkbox"/> In or near water or other liquid that involves the risk of drowning	

WORKING WITH A RISK OF A FALL OVER 2 METRES. Select the fall from height 'hierarchy of control level' considered when establishing controls:

<input type="checkbox"/> L 1: Work on the ground or solid construction	<input type="checkbox"/> L 4: Use a fall arrest system e.g., safety harness, catch platforms
<input type="checkbox"/> L 2: Use a passive fall restraint system e.g., guard rails, scaffolding, EWP	<input type="checkbox"/> L 5: Implement administrative controls e.g., signage, or instruction
<input type="checkbox"/> L 3: Use a work positioning system e.g., travel restraint, rope access	<input type="checkbox"/> Other?

More than one of these measures to reduce risk can be used. For example, engineering controls like edge protection can be implemented with administrative controls like training and use of this SWMS, while wearing PPE (non-slip shoes). Please describe why it is not reasonably practicable to use higher-order control measures. E.g. The job is less than 5 minutes on a ladder.

Personal Protective Equipment (PPE)												
FOOT PROTECTION	HEARING PROTECTION	HIGH VISIBILITY	HEAD PROTECTION	EYE PROTECTION	FACE PROTECTION	HAND PROTECTION	PROTECTIVE CLOTHING	BREATHING PROTECTION	SUN PROTECTION	SAFETY HARNESS	Do not wear rings, watches or jewellery that may become entangled. Long and loose hair must be tied back.	
											<input type="checkbox"/>	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
JOB TASK	HAZARDS	IR	CONTROL MEASURES								RR	RESPONSIBLE PERSON
1. Arrival on-site & assess onsite conditions	Personal injury, property damage &/or environmental incident	3H	<ul style="list-style-type: none"> 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. 								2M	Supervisor to check the site and conduct JSA where necessary & check permit
	Failure to maintain entry control	4A	<ul style="list-style-type: none"> Ensure a confined space entry permit is issued for each confined space entry No people should enter a confined space unless they have been issued with a confined space entry permit The Permit must be completed by a "Competent Person." Permit to be signed by all relevant personnel before entry The permit should be displayed in the work area at all times. 									
2. Conduct a pre-entry risk assessment	Fatality	4A	<ul style="list-style-type: none"> Conduct a pre-entry risk assessment using the CONFINED SPACE IDENTIFICATION & RISK ASSESSMENT CHECKLIST Avoid the need to access the confined space, consider using: <ul style="list-style-type: none"> Remote cameras to undertake inspection Remotely operated rotating flail devices, concrete vibrator machine, or air purges to clear blockages Hooks, clasps, or magnets to retrieve objects Risk Assessment Step 1 - Consider if entry to the confined space can be avoided or if other means can be used to complete the work which can eliminate the need to enter the confined space Risk Assessment Step 2 - Identify all hazards that may arise from the activity. Consider: 								2M	Supervisor to check the site and conduct risk assessment

JOB TASK	HAZARDS	IR	CONTROL MEASURES	RR	RESPONSIBLE PERSON
			<p>Working in a confined space may impose additional physiological and psychological demands over and above those encountered in a normal working environment. Consideration should be given to a worker's:</p> <ul style="list-style-type: none"> ○ Physical ability ○ Ability to work in a restrictive space (for example claustrophobia) ○ Ability to wear the PPE required to do the work, e.g. respirators <p>• Risk Assessment Step 3 - Implement appropriate controls associated with the task and confined space, including but not limited to, the following:</p> <ul style="list-style-type: none"> ○ Appropriate Training ○ Confined Space Permit ○ Rescue procedures ○ Isolation ○ Standby Person ○ Ventilation ○ Signage ○ Rescue equipment ○ PPE. 		
3. Environment	Environmental impact	3H	<ul style="list-style-type: none"> • 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. • Vehicle movement - follow the TMP, only travel on established tracks and roads • Use designated entry and exit points. • Terrestrial fauna - No domestic animals on-site • Ensure all food scraps placed in lidded bins. 	2M	Supervisor and workers to ensure control measures followed
4. Confined Space Entry Permit	Failure to maintain entry control	4A	<ul style="list-style-type: none"> • Ensure a confined space entry permit is issued for each confined space entry • No people should enter a confined space unless they have been issued with a confined space entry permit • The Permit must be completed by a "Competent Person" • Permit to include: <ul style="list-style-type: none"> ○ Name of people permitted to enter ○ The time and duration of task ○ Identify the confined space ○ Risk controls in place • Permit to be signed by all relevant personnel before entry 	2M	Supervisor to check permit