

OCCUPATIONAL HEALTH & SAFETY

SAFE WORK METHOD STATEMENTS (SWMS)

for

Gasworks Plaza Newstead

OHS-2001

Document Control

Document Revision Register

Revision No.	Date Of Revision	Reason For Issue
00	18/09/2019	Draft revision prepared.
01		
02		
03		
04		

Document Approval Record

	Name	Position	Date	Signature
Prepared By: Red Kat	Ryan Readdy	Director	18/09/2019	
Reviewed By: Red Kat Site Supervisor	Ryan Readdy	Director	18/09/2019	
Reviewed By: Builders Site Supervisor				
Reviewed By:				

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Our Risk Assessment Procedure

- Step 1-** Describe each step in the task.
- Step 2-** For each step, identify hazard/s impinging on each step.
- Step 3-** Identify the type of hazard (**Physical, Chemical, Economic, Biological, Psychological**)
- Step 4-** Assess the Consequence Severity for each hazard using **Table 2**. Record this in column **C1**.
- Step 5-** Assess the Probability for each hazard using **Table 3**. Record this in column **P1**.
- Step 6-** Determine the Risk Rating for each hazard by multiplying the value in **C1** with **P1**. Record this in column **R1**.
- Step 7-** For each hazard, detail what control measures will be used to control the hazard. **Table 1** shows the Hierarchy Of Controls, use this to determine the most effective control measures.
- Step 8-** For each hazard that now has a control measure in place, determine what the new Probability is and record this in column **P2**.
- Step 9-** Determine the Residual Risk Rating for each hazard, and record this in column **R2**. Compare this to **Table 4**. If the Residual Risk Rating for any hazard is 14 or greater, the task should not proceed unless direct approval is given from management.

Table 1 – Hierarchy Of Controls

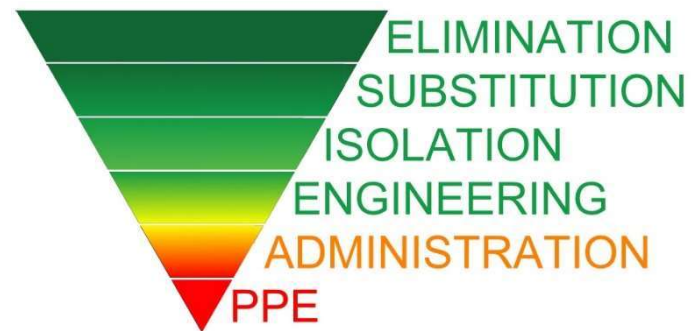


Table 2 – Consequence Severity (AS3814 2015 Appendix K- Table K1)

C	Descriptor	Example detailed description	\$\$\$ Example
1	Minor	No Injuries requiring medical treatment.	Low Financial Loss <\$500
2	Moderate	Injury requiring medical treatment on site, on-site release, minor LTI.	Medium Financial Loss \$500 - \$5,000
3	Severe	Injury requiring medical treatment on site, on-site release, significant LTI.	High Financial Loss \$5,000 - \$25,000
4	Major	Extensive injuries requiring medical treatment, off-site release with no detrimental effects.	Major Financial Loss \$25,000 – \$200,000
5	Catastrophic	Death, or severe permanent disablement from injuries, off site release with detrimental effects.	Huge Financial Loss >\$200,000

Table 3 – Probability (AS3814 2015 Appendix K- Table K2)

P	Descriptor	Description	Frequency
1	Rare	The event may occur only in exceptional circumstances	Less than once in 50 years
2	Unlikely	The event could occur at some time	At least once in 30 years
3	Possible	The event might occur at some time	At least once in 10 years
4	Likely	The event will probably occur in most circumstances	At least in once 5 years
5	Almost certain	The event is expected to occur in most circumstances	More than once per year

Table 4 – Risk Level / Priority

PROBABILITY	CONSEQUENCE SEVERITY				
	Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
1 (rare)	1	2	3	4	5
2 (unlikely)	2	4	6	8	10
3 (possible)	3	6	9	12	15
4 (likely)	4	8	12	16	20
5 (almost certain)	5	10	15	20	25

PPE Signage

	Hard Hats		Steel Toe Safety Boots
	High Visibility Clothing or Safety Vests		Gloves
	Safety Glasses		Hearing Protection
	Safety Goggles		Dust Mask
	Face Shield		Respirator
	Protective Clothing		Harness / Fall Arrest System

Fire Extinguishers

Sign	Extinguisher Type	Class A Normal Combustibles Wood, paper,	Class B Flammable liquids Petrol, Paint	Class E Electrical Fires	Class F Cooking oils, animal fats oils.
	Water	✓	✗	✗	✗
	Dry Chemical Powder	✓	✓	✓	✗
	CO ₂ Carbon Dioxide	✗	✓	✓	✗
	Wet Chemical	✓	✗	✗	✗
	Foam	✓	✓	✗	✓

Project Details

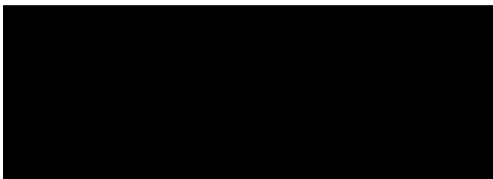
Site Name: **Gasworks Plaza Newstead**

Site Address: **50 Longland Street
Newstead Q 4006**

Site Contact: Building Owner



Site Contact: Client



Emergency Contact Information

Nearest Medical Centre: **Teneriffe Family Doctors
Gasworks Plaza Newstead
P- 07 3852 4299**

Ambulance: **000**

Fire: **000**

Gas Utility Operator: **131 161**

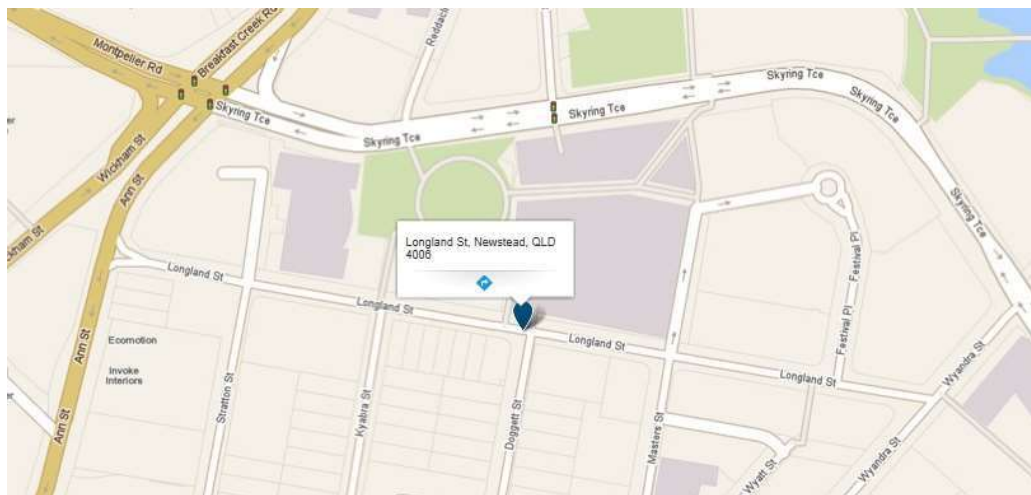
Water Utility Operator: **132 364**

Electricity Utility Operator: **131 126**

EPA: **1300 130 372**

Dial Before You Dig: **1100**

Locality Map



SAFE WORK METHOD STATEMENT



Document Name	SWMS-17_Using a vacuum truck to clean out stormwater pits		Revision #	A
Activity Description	Using a vacuum truck to clean out Gross Pollutant Trap adjacent the carpark entry.		Revision Date	Sep 2019
			Review Required By	Sep 2020
Referenced SWMS / Documents:	None		Personal Protective Equipment	
Plant and Equipment Involved:	Vacuum Truck, Gatic Lifters		Minimum Required	  
Maintenance / Prestart Checks Required:	None			
Certificates of Competency Required:	Blue/White Card			
Permits to work required:	None		Other Recommended	 
Training / Competencies Required:	AMP Capital Induction, OHS3013-Daily Prestart			
Hazardous Substances/Materials required to complete task.	None			
Health, Safety or Environmental Legislation:	Workplace Health & Safety Act 2011, Workplace Health & Safety Regulations 2011, Environmental Protection Act 1994, Environmental Protection Regulations 2008			
Codes or standards Applicable to the works	None			
Are the works High Risk?				
 Risk of falls from greater than 2 metres	 Work on a telecommunications tower	 Demolition of load-bearing structure		
 Likely to involve disturbing asbestos	 Temporary load-bearing support structures	 Work in confined spaces		
 Work in or near a drowning risk	 Use of Explosives	 Work on or near pressurised gas pipes or mains		
 Work on or near chemical, fuel or refrigerant lines	 Work on or near energised electrical installations or services	 Work in an area with contaminated or flammable atmosphere		
 Work with tilt up or pre-cast concrete	 Work on, in or adjacent to road, rail shipping or other major traffic corridor	 Work in an area with movement of powered mobile plant		
 Work in or areas with artificial extremes of temperature	 Work in or near shaft or trench with an excavated depth greater than 1.5m or a in tunnel	 Diving work		

Occupational Health & Safety Safe Work Method Statements (SWMS)



Task Description	Potential Hazard	Associated Risk	Risk Rating	Control Measures/Methods	Residual Risk Rating	Responsible Person
Positioning the vacuum truck	Movement of plant in close proximity to public/pedestrians and workers	Injury due to contact with plant	15	Vacuum truck to be fitted with reversing alarm, and flashing lights (hazard lights to be turned on).	5	All workers
				Spotter to be in place before moving truck off road and onto pedestrian access way. Positive communication between operator and spotter to be maintained at all times.		
				Works are scheduled to commence between 5:30 and 6:00 am when the number of pedestrians in the area is low.		
				All workers to be wearing High Vis clothing/Vests.		
Opening GPT lid	Member of public or worker accidental fall into GPT	Falls causing personal injury	12	Before commencing works, all workers to sign onto prestart meeting briefing.	4	Red Kat supervisor
				Prior to opening lid, exclusion zone to be established using barrier tape and bollards.		
	Lid slips off lifters and falls into GPT or persons crushed by lid	Property damage Crushing injury to personnel	12	Lifting of the lid to follow the following procedure. - Using the Gatic lifters, insert into the lifting holes, and tighten the nut on the lifters (this will prevent the lifts from slipping out) crack the lid then lift up so that the lifted end is approximately 100mm above the surrounding ground level. - Roll the steel pipe under the lid (Do not place one's hand under any part of the lid or steel pipe). Once under the lid, slowly lift the lid and continue to roll the steel pipe until it is approx. halfway along the lid. - Slowly lower the lid until it sits down on the pipe. - Using the Gatic lifters slowly pull down, which in turn will lift the opposite end of the lid up and out of the frame. Once it is clear, push the lid so that it rolls on the steel pipe (ensure that the lid stays square with the frame). Stop pushing before the lid slides off the pipe. - Repeat the above steps until the lid is clear of the GPT opening. Remove the Gatic lifters.	4	All workers

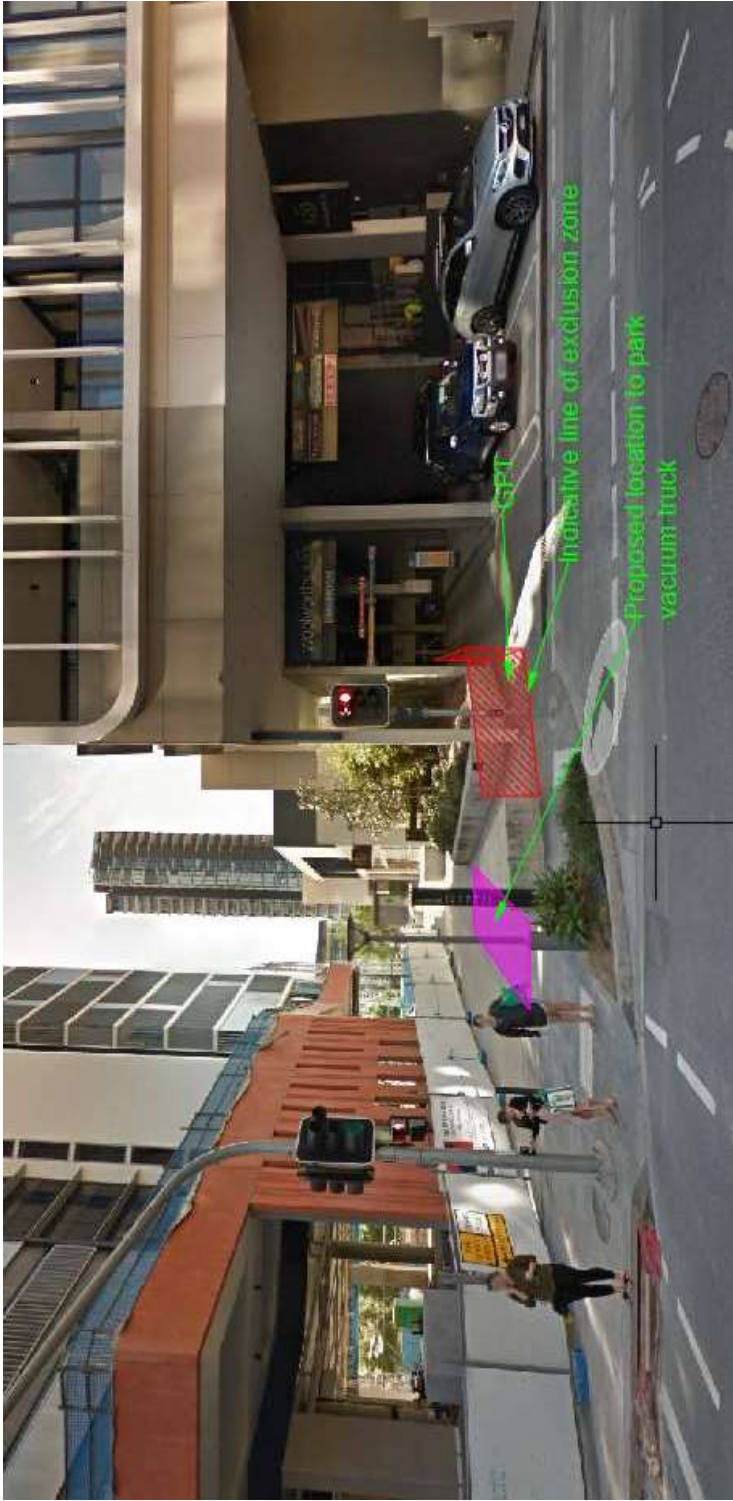
Occupational Health & Safety Safe Work Method Statements (SWMS)



Vacuuming out GPT	Hoses laying on the ground from truck to GPT	Slips, Trips & Falls	9	Lengths of hoses to be kept to a minimum. Hoses shall not be laid across access ways. Truck to be located as per image 1 below.	3	Operator
	Leak in hose/connection allowing liquid to leak onto ground		4	All connections to be checked once vacuuming commences. If leak found, cease works, reset connection and recommence works. Any liquid spilt to be cleaned up.	2	Operator
Works completed, closing up GPT	Lid slips off lifters and falls into GPT or persons crushed by lid	Property damage Crushing injury to personnel	12	When closing the lid follow the following procedure. - Using the Gatic lifters, insert into the lifting holes, and tighten the nut on the lifters (this will prevent the lifts from slipping out). Push down on the Gatic lifters which will lift the opposite end of the lid up. Slowly pull on the lifters which will allow the lid to roll on the steel pipe. - As the lid rolls, check that the lid is rolling parallel with the frame, make any necessary adjustments to achieve this. - Before the lid rolls off the steel pipe, stop pulling, lift up on the Gatic lifters, which will take the lid off the steel pipe, and roll the steel pipe lid (Do not place one's hand under any part of the lid or steel pipe) towards the lifters. When the steel pipe is approximately halfway along the lid, lower the lid allowing it to rest on the steel pipe. - Repeat the above step until the opposite end of the lid is in line with the edge of the frame. Slowly allow the opposite end to lower down into the frame. Once sitting squarely in the frame, slowly pull up on the Gatic lifters and roll the steel pipe out from under the lid. Once completely out, slowly lower the lid down into the frame. Remove the gatic lifters and replace any hold down bolts removed.	4	All workers
Works completed pack up vacuum truck and move off site	Movement of plant in close proximity to public/pedestrians and workers	Injury due to contact with plant	15	Vacuum truck to be fitted with reversing alarm, and flashing lights (hazard lights to be turned on).	5	All workers
				Spotter to be in place before moving truck off road and onto pedestrian access way. Positive communication between operator and spotter to be maintained at all times.		

Works completed	Housekeeping				
		Slips, Trips & Falls			
			4	All workers to be wearing High Vis clothing/Vests. At the completion of works all tools and excess materials to be removed from site. Work area to be swept up and where any water has been spilt area is to be mopped/broomed. Once area clean, all barricades to be removed.	2
					All workers

Image 1



Project Name: Gasworks Plaza Newstead **Project Number: 19026** **Project Address: 50 Longland Street Newstead Q 4006**

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C:\Users\PC\Documents\RedKat\3. OHS\3. Forms\OHS3001[1] Safe Act Observation.doc

Job Specific Risk Assessment Sheet OHS3002(b)

Project Number	19030	Project Address	47 Lower ST
Date	13/1/20	Who is completing this form	RYAN

redkat

Step 1 - Equipment Required	Step 2 - Materials Required
☒ Step Ladder	☒ PVC Glue
☒ Electric Power Tools	☒ PVC Primer
☒ Battery Power Tools	☒ Silicones
☒ Hand Tools	☒ Thread Sealants
☐ Braising / Welding	☐ Adhesives
☐ Rebau Crimping Tool	☐ Solder and Flux
☐ Auspec Crimping Tool	☐ Cement/Mortar Mix
☐ Copper Crimping Tool	☐ PVC
☐ Harness/Fall Arrest System	☐ Copper
☐ Elevated Work Platform	☐
☐	☐

Step 3 - PPE Required		
☒ Safety Boots	☐ High Vis	☐ Hard Hats
☒ Safety Glasses	☐ Face Shield	☒ Hearing Protection
☐ Dust Mask	☐ Respirator	☐ Harness

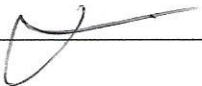
Step 5 - Select the SWMS that applies to this Specific Job, check off once the SWMS has been reviewed.	
SWMS_06 Manual Handling	☒
SWMS_ SUSPENDED SERVICES	☒
SWMS_ HAZARDOUS SUBSTANCES	☒
SWMS_	☐
SWMS_	☐
SWMS_	☐
SWMS_	☐
SWMS_	☐
SWMS_	☐
SWMS_	☐

Step 6 - Are work permits Required?	
OHS3101 Confined Space Entry Permit	<input type="Y"/> <input checked="" type="N"/>
OHS3102 Hot Works Permit	<input type="Y"/> <input checked="" type="N"/>
OHS3103 Grinder Permit	<input type="Y"/> <input checked="" type="N"/>
OHS3104 Roof Access Permit	<input type="Y"/> <input checked="" type="N"/>
Step 7 - Prestart Checks?	<input type="Y"/> <input checked="" type="N"/>
Plant/Machinery Prestarts	<input type="Y"/> <input checked="" type="N"/>
	<input type="Y"/> <input checked="" type="N"/>
	<input type="Y"/> <input checked="" type="N"/>
	<input type="Y"/> <input checked="" type="N"/>

Step 4 - Identify Site Specific Hazards	Y	N
Are all personnel briefed & competent in work activity? (supervision est. for apprentice)	☒	☐
Has all equipment been visually checked for faults / damage?	☒	☐
Has electrical equipment been tested & tagged?	☒	☐
Is appropriate PPE available?	☒	☐
Are all equipment guards fitted and working correctly?	☒	☐
Have building services been identified and isolated (gas / water / electricity)	☒	☒
Are walkways clear of waste & material to prevent slip, trip or fall?	☒	☐
Has site housekeeping been addressed?	☒	☐
Steps taken to prevent exposure to fumes, vapours & dust	☒	☐
Have you considered need to work in confined space?	☒	☐
Have you considered potential for fire from work activity?	☒	☐
Are all personnel aware of escape routes?	☒	☐
Are all SDS for products being used on site?	☒	☐
Have manual handling lifts been identified and planned? (use team lift/aids if needed)	☒	☐
Controls implemented for noise?	☒	☐
Asbestos- Was the building constructed prior to 1990? Is there an Asbestos Register on site? Has it been checked?	☐	☒
Is the work environment likely to be hot? Is there sunscreen, adequate drinking water, sunglasses, suitable clothing?	☐	☒
	☐	☐
	☐	☐
	☐	☐
	☐	☐
	☐	☐

Step 8- Review the site and the works and identify any site specific hazards and risks, and detail what control measures will be used to reduce the risk.						
Task Description	Potential Hazard	Associated Risk	Risk Rating	Control Measures/Methods	Residual Risk Rating	Responsible Person

Step 9- All persons involved in the task to sign onto this JSRA.			
Print Names	Position / Trade	Signature:	Date
RYAN LEADY	Plumber		13/11
G. Harris	"		13/11

Attendees					
Name	Signature	Name	Signature	Name	Signature
RYAN READDY					
Glen Barris					

• Meeting Minutes from previous meeting read and accepted as correct • Items from management review tabled • Minutes from Site Safety meeting presented • Table any safety alerts active • SWMS being reviewed today: <u>SWMS # 305 PAVED SERVICES</u> • New Business and comments from attendees: • ENSURE WORKMEN (SCISSOR) ARE START COMPLETED EACH DAY. ↳ REMOVE KETS AT END OF SHIFT. ↳ PARK OUT OF ACCESS LAYS. • HOUSEKEEPING DAILY. - BE HAND FUL OF ROD OFF CUTS. • GLASS WHEN DRIVING OVERHEAD. * COMMENTS FROM THE FLOOR. • NEED NEED BOLLARDS + TAPE FOR EXCLUSION ZONE AROUND SCISSOR.	☒ A/A ☒ A/A ☒ A/A ☐ ☐
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[illegible]

Principal Contractor and Management to add any comments above, and will be table to workers at next meeting

Principal Contractor Review	Name	Signature	dd / mm / yyyy
Red Kat Management Review	Name	Signature	dd / mm / yyyy