





Safe Work Method Statement

ORGANISATION NAME: Premo Fuel Maintenance Pty Ltd		PHONE: 02 9688 6444	
ADDRESS: PO Box 825 Baulkham Hills		Email: simon.newman@premofuelmaintenance.com.au	
ABN NUMBER: 79 117 273 588		DATE:	
Project Details: Take sample from bulk diesel tank/ admix treatment.			
Site:		Site contact Name:	
Area		Site Contact Phone No:	
Resources / Trades Involved: NIL		This SWMS has been developed in consultation with: Simon Newman Reviewed by: Simon Newman Position: Director Date:	
Equipment Used:		Sample kit, spill kit	
Maintenance checks:		N/A	
Materials Used:		N/A	
OHS or environmental Legislation: Work Health & Safety Act 2011		Codes or standards applicable to the work: NIL	
1 This SWMS was prepared by: Simon Newman			
2 NAME		3 POSITION	
4 SIGNATURE		5 DATE	
6 Simon Newman	7 Director	8 	9
10 This SWMS was approved by: Simon Newman			
11 NAME		12 POSITION	
13 SIGNATURE		14 DATE	
15 Simon Newman	16 Director	17 	18
19 The names and positions of personnel assigned the responsibility for supervising this work and their qualifications are as follows:			
20 NAME		21 POSITION	
22 QUALIFICATIONS		23 DATE	
24 Simon Newman	25 Director	26 NIL	27
28 The names of workers or their nominated safety representatives who were consulted and involved in the development of this SWMS are as follows:			
29 Simon Newman		30	
31		32	


33 NSW and National Occupational Health & Safety Commission – Hierarchy of Control Definitions			
Controlling the health and safety risks in a workplace is necessary to prevent injury and illness. First, identify and assess the risks, then decide on the best way to control them by applying the Hierarchy of Controls as follows:			
<ol style="list-style-type: none"> 1. Elimination - controlling the hazard at source 2. Substitution - replacing one substance or activity with a less hazardous one 3. Isolation – separating the hazard from the person 4. Engineering - installing guards on machinery 5. Administration - implementing policies and procedures for safe work practices 6. Personal Protective Equipment - use of goggles, respirators, and ear plugs etc. 			
When deciding on the best way to control a risk, start at the top of the hierarchy of controls, i.e. investigate if the risk can be eliminated first, for example by changing the way the work is done, or by using safer substances or equipment. This is the most effective way to control a hazard. If these methods are not possible, use engineering, isolation or administrative controls to reduce or minimise the risk.			

Risk Assessment Matrix							Risk Class			
Consequence			Likelihood						High / 1-6	Those risks with a relatively high likelihood and large impact
			Almost certain	Likely	Possible	Unlikely	Rare			
		Extraordinary	1	2	4	7	11		Medium / 7-15	Risks with a medium likelihood or impact.
		Major	3	5	8	12	16			
		Moderate	6	9	13	17	20			
		Minor	10	14	18	21	23		Low / 16-25	Those risks with a relatively low likelihood and impact.
Insignificant	15	19	22	24	25					

Consequence	Description	Likelihood	Description
Extraordinary	Catastrophic impact on project. Major incident involving fatalities or permanent disability.	Almost Certain	The event/impact is common and expected to occur in most circumstances (<i>will occur regularly / 10 times for year</i>)
Major	Major negative impact on project. Serious injury or disease to staff or subcontractors or the general public.	Likely	The event/impact has happened before and will probably occur again (<i>will occur often / 5-10 times per year</i>)
Moderate	Significant negative impact on project. Medical treatment required loss of production capability.	Possible	This event/impact could occur at some time (<i>is likely to occur few / 2-3 times per year</i>)
Minor	Minor negative impact on project. First aid treatment required.	Unlikely	This event/impact is not likely to occur (<i>is unlikely to occur more than once per year</i>)
Insignificant	Insignificant negative impact on project. No injuries.	Rare	This event/impact may occur in exceptional circumstances only (<i>is unlikely to occur during a year</i>)

WORK ACTIVITY SEQUENCE (STEP BY STEP)	HAZARDS	HEALTH & SAFETY ENVIRONMENT RISKS	RISK RANK	CONTROL MEASURES	PERSON RESPONSIBLE
Site Induction Sign in					
Gain access to tank	Trip, car park traffic	Falling over, injured by car	25	High Vis clothing watching where you are going	Simon Newman
Open dip stick and take fuel reading	Fuel spilling	Diesel stain on concrete	24	Use spill kits to mop up any spills. Wear gloves, safety glasses.	Simon Newman
Perform dip test for water	Fuel spilling	Diesel stain on concrete	24	Use spill kits to mop up any spills	Simon Newman
Extract sample	Fuel spilling	Diesel stain on concrete	24	Use spill kits to mop up any spills	Simon Newman
Admix treatment	Chemical spill Splash to body	Chemical stain on concrete	24	Use spill kits to mop up any spills, gloves, safety glasses, msds	Simon Newman
Return dip stick	Fuel spilling	Diesel stain on concrete	24	Use spill kits to mop up any spills Wear gloves, safety glasses.	Simon Newman
Re-seal dip stick cover	Fuel spilling	Diesel stain on concrete	24	Use spill kits to mop up any spills	Simon Newman

Personnel competency and training:	
Simon Newman:	Safe handling of 500mL sample bottle of diesel fuel
Trained on the job	NOHSC 1015-2001 Storage and Handling of workplace dangerous goods.
Company induction	Model WHS Regulations Jan 2014
List of PPE:	
Gloves	High Vis clothing
Steel cap boots	Safety glasses

Plant and Equipment:		
Sample kit: 1 x small foot pump, 1 x 4mtr hose, 1 x 500mL empty sample bottle		
Hazardous chemicals used:		
Emergency procedure or rescue plans relevant to the activity:		
Walk back to security office or call site contact.		
Call 000 for ambulance		
Work health and safety legislation:		
Work Health & Safety Act 2011		
Applicable Australian Standards:		
N/A		
Applicable industry codes of practise:		
N/A		
Manufacturers / suppliers specifications:		
N/A		
Name and signature of person completing the work:		
Name: Simon Newman	Signature: 	
SWMS induction statement- The following persons have been inducted into the work activities described in this SWMS		
<ul style="list-style-type: none"> I have read and understood the content of this SWMS I will work in accordance with this SWMS If deemed necessary to amend this SWMS I will consult with my immediate supervisor and assist where required in reviewing this SWMS 		
Name:	Signature	Date
Simon Newman	