

Bondi Pipe Freezing PO Box 440 Bondi Jct NSW 1355 ABN 46 050 043 359 SAFE WORK METHOD STATEMENT

Client:	Project No:	
Site:	Date Prepared:	
ABN:	Authorised By:	P Molloy

1. RESPONSIBILITIES

Bondi Pipe Freezing 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 Bondi Pipe Freezing 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 Bondi Pipe Freezing 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:

1.			
2.			
3.			
4.			

UNDERGROUND SERVICES AFFECTED BY THE WORKS: Yes No If YES, complete table below:

Underground Service	Affected? (Y/N)	Located? (Y/N)	Marked? (Y/N)
Electricity			
Gas			
Water			
Phone / Cable			

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3. RISK ASSESSMENT

Risk Assessment Table

Consequence or Impact of Hazard	Level of harm	Α	Ρ	U	Likelihood/Probability	Risk Rating
H-Potential death, permanent or long	H -High	1	1	2	A-Almost certain could	1-Immediate
term disability or illness, significant					happen at any time	action is
detrimental environmental impact						required
M-Potential temporary disability or illness	M-Medium	1	2	3	P-Possible risk could	2-Control the
requiring medical attention, short term					happen occasionally	risks/ hazards
environmental impact						a.s.a.p.
L-Potential minor injury requiring first aid	L-Low	2	3	3	U -Unlikely may happen	3-Control risks
or minimal environmental impact					rarely	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	Most Effective	Eliminate – 'Design out' the hazard when new materials, equipment and work systems are being purchased for the workplace;
Substitute		Substitute - Substitute less hazardous materials, equipment or substances and use smaller sized containers;
Isolate		Isolate – separate the workers from hazards using barriers, enclosing noisy equipment and providing exhaust or ventilation systems;
Engineering		Engineering – use engineering controls to reduce the risks such as guards on equipment, hoists or other lifting and moving equipment;
Administrative		Administrative – Minimise the risk by adopting safe working practices or providing appropriate training, instruction or information.
Personal Protective Equipment (PPE)	Least Effective	Personal Protective Equipment – Make sure that appropriate PPE is available and used correctly.

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<u>The Work Process</u> - "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		 Conduct 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 using the <i>Risk Assessment Worksheet</i> and <i>Hazard Report Form</i>; Manage the risks to health and safety associated with falls from one level to another that is reasonably likely to cause an injury; Inspect pipework and valving for asbestos lagging or covers; 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. 	P Molloy
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 card or certification; Advise workers and other persons on site of work to be carried out. Conduct a site specific induction for all project workers and have them sign a <i>Site Induction Register</i> 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; Location of amenities and first aid facilities; and Security entry and access procedures where required. 	P Molloy

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Steps	Step by Step Procedure	Possible Hazards	Risk Rating	Safety Controls	Who is responsible?
3	Personal Protection Equipment (PPE)	Injury, illness, permanent disability and in extreme cases death.		 PPE is to be used only when no other control can reduce or eliminate the hazard / risk; 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; Where applicable, a competent person is to check the condition of harnesses, ropes, shackles and fixing points for fall arrest system; Check condition of hard hats - brim or neck flaps, safety leather or rubber gloves, safety boots, sunscreen, high visibility reflective clothing or vests, ear protection and splash proof googles or respirators: Where an inhalation risk exists, make sure worker/s wear Self Contained Breathing Apparatus (SCBA) or an Air-line; Make sure the SCBA is checked by a competent person before use; Inspect all PPE prior to use making sure it is suitable for use; and Train workers in the correct use, maintenance and storage of PPE. 	All
4	Working outside	Sun exposure can cause sunburn, skin cancer, pterygia, corneal cataracts and heat stroke		 Wear sunscreen, wide brim hat, long sleeve shirt with collar, trousers and wrap around sunglasses; Work in the shade when possible or under a shade structure; and Drink plenty of water to stay hydrated. 	All
5	Manual handling – lifting, carrying, pushing, pulling and holding	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 use lifting equipment; Rotate tasks to prevent repetitive strain injuries. 	All

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Steps	Step by Step Procedure	Possible Hazards	Risk Rating	Safety Controls	Who is responsible?
6	Transport deliveries and vehicle, liquid nitrogen cylinders and equipment movement on site	Injuries to workers and others: Traffic and moving plant - impact and crushing injuries Hit by falling objects Dust / fumes – lung damage Slips, trips and falls Access and egress Property damage Serious Burns to the body		 All workers must wear high visibility clothing, safety boots, hardhats, hearing protection, dust mask/respirator and safety gloves as required; Provide clear access for vehicles to enter, exit and move on site ; Position ladders and working platforms away from vehicular access; Erect warning signs, barricades and traffic controllers if required; Make sure transport vehicle is on stable ground; Designate a competent person to direct transport vehicles and do not stand on the downhill side or directly behind a moving or unloading truck; Keep clear of the load gate when releasing the pin; Check for overhead wires, structures and branches when unloading/loading transport vehicle; Make sure Safe Work Loads (SWL) are checked on lifting device and slings/cables hooks etc., before lifting cylinders and materials from truck/vehicles; Use portable trolleys suitable for transporting liquid nitrogen cylinders from vehicle to worksite where possible; Make sure liquid nitrogen cylinders are secured and placed upright on stable dry ground and keep cylinders stored below 45C; Make sure the operator has seen you if you are near by; and Make sure trucks/vehicles can exit steep or muddy sites when empty. 	All
7	Underground services	Services / Utilities Electrocution		 Check for underground services – dial before you dig 1100 and note the service location, type, depth and any restrictions that apply; Obtain any appropriate approvals from the Service providers; Make sure that no conductive objects are in contact with or are likely to come in contact with any live conductors; and Hand excavate if exact location of services is unknown. 	

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Steps	Step by Step Procedure	Possible Hazards	Risk Rating	Safety Co	ontrols	Who is responsible?
8	Electricity and power tool use	Electricity /tools - electrocution Impact injuries Cuts and abrasions Amputations Noise – hearing damage Flying debris – eye injuries		 Train workers in the correct use of until they demonstrate they can op Use tools and fittings to manufacture. Make sure battery hand held tools condition; Check equipment is tested and tage specially power / ext. cords, repared. Use Earth Leakage Circuit Breaked Device (RCD) to prevent electrocure. When using air tools, make sure the checked and in good condition; When using air hoses, make sure create a trip hazard; Use stands and hooks to raise powhigh traffic areas; Wear appropriate PPE such as sadust mask or half or full-face respione. Keep hair, jewellery and loose cloient. 	perate the tools safely; urers recommendations; s are fully charged and in good gged and are in good condition, air or replace as required; er (ELCB) or Residual Current ution; hat compressor and motors are they do not get tangled and wer cords off the ground in wet or afety boots, hearing protection, irator, gloves etc; thing etc away from moving parts; ure the atmosphere is tested for	N/A
9	Handling hazardous substance and using chemicals	Skin irritation, burns, illness, permanent disability and in extreme cases death. Dust / fumes – lung damage Inhaling asbestos dust can cause rhinitis, bronchitis, lung damage, allergic reactions, asthma attacks and fibrosis		 Make sure workers are trained in a substances and chemicals used; When working with old pipe work, competent for carrying out asbesta the identification, safe handling ar asbestos and Asbestos Containing Regulations s445; Make sure asbestos removalist su A asbestos removal and easily ac asbestos removal greater than 10 Make sure workers follow the mar 	make sure workers are os-related work and are trained in nd suitable control measures for g Material (ACM) as per WHS upervisor is present during Class cessible for Class B non-friable m ² ;	All
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Steps	Step by Step Procedure	Possible Hazards	Risk Rating	Safety Controls	Who is responsible?
				 label and Safety Data Sheet (SDS); Make sure area is well ventilated or exhaust fans are used; Prevent skin and eye contact, inhalation of fumes or ingestion of substance by using PPE recommended by the manufacturer; Make sure suitable first aid and a spill kits are available Make sure workers do not smoke or use any ignition sources near dry grass, combustible gases or liquids; Wash hands after use and before eating, smoking or using toilet; and 	
10	Working at height – pipe work	Falls from heights Hit by falling objects Power lines – electrocution Access and egress Slips, trips and falls		 Check ladders or working platforms are in good condition, placed on stable ground and secured; Make sure workers are trained or experienced in the correct use of the equipment; Make sure anchor points are checked and been tested; Make sure fall arrest systems are in place when working at height; 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 edge protection and handrails are in place and secure 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; 	All

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Steps	Step by Step Procedure	Possible Hazards	Risk Rating	Safety Controls	Who is responsible?
				 Make sure the entry, exits and access ways in the workplace are kept clean and clear of materials and waste; and Check for any items that may cause slips, trips and falls and remove or secure them as required. 	
11	Use of ladders	Falls from heights Hit by falling objects Powerlines - electrocution Slips, trips and falls		 Extension or single ladders should generally only be used as a means of access to or egress from a work area. 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; Use platforms or scaffolding for heavy or lengthy work; Make sure appropriate fall protection is in place when working at heights; Erect ladder on a level and firm surface away from overhead obstructions; Place ladder base 1m out from its support for every 4m in height; Make sure all the locking devices on the ladder are secure and fixed at the base; Make sure materials or tools are not carried while climbing the ladder. Tools should be carried in a tool belt or side pouch; Make sure the ladder is securely fixed at the base; and Where necessary, ladders to be secured at the top with a gutter guard, ladder brackets or approved equivalent to prevent movement 	All

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Steps	Step by Step Procedure	Possible Hazards	Risk Rating	Safety Controls	Who is responsible?
				during use.	
12	Use of scaffold – fixed or mobile	Services (underground / overhead) Electricity (overhead power lines) Falls from heights Hit by falling objects Structural collapse Access and egress Slips, trips and falls		 Scaffolding to be erected according to manufacturer's or supplier's instructions and must comply with AS 1576; Make sure that the relevant workers know what Safe Working Loads (SWL) the scaffold can safely take; Make sure the ground surface is level, firm and suitable for the loaded scaffold; Scaffolding exceeding a deck height of 4 metres must be inspected and tagged by a competent person before use, after any alteration or repair, and at intervals not greater than 30 days; An unlicensed person must not alter scaffolding without authority and alterations performed only by a competent person; and 	N/A
13	Use of Mobile Crane	Property damage Electrocution Plant and Equipment – impact / crushing injuries Noise – hearing damage Flying debris – eye injuries Dust – lung damage Fumes – lung damage Roll over – crushing injuries		 If you are hiring a mobile crane as a 'dry' hire and will be using your own crane operator and crew you should make sure the mobile crane has been inspected and maintained by the owner according to the manufacturer's specifications; Make sure mobile crane is always on solid and stable ground before commencing lifts; Make sure the operator of the mobile crane is competent; Beware of overhead power lines and low branches; Keep clear of other moving plant and equipment; Make sure all workers within the work area are wearing suitable high visibility clothing; 	N/A
14	Freezing sections of pipework	Manual handling - strains sprains and back injuries Access and egress Flying debris – eye injuries		 Make sure all workers are wearing mandatory PPE (e.g. safety harness and lanyard, SCBA when required) before commencing work activity on pipework; Make sure main water, gas, oil etc., supply are isolated from section 	All

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Steps	Step by Step Procedure	Possible Hazards	Risk Rating	Safety Controls	Who is responsible?
		Hazardous substances		 of pipework being frozen; Make sure work area is well ventilated or use exhaust fans; If workers are working in an area of extreme liquid nitrogen leaks, make sure they wear protective coveralls, boots, SCBA and a spotter is present at all times; Make sure workers are competent and familiar with rough in plans on sections of pipework before removing pipework or valves; Make sure covers over pipework are correctly sealed, tightened and exhaust vent checked before freezing with liquid nitrogen; Make sure tanks being used to deliver liquid nitrogen to pipework are in good condition and have no obvious defects or leaks; Bring liquid nitrogen esky or tank to pipework; Make sure correct manual handling techniques are used; Build styrene dam around pipe to be frozen; Transfer liquid nitrogen from tank to dam; Check for good contact between nitrogen and pipe; Maintain freeze for duration required; Check equipment and parts are in good condition; and Make sure when pipe work or valve installation is completed the pipes are pressurised and checked for leakages. 	
15	Hot Works	Explosion / Fire –property damage, severe burns, Electrocution –shock Manual handling - strains sprains and back injuries Falls from heights Flying debris – eye injuries Hit by falling objects		 Make sure SDS are available and have been reviewed by workers; Use two people to carry out the work; Make sure workers are trained or experienced in the correct use of the equipment; Make sure hot works area is isolated and barricaded and hot work permit displayed; Make sure another worker is monitoring worker performing hot works; 	N/A

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Steps	Step by Step Procedure	Possible Hazards	Risk Rating	Safety Controls	Who is responsible?
16	Completion of work or end of work day	Electricity /tools - electrocution 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; After the completion of hot work, all workers are required to monitor the work site to ensure that no smouldering materials remain; Workers are not to leave the site prior to the site being determined safe i.e. cold; Make sure any contaminates are removed; Make sure (in writing - hot work permit) that all workers involved in hot works have completed the work and left the area; authorisation can then be given to bring services back on line; Wear gloves when handling sharp or hot 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. 	All

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	2 or more when required
Trade licence required to	Licence No:
complete this work	Held By:
Additional qualifications, permits and/or experience required to complete this work	Drainers certificates of SWC training courses and relevant plant operating licenses, Hot works permit
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 P MOLLOY he/she can be contacted on 0411207116.

The Site Supervisor for this project is P MOLLOY, he/she can be contacted on

All Bondi Pipe Freezing workers:

- \rightarrow 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) **P Molloy** will be responsible for compliance with Work Health and Safety (WHS) legislation, regulations, standards, codes, and the site-specific Sites Safety Rules.

- b) **P Molloy** will be responsible for assessing and monitoring your subcontractors' capabilities, and for making sure they meet WHS requirements.
- c) **P Molloy** will be responsible for managing the acquisition and communication of WHS information to managers, supervisors and people working on site.
- d) **P Molloy** will be responsible for preparing, maintaining and making accessible the register of hazardous substances.
- e) P Molloy will be responsible for maintaining first-aid stocks.
- f) **P Molloy** will be responsible for managing accident and emergency procedures.

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

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

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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 monthly. Visual inspection prior to use	
Portable ladders, Scaffold	Visual inspection prior to use and check monthly	
Mobile Crane	Visual inspection prior to use and as per manufacturer's recommendations	
Vehicles	Visual inspection prior to use, check every 3 months and/or as per manufacturer's instructions	
9. PERSONAL PROTECTIVE FOUIPMENT (PPE)		

PPE for this task includes but is not limited to:

1	Hard hats / sun hats	6	High visibility clothing / vests
2	Safety boots	7	Hearing protection
3	Respiratory masks / Self -containing breathing apparatus (SCBA)	8	Sun protection
4	Sunglasses / safety glasses	9	Safety harness / fall arrest
5	Protective gloves	10	

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.

10. NATIONAL LEGISLATION, REGULATIONS, CODES AND STANDARDS

The following reference documents have been identified as relevant to this project and a copy is kept at the Bondi Pipe Freezing office. This list is a guide only and is not necessarily all the relevant documentation:

- a) Work Health and Safety Act 2011
- b) Work Health and Safety Regulations 2011
- c) COP Managing Risks in Construction Work
- d) COP First Aid
- e) COP Hazardous Manual Tasks
- f) AS 6001 Working Platforms for Domestic Construction
- g) AS 1674:2007 Safety in Welding & Allied Processes

11. SIGNOFF

The representatives of Bondi Pipe Freezing 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:

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Worker on site	Role (e.g. worker, supervisor)	Signature	Date
P MOLLOY			
K DEMPSEY			
A CROUCH			
S NAUGHTON			

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:		

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