



Subcontractor Safe Work Method Statement (SWMS) Review

SPF 08.03

Date of Review:	09/12/2020
Reviewer:	Lauren McKew
SWMS Description:	Change out rubber bellow on clarifier outflow line
Subcontractor Name:	Dawsons Engineering
Subcontractor's Supervisor:	Shaun Debel

Criteria		Complies			If No, what action is required	By Who
		Yes	No	N/A		
1	Company Details – Name, Address, ABN?	✓				
2	Site specific project name?	✓				
3	Does the SWMS refer to current legislations and codes?	✓				
4	Have high risk activities and classes of high risk work been identified?	✓				
5	Does it detail how works are proposed to be carried out?	✓				
6	Have all potential hazards been identified?	✓				
7	Has a risk assessment been carried out for each identified hazard?	✓				
8	Is the risk assessment tools or criteria that were used to make the assessment available?	✓				
9	Are there control measures in place to minimise the hazard?	✓				
10	Are the control measures unambiguous and prescriptive, clearly identifying the control that are required?	✓				
11	Does it describe how control measures are to be monitored and reviewed?	✓				



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		Yes	No	N/A		
12	Has PPE been identified?	✓				
13	Have prescribed activities been identified?			✓		
14	Are permits and or approvals required?			✓		
15	Has the SWMS been approved and signed off?		✓		To be verified on site.	Fgf Site Foreman
16	Has the SWMS been reviewed?	✓				

Comments/Relevant Legislation

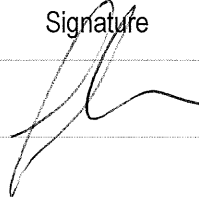
Notes:

Ensure signed SWMS has been signed off by crew on site.

Legislation:

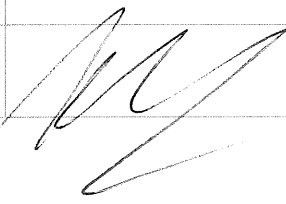
Refer page 9 – attached JSEA.

Review and Sign-off by Participants

Name	Position	Company	Signature	Date
Lauren McKew	Contract Administrator	Fgf Developments		09/12/20

Close-out

I confirm all actions have been completed and closed out or have been documented and registered in accordance with the IMS procedure for Non-conformance, preventive and corrective actions

Name	Mark Jeynes	Position	HSEQ Officer
Signature		Date	09/12/20

JOB STEPS – SEQUENCE		HAZARDS IDENTIFIED WITH THIS STEP	INHERENT RISK RATING	HAZARD CONTROLS	RESIDUAL RISK RATING	PERSON RESPONSIBLE
1	Travel to site	- Operation of Vehicles - Unfamiliar Site - Mobile Equipment - Shifting/Unsecure Loads - Unfit for Work - Parking of site vehicles - Virus transmission	E17	Competent licenced drivers. Drive to the road conditions. Do not speed. Ensure all personnel attending site have completed the necessary Site-Specific Inductions. Supervisor to discuss the site-specific requirements with crew prior to accessing site All site vehicles / equipment to have a completed weekly pre-start inspection. Entire work group to be aware of the requirements of the Chain of Responsibility and to ensure all loads are restrained securely. Personnel must present every day “Fit for Work”, be well rested, in a sane mental state, free from drugs and alcohol or any other condition that may affect your ability to work safely. Park site vehicles next to or within work area boundary. Ensure that site vehicle is not going to affect any traffic within the area. Maintain good levels of hygiene, wash hands regularly with soap, stay home if sick, socially distance where practical	L3	Entire Work Crew to Check for New Hazards, Monitor Controls and Review the JSEA Daily
Form WHS_FE097 REV 4 20/06/2017		(Issue For Review / Comments)				
		“UNCONTROLLED COPY WHEN PRINTED – CHECK FOR LATEST REVISION WITH SYSTEM ADMINISTRATOR”				
		Page 2 of 12				

JOB STEPS – SEQUENCE	HAZARDS IDENTIFIED WITH THIS STEP	INHERENT RISK RATING	HAZARD CONTROLS	RESIDUAL RISK RATING	PERSON RESPONSIBLE
2. Set up Work Area	- Personnel Unfamiliar with the Job - Unprepared for emergency situation - Other Work Groups in Area - Environmental Impact	E19	All personnel are to familiarise themselves with the work methodology for the job prior to commencement of setting up the job or carrying out any work. Ensure all personnel and visitors are aware of the procedure in the event of an emergency Call 000 in the event of an emergency Cairns Base Hospital Contact Number 4426 0000 Communicate with other work groups so each are aware of their activities and any impact that may have on the other work party. Ensure all equipment coming to site has been cleaned and inspection completed prior to mobilising Inspect all equipment for oil and fluid leaks and ensure they are in safe and sound condition prior to mobilising Nominate a suitable refuelling area if possible and have a suitable spill kit on hand Take extra care when refuelling to avoid spills. Should a spill occur, contain it, report it, clean it up and remove any contaminated soil and waste from site Maintain constant good housekeeping throughout the works and ensure waste is disposed of in the correct manner. Do not leave food scraps laying around that may attract animals.	L3	Entire Work Crew to Check for New Hazards, Monitor Controls and Review the JSEA Daily
Set up Work Area	- Wildlife - Manual Handling	E19	Be aware of the possible presence of snakes, spiders and other wildlife Report any wildlife interactions to your Supervisor Have a first aid and snake bite kit on hand Use correct lifting techniques and a 2nd person or mechanical lifting device for heavy objects. Maintain good	L3	Entire Work Crew to Check for New Hazards, Monitor Controls and Review the JSEA Daily

(Issue For Review / Comments)

JOB STEPS – SEQUENCE		HAZARDS IDENTIFIED WITH THIS STEP	INHERENT RISK RATING	HAZARD CONTROLS	RESIDUAL RISK RATING	PERSON RESPONSIBLE
		- Uneven Ground/ Slips Trips and Falls - Sharp Edges and Pinch Points - Dehydration and Heat Stress - Faulty Electrical Equipment - Electrical leads - Unsafe Tools and Equipment		posture. Ensure correct gloves are used. Keep eyes on path and maintain awareness of steep, uneven, unstable and slippery surfaces in and around the work area. Keep walkways and access paths clear where possible, or control access to cramped work areas. Maintain 3 points of contact when using ladders. Wear appropriate gloves and be aware of potential pinch points. Personnel to monitor their hydration levels and maintain fluid intake. Have drinking water available Have a cool shaded area for crib breaks. Inspect all electrical equipment and leads prior to use each day and at the completion of each day's work. All electrical equipment to be used with RCD protection. All electrical equipment to be tested and tagged. Where practical, electrical leads to be suspended on insulated hooks above ground, protected from damage. Electrical leads are not to be tied to steelwork and scaffold etc Keep electrical leads and tools dry Inspect all tools prior to use to ensure they are in sound and safe condition and fit for purpose Inspect electrical power tools prior to use to ensure current test tag Ensure all guarding is in place and secure Ensure the correct bit/ cutter is used Only use tools in the manner for which they were designed Do not use any tools unless you are competent to do so Inspect power tools prior to use		

(Issue For Review / Comments)

JOB STEPS – SEQUENCE	HAZARDS IDENTIFIED WITH THIS STEP	INHERENT RISK RATING	HAZARD CONTROLS	RESIDUAL RISK RATING	PERSON RESPONSIBLE
	- Unapproved Access to Work Area - Falling into clarifier sumps - Ladder access required to access clarifier		Use barricades and signage to delineate work area and control entry Secure ply boards across the clarifier sumps to remove the possibility of someone falling into the sumps. Ensure the ladder is in safe working condition before using. Tie off top of the ladder. Wear a harness while accessing the clarifier via the ladder and tie off to the davit arm winch to remove the possibility of falling to ground from the ladder.		
3. Remove old bellow	- Clarifier tank filling with water while workers are inside. - Poor access to the work area. - Use of scissor lift - Mobile crane lifts. - Pinch points.	10 E19	Isolate all valves on the feed lines to the clarifier. Lift small electric scissor lift into the clarifier to allow safe access and a safe way of getting tooling to the work area. Pre-start check the scissor lift is in safe working order before using. Fill out the pre-start book, checking no previous issues have been noted and not reported. Only competent operators to operate the scissor. Check the ground to flat and stable before using scissor. Do not overload the scissor. Ticketed crane driver only to operate the crane. All pre-start checks to be completed before using the crane. Check all rigging gear is in safe working order. Use a ticketed dogger to direct the crane and load. Wear hard hats while working around the crane. Use tag lines to guide loads. Do not stand under loads. Be aware of overhead hazards such as power lines. Use a spotter if required. Keep hands clear of pinch points. Wear riggers gloves as required when working. Be aware of potential for pinch	L3	

(Issue For Review / Comments)

JOB STEPS – SEQUENCE		HAZARDS IDENTIFIED WITH THIS STEP	HAZARD CONTROLS		PERSON RESPONSIBLE
			INHERENT RISK RATING	RESIDUAL RISK RATING	
		Hot Works required to cut rusty bolts.		points through the process. Ensure all cutting equipment is in safe working order. Have a fire extinguisher or charged water hose at the work area. Use a fire watch. Inspect work area before starting, checking that nothing can be damaged by sparks / heat.	
3.	Remove old bellow	- Damage to existing infrastructure. - Heavy lifting. - Hand tools	E19	Take care when removing old bellow, not to place to much stress on poly suction line. Rig up the end of the poly pipe to the crane if required to take the weight. Practice safe lifting technique, bend your legs, keep your back straight, do not twist while lifting. Get assistance if required. Do not lift items that feel to heavy and you have to strain to lift. Use the appropriate tool for the job. Check hand tools are in good, safe condition before using. Wear correct PPE at all times.	Entire Work Crew to Check for New Hazards, Monitor Controls and Review the JSEA Daily
4.	Drill and tap new mounting holes for new bellow	- Use of power tools - Dehydration / heat stroke.	E19	Wear correct PPE while using power tools, safety glasses as all times. Ensure power tools are test and tagged. Competent operators only to use power tools. Dink plenty of water while working. Wear sun protection. Take extra drink breaks if required. Monitor other work group members for signed of heat stress.	Entire Work Crew to Check for New Hazards, Monitor Controls and Review the JSEA Daily

JOB STEPS – SEQUENCE	HAZARDS IDENTIFIED WITH THIS STEP	INHERENT RISK RATING	HAZARD CONTROLS	RESIDUAL RISK RATING	PERSON RESPONSIBLE
	- Sharp edges and Pinch Points - ADDITIONAL TO THOSE MENTIONED ABOVE, ALL HAZARDS IDENTIFIED UNDER JOB STEP 2 “SET UP WORK AREA”		Be aware of potential pinch points and sharp edges and wear appropriate gloves for the task. Cover sharp edges where possible. ADDITIONAL TO THOSE MENTIONED ABOVE, ALL CONTROLS IDENTIFIED UNDER JOB STEP 2 “SET UP WORK AREA”		
5. Fit new bellows	- Manual handling. - Hand tools. - Heavy lifting.	E19	Wear riggers gloves as required. BE aware of sharp edges. Try to plan 2 steps ahead to raise awareness of any potential hazards in the next job step. Think what could hurt me, how can I control it. As above As above	L3	

JOB STEPS – SEQUENCE		HAZARDS IDENTIFIED WITH THIS STEP	INHERENT RISK RATING	HAZARD CONTROLS	RESIDUAL RISK RATING	PERSON RESPONSIBLE
6.	Pack up and clear area	- Equipment not ready to start - Slip / trips / falls - ADDITIONAL TO THOSE MENTIONED ABOVE, ALL HAZARDS IDENTIFIED UNDER JOB STEP 2 “SET UP WORK AREA”	E19	Ensure all guards and fittings are fitted back to clarifier before de-isolating, ensure the unit is ready to start and all tooling is removed from the area. Ensure all bolts are tight. Leave work area clean and tidy. Roll up any leads. Throw away any rubbish. ADDITIONAL TO THOSE MENTIONED ABOVE, ALL CONTROLS IDENTIFIED UNDER JOB STEP 2 “SET UP WORK AREA”	L3	Entire Work Crew to Check for New Hazards, Monitor Controls and Review the JSEA Daily

Step 3.		Determine Risk				
LIKELIHOOD	CONSEQUENCE					8
	Insignificant	Minor	Moderate	Major	Catastrophic	
Almost Certain	HIGH 9	HIGH 16	EXTREME 20	EXTREME 23	EXTREME 25	
Likely	MODERATE 6	HIGH 13	HIGH 18	EXTREME 22	EXTREME 24	
Possible	LOW 4	MODERATE 11	HIGH 15	EXTREME 19	EXTREME 21	
Unlikely	LOW 2	LOW 7	MODERATE 12	HIGH 14	EXTREME 17	
Rare	LOW 1	LOW 3	MODERATE 5	HIGH 8	HIGH 10	

JSEA AMENDMENTS

DATE	HAZARDS IDENTIFIED WITH THIS STEP	INHERENT RISK		HAZARD CONTROLS	RESIDUAL RISK		PERSON RESPONSIBLE	Supervisor Sign Off
		RATING			RATING			

By signing onto this JSEA, I agree to the following.

- I confirm that this JSEA has been explained and its contents are clearly understood.
- I have the required competency, qualifications, High Risk Licences and experience to undertake my work.
- I clearly understand the importance of maintaining the controls outlined in this JSEA.
- I will assess my work area daily for hazards prior to commencement of work and will monitor my work area continuously for any changes that may impact myself or others.
- Should any new hazards be identified, I will communicate them immediately to the work crew, visitors or any other party that may be affected.
- Should I identify or be informed about an unsafe condition, or feel additional controls may be required for an existing or new hazard, I will stop work immediately and advise my Supervisor. Work will only proceed once the hazard has been suitably controlled and the JSEA amended.
- It's my duty of care to look after myself, my work mates and any other person that enters the work area.
- I will report any incidents immediately to my Supervisor
- I will advise my Supervisor if I am unfit for work or feel I am not competent to undertake an activity
- This JSEA will be reviewed weekly

- [illegible]

