



# GENERIC Safe Work Method Statement (SWMS)

This generic SWMS is a sample and intended to be used as a template to enable workgroups to produce their own site and task/activity specific SWMS. Workgroups intending to use this SWMS as a template must ensure they consult with their workers, including their Health and Safety Representatives, prior to its introduction. Generic SWMS should not be used unless precautions have been taken to ensure that it adequately addresses the hazards and risks relevant to a particular task/activity. It is important to note that generic SWMS are not sufficiently broad enough to cover all hazards or risks encountered by workers. It is important that workgroups undertake their own hazard identification and risk control implementation process relevant for each particular task. All workers involved in the task/activity must sign the SWMS acknowledgment form prior to commencing work to verify that they understand and accept the content and all the requirements of this Safe Work Method Statement.

<b>SWMS number</b>	Insert SWMS number refer to appropriate register SWMS unique ID must use standard format and ID codes	<b>Review Date</b>	
<b>Title</b>	Working in a confined space	<b>Section</b>	e.g. Field Services
		<b>Location</b>	
		<b>ABN</b>	92 366 288 135












Developer/s of SWMS				

Approver (Manager/Supervisor)	Position/Role	Signature	Approval Date


**Does this task involve High Risk Construction Work?**


*Check all applicable high risk construction work activities and ensure all relevant Codes of Practice and/or Australian Standards are listed above*

- |   |   |
|---|---|
| <input type="checkbox"/> Risk of a person falling more than 2 metres                            | <input type="checkbox"/> Temporary load-bearing support for structural alterations or repairs   |
| <input type="checkbox"/> Work on a telecommunication tower                                      | <input checked="" type="checkbox"/> Work in or near a confined space  |
| <input type="checkbox"/> Likely to involve disturbing asbestos                                  | <input type="checkbox"/> Work on or near pressurised gas mains or piping  |
| <input type="checkbox"/> Work in or near a shaft or trench deeper than 1.5 metres or a tunnel   | <input type="checkbox"/> Work on or near chemical, fuel or refrigerant lines  |
| <input type="checkbox"/> Use of explosives  | <input type="checkbox"/> Tilt-up or precast concrete elements   |
| <input type="checkbox"/> Work in an area that may have a contaminated or flammable atmosphere   | <input type="checkbox"/> Work in or around powered mobile plant   |
| <input type="checkbox"/> Work on or near energised electrical installations or services         | <input type="checkbox"/> Diving work  |
| <input type="checkbox"/> Work in or near water or other liquid that involves a risk of drowning | <input type="checkbox"/> Work in areas with artificial extremes of temperature  |
| <input type="checkbox"/> Demolition of load-bearing structure                                   | <input type="checkbox"/> Work on, in or adjacent to a road, railway, shipping lane or other traffic corridor in use by traffic other than pedestrians |

Specific task requirements												
<b>Qualifications or License</b>	All confined space entry team members must have an Enter Confined Spaces Ticket. Standby persons must also have current Provide First Aid training.											
<b>Training</b>	<p><b>All confined space entry team members:</b>                      MSAPMPER200C – Work in Accordance with an Issued Permit                      MSAPMPER205C – Enter Confined Space                      MSAPMOHS217A – Gas Test Atmospheres</p> <p><b>Authorised person</b> (permit issuer) must also have:                      MSMPER300C – Issue Work Permits</p> <p><b>Standby person</b> must also have the following competencies for Provide First Aid:                      HLTAID001 – Provide cardiopulmonary resuscitation                      HLTAID002 – Provide basic emergency life support                      HLTAID003 – Provide first aid</p>											
<b>Engineering details, certificates, permits</b>	All confined space entries must occur in accordance with an authorised <a href="#">Confined Space Entry Permit</a>											
<b>Plant/equipment (List Plant to be utilised onsite)</b>	<i>List plant and equipment requirements as relevant to particular works occurring in a confined space</i>											
<b>Maintenance checks, site/workplace inspections</b>	Ensure a <a href="#">Confined Space Hazard Identification and Risk Assessment Form</a> has been completed prior to issuing an entry permit and entering a confined space											
<b>Relevant legislation, Codes of Practice, Standards</b>	<ul style="list-style-type: none"> <li>• <i>Work Health and Safety Act 2012 (SA)</i></li> <li>• <i>Work Health and Safety Regulations 2012 (SA)</i></li> <li>• <a href="#">Confined Spaces Code of Practice</a></li> <li>• AS 2865 – Confined Spaces</li> </ul> <p><i>List other applicable Codes of Practice and/or Australian Standards as relevant to particular works occurring in a confined space</i></p>											
<b>Personal Protective Equipment and Clothing for Task:</b>	<input type="checkbox"/> 	<input type="checkbox"/> 	<input type="checkbox"/> 	<input type="checkbox"/> 	<input type="checkbox"/> 	<input type="checkbox"/> 	<input type="checkbox"/> 	<input type="checkbox"/> 	<input type="checkbox"/> 	<input type="checkbox"/> 	<input type="checkbox"/> 	<b>Other:</b>

PPE requirements must be determined in accordance with a risk assessment specific to each work activity and confined space entry. When completing the SWMS for a particular confined space entry, tick above boxes as required and ensure all workers comply with required PPE.

<b>Steps of Task</b> Activity to be undertaken (sequential)	<b>Hazard Identified</b> Means the potential to cause injury, illness or damage to plant	<b>Control Measures</b> Critical actions to be implemented to reduce risk using the hierarchy of controls	<b>Control Detail</b> (Safe Operating Procedure / standard work instruction / Safety Management Plan / prestart)	<b>Residual Risk Rating</b> (refer to risk matrix) <i>To be assessed on site</i>	<b>Responsible Person</b>
The wearing of High Visibility Clothing Long Sleeve Shirts and Pants, Hard Hat, Protective Footwear, Safety Eyewear, and gloves must be considered.					
Review existing risk assessments	Potential to overlook hazards that are present	Review existing hazard identification and risk assessments for the confined space and for the task. Facilitate continual improvement by documenting amendments and uploading to the workplace confined space register. In reviewing the risk assessment, the following elements must be considered: <ul style="list-style-type: none"> <li>• Have all of the risks been identified?</li> <li>• Do the proposed risk controls still control the risk?</li> <li>• Are there changes to the task or process that have introduced new or different risks?</li> <li>• Have any changes to the confined space introduced new or different risks?</li> <li>• Was a risk not considered in the previous assessment?</li> </ul>			
Apply physical controls around the confined space	Unauthorised entry Fall	<u>Signage</u> Before any work in relation to a confined space starts, signs must be erected to prevent entry of persons not involved in the work. Signs must be placed at each entrance to the confined space while the confined space is accessible, including when preparing to work in the space, during work in the space and when packing up on completion of the work. <u>Traffic management</u> Traffic movements in the vicinity of confined space activities significantly increase the risks associated with the work. In addition to the risks associated with workers or equipment being struck by a moving vehicle, exhaust emissions contain hazardous gasses which, if the gasses enter the confined space, significantly increase the risk to workers within the space. Risks associated with vehicle movements must be considered and appropriate risk controls developed and implemented before any worker enters a confined space.	Examples of acceptable confined space signage: 		

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		Where a confined space is in or adjacent to a roadway, appropriate traffic controls must be implemented to prevent vehicles entering the work area. Traffic control may include: <ul style="list-style-type: none"> <li>• full road closures;</li> <li>• partial road closures utilising barricades; or</li> <li>• partial road closures utilising barricades and traffic controllers.</li> </ul> Traffic controls must remain in place for the duration of the confined space entry and when packing up on completion of the work. Any traffic controls required to undertake the confined space entry must be: <ul style="list-style-type: none"> <li>• developed by an appropriately qualified person; and</li> <li>• authorised by the DPTI Traffic Management Centre where required.</li> </ul>			
Isolate any active and residual services that interact with the confined space	Hazardous services may include: <ul style="list-style-type: none"> <li>• Water</li> <li>• Electrical</li> <li>• Pipe work containing other liquids, gases or vapours</li> <li>• Stored and residual energy including hydraulic, pneumatic, electrical, chemical, mechanical, thermal.</li> </ul>	All potentially hazardous services should be isolated prior to any person entering a confined space, to prevent: <ul style="list-style-type: none"> <li>• the introduction of contaminants or conditions through piping, ducts, vents, drains, conveyors, service pipes and fire protection equipment;</li> <li>• the activation or energising of machinery in the confined space;</li> <li>• the activation of plant or services outside the confined space that could adversely affect the space (for example heating or refrigerating methods);</li> <li>• the release of any stored or potential energy in plant; and</li> <li>• the inadvertent use of electrical equipment.</li> </ul> Isolation measures, for example physically locking, tagging, closing and blanking must be supervised or checked at each isolation point. Isolation measures should only be removed after the authorised person has advised in writing that all tasks have ceased and all persons have exited the confined space.			

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		If the confined space has agitators, blades and other moving equipment, consider chocking, wedging, chaining or removing these parts. Alternatively de-energise the equipment, lockout and tag out machinery, mixers, agitators and other equipment containing moving parts in the confined space. This may require additional isolation, blocking or de-energising of the machinery itself to guard against the release of stored energy.  When a lock is used, the key should be kept in the possession of the person placing the lock. Spare keys should not be accessible except in emergencies. The tag should indicate that a person is in the confined space and that such isolation must not be removed.  Refer to <a href="#">Confined Spaces Code of Practice</a> for further guidance.			
Prepare the space for entry, including: Purging, cleaning, ventilation	Unsafe atmosphere	Do not enter the space without an authorised entry permit. <ul style="list-style-type: none"> <li>• Drain, clean and/or purge</li> <li>• Ventilate including using mechanical ventilation if required</li> <li>• Gas test atmosphere</li> </ul> <p><u>Purging</u></p> The confined space must be purged if a risk assessment identifies the potential for the space to contain an unacceptable level of contaminants. Purging should be done in a way that ensures that: <ul style="list-style-type: none"> <li>• contaminants removed from the confined space are expelled to a location where they present no further risk, including by establishing exclusion zones around purging vents or openings if required.</li> <li>• Purging agents or any gas used for ventilation purposes must not contain an oxygen concentration greater than 21%.</li> <li>• When flammable contaminants are to be purged, purging and ventilation equipment designed for use in hazardous areas must be used. Workers are to ensure that there are no sources of ignition within 15 metres of purge outlets for the duration of purge activities.</li> </ul>			

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		<ul style="list-style-type: none"> <li>After purging, the confined space should be adequately ventilated with sufficient fresh air to ensure that the inert gas is removed. Atmospheric testing must be conducted prior to entry to ensure that ventilation has been effective.</li> </ul> <p><u>Cleaning</u></p> <p>All substances that are likely to present a hazard to persons who enter the confined space should be removed prior to any entry to the confined space.</p> <p>When planning for cleaning of a confined space, additional requirements are as follows:</p> <ul style="list-style-type: none"> <li>Where possible, the confined space should be cleaned from the outside, eliminating the need for entry.</li> <li>Where entry to a confined space is necessary for the purposes of cleaning, a Confined Space Entry Permit is required.</li> <li>Each person entering the confined space must be provided with appropriate Personal Protective Clothing (PPE), and respiratory protective device if necessary.</li> <li>Hose couplings should be of such a design that they are unable to loosen or be accidentally dislodged during operation.</li> <li>Safety precautions detailed in Safety Data Sheets (SDS) for any hazardous substances used, and relevant plant safety information should be incorporated as a minimum level of safety.</li> </ul> <p><u>Ventilation</u></p> <p>Ventilation of a confined space with fresh air, by natural, forced or mechanical means, may be necessary to establish and maintain a safe atmosphere and temperature for as long as anyone is in the confined space.</p> <p>If the confined space has sufficient openings, natural ventilation may be adequate, however in many cases mechanical ventilation will be required.</p> <p>Consideration must be given to where the fresh air is drawn from and where the exhaust air is finally vented to, so that the fresh air is not</p>			

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		contaminated either by exhaust air or by other pollutants, and the exhaust air does not cause other risks.  Where the maintenance of the atmosphere in a confined space is dependent on mechanical ventilation (e.g. fans), the equipment should: <ul style="list-style-type: none"> <li>• be continuously monitored while the confined space is occupied; and</li> <li>• have its controls (including any remote power supply) clearly identified and tagged to guard against unauthorised operation.</li> </ul>			
Establish access points	Unauthorised entry Inability to use PPE or equipment required to undertake task  Unanticipated issues with planned rescue procedures Unanticipated hazards at entry/exit points	Access points that will be used to enter a confined space must be identified and any preparation work undertaken to enable safe entry/exit to the space.  The following must be considered when preparing access points: <ul style="list-style-type: none"> <li>• Access points must be large enough to allow people wearing the necessary PPE and equipment to pass through and to permit the rescue of all people who may enter the confined space.</li> <li>• Where possible, fixed ladders or platforms within the confined space should be visually inspected (from outside the space) for signs of deterioration.</li> <li>• Temporary access ladders must be appropriately installed and secured.</li> <li>• Access points must be unobstructed by fittings or equipment that could impede rescue and must also be kept free of any obstructions during work in the confined space. If equipment such as electrical cables, leads, hoses and ventilation ducts are required to pass through an access hole, a second access point may be needed.</li> <li>• Signs and barricades must be installed at access points for the duration of the work.</li> </ul>			
Confirm confined space entry team	Confusion about roles and responsibilities	As a minimum, a confined space entry team must consist of: <ul style="list-style-type: none"> <li>• the authorised person (permit holder);</li> </ul>			

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	Insufficient training and competency	<ul style="list-style-type: none"> <li>• a standby person; and</li> <li>• an entrant.</li> </ul> If considered appropriate based on risk assessment, the authorised person may also act as the standby person. The standby person must not enter the confined space or be distracted from their primary duty of monitoring the safety of confined space entrants. Each member of the confined space entry team must have completed training for the role that they are performing as per requirements detailed on page 2. The confined space entry team may be expanded to include additional standby or entrant personnel based on the work to be undertaken and the outcome of the confined space risk assessment.			
Review and inspect access equipment and PPE	Faulty or damaged equipment Inappropriate or inadequate provisioning Test tags out of date (where required)	Equipment must be inspected and, where required, have a current test tag attached. All workers involved in confined space work must be supplied with, and trained in, the use of appropriate confined space access equipment and PPE for the task to be undertaken. When selecting confined space access equipment and PPE for entering a confined space, the following must be taken into account the: <ul style="list-style-type: none"> <li>• work to be undertaken;</li> <li>• conditions within the space (i.e. wet, slippery, hot);</li> <li>• size and location of entry points;</li> <li>• impacts PPE may have on work in the space and rescue from the space; and</li> <li>• number of workers entering the confined space.</li> </ul> Equipment inspections must be conducted prior to use. If multiple confined space entries are required in the one day, only one equipment inspection is required.			



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Establish communication and monitoring protocols	Emergency situation not effectively communicated Rescue not initiated in a timely manner	The standby person must never leave the confined space entry point under any circumstances whilst workers are in the space. Where practicable, the standby person should observe the work being carried out. A communication system must be confirmed prior to entering the confined space to enable communication between the entrants and the standby person, and to summon help in an emergency. Depending on the conditions within the confined space, communication can be achieved by voice, radio, hand signals or other suitable methods. In providing communication and ongoing monitoring, the standby person will: <ul style="list-style-type: none"> <li>• understand the nature of the hazards inside the particular confined space and be able to recognise that the workers in the space are showing unusual signs or symptoms in their behaviour or movement.</li> <li>• remain outside the confined space and do no other work which may interfere with their primary role of monitoring the workers inside the space.</li> <li>• have all required rescue equipment (e.g. safety harnesses, lifting equipment, a lifeline) immediately available.</li> <li>• have the authority to order workers to exit the space if any hazardous situation arises.</li> <li>• activate emergency procedures if required.</li> </ul> In confined space where flammable conditions exist, radios and other equipment must be intrinsically safe.			
Confirm and communicate emergency procedure	Emergency response not initiated effectively or in a timely manner Confusion of roles and responsibilities	First aid and rescue procedures must be developed and documented on the confined space entry permit prior to entry to a confined space. First aid and rescue procedures must have been rehearsed with relevant workers to ensure that they are efficient and effective. When developing emergency procedures, the confined space entry team must give consideration to the following factors: <ul style="list-style-type: none"> <li>• The nature and location of the confined space.</li> </ul>			

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		<ul style="list-style-type: none"> <li>• Communications from within the confined space to the standby person.</li> <li>• Communications from the location of the work to emergency services.</li> <li>• Rescue and resuscitation equipment and the availability of trained workers.</li> <li>• The physical capabilities of rescuers.</li> <li>• Environmental conditions.</li> <li>• Appropriate first aid equipment and the availability of trained workers.</li> <li>• The ability for local emergency services to respond and provide assistance in emergency situations.</li> </ul> <p>Where practicable, a rescue should be performed from outside the confined space. Rescuers must be provided with, and wear, appropriate breathing apparatus if they enter a confined space in an emergency.</p> <p>If a person inside a confined space has been incapacitated by a lack of oxygen or airborne contaminants, it must always be assumed that entry for rescue is unsafe unless air-supplied respiratory protective equipment is used.</p>			
Pre-entry atmospheric testing	Unsafe atmosphere Poisoning, asphyxiation, explosion, etc.	Normal entry to a confined space must only be undertaken when atmospheric testing of the confined space shows that the atmosphere is safe, and a safe atmosphere must be maintained for the duration of work in a confined space. A safe atmosphere in a confined space is one that: <ul style="list-style-type: none"> <li>• has a safe oxygen level (concentration of oxygen of between 19.5% - 23.5%);</li> <li>• is free of airborne contaminants or any airborne contaminants are in concentrations below their allowable exposure standard (which may be zero); and</li> <li>• has any flammable gas or vapour in the atmosphere at concentrations below 5% of its lower explosive limit (LEL).</li> </ul>			

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		Atmospheric testing must be undertaken immediately prior to entry or re-entry of any confined space where practicable, and no more than one hour prior to entry. Atmospheric testing must be undertaken by a worker trained as a member of a confined space entry team. Sufficient time must be allowed for the gas detector to sample the atmosphere effectively at each level. The atmosphere inside a confined space may need to be tested for additional elements depending on what is normally stored within the space. Testing may be required for ammonia gas, carbon dioxide, etc. Where atmospheric testing indicates that safe atmospheric conditions have not been reached, additional cleaning, purging and/or ventilation must be undertaken and the atmosphere re-tested. All atmospheric testing results must be recorded on the Confined Space Entry Permit prior to entry and re-entry of a confined space.			
Complete and authorise confined space entry permit	Confined space entry not undertaken properly and in accordance with conditions of entry permit	Competent authorised person completes and authorises Confined Space Entry Permit; all entrants and standby persons sign on to permit. Confined Space entry occurs in accordance with all conditions detailed on permit.			
Undertake task within confined space	Refer to SWMS, JSA and/or Risk Assessment for the task to be undertaken	Refer to SWMS, JSA and/or Risk Assessment for the task to be undertaken.			
Continuous atmospheric monitoring while workers in confined space	Atmosphere becomes unsafe during entry Change of atmospheric conditions indicates other uncontrolled hazards	Continuous atmospheric monitoring with an approved and inspected and verified gas monitoring device must be carried out during occupancy of the confined space. Where atmospheric testing indicates an unsafe atmosphere during occupancy, the confined space must be immediately evacuated and the incident reported, in accordance with the <a href="#">WHS Hazard, Incident and Injury Reporting Procedure</a> .			
Remove all tools and equipment from confined space					

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Confirm all workers have exited confined space	Isolations removed before risk to workers is eliminated				
De-activate the Confined Space Entry Permit after confirmation all workers have exited the confined space.					
Return asset to service					

OFFICIAL

OFFICIAL