



**Safe Work Method Statement (SWMS)**

Organisation Details :			
<b>Organisation Name</b>	Northern Plumbing	<b>Contact Person</b>	Russell Edwards
<b>ABN</b>	17 135 421 242	<b>Position</b>	Director
<b>Address</b>	47 Thomas Street Edgeworth 2285	<b>Phone Number</b>	0411 310 342

Project Details :			
<b>Project Details</b>		<b>Area :</b>	<b>Supervisor: Russell Edwards</b>
<b>Activity</b>			
<b>Resources/Trades Involved</b>			
<b>PPE/ Plant / Equipment Used</b>			
<b>Maintenance Check</b>			
<b>Hazards and MSDS</b>			
<p>This SWMS has been developed by Julie Cross</p> <p>Reviewed by : _____ Position : _____</p> <p>Date : _____ Time : _____</p>			

<b>Occupational Health and Safety or Legislation, codes or standards applicable to the work</b>	<ul style="list-style-type: none"> <li>● AS 3500.1 2005 Plumbing and Draining water services</li> <li>● AS 3500.1.1 1998 National plumbing and drainage - water supply - performance requirements</li> <li>● AS 3500.3.1 1998 Plumbing and drainage - stormwater drainage performance requirements</li> <li>● Work Safety Act 2011, Work Health Safety Regulations 2011</li> <li>● AS 5601/AG601 2002 Gas Installation code</li> </ul>
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Level	Description of consequence or impact	Consequence	Likelihood / Probability		
			L	M	H
<b>H (10-7)</b>	Potential death, permanent disability or structural failure/damag. Offsite environmental discharge/ release not contained and significant long term environmental harm.	<b>H (1) High</b>	1	1	2
<b>M (6-4)</b>	Potential temporary disability or minor structural failure/damage. Onsite environmental discharge/release immediately contained, minor remediation required, short term environmental harm	<b>M (2) Medium</b>	1	2	3
<b>L (3-1)</b>	Incidents that has the potential to cause persons to require first aid. Onsite environmental discharge/release contained, minor remediation required, short term environmental harm	<b>L (3) Low</b>	2	3	3

Item	Job Steps	Hazards	Risk Class (Before controls)	Controls	Risk Class (After Controls)	Person Responsible for Work
<b>1</b>	Planning the works	- Unqualified or inexperienced workers can risk injury to themselves and others	1	- All personnel shall be workcover OH&S accredited and trade qualified	3	Russell Edwards
		- Lack of direction/consultation between workers and supervisors can lead to injury	1	- All workers will be instructed at a site induction on any site risks. Appropriate standards & codes followed	3	
		- Improvisation using inappropriate materials or wiring methods can lead to the risk of electrical injuries	1	- All workers are to be used correct materials for the works & are to observe construction methods	3	
Item	Job Steps	Hazards	Risk Class (Before controls)	Controls	Risk Class (After Controls)	Person Responsible for Work

2	Maintenance & routine checking of electrical equipment	- Not checking electrical equipment for damage can cause electrical injuries to workers and others on site	1	- Electrical equipment will be tested and tagged in a site log by a suitably qualified person on a monthly basis. As per AS3760 and elec. Code	3	Russell Edwards
		- Faulty equipment & that not used in accordance with the manufacturers spec can cause electrocution	2	- Earth leTools and leads with physical damage will be removed from service until repaired, tested and retagged - Tools and leads will not be placed in water and will be kept of the ground using lead stand or hooks - Double insulated power tools will be used wherever possible	3	
3	Use of explosive tools	- Untrained and unqualified workers using explosive tools can cause serious injury to themselves and others	1	- Suitably qualified persons to operate explosive power tools and signs will be displayed at all workplaces where these tools will be used	3	Russell Edwards
4	Emergency Planning	- Accidents caused by persons resulting in emergency action being taken	3	- Workers will be inducted and instructed on the correct emergency procedures and the location of fire extinguishers and be instructed in their use.	3	Russell Edwards
		- Incorrect, incomplete or missing first aid kits can hinder treatment to an injured person	2	- First aid kits are to kept fully stocked and available and meet the requirements under clause 20 of the regulation	3	
		- Lack of communication in the event of an emergency can hinder aid	2	- All workers shall be aware of the location of emergency contact numbers	3	
5	Working with hazardous substances	- Using hazardous substances can cause illness or injury if not handled correctly	2	- MSDS for all substances will be kept on site. MSDS will contain first aid, usage and storage information for the product, Workers will be advised all information to use the product safely	3	Russell Edwards
<b>Item</b>	<b>Job Steps</b>	<b>Hazards</b>	<b>Risk Class (Before controls)</b>	<b>Controls</b>	<b>Risk Class (After Controls)</b>	<b>Person Responsible for Work</b>

6	General house cleaning	- An untidy work area can lead to slips, falls and trip hazards resulting in personal injury	3	- Workers will ensure the work areas are kept clean and tidy and left in a reasonable condition. Rubbish/rubble/left over materials etc to be removed and placed in the bins or taken off site	3	Russell Edwards
7	Working on site	- Not wearing or using appropriate personal protective equipment can lead to personal injury	3	- All persons on site to wear personal protective clothing and equipment as and where necessary to all them to perform the works safely and without risk of harm. The personal protective equipment required for this site is outlined on page 1 of this document.	3	Russell Edwards
		- Incorrect manual handling can cause injury	3	- Workers must use good manual handling techniques * Maintain inclined back and bent knees when lifting * Ensure ground surface is stable * Use mechanical means or team lifting for items >20kg	3	
		- Faulty or poorly assembled work platforms/ladders	2	- Ladders will comply with AS1892 and: * Will be secure to prevent movement * Will be placed on stable work surface * Will be maintained in good working order * Ladders used during electrical work will be insulated with styles of non conductive materials - Scaffolds will be erected and dismantled as per AS1576 by qualified personnel	3	
<b>Item</b>	<b>Job Steps</b>	<b>Hazards</b>	<b>Risk Class (Before controls)</b>	<b>Controls</b>	<b>Risk Class (After Controls)</b>	<b>Person Responsible for Work</b>

<b>8</b>	Excavation and trenching	- Lack of safety systems can lead to trips and fall hazards	2	- Trenches will be adequately shored using earth retention equipment to retain excavation wall stability. Bunting or safety barricades will be in place to prevent unauthorised access to work areas. The code of practice for excavation shall be followed at all times	3	Russell Edwards
		- Contact with underground services can lead to damage of gas, water, sewer, communications, electricity supplies can injury to operators/workers	2	- Dial before u dig and all other authorities shall be contacted and issue of service location shall be obtained prior to any excavation	3	
<b>9</b>	Equipment planning	- Inadequate training and supervision can result in personal injury and equipment damage	2	- All workers are trained and only those qualified to operate specific equipment will do so. All workers are trained in the tasks they are required to perform and follow manual handling procedures	3	Russell Edwards
<b>10</b>	Specific task equipment	- Inappropriate equipment can cause task specific injuries	2	- Equipment used will be appropriate for the task and meet relevant standards and be operated by only qualified personnel	3	Russell Edwards
		- Risk of injury through faulty equipment	2	- All equipment shall have guards fitted etc all to the manufacturers specifications	3	
<b>11</b>	Workers on site	- Workers can be injured through lack of protection against ultraviolet rays, moving equipment/plant and tasks involving dust and noise	3	- PPE will be used and worn at all times	3	Russell Edwards
<b>12</b>	Site works	- Injury to workers from lack of visibility to passing traffic	3	- Workers wear high visibility vests. Areas to be barricaded off using witches hats, road barricades or bunting as required	3	Russell Edwards

Item	Job Steps	Hazards	Risk Class (Before controls)	Controls	Risk Class (After Controls)	Person Responsible for Work
12 (cont)	Site works (cont)	- General public or other unauthorised persons exposed to risks from work activities	3	- Work times to be arranged when risk to others is minimised. Effective barriers erected to prevent access by non-authorised persons to work area	3	Russell Edwards
13	Working at heights	- Workers risk falling from heights such as ladders, scaffold or other work platforms, gantries and roofs  - Workers can be injured by falling objects dropped from above	2  3	- All ladders will be suitable for the task and erected/set up to comply with AS1892. They will be erected at the correct angle and will be secured using pole or roof clamps. Roof rails, scaffold or catch scaffold shall be in place for all work on roofs where possible and harness or equivalent fall arresters will be used at all times when working on roofs or near edges - Work not to be carried out over or under other workers. Areas below work face to be effectively barricaded to halt access - Personal protective equipment (PPE) to be worn at all times	3  3	Russell Edwards
14						
15						
16						

<b>Item</b>	<b>Job Steps</b>	<b>Hazards</b>	<b>Risk Class (Before controls)</b>	<b>Controls</b>	<b>Risk Class (After Controls)</b>	<b>Person Responsible for Work</b>
17						
18						
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<b>Supervisor for the Work</b>	<b>Responsibilities</b>	<b>Training and Experience</b>
Russell Edwards	<p>The safety of all employees from injury, incidents and bullying.</p> <p>Ensuring all employees have the correct PPE equipment on at all times</p> <p>Ensuring all employees are capable of tasks they are set to do</p> <p>Ensuring the quality of work is exceeding expectations</p>	

<b>Qualification and experience required to completed the task</b>	<b>Employees</b>	<b>Training required to complete work</b>
Certificate III Plumbing	Russell Edwards, Kyle Reid, Allan Mayman, Joshua Noyes, John Mortlock	TAFE NSW
Current Drivers Licence	Russell Edwards, Kyle Reid, Allan Mayman, Joshua Noyes, John Mortlock	NSW Drivers Licence

<b>Hierarchy of control</b>
Eliminate the hazard, substitute the hazard and isolate the hazard, using engineering controls, use administration controls, use personal protective clothing and equipment

**SWMS REVIEW**

<b>Initial</b>							
<b>Date</b>							



RJ Edwards Plumbing Pty Ltd site safety plan and SWMS have been developed through consultation with our workers and has been read, explained, understood & signed off by the following workers undertaking the work

<b>Name</b>	<b>Signature</b>	<b>Date</b>	<b>Time</b>
Russell Edwards			
Kyle Reid			
Allan Mayman			
Joshua Noyes			
<b>John Mortlock</b>			