Safe work method statement

To improve the effectiveness of SWMS employees should follow the TAKE 2 process to assess and manage risk.

Job Task Summary:

Working on or around water

(Excludes all aerial tasks - refer to the relevant aerial task profile)

Applicable to the following worker type: employee, contractor, visitor

SWMS completed by: Emergency Management Unit

Site: Preparedness activities, emergency operation centres (EOC’s), temporary work sites

Date: 31 January 2018

PPE required: (mandatory) - Safety footwear and Other - as required for the task and conditions, eg hat, sunscreen, water/wind proof clothing, wetsuits, Hi-vis vest

WHS RISK MATRIX

<table>
<thead>
<tr>
<th>Consequence</th>
<th>Likelihood</th>
<th>E. Rare</th>
<th>D. Unlikely</th>
<th>C. Possible</th>
<th>B. Likely</th>
<th>A. Almost Certain</th>
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<tbody>
<tr>
<td>5. Extreme</td>
<td>Medium</td>
<td>High</td>
<td>High</td>
<td>Very High</td>
<td>Very High</td>
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<tr>
<td>4. Major</td>
<td>Low</td>
<td>Medium</td>
<td>High</td>
<td>High</td>
<td>Very High</td>
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<td>3. Moderate</td>
<td>Low</td>
<td>Medium</td>
<td>Medium</td>
<td>High</td>
<td>High</td>
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<td>2. Minor</td>
<td>Low</td>
<td>Low</td>
<td>Medium</td>
<td>Medium</td>
<td>Medium</td>
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<tr>
<td>1. Insignificant</td>
<td>Low</td>
<td>Low</td>
<td>Low</td>
<td>Low</td>
<td>Medium</td>
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HIERARCHY OF CONTROLS

Level 1
- Eliminate the hazards

Level 2
- Substitute the hazard with something safer
- Isolate the hazard from people
- Reduce the risks through engineering controls

Level 3
- Reduce exposure to the hazard using administrative actions
- Use personal protective equipment
### PROCEDURAL STEPS | POSSIBLE HAZARD(S) | R1 SAFETY CONTROL(S) | R2 PERSON RESPONSIBLE
---|---|---|---
Field teams working in or around water | • Falling into water  
• Water - drowning  
• Trips/slips/falls  
• Impact injury  
• Floating or submerged debris e.g. fences  
• Wave impact/currents  
• Propeller injury  
• Crushed by boat  
• Back injury/strain  
• Exposure to chemicals  
• Skin irritation  
• Hypothermia  
• Bites / stings  
• Exhaustion  
• Dehydration  
• Heat stress/sunburn  
• Entanglement  
• Toxic algal blooms | H • Always work with a partner or preferably a team when working in or around water.  
• Wear life jackets (preferably self inflating) if work is undertaken on water or there is a possibility of falling into water  
• Plan task to be undertaken around water to identify hazards and eliminate injury. Plan to include a medi-vac plan  
• Team to be briefed on tasks to be conducted on or around water  
• Refer to SWMS Boating Operations when boarding, disembarking and working on vessels  
• Communication devices to be waterproof where possible, suitable to area of operation and tested before departure, and may include spot tracker, satellite or mobile phone, EPIRB, GRN radio  
• Work in areas where the footing is stable  
• Do not attempt to stand in or cross swift moving water.  
• Identify and use suitable devices or capture techniques to retrieve animals from water. DO NOT ENTER THE WATER.  
• Be aware of sea conditions and maintain a constant lookout for swell, currents and waves  
• Keep a lookout for submerged or floating objects  
• Keep away from boat propeller  
• Do not remain between any vessel and the shore/structure  
• Wear suitable personal protection equipment – eg windproof and waterproof clothing/ wetsuits, eye protection, face masks, head gear, slip-proof footwear, hi-vis vest  
• Wear insect repellent and long sleeved clothing  
• Monitor/rotate personnel and ensure regular rest, meal and hydration breaks  
• Wear sunscreen and suitable hat | Worker | M
**OTHER JOB REQUIREMENTS**

List staff skills/competencies and licences required for safe job performance:

- Ability to swim (a minimum of 400 metres)

List items of plant/equipment/tools required:

- First Aid kit
- Reflective vest/clothing
- Protective clothing
- Communications equipment e.g. spot tracker, satellite or mobile phone, EPIRB, GRN radio
- Safety knives
- Life jacket

Relevant codes of practice, legislation standards or critical risk controls that may be applicable:

- Manufacturer’s operator manuals

Maintenance checks, site/workplace inspections required:

- Follow directions in manufacturer’s operators manual.

Additional approvals, certificates, WorkCover approvals/permits required e.g. confined spaces, working at heights, hot works etc: Nil

Has a risk assessment been completed for any work involving confined spaces, electrical work or diving work

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<td>Yes</td>
<td>No</td>
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**APPROVAL (Officer, Manager, Supervisor i.e. person responsible for ensuring compliance with SWMS)**

Name: State Emergency Coordinator  
Signature: S Oliver  
Date: 1 February 2018

I have read and understood this safe work method statement (attach a separate sheet if required)

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