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## SAFE WORK METHOD STATEMENT FOR PURGING AND FLARE OFF

## SAFE WORK METHOD STATEMENT INCORPORATES RISK ASSESSMENT

<b>Client/Principal Contractor</b>	Insert client and/or PC name	<b>Project Address:</b>	Insert the project's address
<b>Company Address:</b>	Insert your company address	<b>Phone Number:</b>	Insert your business number
<b>SWMS Prepared By:</b>	Insert person	<b>In Consultation With:</b>	Refer to Consultation and Sign-Off Record
<b>SWMS Approved By:</b>	Insert person	<b>Distribution To:</b>	Insert persons involved in the work scope
<b>SWMS Date:</b>	Insert date	<b>Review Date:</b>	Insert date (not more than 12 months after issued)
<b>Person(s) responsible for implementing, monitoring and compliance to the SWMS:</b>	Insert person(s)	<b>Responsible Person's Phone Number:</b>	Insert the person(s) phone number
<b>Work Scope Description:</b>	Purging of gas installation pipework in accordance with AS/NZS 5592:2015		
<b>List the qualifications and training requirements for this activity:</b>	<ul style="list-style-type: none"> <li>• Instruction in this safe work method is given to all workers.</li> <li>• A gas worker is mandatory for all gas work.</li> <li>• All personnel must be trained and competent in the tasks of installing, removing, altering, repairing, servicing and maintaining a gas system.</li> </ul>		
<b>Details of inspections and maintenance checks required for this activity:</b>	<ul style="list-style-type: none"> <li>• Check and inspect the gas system before work.</li> <li>• Check and inspect the equipment used.</li> </ul>		
<b>Are there any additional circumstances that may affect this activity?</b>	<ul style="list-style-type: none"> <li>• The worker must be familiar with the additional safe work procedures, plans, rules and instructions given by an authority or the workplace.</li> </ul>		
<b>Legislative Requirements:</b>	<ul style="list-style-type: none"> <li>• Work Health and Safety Act</li> <li>• Work Health and Safety Regulation</li> <li>• Petroleum and Gas (Production and Safety) Act</li> <li>• Petroleum and Gas (Production and Safety) Regulations</li> <li>• How to Manage Work Health and Safety Risks Code of Practice</li> <li>• Australian Standard 2885 - Pipelines, Gas and Liquid Petroleum</li> <li>• Australian Standard 3814- Industrial and Commercial Gas Fired Appliances</li> <li>• Australian Standard 4645 - Gas Distribution Network Management (Series)</li> <li>• Australian Standard 5601 - Gas Installations</li> </ul>		

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"> <li>Uncoordinated work plan.</li> <li>Unprepared personnel.</li> <li>Unqualified personnel.</li> </ul>	<ul style="list-style-type: none"> <li>Risk of not understanding procedures.</li> <li>Suitable equipment not available.</li> <li>Risk of having unprepared or unqualified personnel.</li> </ul>	2	2	4	<ul style="list-style-type: none"> <li>Ensure that consultation with Principal Contractor, Client, and Service Authority has been undertaken to identify all risks and hazards associated with the work.</li> <li>Personnel must assess and understand the purging and flare-off work and discuss or, if necessary, contact the Principal Contractor for a review of the work plan, equipment, piping, and barricades to ensure all the resources are available for the job.</li> <li>Ensure that personnel whose job tasks involve purging and flare-off work.</li> <li><b>Note:</b> Purging and flare-off work must only be undertaken by personnel who have received the necessary instruction and training and are deemed competent.</li> </ul>	2	2	Low	Manager Supervisor Workers
2.	Unload and prepare equipment for purging and flare.	<ul style="list-style-type: none"> <li>Uncoordinated work plan.</li> <li>Unprepared personnel.</li> <li>Unqualified personnel.</li> </ul>	<ul style="list-style-type: none"> <li>Manual handling injury.</li> <li>Slip, trip or fall.</li> </ul>	3	3	9 High	<ul style="list-style-type: none"> <li>Designate a safe travel path from the point of unloading to the work task location.</li> <li>Ensure that safe manual handling techniques are used.</li> <li>Ensure that all equipment and materials are to be stored in the assigned area.</li> </ul>	1	3	3 Low	Supervisor Workers