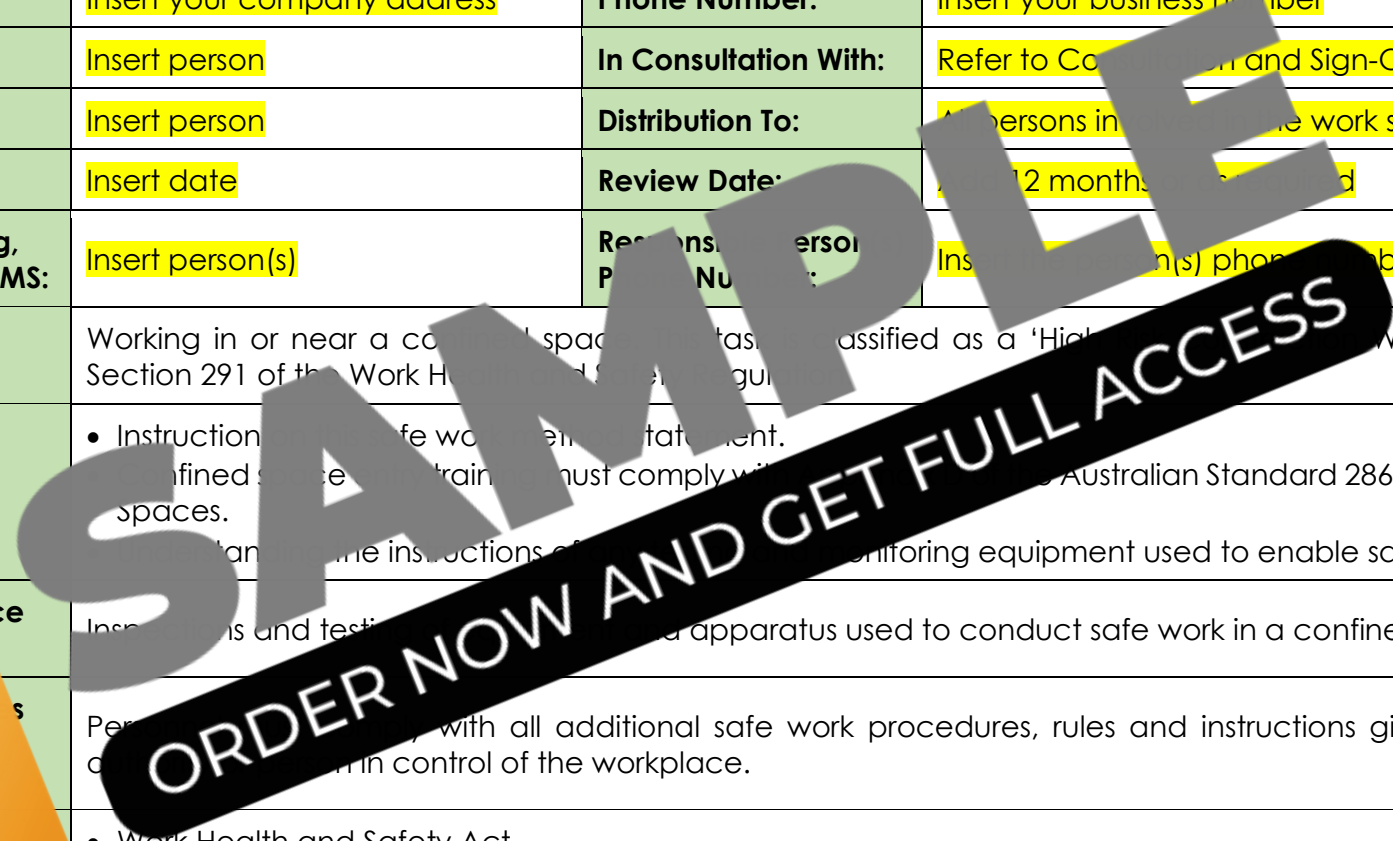


Insert your company logo or company name here

SAFE WORK METHOD STATEMENT FOR WORKING IN, OR NEAR A CONFINED SPACE

SAFE WORK METHOD STATEMENT INCORPORATES RISK ASSESSMENT

Client/Principal Contractor	Insert client and/or PC name	Project Address:	Insert the project's address
Company Address:	Insert your company address	Phone Number:	Insert your business number
SWMS Prepared By:	Insert person	In Consultation With:	Refer to Consultation and Sign-Off Record
SWMS Approved By:	Insert person	Distribution To:	All persons involved in the work scope
SWMS Date:	Insert date	Review Date:	24 months
Person(s) responsible for implementing, monitoring and compliance to the SWMS:	Insert person(s)	Responsible Person Phone Number:	Insert person(s) phone number
Work Scope Description:	Working in or near a confined space task classified as a 'High Risk Work' under Section 291 of the Work Health and Safety Regulation.		
List the qualifications and training requirements for the work:	<ul style="list-style-type: none"> • Instruction on safe work method statement. • Confined space training must comply with the Australian Standard 2865 Confined Spaces. • Standby instructions of monitoring equipment used to enable safe work. 		
Details of inspections and maintenance checks required for this activity:	Inspections and testing of apparatus used to conduct safe work in a confined space.		
Are there any additional conditions at the workplace activity?	Personnel with all additional safe work procedures, rules and instructions given by an authorised person in control of the workplace.		
Legislative Reference:	<ul style="list-style-type: none"> • Work Health and Safety Act • Work Health and Safety Regulation • How to Manage Work Health and Safety Risks Code of Practice • Confined Spaces Code of Practice • Australian Standard 2865 – Confined Spaces 		



JOB STEP		POTENTIAL HAZARDS Identify the hazards relating to health and safety with each step	RISKS Identify the risks to health and safety related to each step	LIKELIHOOD	CONSEQUENCE	INITIAL RISK SCORE	CONTROL MEASURES, CHECKS AND MONITORING Decide on what actions are necessary to eliminate, or minimise risk to a reasonably practical level	LIKELIHOOD	CONSEQUENCE	REVISED RISK SCORE	PERSON(S) RESPONSIBLE	
1.	Planning and preparation.	<ul style="list-style-type: none"> Uncoordinated work plan. Unprepared personnel. Unqualified personnel. 	<ul style="list-style-type: none"> Risk of not understanding procedures. Suitable equipment not available. Risk of having unprepared or unqualified personnel 	3	2	6	<ul style="list-style-type: none"> Ensure that consultation with the Principal Contractor and/or Client has been undertaken to identify all risks and hazards associated with the work. Personnel must consult on the confined space work and do not proceed without the necessary approval. Complete a list of the necessary equipment (e.g. rescue, testing, ventilation) and the resources available. Ensure that the rescue plan is provided to all personnel whose job requires them to enter the confined space work. Ensure that a confined space must only be undertaken by personnel who have received the necessary instruction and training and are deemed competent. 	3	2	6	Low	Manager Supervisor Workers
2.	Conduct pre-entry tasks.	<ul style="list-style-type: none"> Use of the means of entry and/or exit. 	<ul style="list-style-type: none"> Poor ventilation. Exposure to contaminants. Personal injury. 	3	3	9 High	<ul style="list-style-type: none"> Complete a confined space entry permit. Verify the communication methods to be used. Verify there has not been any recent activities (e.g. welding or hot work) conducted in the confined space, which may have produced harmful 	1	3	3 Low	Supervisor Workers	



SAMPLE

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