SafetyDocs by SafetyCulture

Company Name:
Company Address:
ABN/NZBN:

Fuel Tank Maintenance Non-entry 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? ☐ **Yes** ☐ **No**	*If yes* – This SWMS must align with requirements of the Site Management Plan in place for the Construction Project.

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 ☐ Work in a ceiling space (W.A. Only)

☐ 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

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

☐ L 1: Work on the ground or solid construction	☐ L 4: Use a fall arrest system e.g., safety harness, catch platforms
☐ L 2: Use a passive fall restraint system e.g., guard rails, scaffolding, EWP	☐ L 5: Implement administrative controls e.g., signage, or instruction
☐ L 3: Use a work positioning system e.g., travel restraint, rope access	☐ 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.

JOB TASK	HAZARDS	IR	CONTROL MEASURES *INHERENT RISK-RATING **(IR)** BEFORE CONTROLS - RESIDUAL RISK-RATING **(RR)** AFTER CONTROLS*	RR	RESPONSIBLE PERSON
	• Vehicle movement • Crush injuries • Fatality	4A	• Follow specific SWMS, spotter instructions, site rules and TMP • High visibility clothing worn at all times • Do not stand behind reversing vehicles.	2M	

4. **HRCW**
Work area set-up
	Unauthorised access to the work area	3H	• Build and secure the proper barricades with adequate signage:
			  ○ Erected before the commencement of work
			  ○ Kept in position at all times until the work is completed and it is safe to remove
			  ○ Regularly inspected and maintained
			• Use lock-out procedures to prevent unauthorised use of plant
			• Provide information to workers and other people on-site advising them of the exclusion zones
			• Provide supervision so that no unauthorised person enters an exclusion zone.
				2M	**Supervisors** to check all controls in place and followed
					
					Workers to follow controls and make supervisor aware of any issues

	Fire Explosion	4A	• Ensure ignition sources removed from hazardous areas ⚠ *Ignition sources include but not limited to pilot lights, cigarettes, matches/lighters, mobile phones, battery-powered tools* • Provide signage. “Danger. No smoking, No ignition sources” “Restricted Access.” • Adequate fire protection	2M	
	Hazardous energy sources	4A	• Identify and isolate all energy sources • Identify all isolation points • De-energise all stored energies • Complete and attach Danger Tag and lock(s) at each isolation point.	2M	
	Emergency services unable to access site	4A	Position the red manifest box adjacent to the entry of the site from the direction of approach of the emergency vehicles. Ensure the manifest is accessible and up to date.	2M	
	Fuel spill	4A	Install bollards around dispensers to provide mechanical protection. Provide line marking and directional signage on the forecourt. Emergency Shut-Off (Shear) valves and flame arrestors provided at the dispenser bases. Install spill containment catchment area that drains to a treatment system where the spillage contained and dealt with in line with specifically formulated emergency procedures.	2M	
5. 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	2M	**Supervisors** to check all controls in place and followed

JOB TASK	HAZARDS	IR	CONTROL MEASURES *INHERENT RISK-RATING (IR) BEFORE CONTROLS - RESIDUAL RISK-RATING (RR) AFTER CONTROLS*	RR	RESPONSIBLE PERSON
			• Dispose of waste fuel or spill residue only at approved chemical waste recycling/disposal facility • DO NOT dispose of in a landfill • All waste containers to be labelled with the contents • **Fuels, oils & chemicals** - Minimum amounts of hazardous substances kept on site • Labelled and securely stored • Refuelling of vehicles/equipment will be undertaken at least 6m from drains and waterways • Follow SDS directions for disposal of chemicals in approved waste containers • A spill kit is available at all times & spills will be cleaned up immediately follow SDS directions • **Waterways & soils** - Do not wash out plant, equipment or containers where residue can enter waterways or drains • **Vehicle movement** - Follow the TMP, only travel on established tracks and roads • Use designated entry and exit points		**Workers** to follow controls and make supervisor aware of any issues
6. 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 place equipment where it could become a trip 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 • Check the end destination is prepared correctly for placement of the materials/equipment • Clean spills immediately • 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.	2M	**Supervisor** and **workers** to ensure control measures followed
7. Manual tasks	Musculoskeletal Disorder (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.	2M	**Supervisor** and **workers** to ensure control measures followed