Premo Fuel Maintenance PTY LTD
Bulk diesel fuel services

Safe Work Method Statement

Organisation Name: Premo Fuel Maintenance	**Phone:** 9688 6444
Business Address: Po Box 825 Baulkham Hills	**Project Name:** Take sample/admix treatment in a confined space.
ABN/ACN: 79 117 273 588	**Date:**
Project Details: Take sample/dose fuel ina confined space	
Site:	**Site Contact Name:**
Area:	**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, gas detector
Maintenance checks:	Done
Materials Used:	As above
OHS or environmental Legislation: AS2865-1995 Safe working in a confined space Work Health & Safety Act 2011	**Codes or standards applicable to the work:** Nil.

1 This SWMS was prepared by:

2 NAME	3 POSITION	4 SIGNATURE	5 DATE
6 Simon Newman	7 Director	8 	9

10 This SWMS was approved by: (**senior management**)

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	Confined space certified	26

27 The names of w1orkers or their nominated safety representatives who were consulted and involved in the development of this SWMS are as follows:

28 Simon Newman	29
30	31

32 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:

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	
			Likelihood					High / 1-6	Those risks with a relatively high likelihood and large impact
			Almost certain	Likely	Possible	Unlikely	Rare		
	Consequence	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	Low / 16-25	Those risks with a relatively low likelihood and impact.
		Minor	10	14	18	21	23		
		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 *(will occur regularly / 10 times for year)*
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 *(will occur often / 5-10 times per year)*
Moderate	Significant negative impact on project. Medical treatment required loss of production capability.	Possible	This event/impact could occur at some time *(is likely to occur few / 2-3 times per year)*
Minor	Minor negative impact on project. First aid treatment required.	Unlikely	This event/impact is not likely to occur *(is unlikely to occur more than once per year)*
Insignificant	Insignificant negative impact on project. No injuries.	Rare	This event/impact may occur in exceptional circumstances only *(is unlikely to occur during a year)*

WORK ACTIVITY SEQUENCE (STEP BY STEP)	HAZARDS	RISKS	RISK RANK	CONTROL MEASURES	PERSON RESPONSIBLE
Site induction and sign in					Simon Newman
Proceed to tank location access tank location and condition of CSE	Trip, traffic flow	Accident	24	High Vis clothing, traffic management	Simon Newman
Complete SWMS and CSE entry permit & all paper work	Nil	Nil	Nil	Nil	Simon Newman
Lock out all entry points	Diesel fuel flow into tank	Slip trip	25	Lock all valves using lock out tags	Simon Newman
Air quality test	N/A	N/A	N/A	Do not enter if gas detector is beeping	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	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
Pack away gear	Slip trip	Injury	23	Take time, use caution	Simon Newman

Personnel competency and training:	
Simon Newman Confined space certified	NOHSC 1015-2001 Storage and Handling of workplace dangerous goods.
Model WHS Regulations Jan 2014	Company induction
List of PPE:	
High Vis clothing, Gloves, Steel cap boots, safety glasses	

Plant and Equipment:	
Sample kit: 1 x foot pump, 1 x 4 mtr hose, 1 x 500mL sample bottle, gas detector.	
Hazardous chemicals used:	
When dosing: Biocontrol MAR71	
Emergency procedure or rescue plans relevant to the activity:	
Walk back to security office at loading dock or call site contact.	
Render first aid and liaise with 000 operator until help arrives	
Work health and safety legislation:	
Occupational Health & Safety Act 2000	
Applicable Australian Standards:	
AS2865-1995 Safe working in a confined space	
Applicable industry codes of practise:	
Nil	
Manufacturers / suppliers specifications:	
Nil	
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

- 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