CullenGas

1800 800 GAS

SAFE WORK METHOD STATEMENT
GAS APPLIANCE INSTALLATION

Prepared for

Client:		**Project No:**	
Site:		**Date Prepared:**	

1. RESPONSIBILITIES

Cullen Gas will conduct inductions for all workers (inclusive of employees and subcontractors) prior to commencing site work. A record of site inductions and toolbox meetings will be kept at the Cullen Gas office for future reference.

The Principal Contractor or Client will provide adequate amenities (toilets, wash rooms, dining facilities etc) as defined for this work type and in accordance with Safe Work Australia Code of Practice *Managing the Work Environment and Facilities.*

All Cullen Gas workers engaged in site work are required to wear the necessary Personal Protective Equipment (PPE) as noted in this document. No glass containers will be allowed on site (except in meal rooms). The consumption of illegal drugs and alcohol is prohibited.

2. DESCRIPTION OF WORK

This brief, step by step work summary is to be completed by the Person Conducting Business or Undertaking (PCBU) or Site Supervisor on site prior to work commencing to assist in the identification of possible hazards:

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3. RISK ASSESSMENT

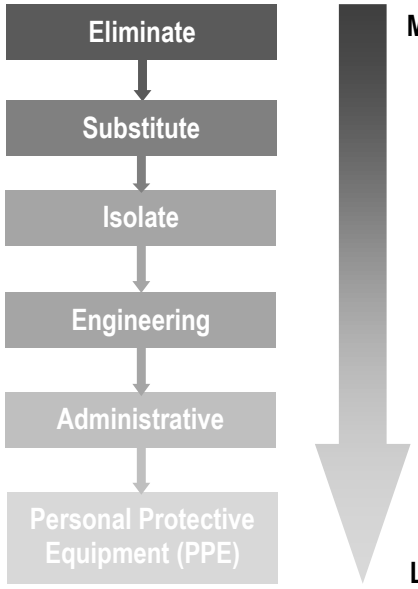
Risk Assessment Table

Consequence or Impact of Hazard	Level of harm	A	P	U	Likelihood/Probability	Risk Rating
H-Potential death, permanent or long term disability or illness, significant detrimental environmental impact	**H**-High	1	1	2	**A**-Almost certain could happen at any time	**1-**Immediate action is required
M-Potential temporary disability or illness requiring medical attention, short term environmental impact	**M-**Medium	1	2	3	**P**-Possible risk could happen occasionally	**2-**Control the risks/ hazards a.s.a.p.
L-Potential minor injury requiring first aid or minimal environmental impact	**L**-Low	2	3	3	**U**-Unlikely may happen rarely	**3-**Control risks with routine procedures

When assessing the risk of a particular hazard remember:

- The rating you use should indicate the importance of the action required to minimise the Risk posed by the Hazard.
- The more Hazards you identify the greater the overall Risk on the site.
- Overall Risk increases as the number of people exposed to a Hazard increases.
- The more serious the potential impact to a person's health from a Hazard the greater the Risk.
- The frequency of exposure to a Hazard will increase the Risk.

Hierarchy of Controls



Eliminate – 'Design out' the hazard when new materials, equipment and work systems are being purchased for the workplace;

Substitute - Substitute less hazardous materials, equipment or substances and use smaller sized containers;

Isolate – separate the workers from hazards using barriers, enclosing noisy equipment and providing exhaust or ventilation systems;

Engineering – use engineering controls to reduce the risks such as guards on equipment, hoists or other lifting and moving equipment;

Administrative – Minimise the risk by adopting safe working practices or providing appropriate training, instruction or information.

Personal Protective Equipment – Make sure that appropriate PPE is available and used correctly.

The Work Process - **"Risk Rating"** and **"Who is Responsible"** is to be completed by the PCBU or Site Supervisor prior to work commencing. Additional Site Specific Requirements are to be entered following this section:

Steps	Step by Step Procedure	Possible Hazards	Risk Rating	Safety Controls	Who is responsible?
1	Risk Assessment	Workplace / worksite hazards Unlicensed / untrained workers		• Do a Risk Assessment prior to commencing work and review the Principal Contractor's Site Safety Plan and Emergency Procedures and/or your subcontractors' Safe Work Method Statements (SWMS); • Identify additional safety controls where required. • Manage the risks to health and safety associated with falls from one level to another that is reasonably likely to cause an injury; • Obtain approvals from the supply authorities where required; • Make sure workers are trained, qualified or experienced to carry out the specified tasks; and • Request appropriate licences or certification when required before allowing work to commence.	
2	Site induction	Uninformed workers – unaware of the hazards and dangers		• All workers including subcontractors must have completed the General Construction Induction Training and hold a current WHITE CARD. • Advise workers and other persons on site of work to be carried out. • Conduct a site specific induction for all project workers including but not limited to: ○ Hazards specific to the site and work activities to be carried out; ○ Safety controls and revised Safe Work Method Statements (SWMS); ○ Use and maintenance of Personal Protective Equipment (PPE); ○ Emergency and evacuation procedures; and ○ Location of amenities and first aid facilities.	
3	Plan the work and work area	Manual handling - strains sprains and back injuries Access and egress Hazardous Substances		• Check all drawings and specifications for the proposed GAS work; • Make sure all walls, cavities and ceilings are checked for other services and confirm location of water pipes, gas lines and power and telephone cables;	

Steps	Step by Step Procedure	Possible Hazards	Risk Rating	Safety Controls	Who is responsible?
		Hazardous waste exposure (asbestos) Structural collapse Fall from heights Services Electricity (power supply) Lighting		• Check for the presence of hazardous materials such as asbestos, lead or silica in roof space, walls, cavities or under floors; • Check for the presence of vermin in roof space or under floors such as snakes, spiders, rats and possums before entering; • Check the load bearing capacity of supports prior to entering roof space and consult a structural engineer where required; • Check equipment and parts are in good condition; • Make sure that all conductive material is tested using approved electrical testing equipment before being touched (test before you touch); • Make sure ceiling space is checked for substandard, illegal and/or hazardous wiring; and • Make sure suitable lighting is available.	
4	Manual handling	Strains, sprains and soft tissue damage Back injuries Crushing injuries		• Train workers in correct lifting techniques – bend the knees to lift and lower, use thighs (DO NOT bend over to lift), head up, chin in and keep elbows close to body - never twist while lifting, lowering or carrying a load; • Make sure load is stable before lifting; • Heavy and awkward items get help or use lifting equipment; • Rotate tasks to prevent repetitive strain injuries; and	
5	Working in confined spaces	Dust / fumes – lung damage Lighting Hazardous Substances Hazardous waste exposure (asbestos) Structural collapse Fall from heights Low ceilings – head injuries Rebounding debris – eye injuries		• Provide adequate ventilation; • Make sure suitable lighting is available; • Check for gas or other harmful chemicals or substances. Carry out a Risk Assessment and prepare a separate SWMS if hazardous substances are identified in the ceiling space (asbestos, lead etc.); • Check the load bearing capacity of supports prior to entering roof space and consult a structural engineer where required; • Wear a dust mask or half or full face respirator, when exposed to dust or fumes;	

Steps	Step by Step Procedure	Possible Hazards	Risk Rating	Safety Controls	Who is responsible?
		Awkward positions – muscle strain Overheating		• Wear hardhat and eye protection when required; • Make sure spacing of ceiling support joists are checked for adequacy and temporary crawl boards are used when required; • Allow adequate breaks or rotate duties to reduce working in cramped or awkward positions for prolonged periods; • Drink plenty of water to stay hydrated; and • Develop first aid and emergency procedures and train workers to recognise symptoms of heat-related illness.	
6	Housekeeping Moving on stairs, uneven, steep and slippery surfaces, obstacles and cluttered work areas	Slips, trips and falls		• Carry out basic housekeeping regularly, keeping access ways and the work area clear of materials, tools and debris; • Make sure cables and other equipment do not cause a trip hazard; • Wear appropriate footwear; and • Barricade or restrict areas where the hazard can't be eliminated.	
7	Personal Protection Equipment (PPE)	Injury, illness, permanent disability and in extreme cases death		• Where applicable, check condition of harnesses, ropes, shackles and fixing points for fall arrest system; • Check condition of hard hats - brim or neck flaps, gloves, safety boots, sunscreen, high visibility reflective clothing or vests, ear plugs or ear muffs and any other Personal Protective Equipment (PPE) appropriate for this work; • PPE is to be used only when no other control can reduce or eliminate the hazard / risk; • Inspect all PPE prior to use making sure it is suitable for use; • Make sure all workers are issued with and wear the recommended PPE as required for safety on the worksite and specific to the activities and tasks; and • Train workers in the correct use, maintenance and storage of PPE.	
8	Working outside	Sun exposure - sunburn, skin cancer, pterygia, corneal cataracts and heat stroke		• Wear sunscreen, wide brim hat, long sleeve shirt with collar, trousers and wraparound sunglasses; • Work in the shade when possible or under a shade structure; and	

Steps	Step by Step Procedure	Possible Hazards	Risk Rating	Safety Controls	Who is responsible?
				• Drink plenty of water to stay hydrated.	
9	Using hand tools	Tools – Cuts Flying debris – eye injuries		• Use tools and equipment to manufacturers recommendations; • Check tools are in good working condition; • Wear eye protection and gloves; and	
10	Noisy equipment and power tools	Noise (hearing damage)		• Separate the noise from workers and others where possible; • Maintain equipment to manufacturer's instructions; and • Wear hearing protection - earplugs or earmuffs	
11	Electricity and power tool use	Electricity / tools - electrocution Impact injuries Cuts and abrasions Amputations Noise – hearing damage Flying debris – eye injuries Burns – hot fittings/equipment		• Make sure only licensed electricians connect the GAS appliances to mains power; • Use tools and fittings to manufacturers recommendations; • Check equipment is tested and tagged and are in good condition, especially power / ext. cords, repair or replace as required; • Use Earth Leakage Circuit Breaker (ELCB) or Residual Current Device (RCD) to prevent electrocution; • Use stands and hooks to raise power cords off the ground in wet or high traffic areas; • Wear the appropriate PPE such as safety boots, hearing protection, dust mask or half or full-face respirator, gloves etc.; • Keep hair, jewellery and loose clothing etc. away from moving parts; and	
12	Dust	Air quality (dust)		• Wet down area to reduce dust or provide adequate ventilation; • Where possible, use tools with water attachment to reduce dust; and • Wear a dust mask or half or full face respirator.	

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Steps	Step by Step Procedure	Possible Hazards	Risk Rating	Safety Controls	Who is responsible?
13	Locate and Identify Asbestos	Hazardous Substances Hazardous waste exposure (asbestos)		• Obtain information relating to extent of asbestos on site, including location of asbestos, description of asbestos (bonded or friable) and/or register of asbestos from property owner; • Make sure a barricade and signage is erected to control access to area; • Make sure others in the vicinity are advised of work to be undertaken and the importance that they remain clear of the work area for their own safety; and	
14	Loading and Unloading GAS appliances	Strains, sprains and soft tissue damage, Back injuries Crushing injuries		• Train workers in correct lifting techniques – bend the knees to lift and lower, use thighs (DO NOT bend over to lift), head up, chin in and keep elbows close to body - never twist while lifting, lowering or carrying a load; • Make sure load is stable before lifting; • Heavy and awkward items get help or use lifting equipment; • Rotate tasks to prevent repetitive strain injuries; and	
15	Working at Heights	Falls from heights Hit by falling objects Power lines - electrocution		• Check ladders or working platforms are in good condition and placed on stable ground; • Make sure workers are trained or experienced in the correct use of the equipment; • Make sure fall arrest systems are in place when working at heights; • Make sure, so far as is reasonably practicable, that any work involving the risk of a fall is carried out on the ground; • All workers on the ground must wear hard hats and maintain constant awareness of overhead work; • Erect signage below the overhead work warning of potential Hit by Falling Objects; • Make sure all access ladders, steps and ramps are safe and secure; • Make sure edge protection and handrails are in place and secure	

Steps	Step by Step Procedure	Possible Hazards	Risk Rating	Safety Controls	Who is responsible?
				where required; • Provide safe means of raising, lowering and storing tools, plant, materials and debris; • Always wear appropriate footwear, hardhats when working below work at heights; • Barricade or restrict areas where there is a risk of being hit by falling objects; and • Make sure the entry, exits and access ways in the workplace are kept clean and clear of materials and waste; • Check for any items that may cause slips, trips and falls and remove or secure them as required; and	
16	Using ladders to install GAS appliance flues & cowls	Falls from heights Hit by falling objects Power lines - electrocution Slips, trips and falls		• Ladders should only be used as a working platform for light work of short duration that can be carried out safely on the ladder; • Platform ladders are to be used when a portable ladder is the safest and most efficient working platform for the task; • Ladders are to be of an industrial standard complying with AS1892; • Portable ladders to have a minimum load rating of 120kg; • Locate overhead power supply and any other overhead obstructions; • Never set up aluminium or metal ladders closer than 4m to overhead power lines; • Inspect ladders regularly to make sure they are in good condition with no loose or broken rungs; and	
17	Working on roof using a harness to fixed lanyards	Fall from heights Hit by possible objects		• Make sure any existing affixed lanyards are inspected and assessed suitable for their purpose. Consult a structural engineer where required or install new approved fixing points if unsuitable; • All workers to wear an approved harness designed for attachment to a lanyard assembly including personal energy absorber if there is a	

Steps	Step by Step Procedure	Possible Hazards	Risk Rating	Safety Controls	Who is responsible?
				risk of free fall; • Immediately cease work and return to ground level if weather becomes hazardous; • Secure all loose objects using lanyards where appropriate such as carrying hand tools; and • Provide safe means of raising, lowering and storing tools, plant materials and debris.	
18	Installing GAS appliances	Falls from heights Hit by falling objects Electricity (power supply) Hazardous Substances Hazardous waste exposure (asbestos) Power lines - electrocution		• Where applicable, check condition of harnesses, ropes, shackles and fixing points for fall arrest system; • Make sure only licensed electricians connect the GAS appliances to mains power in accordance with AS3000 - Electrical installations; • Before cutting through brick, cement, timber, steel sheeting ceiling, walls and floors make sure that they are free from asbestos, lead, gas, water pipes and power cables; • Check ladders or working platforms are in good condition and placed on stable ground and secure from movement; • Make sure workers are trained or experienced in the correct use of the equipment; • Always wear appropriate footwear, hardhats when working below work at heights, and a fall arrest devise when working at heights; and • Barricade or restrict areas where there is a risk of being hit by falling objects.	
19	Installing GAS pipes	GAS gas leak		• Use correct tools when flaring or cutting GAS pipes and joiner connections to ensure good seals; • Make sure GAS lines are connected correctly and tested to ensure there are no gas system leaks;	
20	Test GAS installation	Electricity (power supply)		• Turn GAS appliance on after electrician connects the power and test again for any leaks again; and	

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Steps	Step by Step Procedure	Possible Hazards	Risk Rating	Safety Controls	Who is responsible?
				• After completing GAS and power tests turn GAS appliance off.	
21	Completion of work or end of work day	Manual handling - strains sprains and back injuries Slips, trips and falls Cuts and abrasions		• Remove any excess materials from the site using correct manual handling techniques; • Wear gloves when handling sharp objects; • Place equipment in approved storage area or back in work vehicle; • Make sure the work area is left clean and tidy; and • Lock / secure storage areas and / or site as required.	

Site Specific Requirements - To be completed by the PCBU or Site Supervisor if site-specific hazards are identified (attach additional pages if necessary):

Steps	Step by Step Procedure	Possible Hazards	Risk Rating	Safety Controls	Who is responsible?

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4. RESOURCES, QUALIFICATIONS AND PERMITS REQUIRED

Minimum number of workers required to complete this work	1 or more
Trade licence required to complete this work	Licence No: Held By:
Additional qualifications, permits and/or experience required to complete this work	Bonded Asbestos License (if required) Friable Asbestos License (if required)
Additional training required to complete this work	Site Specific Induction and SWMS review required for all workers

5. SAFETY RESPONSIBILITIES

The **Officer** for this project is _____, he/she can be contacted on _____.

The **Site Supervisor** for this project is _____, he/she can be contacted on _____.

The **Health and Safety Representative (HSR)** for this project is _____, he/she can be contacted on _____.

All Cullen Gas workers:

→ **WILL** be required to have relevant trade experience.

→ **WILL** be required to attend regular site inductions, project and task specific induction training and possess the current General Construction Induction Training card.

Work Health and Safety - Responsibilities

a) _____ will be responsible for identifying and assessing the hazards associated with the works, and documenting the hazard control measures to be taken.

b) _____ will be responsible for compliance with Work Health and Safety (WHS) legislation, regulations, standards, codes, and the site-specific Sites Safety Rules.

c) _____ will be responsible for assessing and monitoring your subcontractors' capabilities, and for making sure they meet WHS requirements.

d) _____ will be responsible for managing the acquisition and communication of WHS information to managers, supervisors and people working on site.

e) _____ will be responsible for preparing, maintaining and making accessible the register of hazardous substances.

f) _____ will be responsible for maintaining first-aid stocks.

g) _____ will be responsible for managing accident and emergency procedures.

h) _____ will be responsible for keeping WHS records.

i) _____ will be responsible for making sure that the Site Safety Rules are available and provided to people who may work on or visit the Site.

j) _____ will be responsible for workplace injury management and rehabilitation.

k) _____ will be responsible for managing communication between Health and Safety Committees (where applicable).

l) _____ will be responsible for displaying the Site Safety Rules on noticeboards and other suitable locations on site.

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6. TRAINING RESPONSIBILITIES

The HSR will:

a) identify the WHS training needs of management, supervisors and workers on site;

b) make sure that appropriate training is carried out internally and/or by Safe Work Australia accredited trainers;

c) make sure that all personnel attend general construction WHS induction training before starting work;

d) make sure that all personnel attend adequate site-specific induction, work activity and refresher safety training;

e) conduct induction training, task training and refresher safety training for everyone working on site; and

f) keep appropriate records of WHS training at the Cullen Gas office.

7. INCIDENT MANAGEMENT

The HSR will:

a) be available (both during and outside normal working hours) to prevent, prepare for, respond to and recover from incidents; and

b) make sure that the procedures for contacting the relevant person(s) are communicated and clearly displayed on the sites.

8. PLANT AND EQUIPMENT

Plant and Equipment used on site includes but is not limited to:

Plant and/or Equipment	Inspection and maintenance checks required
Electrical plant, power tools, leads and ELCB's	Tested and tagged periodically. Visual inspection prior to use
Mobile Plant	Check as recommended by manufacturer's operating instructions.
Ladders	Visual inspection prior to use and to manufacturers recommendations

9. PERSONAL PROTECTIVE EQUIPMENT (PPE)

PPE for this task includes but is not limited to:

1	Hard hats / sun hats	6	Protective gloves
2	Safety Boots	7	High visibility clothing / vests
3	Dust Masks	8	Safety harness / fall arrest
4	Coveralls / Head Coverings	9	Sunscreen
5	Hearing Protection	10	

10. ACCESS

No access shall be permitted by other trades into the work area whilst work is in progress. If necessary, appropriate signage and/or hoarding will be set up around the work area to prevent access. Such signs and hoarding will be removed and area made-good on completion of work.

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11. SIGNOFF

The representatives of Cullen Gas listed below have been involved in the creation and implementation of this Safe Work Method Statement (SWMS) and will make sure all work is carried out in accordance with this document. All workers listed below have the appropriate licence/qualifications and/or experience required to perform each job task:

Worker on site	Role (e.g. worker, supervisor)	Signature	Date

Signature and details of person responsible for site supervision of the work, inspecting and approving work areas, work methods, compliance with SWMS, protective measures, plant, equipment and power tools for this site:

Signed: _____ **Date:** _____

Name: _____ **Position:** _____