Harrington Bobcat Hire Pty Ltd

Safe Work Method Statement (SWMS)

ABN: 53 055 988 915
Address 26 Beach Street, Kippa Ring, Qld, 4021
Phone: 0411 746 644
Email: office@harringtonbobcats.com.au

Project: **Project No:**

SWMS No: 004 **Work Activity:** Confined Space

All persons involved in the works must have the SWMS explained and COMMUNICATED to them prior to start of works.

SWMS DETAILS

Brief Description of Work Activity: Trucks Load and Unload

Location: Work Area **Date:** 22/03/23

Date to be Reviewed: 31/03/25

Personnel Responsible for Monitoring this Activity: Managing Director, Supervisor, Operators, Workers

Legislation / Codes of Practice / Standards Consulted:
These must be complied with.

Work Health and Safety Act 2011
Work Health and Safety Regulation 2011
How to Manage Work Health and Safety Risks COP 2011
Confined Spaces code of Practice 2011

Plant and Equipment Required for this Activity: Nil

Details of Maintenance Checks Required for this Activity: Nil

Materials Used: Nil

SDS Required? (Yes / No) No

Personnel Qualifications Required for this Activity:
Relevant state certification for task has been undertaken or plant being operated

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Specific Training Required for this Activity:
All personnel to have completed a Site Induction. Must be trained in this SWMS and have all relevant certification for this task.

Project Specific Induction
Work Activity Training
Appropriate Licences/training for plant/equipment

Personnel consulted on development of SWMS:

Name:	**Position**	**Industry Experience**
PETER HARRINGTON	DIRECTOR.	42 Y

Person Responsible for Updating SWMS: PETER HARRINGTON **Signature:** [signature] **Date:** 22/8/23.

High Risk Work involves:			
	☐ Risk of falls from greater than 2 metres	☐ Work on a telecommunications tower	☐ Demolition of load-bearing structure
	☐ Likely to involve disturbing asbestos	☐ Temporary load-bearing support structures	☒ Work in confined spaces
	☐ Work in or near shaft or trench with an excavated depth greater than 1.5m or a in tunnel	☐ Use of Explosives	☐ Work on or near pressurised gas pipes or mains
	☐ Work on or near chemical, fuel or refrigerant lines	☐ Work on or near energised electrical installations or services	☐ Work in an area with contaminated or flammable atmosphere
	☐ Work with tilt up or pre-cast concrete	☒ Work on, in or adjacent to road, rail shipping or other major traffic corridor	☒ Work in an area with movement of powered mobile plant
	☐ Work in or areas with artificial extremes of temperature	☐ Work in or near a drowning risk	☐ Diving work
	☐ Other [please specify]:		

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RISK ASSESSMENT

Step 1 – Determine Consequence (Impact) (C)

Consequence (Impact) Table				
Impact band	**Health & Safety**		**Environment & Heritage**	**Reputation**
Substantial (5)	Fatal Incident (Class 1)		Permanent widespread ecological damage	International negative media coverage. Loss of business from key sector.
Major (4)	Permanent Injury (Class 1)	Damage, which permanently alters a person's future (e.g. quadriplegia, paraplegia, amputation of a limb).	Heavy ecological damage, costly restoration	Sustained national negative media coverage. Loss of long term key client.
Moderate (3)	Lost Time Injury (Class 2)	Damage, which temporarily alters a person's future.	Major but recoverable ecological damage	Regional/short negative media coverage. Loss of Client / project.
Minor (2	Medical Treatment (Class 2)	Damage, which temporarily inconveniences a person	Limited but medium term damage	Local negative media coverage. Site or project problem
Negligible (1)	First Aid Treatment (Class 3)	Actual injury which requires no treatment or simple first aid	Short term damage	Brief local negative media coverage.

Step 2 - Determine Probability (Likelihood) of Event Occurring (P)

Probability (Likelihood) Table			
Probability band	**Description**		
Almost Certain (5)	The threat can be expected to occur 75% - 99%	Common / Frequent Occurrence	More than 1 event per month
Likely (4)	The threat will quite commonly occur 50% - 75%	Is known to occur or "It has happened regularly"	More than 1 event per year
Possible (3)	The threat may occur occasionally 25% - 50%	Could occur or "I've heard of it happening"	1 event per 1 to 10 years
Unlikely (2)	The threat could infrequently occur 10% - 25%	Not likely to occur very often	1 event per 10 to 100 years
Rare (1)	The threat may occur in exceptional circumstances 0% - 10%	- Conceivable but only in exceptional circumstances	Less than 1 event per 100 years

Step 3 – Assess Risk Level (R) Determine the risk level by combining Consequence with Probability

Risk Assessment Matrix		Consequence (Impact) Table				
		Negligible (1)	**Minor (2)**	**Moderate (3)**	**Major (4)**	**Substantial (5)**
Probability (Likelihood)	**Almost Certain (5)**	**Low (5)**	**Moderate (10)**	**Very High (15)**	**Extreme (20)**	**Extreme (25)**
	Likely (4)	**Low (4)**	**Moderate (8)**	**Very High (12)**	**Very High (16)**	**Extreme (20)**
	Possible (3)	**Low (3)**	**Moderate (6)**	**High (9)**	**Very High (12)**	**Very High (15)**
	Unlikely (2)	**Low (2)**	**Low (4)**	**High (6)**	**High (8)**	**Very High (10)**
	Rare (1)	**Low (1)**	**Low (2)**	**Moderate (3)**	**High (4)**	**High (5)**

HIERARCHY OF CONTROLS

Highest Level of Control → **Lowest Level of Control**

Elimination | Substitution | Engineering | Administration | Personal Protective Equipment

PROBABILITY:
5=Almost Certain
4=Probable
3=Moderate
2=Unlikely
1=Rare

CONSEQUENCE:
5=Substantial
4=Major
3=Moderate
2=Minor
1=Negligible

1-6 Acceptable | **7-12 Acceptable with Strict Control Measures or Short Duration** | **13-25 Unacceptable**

Activity Break the job down into steps	**Potential Safety and Environmental Hazards** What can go wrong	**Risk Rating** C	P	R	**Control Measures**	**Risk Rating After Controls** C	P	R	**Person Responsible** To ensure management method applied
Prepare for entry	• Incorrect/faulty equipment • Untrained staff	**3**	**3**	**9**	• Ensure correct equipment is used and is certified with current inspection certificates. • Staff to hold CSE training (including spotter)	**2**	**1**	**2**	**Management, Workers undertaking CSE. Spotter and other Workers.**
Unsafe Oxygen Levels	• Oxygen levels outside the required levels.	**5**	**5**	**25**	• Oxygen levels to be checked prior to entry, and whilst in confined space using gas detector (equipment to be certified current). • Stand by person with monitor. • Stop work if explosive atmosphere detected. • All staff undertaking confined space entry and spotters must be trained in confined space entry. • If required respirators are to be worn which are also calibrated and conform to Australian Standards • Gas monitors to be calibrated and conform to Australia Standards • Permit system to be in place and utilised prior to entry.	**3**	**2**	**6**	**Management, Workers undertaking CSE. Spotter and other Workers.**

Activity Break the job down into steps	**Potential Safety and Environmental Hazards** What can go wrong	**Risk Rating** C	P	R	**Control Measures**	**Risk Rating After Controls** C	P	R	**Person Responsible** To ensure management method applied
Flammable and explosive atmospheres	• A flammable atmosphere could be present. • A common source of explosive atmospheres is residue left over in tanks or containers. • Other processes that can form an explosive air-vapour mix in confined spaces include • Spray painting • Cleaning with solvents • Applying surface coatings • Leaking material or chemical reactions which produce flammable gasses or vapours. • Ignition sources	**5**	**4**	**20**	• Oxygen levels to be checked prior to entry, and whilst in confined space using gas detector (equipment to be calibrated current). • Stand by person with monitor. • Stop work if explosive atmosphere detected. • All staff undertaking confined space entry and spotters must be trained in confined space entry. • If required respirators are to be worn which are also calibrated and conform to Australian Standards. • No ignition sources to be used in confined spaces without permits. • Permit system to be in place and utilised prior to entry.	**3**	**2**	**6**	**Management, Workers undertaking CSE. Spotter and other Workers.**

Activity Break the job down into steps	**Potential Safety and Environmental Hazards** What can go wrong	**Risk Rating** C	P	R	**Control Measures**	**Risk Rating After Controls** C	P	R	**Person Responsible** To ensure management method applied
Substances Hazardous to health	• Substances of a hazardous nature may be present in a confined space. These substances may be introduced for use in the confined space or generated by a process being conducted in or near the confined space. • Substances may be present in a confined space in various forms, including dusts, vapours, gases, fumes and mists	**5**	**4**	**20**	• Oxygen levels to be checked prior to entry, and whilst in confined space using gas detector (equipment to be calibrated current). • Stand by person with monitor. • Stop work if explosive atmosphere detected. • All staff undertaking confined space entry and spotters must be trained in confined space entry. • Respirators are to be worn which are also calibrated and conform to Australian Standards. • Permit system to be in place and utilised prior to entry.	**3**	**2**	**6**	**Management, Workers undertaking CSE. Spotter and other Workers.**
Engulfment	• Materials stored in or around confined spaces (sawdust/soil) can surround, trap and engulf a person within seconds. • Often the victim is unaware of this hazard, when a seemingly solid surface gives way under their weight.	**5**	**5**	**25**	• Spotter to be aware of materials which can cause an engulfment. • Escape/rescue plan to be put into place for each entry, and potential engulfment to be considered as part of this. • Constant communication.	**3**	**3**	**9**	**Management, Workers undertaking CSE. Spotter and other Workers.**

Activity Break the job down into steps	**Potential Safety and Environmental Hazards** What can go wrong	**Risk Rating** C	P	R	**Control Measures**	**Risk Rating After Controls** C	P	R	**Person Responsible** To ensure management method applied
Electrical Hazards	• Power not isolated causing electrocution, death or serious injury.	**4**	**5**	**25**	• Power Supply to plant which could adversely affect the health or safety of workers inside a confined space must be isolated before anyone enters the confined space. • Check all electrical equipment prior to use, all leads to be hung and stored correctly to eliminate trip hazards and isolate from moisture/water.	**3**	**2**	**6**	**Management, Workers undertaking CSE. Spotter and other Workers.**
Thermal Hazards	• Working in hot environments can adversely affect workers through the onset of heat related illness such as cramps, exhaustion, and heat stroke. E.g. Steam cleaning the inside of a confined space will increase the risk of heat stress. At the other extreme, low temperature confined spaces can lead to reduced mental alertness, hypothermia and frostbite.	**5**	**4**	**20**	• Where possible, do not undertake works in confined space that increase the risk of heat of cold stress. • Appropriate PPE to be used (e.g. body suits). • Rotation of staff.	**3**	**2**	**6**	**Management, Workers undertaking CSE. Spotter and other Workers.**
Physical Hazards	• Falling objects • People or items falling into hole. • Inadequate lighting • Awkward or vertical entry points.	**5**	**4**	**20**	• Area around entry to be barricaded and signage in place to make bystanders aware of workers. Spotter also to be aware of this. • Ensure adequate lighting is available for work. • Ensure best entry/exit method is used. Manual handling training to be in place.	**3**	**2**	**6**	**Management, Workers undertaking CSE. Spotter and other Workers.**

Activity Break the job down into steps	**Potential Safety and Environmental Hazards** What can go wrong	**Risk Rating** C	P	R	**Control Measures**	**Risk Rating After Controls** C	P	R	**Person Responsible** To ensure management method applied
Noise Hazards	• Amplified noise levels • Difficulty communicating	**4**	**4**	**16**	• Ensure noise levels are kept within acceptable limits by minimising noise made where possible. Also utilise PPE and shift rotation. • Ensure that adequate communication systems are in place - including hand signals and radio. Ensure intrinsically safe radio is used and that this does not present an ignition source.	**2**	**2**	**4**	**Management, Workers undertaking CSE. Spotter and other Workers.**
Plant and Machinery Hazards	• Plant and mechanical equipment such as augers, conveyers and pumps are commonly found in confined spaces. Such machinery presents the risk to workers of entanglement, cutting, crushing or other acute injuries if not adequately guarded.	**5**	**4**	**20**	• Ensure machinery is adequately guarded and isolated when required. • Spotter to also be aware of machinery. • Adequate lighting.	**2**	**2**	**4**	**Management, Workers undertaking CSE. Spotter and other Workers.**
Psychological Hazards	• Any one or combination of the above hazards when working in a confined space can induce psychological factors such as stress and claustrophobia.	**4**	**4**	**16**	• All staff to be trained in Confined Space entry. • Spotter and entrant to be in constant contact. • Emergency plan to be in place for removal of entrant.	**2**	**2**	**4**	**Management, Workers undertaking CSE. Spotter and other Workers.**

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General	• Failure to comply with the content and intent of this SWMS results in injury to persons or damage to equipment	**4**	**4**	**16**	• Ongoing inspection by Supervisor will be conducted to ensure all members of the team are compliant with the requirements of this SWMS. • Observations and work place inspections will be conducted randomly. All identified non-conformances to the process contained with this SWMS shall be closed out and offending personnel may be subject to disciplinary action.	**2**	**1**	**2**	**Supervisor** **Workers**
	• Environment in which the plant operates changes or hazards are identified which do not appear in this SWMS resulting in unacceptable risk to persons and potential injury	**4**	**4**	**16**	• Work is to cease immediately when the environmental changes and there is an identified need to reassess the exposure to a risk or when hazards are identified that are not covered by this SWMS. • Immediately notify Supervisor who will consultant with the Workers. Once the SWMS are reviewed and all required changes included the Supervisor signs off on the revised SWMS and submit it for final approval. • Changes to the SWMS must be communicated with all workers prior to work recommencing.				**Supervisor** **Workers**
	• Unable to response to emergencies	**3**	**3**	**9**	Workers are to know the following: • Location of the first aid equipment • Location and use of the fire fighting equipment.	**2**	**1**	**2**	**Workers**
Accidents or incidents	• Personnel hurt • Plant or equipment damaged	**3**	**3**	**9**	• First aid – report to nearest first aider for assistance. • Accidents – stop work and report incident to nearest Supervisor. • Major accident i.e. load dropping etc. – stop work, inform nearest Supervisor and barricade area off. • **Dial 000 for all Emergency Services.** • **Dial 112 from mobile phones.** • **Activate site emergency Procedures.**	**2**	**1**	**2**	**Workers**

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HBH HARRINGTON BOBCAT & EXCAVATOR HIRE

Name	Qualification Required for this Activity	Signature	Date	Time	High Risk Licence number & Expiry (if required)
PETER HARRINGTON			22/3/23	4.30PM	
Anthony Moore			24.3.23	6-50AM	
Ethan Harrington		Ethan	23/3/23	3 pm	
Simon Wright		S. Wright	23-03-23	3:30pm	
CLIFF COOPER		C Cooper	23/3/23	4.30	
Riley Lowe		R. L	28/3/23	6.30pm	
MATT PIE			28/3/23	06.30	
Travis Yates			28/3/23	7.00am	
KIM HUNT		K Hunt	28-3-23	7-00	
LUKE MCALL		L. McCall	28.3.23	4-30	
Steven Harrington			28.3.23	4.30	
Rob Smith			29.3.23	7.00	

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