

Insert your company logo or company name here

SAFE WORK METHOD STATEMENT FOR WORKING IN OR NEAR WATER

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:	Persons involved in the work scope
SWMS Date:	Insert date	Review:	At least 2 months required
Person(s) responsible for implementing, monitoring and compliance to the SWMS:	Insert person(s)	Responsible Person:	Insert person/number
Work Scope Description:	General work in or near water is classified as a 'High-Risk' activity under Section 291 of the Work Health and Safety Act 2011.		
List the qualifications and training requirements for this activity:	<p>Instructions for this work method statement:</p> <ul style="list-style-type: none"> • Competent persons to perform the work 		
Details of inspections and maintenance checks required for this activity:	<p>Equipment and inspection equipment, e.g. personal floatation devices (PFDs), safety lines, buoy devices.</p>		
Are there any additional rules or procedures that may affect this activity?	<p>Personnel must follow additional safe work procedures, plans rules and instructions given by an authorised person in control of the workplace.</p>		
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 • Work Health and Safety Consultation, Co-Operation and Co-Ordination Code of Practice • Australian Standard 2259 - General Requirements for Buoyancy Aids • Australian Standard 1512 - Personal Flotation Devices - Type 1 • Australian Standard 1499 - Personal Flotation Devices - Type 2 		

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 undertake the work. 	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 work in near water and consider the necessary control measures. Complete a review of the necessary equipment to be acquired for the work. Ensure that training is provided for those job involving near water. 	3	2	6	Manager Supervisor Workers
2.	Conduct start check		<ul style="list-style-type: none"> Hazardous conditions. Personal injury. 	3	3	9 High	<ul style="list-style-type: none"> Do not work where tidal surges or waves may be hazardous and adversely affect the work area. Assess both the current and forecast weather conditions. 	1	3	3 Low	Supervisor Workers
3.	Working from a boat or platform at height.	<ul style="list-style-type: none"> Slippery surfaces. 	<ul style="list-style-type: none"> Fall from height. Personal injury. Slip, trip or fall. 	3	4	12 High	<ul style="list-style-type: none"> Ensure that fall prevention is in place to prevent falls into the water. Use fall restraint systems if working in areas where there are no guardrails. 	1	4	4 Low	Supervisor Workers