

Safe Work Method Statement

SWMS NO

4



SWMS TITLE	Maintenance/Service Work on Dry Systems		
WORK ACTIVITY	Maintenance/Service Work on Detection, OWS, SSIS and Smoke Detection	REVISION DATE	07 August 2018
PROJECT NAME		WORK LOCATION	
WORKS MANAGER		CONTACT NUMBER	
SWMS PREPARED BY	Daniel Knoblauch	IN CONSULTATION WITH	

PRINCIPAL CONTRACTOR	
COMPANY NAME	
CONTACT PERSON	
ADDRESS	
PHONE NUMBER	

RESPONSIBILITIES	NAME	POSITION	SIGNATURE
PERSON RESPONSIBLE FOR ENSURING COMPLIANCE WITH SWMS	Daniel Knoblauch	Senior Mngt Rep	
PERSON RESPONSIBLE FOR REVIEWING AND APPROVING THIS SWMS	Daniel Knoblauch	Senior Mngt Rep	
SWMS PREPARED BY	Jomar Estrella	OH&S Admin	
HOW SWMS CONTROLS ARE	REVIEWED	Tool Box Meetings	BY Site Foreman
	MONITORED	Site Visits	BY Senior Management

MINIMUM PERSONAL PROTECTIVE EQUIPMENT (PPE) REQUIREMENTS			
<input checked="" type="checkbox"/> Hard Hat	<input checked="" type="checkbox"/> Safety boots	<input type="checkbox"/> Face shield	<input checked="" type="checkbox"/> Safety glasses
<input checked="" type="checkbox"/> Hearing protection	<input type="checkbox"/> Safety harness	<input checked="" type="checkbox"/> Gloves	<input type="checkbox"/> Long sleeve/trouser
<input type="checkbox"/> Cotton clothing	<input checked="" type="checkbox"/> Hig vis clothing	<input type="checkbox"/> Dust mask	<input type="checkbox"/>



SAFE WORK METHOD STATEMENT

Form: F004

HIGH RISK CONSTRUCTION WORK - If you are working on an environment described below, complete the separate High Risk Construction Work SWMS.	
Involves a risk of a person falling more than 2 metres	Is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor that is in use by traffic other than pedestrians.
Involves, or is likely to involve, the disturbance of asbestos	
Is carried out in or near a confined space	Is carried out in an area at a workplace in which there is any movement of powered mobile plant.
Is carried out on or near pressurised gas distribution mains or piping,	
Is carried out on or near chemical, fuel or refrigerant lines	Is done in an area in which there are artificial extremes of temperature
Is carried out on or near energised electrical installations or services	Is done in or near water or other liquid that involves a risk of drowning
Involves tilt-up or precast concrete	Involves diving work

SPECIFIC SAFETY LEGISLATIONS / CODES OF PRACTICE / AUSTRALIAN STANDARDS (NSW & NATIONAL)	
NSW Legislation – www.legislation.nsw.gov.au	<input type="checkbox"/> Labelling of workplace hazardous chemicals
<input checked="" type="checkbox"/> Workplace Health & Safety Act 2011	<input checked="" type="checkbox"/> Managing electrical risks in the workplace
<input checked="" type="checkbox"/> Workplace Health & Safety Regulations 2011	<input checked="" type="checkbox"/> Managing noise and preventing hearing loss at work
NSW Codes Of Practice – www.workcover.nsw.gov.au	<input checked="" type="checkbox"/> Managing risks of hazardous chemicals in the workplace
<input type="checkbox"/> Abrasive blasting	<input checked="" type="checkbox"/> Managing the risk of falls at workplaces
<input checked="" type="checkbox"/> Confined spaces	<input checked="" type="checkbox"/> Managing the risks of plant in the workplace
<input checked="" type="checkbox"/> Construction work	<input type="checkbox"/> Managing the work environment and facilities
<input type="checkbox"/> Demolition work	<input type="checkbox"/> Preparation of safety data sheets for hazardous chemicals
<input type="checkbox"/> Excavation work	<input type="checkbox"/> Preventing falls in housing construction
<input checked="" type="checkbox"/> First aid in the workplace	<input type="checkbox"/> Safe design of structures
<input type="checkbox"/> Hazardous manual tasks	<input type="checkbox"/> Spray painting and powder coating
<input type="checkbox"/> How to manage and control asbestos in the workplace	<input type="checkbox"/> Welding processes
<input checked="" type="checkbox"/> How to manage work health and safety risks	<input type="checkbox"/> Work health and safety consultation, coordination and cooperation
<input type="checkbox"/> How to safely remove asbestos	<input type="checkbox"/> Work near overhead power lines



SAFE WORK METHOD STATEMENT

Form: F004

SPECIFIC SAFETY LEGISLATIONS / CODES OF PRACTICE / AUSTRALIAN STANDARDS (NSW & NATIONAL)

National Codes of Practice – www.safeworkaustralia.gov.au

- | | |
|-------------------------------------|--|
| <input type="checkbox"/> | National Code of Practice: Management and Control of Asbestos in the Workplace |
| <input checked="" type="checkbox"/> | National Code of Practice: Induction for Construction Work |
| <input type="checkbox"/> | National Code of Practice for the Storage and Handling of Dangerous Goods |
| <input checked="" type="checkbox"/> | National Code of Practice for the Control of Workplace Hazardous Substances |
| <input type="checkbox"/> | National Code of Practice for the Prevention of Musculoskeletal Disorders Caused From Performing Manual Tasks |
| <input checked="" type="checkbox"/> | National Code of Practice for Noise Management and Protection of Hearing at Work - 3rd Edition |
| <input checked="" type="checkbox"/> | National Standard for Construction Work |
| <input type="checkbox"/> | National Standard for the Storage and Handling of Workplace Dangerous Goods |
| <input checked="" type="checkbox"/> | National Standard for Licensing Persons Performing High Risk Work |
| <input checked="" type="checkbox"/> | National Occupational Health and Safety Certification Standard for Users and Operators of Industrial Equipment - 3rd Edition |
| <input checked="" type="checkbox"/> | National Standard for Occupational Noise |
| <input type="checkbox"/> | National Standard for Plant |

Australian Standards – Global Fire's data base

- | | |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | AS/NZS 1891.1:2007 Industrial fall-arrest systems - Harnesses and ancillary equipment |
| <input checked="" type="checkbox"/> | AS 2397:1993 Safe use of lasers in the building and construction Industry |
| <input checked="" type="checkbox"/> | AS/NZS 3012:2010 Electrical installations - Construction and demolition sites |



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Form: F004

STEP NO	SEQUENCE OF BASIC JOB STEPS	POTENTIAL SAFETY HAZARDS	RISK SCORE	CONTROL MEASURE	WHO
Logical Sequence	Breakdown Job into steps. Each step should accomplish a major task in logical sequence.	Identify the hazards (health & safety) associated with each step, examine each to find all possible risk factors.	Use matrix score risk.	Determine what actions are necessary to eliminate or minimise all hazards that could lead to an accident, injury, illness or environmental incident. The risk must be reduced or controlled to a level that is acceptable before work commences.	Who is responsible for implementing Control Measure
1	Unloading and reloading tools and materials from vehicle	Surrounding vehicular movements	16	Provide signage to make sure drivers are aware of truck being unloaded. Wear high visibility vest	Tradesman
2	Unloading and reloading tools and materials from vehicle	Strain injury from lifting	12	Use correct lifting techniques when removing pipe work from truck. Avoid lifting any pipes beyond your capacity.	Tradesman
3	Manual handling of good/s to and from location of installation on site.	Trip hazard.	16	Ensure immediate area and pathway is clear and free of obstructions and carry good/s in manner to ensure foresight not impeded.	Tradesman
4	Unloading tools and materials to and from vehicle.	Dropping material or tools onto feet	16	Rubber sole steel cap boots to be worn at all times	Technician
5	Drilling holes for mounting equipment.	Electrocution by drilling into electrical cabling.	12	Liaise with on-site foreman and electrician to ensure proposed location of drill hole will not clash with existing cabling.	Tradesman/ Site foreman
6	Drilling holes for mounting equipment.	Masonry/concrete/plasterboard dust in eyes of technician	17	Wear safety glasses when drilling into masonry/concrete walls and gas mask when drilling above.	Tradesman
7	Drilling holes for mounting equipment.	Noise pollution from drill.	17	Wear earplugs when drilling into masonry or concrete walls.	Tradesman
8	Drilling holes for mounting equipment.	Hitting post tensioning ducts in wall.	12	Liaise with on-site foreman and electrician to ensure proposed location of drill hole will not clash with existing reinforcement or post tension ducts.	Tradesman/Site foreman/Electrician
9	Core drilling through reinforced concrete slab or masonry walls.	Hitting building services or post tension ducts.	12	Seek relevant approval before coring. Complete and submit Permit to Work - Penetrations and Coring (Form F018). Carry out slab scan and liaise with on-site foreman to confirm proposed location of core before works.	Tradesman/ Site foreman
10	Carrying out maintenance/service of Detection, OWS, EWIS and smoke detection works.	Electrocution.	15	Isolate power circuit and label with isolation tag before carrying out work. Wear rubber sole steel cap boots.	Tradesman/ Electrician
11	Carrying out maintenance/service of Detection, OWS, EWIS and smoke detection works.	Falling off ladder.	16	Ensure that the ladder is serviceable and placed on even ground and that non slip footwear is worn. Do not overstretch the capabilities of the ladder.	Tradesman
12	Carrying out maintenance/service of Detection, OWS, EWIS and smoke detection works.	Masonry/concrete/plasterboard dust or particles in eyes of technician.	17	Wear safety glasses when drilling into masonry/concrete walls and dust mask when drilling above.	Technician
13	Carrying out maintenance/service of Detection, OWS, EWIS and smoke detection works.	Objects and insects that can cause injury.	18	Ensure immediate area is clear and wear sturdy gloves.	Technician
14	Carrying out maintenance/service of Detection, OWS, EWIS and smoke detection works.	Sound annoyance emitted from activated smoke alarm/OWS.	17	No prevention required unless continuous testing in a confined space. Hearing protection is an option if required.	Tradesman



SAFE WORK METHOD STATEMENT

Form: F004

RISK ASSESSMENT MATRIX

Step 1: Determine Likelihood.
What is the possibility that the effect will occur?

Descriptor		Description
A	Very Likely	Happens frequently
B	Likely	Happens occasionally
C	Unlikely	Could happen but rare
D	Very Unlikely	Could happen but probably never will

Step 2: Determine Consequences related to activities, products and services.
What will be the expected effect?

Descriptor		Description
1	Catastrophic	Death
2	Major	Serious injury or disease. Extended medical treatment required.
3	Moderate	Medical treatment required. Lost time.
4	Minor	Medical treatment required. No lost time.
5	Insignificant	No lost time, report only.

Step 3: Determine the risk score/classes.

Likelihood		1	2	3	4	5
		Catastrophic	Major	Moderate	Minor	Insignificant
A	Very Likely	1	3	6	10	14
B	Likely	2	5	9	13	17
C	Unlikely	4	8	12	16	19
D	Very Unlikely	7	11	15	18	20

 = 1 - 3 or Extreme Risk	 = 4 - 6 or High Risk	 = 7 - 13 or Medium Risk	 = 14 - 20 or Low Risk
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Step 4: Hierarchy of Controls. Record risk score on worksheet.

1	ELIMINATION , can the risk or hazard be totally eliminated?
2	SUBSTITUTION , can the risk or hazard be replaced with a less hazardous method, material or system?
3	ISOLATION , can the hazard or risk be distanced from persons or can it be enclosed to prevent entry/access?
4	ENGINEERING CONTROLS , can the hazard or risk be guarded or made safe by engineering methods?
5	ADMINISTRATIVE CONTROLS , can training, increased supervision, rotation or signage assist?
6	PERSONAL PROTECTIVE EQUIPMENT , can PPE protect the worker from the hazard or risk?



SAFE WORK METHOD STATEMENT

Form: F004

PLANT AND EQUIPMENT USED FOR THE TASK ADDRESSED BY THIS SWMS		
<input checked="" type="checkbox"/>	PLANT AND EQUIPMENT	A GUIDE TO SAFETY AND MAINTENANCE CHECKS
<input type="checkbox"/>	Bobcat / Terrain Cranes	Service logbook inspected on arrival and at three monthly intervals. Services in accordance with manufacturer's maintenance schedule.
<input type="checkbox"/>	Excavator	Service logbook inspected on arrival and at three monthly intervals. Services in accordance with manufacturer's maintenance schedule.
<input type="checkbox"/>	Cherry picker	Service logbook inspected on arrival and at monthly intervals. Services in accordance with manufacturer's maintenance schedule.
<input type="checkbox"/>	Oxy Cutting equipment	Inspect on arrival and inspect in accordance with safety procedures.
<input checked="" type="checkbox"/>	Electrical tools and leads	Inspected, tested and tagged each month.
<input checked="" type="checkbox"/>	Hand tools	Inspect prior to use.
<input checked="" type="checkbox"/>	Ladders	Inspect prior to use.
<input type="checkbox"/>	Earth Leakage Circuit Breakers	Trip tested and tagged monthly and calibrated every three months. Trip times are to be recorded.
<input type="checkbox"/>	Generators	Inspected, tested and tagged each month.
<input checked="" type="checkbox"/>	Harnesses	Inspect prior to use and ensure harnesses are certified in accordance with WorkCover and OHS Legislation.
<input type="checkbox"/>	Lifting Devices	Inspected and certified in accordance with WorkCover and OHS Legislation.
<input type="checkbox"/>	Other (Specify)	



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TRAINING AND SUPERVISION

Who will conduct SWMS Training?																
Conductor: Daniel Knoblauch Contact No.: 0418 477 734	<table border="1"> <tr> <td style="writing-mode: vertical-rl; transform: rotate(180deg);">Qualifications</td> <td><input type="checkbox"/></td> <td>Certificate II – Train Small Groups (Required if more than 10 people are being trained for this activity)</td> </tr> <tr> <td></td> <td><input checked="" type="checkbox"/></td> <td>General Industry OHS Induction</td> </tr> <tr> <td></td> <td><input checked="" type="checkbox"/></td> <td>Licensed Tradesperson</td> </tr> <tr> <td></td> <td><input type="checkbox"/></td> <td>OHS Committee / Safety Representative Consultation Training</td> </tr> <tr> <td></td> <td><input type="checkbox"/></td> <td>Other (Specify)</td> </tr> </table>	Qualifications	<input type="checkbox"/>	Certificate II – Train Small Groups (Required if more than 10 people are being trained for this activity)		<input checked="" type="checkbox"/>	General Industry OHS Induction		<input checked="" type="checkbox"/>	Licensed Tradesperson		<input type="checkbox"/>	OHS Committee / Safety Representative Consultation Training		<input type="checkbox"/>	Other (Specify)
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	<input type="checkbox"/>	OHS Committee / Safety Representative Consultation Training														
	<input type="checkbox"/>	Other (Specify)														

Who will Supervise the works?																												
Supervisor: Daniel Knoblauch Title: Service Manager Contact No.: 0418 477 734	<table border="1"> <tr> <td style="writing-mode: vertical-rl; transform: rotate(180deg);">Qualifications</td> <td><input type="checkbox"/></td> <td>Supervisors / Managers OHS Training</td> </tr> <tr> <td></td> <td><input type="checkbox"/></td> <td>Accident Investigation</td> </tr> <tr> <td></td> <td><input checked="" type="checkbox"/></td> <td>General Industry OHS Induction</td> </tr> <tr> <td></td> <td><input checked="" type="checkbox"/></td> <td>Licensed Tradesperson</td> </tr> <tr> <td></td> <td><input type="checkbox"/></td> <td>OHS Committee / Safety Representative Consultation Training</td> </tr> <tr> <td></td> <td><input type="checkbox"/></td> <td>Senior First Aid Certification</td> </tr> <tr> <td></td> <td><input type="checkbox"/></td> <td>Laser Safety Officer</td> </tr> <tr> <td></td> <td><input type="checkbox"/></td> <td>Confined Spaces</td> </tr> <tr> <td></td> <td><input type="checkbox"/></td> <td>Other (Specify)</td> </tr> </table>	Qualifications	<input type="checkbox"/>	Supervisors / Managers OHS Training		<input type="checkbox"/>	Accident Investigation		<input checked="" type="checkbox"/>	General Industry OHS Induction		<input checked="" type="checkbox"/>	Licensed Tradesperson		<input type="checkbox"/>	OHS Committee / Safety Representative Consultation Training		<input type="checkbox"/>	Senior First Aid Certification		<input type="checkbox"/>	Laser Safety Officer		<input type="checkbox"/>	Confined Spaces		<input type="checkbox"/>	Other (Specify)
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	<input type="checkbox"/>	Confined Spaces																										
	<input type="checkbox"/>	Other (Specify)																										

Who will inspect and approve work areas, work methods, protective measures, plant, equipment and power tools for use?																
Inspector and Approver: Daniel Knoblauch	<table border="1"> <tr> <td style="writing-mode: vertical-rl; transform: rotate(180deg);">Qualifications</td> <td><input type="checkbox"/></td> <td>Supervisors / Managers OHS Training</td> </tr> <tr> <td></td> <td><input type="checkbox"/></td> <td>Accident Investigation</td> </tr> <tr> <td></td> <td><input checked="" type="checkbox"/></td> <td>General Industry OHS Induction</td> </tr> <tr> <td></td> <td><input checked="" type="checkbox"/></td> <td>Licensed Tradesperson</td> </tr> <tr> <td></td> <td><input type="checkbox"/></td> <td>Other (Specify)</td> </tr> </table>	Qualifications	<input type="checkbox"/>	Supervisors / Managers OHS Training		<input type="checkbox"/>	Accident Investigation		<input checked="" type="checkbox"/>	General Industry OHS Induction		<input checked="" type="checkbox"/>	Licensed Tradesperson		<input type="checkbox"/>	Other (Specify)
Qualifications	<input type="checkbox"/>	Supervisors / Managers OHS Training														
	<input type="checkbox"/>	Accident Investigation														
	<input checked="" type="checkbox"/>	General Industry OHS Induction														
	<input checked="" type="checkbox"/>	Licensed Tradesperson														
	<input type="checkbox"/>	Other (Specify)														



SAFE WORK METHOD STATEMENT

Form: F004







TRAINING AND SUPERVISION - Con't.

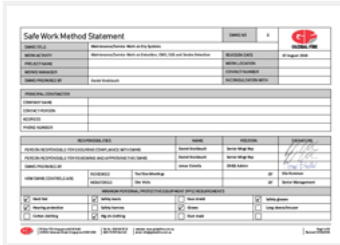
<input checked="" type="checkbox"/> Person(s) to be involved with the work	<input checked="" type="checkbox"/> Qualifications and Experience of Supervisors, Trainers and Workers
<input checked="" type="checkbox"/> Electrician	<input checked="" type="checkbox"/> General Industry OHS Induction <input type="checkbox"/> Excavator Operation
<input type="checkbox"/> Sprinkler Fitter	<input type="checkbox"/> Forklift Truck Operation <input type="checkbox"/> Extinguisher Agent Handling Licence
<input checked="" type="checkbox"/> Asset Maintenance Technician	<input checked="" type="checkbox"/> Elevated Work Platform (EWP) <input type="checkbox"/>
<input type="checkbox"/> Other (specify)	<input checked="" type="checkbox"/> Licensed Tradesperson <input type="checkbox"/>

TRAINING STATEMENT - The following people have been trained in the work activities described in this SWMS.

SWMS Induction Training Statement
I, the employee/worker identified below:

1. Have read, had input into and understood this SWMS;
2. Have been consulted and trained in the specific safety requirements of the activity for which I am engaged on this site;
3. I will work in accordance with this SWMS and understand that I am responsible for my own and fellow workers safety;
4. If found necessary to amend this SWMS, I will consult with the Site Manager and help if required in re-issuing this SWMS.

Full Name	Signature	Date	Full Name	Signature	Date
1. Derik Bates		15/08/2018			
2. Micha Springer	 <small>Micha Springer (Sep 2, 2018)</small>	02/09/2018			
3. Simone Gelormino	 <small>simone gelormino (Sep 3, 2018)</small>	03/09/2018			
4. Angus Mitchell	 <small>Angus Mitchell (Sep 3, 2018)</small>	03/09/2018			
5. Seth Enstrom	 <small>Seth (Sep 3, 2018)</small>	03/09/2018			
6. Fernando Saada	 <small>Fernando Saada (Sep 3, 2018)</small>	03/09/2018			














SWMS 04 - Maintenance Service work on dry systems

Adobe Sign Document History

09/02/2018

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By:	Jomar Estrella (jomar@globalfire.com.au)
Status:	Signed
Transaction ID:	CBJCHBCAABAABAKVADO3onKu1rMwFLuNJKOjfHx30jx4sC

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