

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: <h3>Working on or around water</h3> <p>(Excludes all aerial tasks - refer to the relevant aerial task profile)</p>
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							HIERARCHY OF CONTROLS		
		Likelihood							
		E. Rare	D. Unlikely	C. Possible	B. Likely	A. Almost Certain			
Consequence	5. Extreme	Medium	High	High	Very High	Very High	<div style="display: flex; justify-content: space-between;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg);">Level of health and safety protection</div> <div style="text-align: center;"> <p>HIGHEST</p> <p>↑</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <p>Level 1 Eliminate the hazards</p> </div> <p>↓</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <p>Level 2 Substitute the hazard with something safer Isolate the hazard from people Reduce the risks through engineering controls</p> </div> <p>↓</p> <div style="border: 1px solid black; padding: 5px;"> <p>Level 3 Reduce exposure to the hazard using administrative actions Use personal protective equipment</p> </div> <p>↓</p> <p>LOWEST</p> </div> <div style="writing-mode: vertical-rl; transform: rotate(180deg);">Reliability of control measures</div> </div>		
	4. Major	Low	Medium	High	High	Very High			
	3. Moderate	Low	Medium	Medium	High	High			
	2. Minor	Low	Low	Medium	Medium	Medium			
	1. Insignificant	Low	Low	Low	Low	Medium			

R1 Risk without controls

R2 Risk with controls

PROCEDURAL STEPS	POSSIBLE HAZARD(S)	R1	SAFETY CONTROL(S)	PERSON RESPONSIBLE	R2
Field teams working in or around water	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> Ability to swim (a minimum of 400 metres) 		
List items of plant/equipment/tools required: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> Manufacturer's operator manuals 		
Maintenance checks, site/workplace inspections required: <ul style="list-style-type: none"> 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 Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input checked="" type="checkbox"/>		
APPROVAL (Officer, Manager, Supervisor i.e. person responsible for ensuring compliance with SWMS)		
Name: State Emergency Coordinator	Signature: <i>S Oliver</i>	Date: 1 February 2018

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

NAME	SIGNATURE	DATE