












# Safe Work Method Statement

<b>TASK:</b>	<b>PRESSURE CLEANING</b>									
<b>ORGANISATIONAL DETAILS</b>										
<b>Company Name</b>	ServiceFM Pty Ltd	<b>ABN</b>	34 008 073 550		<b>Contact Name</b>	Dale Stephen – HSEQ Manager				
<b>Address</b>	561 Churchill Road	<b>State</b>	SA	<b>Postcode</b>	5084	<b>Email</b>	dales@servicefm.com.au	<b>Phone</b>	0418 983 556	
<b>SITE DETAILS AND SWMS PREPARATION</b>										
<b>Client</b>				<b>Location</b>				<b>State</b>		
<b>Site Manager</b>				<b>Date SWMS Provided</b>						
<b>Principal Contractor</b>	<i>(if not ServiceFM)</i>			<b>PC Contract:</b>				<b>Phone</b>		
<b>PERMITES, RESOURCES, TRAINING AND LICENCES</b>						<b>KEY PLANT AND/OR EQUIPMENT – Inspection and maintenance checks</b>				
<b>Min Workers</b>	1 (ideally working alone is to be avoided)				<b>Pressure Washer</b>	Prestart visual inspection and check				
<b>Licence or Permit</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<b>Details:</b>		<b>Electrical Cords</b>	Visual Inspection and current test and tag				
<b>Training</b>	ServiceFM Induction									
<b>PPE REQUIREMENTS – Verify on Safe Work Instruction specific required PPE for each task</b>										
<b>Foot Protection</b>	<b>Hearing Protection</b>	<b>High Visibility</b>	<b>Head Protection</b>	<b>Eye Protection</b>	<b>Face Protection</b>	<b>Hand Protection</b>	<b>Protective Clothing</b>	<b>Disposable Mask</b>	<b>Sun Protection</b>	<b>Hygiene Controls</b>
										
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Other:</b>										

THIS WORK ACTIVITY INVOLVES THE FOLLOWING HAZARDOUS WORK AND ENVIRONMENTAL IMPACTS					
<input checked="" type="checkbox"/> Electrical equipment	<input type="checkbox"/> Elevated levels	<input type="checkbox"/> Slips, trips, and falls	<input checked="" type="checkbox"/> Hazardous substances	<input type="checkbox"/> Hot Work	<input type="checkbox"/> Air quality
<input checked="" type="checkbox"/> Hazardous Manual Tasks	<input type="checkbox"/> Outdoor Work	<input checked="" type="checkbox"/> Isolated or remote Work	<input checked="" type="checkbox"/> Noise and vibration	<input checked="" type="checkbox"/> Vehicle movement	<input checked="" type="checkbox"/> Waste and waste disposal
<input type="checkbox"/> Other (specify)					

THIS WORK ACTIVITY INVOLVES THE FOLLOWING HIGH-RISK CONSTRUCTION WORK		
<input type="checkbox"/> Risk of a person falling more than 2 metres (Note: in some jurisdictions this is 3 metres)	<input type="checkbox"/> Work on a telecommunication tower	<input type="checkbox"/> Demolition of load-bearing structure
<input type="checkbox"/> Likely to involve disturbing asbestos	<input type="checkbox"/> Temporary load-bearing support for structural alterations or repairs	<input type="checkbox"/> Work in or near a confined space
<input type="checkbox"/> Work in or near a shaft or trench deeper than 1.5 m or a tunnel	<input type="checkbox"/> Use of explosives	<input type="checkbox"/> Work on or near pressurised gas mains or piping
<input type="checkbox"/> Work on or near chemical, fuel or refrigerant lines	<input type="checkbox"/> Work on or near energised electrical installations or services	<input type="checkbox"/> Work in an area that may have a contaminated or flammable atmosphere
<input type="checkbox"/> Tilt-up or precast concrete elements	<input type="checkbox"/> Work on, in or adjacent to a road, railway, shipping lane or other traffic corridor in use by traffic other than pedestrians	<input type="checkbox"/> Work in an area with movement of powered mobile plant
<input type="checkbox"/> Work in areas with artificial extremes of temperature	<input type="checkbox"/> Work in or near water or other liquid that involves a risk of drowning	<input type="checkbox"/> Diving work

RISK MATRIX						RISK RESPONSE	
Likelihood/ Consequence	Catastrophic	Major	Moderate	Minor	Insignificant	Residual rating	Action required / risk response
Almost Certain	Extreme (4)	Extreme (4)	High (3)	High (3)	Moderate (2)		
Likely	Extreme (4)	High (3)	High (3)	Moderate (2)	Moderate (2)	<b>Extreme (4)</b>	<b>Unacceptable– DO NOT PROCEED</b> – report to HSEQ Manager/CEO
Possible	High (3)	High (3)	Moderate (2)	Moderate (2)	Low (1)	<b>High (3)</b>	<b>Highly Cautious</b> – proceed with caution with approval from HSEQ Manager/Site Manager
Unlikely	High (3)	Moderate (2)	Moderate (2)	Low (1)	Low (1)	<b>Moderate (2)</b>	<b>Tolerable</b> – Verify and maintain control measures prior to undertaking activity
Rare	Moderate (2)	Moderate (2)	Low (1)	Low (1)	Low (1)	<b>Low (1)</b>	<b>Acceptable</b> - Manage through routine procedures and processes
<b>HIERARCHY OF CONTROLS</b>			Most effective <span style="display: inline-block; width: 100px; border-bottom: 1px solid black; position: relative; margin: 0 10px;"> <span style="position: absolute; top: -5px; left: 5px; background-color: #007bff; color: white; padding: 2px 5px; font-size: 0.8em;">Elimination</span> <span style="position: absolute; top: -5px; left: 20px; background-color: #28a745; color: white; padding: 2px 5px; font-size: 0.8em;">Substitution</span> <span style="position: absolute; top: -5px; left: 35px; background-color: #ffc107; color: white; padding: 2px 5px; font-size: 0.8em;">Isolation</span> <span style="position: absolute; top: -5px; left: 50px; background-color: #ffc107; color: white; padding: 2px 5px; font-size: 0.8em;">Engineering</span> <span style="position: absolute; top: -5px; left: 65px; background-color: #ffc107; color: white; padding: 2px 5px; font-size: 0.8em;">Administrative</span> <span style="position: absolute; top: -5px; left: 80px; background-color: #dc3545; color: white; padding: 2px 5px; font-size: 0.8em;">PPE</span> </span> Least effective				

DESCRIPTION OF TASKS, HAZARDS AND RISK CONTROLS				
What are the tasks involved? <i>List the work tasks in a logical order.</i>	What are the hazards and risks? <i>Identify the hazards and risks that may cause harm to workers or the public.</i>	Inherent Risk Rating	What are the control measures? <i>Indicate what will be done to control the risk. What will be done to make the activity as safe as possible</i>	Residual Risk Rating
<b>Planning and Arrival on Site</b>	<ul style="list-style-type: none"> <li>Working Alone</li> </ul>	<b>HIGH</b>	<ul style="list-style-type: none"> <li>Ensure another person knows your location and time of work</li> <li>Communication equipment within easy reach always</li> <li>Take extra care to work safely and methodically</li> <li>Have a first aid kit readily available and stocked</li> </ul>	<b>MODERATE</b>
	<ul style="list-style-type: none"> <li>Untrained workers</li> <li>Worksite hazards</li> <li>Unknown processes</li> <li>Fatigue</li> </ul>	<b>HIGH</b>	<ul style="list-style-type: none"> <li>Workers have completed ServiceFM and any Site Induction</li> <li>Safe Work Instructions are accessible for tasks</li> <li>Pressure Cleaning should not be conducted at night or end of shift</li> </ul> <p><u>Workers have:</u></p> <ul style="list-style-type: none"> <li>Been made aware of hazards and controls for tasks</li> <li>Have supplied any appropriate licences of certifications before commencing work</li> </ul>	<b>LOW</b>
<b>Work-Area set-up</b>	<ul style="list-style-type: none"> <li>Injury or illness</li> <li>Projectiles</li> <li>Unauthorised access</li> </ul>	<b>HIGH</b>	<ul style="list-style-type: none"> <li>Always check constantly for changing hazards and monitor work position. Ensure:                             <ul style="list-style-type: none"> <li>Do not stand behind reversing vehicles</li> <li>Allow sufficient distance to complete work</li> <li>Alertness always</li> <li>Any safety/warning signs to be obeyed</li> </ul> </li> <li>High visibility clothing to be worn if appropriate</li> <li>Establish an exclusion zone to prevent unauthorised access – define this work zone by signage and/or barriers as required</li> <li>Maintain awareness of unauthorised persons attempting to enter the work area – <b>STOP</b> work if an unauthorised person enters the area</li> <li>Check for and remove all objects such as rocks, glass, nails, wire, debris, or anything that may become a hazard during pressure cleaning</li> </ul>	<b>LOW</b>
	<ul style="list-style-type: none"> <li>Contract with electricity</li> </ul>	<b>EXTREME</b>	<ul style="list-style-type: none"> <li>Ensure equipment is not placed in areas where it may be run over, damaged or exposed to water</li> <li>Keep power leads up off the ground and out of the way</li> <li>Visually Pre-inspect electrical leads prior to use</li> </ul>	<b>MODERATE</b>

			<ul style="list-style-type: none"> <li>• <b>DO NOT</b> use us visible damage</li> <li>• Ensure all electric leads are tested and tagged and current</li> <li>• Use a portable RCD or ensure effective RCD is in place</li> </ul>	
<b>Environment</b>	<ul style="list-style-type: none"> <li>• Environmental Impact</li> </ul>	<b>HIGH</b>	<ul style="list-style-type: none"> <li>• Waste - Place all wastes and rubbish in bins or other appropriate containers</li> </ul> <p><u>Noise:</u></p> <ul style="list-style-type: none"> <li>• Be aware of maximum noise levels at the site</li> <li>• The plant is maintained to minimise noise</li> <li>• No noise produced outside council approved hours of operation</li> </ul> <p><u>Fuels, oils &amp; chemicals:</u></p> <ul style="list-style-type: none"> <li>• Ensure spill kit is available for fuel (fuel-powered units) or chemical spills</li> <li>• Dispose of chemical containers, used oils etc. as per SDS, local authority and environmental agency requirements.</li> <li>• Do not wash contaminants into sensitive areas such as drains and waterways</li> </ul>	<b>LOW</b>
<b>Housekeeping</b>	<ul style="list-style-type: none"> <li>• Slips, Trips, and falls</li> </ul>	<b>HIGH</b>	<ul style="list-style-type: none"> <li>• Maintain housekeeping throughout the shift &amp; clean-up, ensure: <ul style="list-style-type: none"> <li>○ Safe access and egress</li> <li>○ Sufficient lighting</li> <li>○ Free of tripping hazards (such as excess material, hoses)</li> <li>○ Complete visibility of work area</li> <li>○ Do not run leads/hoses along ground/floor, near sharp edges, across doorways or hang them over metal structures</li> </ul> </li> <li>• Perform regular hose set-up checks: <ul style="list-style-type: none"> <li>○ Not running across walkways/roadways</li> <li>○ Arranged to minimise trip hazards</li> </ul> </li> <li>• Ensure that footwear is suitable. Snug-fitting shoes/boots with flat, non-slip soles, no loose soles, long laces, soles that are oily, or caked with mud or other contaminants</li> </ul>	<b>MODERATE</b>
<b>Manual Tasks</b>	<ul style="list-style-type: none"> <li>• MSD injury</li> </ul>	<b>HIGH</b>	<ul style="list-style-type: none"> <li>• Ensure materials/equipment is as close to the work area as possible</li> <li>• Complete visibility of work area for Water Jet Cleaner operators</li> <li>• Access to clean water supply as near as possible</li> <li>• Keep back straight when performing task</li> </ul>	<b>LOW</b>

			<ul style="list-style-type: none"> <li>• Work in a systematic pattern to reduce strain</li> <li>• Ensure the unloading route is clear of hazards</li> <li>• Where possible, larger pressure units should be unloaded using mechanical means</li> <li>• Use ramps, to unload large units where practicable: <ul style="list-style-type: none"> <li>○ Ensure ramps are securely fastened to the tray</li> <li>○ Do not stand below the pressure unit when unloading using ramps – Use another person to assist and always handle from the side</li> </ul> </li> <li>• Manual lift to unload: <ul style="list-style-type: none"> <li>○ Use team-lifts where possible</li> <li>○ As much as possible, workers are of similar height and capability</li> <li>○ Workers know their responsibilities during the lift</li> <li>○ Ensure materials /equipment is stored as close to the work area as possible</li> </ul> </li> </ul>	
<b>Operating the pressure washer</b>	<ul style="list-style-type: none"> <li>• Adjacent to road and public access</li> </ul>	<b>HIGH</b>	<ul style="list-style-type: none"> <li>• Comply with any relevant local laws and permits</li> <li>• Wear high visibility clothing if appropriate</li> </ul>	<b>LOW</b>
	<ul style="list-style-type: none"> <li>• Equipment malfunction</li> </ul>	<b>HIGH</b>	<ul style="list-style-type: none"> <li>• Inspect and operate the pressure washer following manufactures instructions</li> <li>• Read all instructions and become familiar with the controls before use</li> <li>• Check pressure unit functionality and performance</li> <li>• Start the machine and ensure it operates as expected</li> <li>• Check for damage or faults regularly during operation. Examples, if excessive vibration occurs, stop using immediately</li> <li>• <b>DO NOT</b> use if any fault/damage/missing parts. Report immediately to site manager and tag as out of order</li> </ul>	<b>LOW</b>
	<ul style="list-style-type: none"> <li>• Water under pressure</li> <li>• Injection injury</li> <li>• Amputation</li> <li>• Projectiles</li> </ul>	<b>EXTREME</b>	<ul style="list-style-type: none"> <li>• Objects to be cleaned must be secured against movement</li> <li>• Never put your hand over a jetting nozzle when operating</li> <li>• Never use high-pressure water to clean yourself, clothing, or footwear</li> <li>• Wear all required PPE</li> </ul>	<b>MODERATE</b>
	<ul style="list-style-type: none"> <li>• Injury to others</li> </ul>	<b>HIGH</b>	<ul style="list-style-type: none"> <li>• Continually check for persons entering the area</li> </ul>	<b>LOW</b>

			<ul style="list-style-type: none"> <li>• Stop operations if approached</li> <li>• Only point spray nozzle at the surface to be cleaned</li> <li>• NEVER leave the cleaner unattended during use</li> <li>• NEVER point the hose at a person</li> </ul>	
	<ul style="list-style-type: none"> <li>• Contact with electricity</li> </ul>	<b>EXTREME</b>	<ul style="list-style-type: none"> <li>• Keep the power cord away from heat, oil, sharp edges or moving parts</li> <li>• Never carry pressure washer by power cord</li> <li>• Do not use power cord to pull equipment from the socket</li> <li>• Unplug when not in use</li> </ul>	<b>MODERATE</b>
	<ul style="list-style-type: none"> <li>• Contact with hazardous chemicals</li> </ul>	<b>HIGH</b>	<ul style="list-style-type: none"> <li>• Follow directions for use on Safety Data Sheet</li> <li>• Always refer to SDS for the product</li> <li>• Use PPE as per the SDS</li> <li>• Avoid storing large quantities of substance</li> <li>• DO NOT                             <ul style="list-style-type: none"> <li>○ Eat or drink when handling chemicals</li> <li>○ Eat or drink without washing hands thoroughly first</li> <li>○ Take food into the work area where chemicals are being used or stored</li> <li>○ Wear contaminated PPE in areas outside the work zone, such as eating areas</li> </ul> </li> </ul>	<b>LOW</b>
	<ul style="list-style-type: none"> <li>• Property Damage</li> </ul>	<b>HIGH</b>	<ul style="list-style-type: none"> <li>• Keep the nozzle approximately 1.5m away from the surface being cleaned</li> <li>• Any objects to be cleaned must be secured against movement</li> <li>• Objects should never be held by a person</li> <li>• Aim the wand at an angle to its target. This will help to lift and remove dirt from the object more effectively than blasting it straight on</li> <li>• High-pressure washers should not be directly aimed at electrical wiring, switches, relays, alternators, starter motors, bearing seals, window rubbers or other vulnerable components.</li> </ul>	<b>LOW</b>
	<ul style="list-style-type: none"> <li>• Strong vibration or force</li> </ul>	<b>HIGH</b>	<ul style="list-style-type: none"> <li>• Consider reaction forces and ability of the worker to maintain control of the pressure washer</li> </ul>	<b>LOW</b>
	<ul style="list-style-type: none"> <li>• Slips, trips, and falls</li> </ul>	<b>HIGH</b>	<ul style="list-style-type: none"> <li>• Ensure secure footing, as the area will become wet</li> </ul>	<b>MODERATE</b>

			Perform regular hose checks: <ul style="list-style-type: none"> <li>Hoses not running across walkways, roadways, or stairways</li> <li>Hoses arranged to minimise trip hazards.</li> </ul>	
	<ul style="list-style-type: none"> <li>Noise</li> </ul>	<b>HIGH</b>	<ul style="list-style-type: none"> <li>Ensure hearing protection is worn by all person throughout exposure to noise</li> </ul>	<b>LOW</b>
<b>On completion</b>	<ul style="list-style-type: none"> <li>Water under pressure</li> </ul>	<b>HIGH</b>	<ul style="list-style-type: none"> <li>Turn off water supply and allow residual water to drain</li> <li>Keep the nozzle trigger on to allow excess water to run out</li> </ul>	<b>LOW</b>
	<ul style="list-style-type: none"> <li>Contact with electricity</li> </ul>	<b>HIGH</b>	<ul style="list-style-type: none"> <li>Disconnect the equipment from power point</li> <li>Inspect leads for any damage before returning equipment</li> </ul>	<b>LOW</b>
	<ul style="list-style-type: none"> <li>Security Breach</li> </ul>	<b>HIGH</b>	<ul style="list-style-type: none"> <li>Sign out if required</li> <li>Remove signage and/or barricades once area is safe to enter</li> </ul>	<b>LOW</b>
<b>Emergency</b>	<ul style="list-style-type: none"> <li>Injury</li> <li>Fatality</li> </ul>	<b>EXTREME</b>	<p style="text-align: center;"><b>FOR POLICE, AMBULANCE OF FIRE CALL '000'</b></p> <ul style="list-style-type: none"> <li>Follow site emergency and evacuation procedures</li> <li>Check for dangers to self before helping others</li> </ul>	<b>MODERATE</b>

SITE SPECIFIC REQUIREMENTS – To be completed by Site Manager if site-specific hazards are identified				
What are the tasks involved? <i>List the work tasks in a logical order.</i>	What are the hazards and risks? <i>Identify the hazards and risks that may cause harm to workers or the public.</i>	Inherent Risk Rating	What are the control measures? <i>Indicate what will be done to control the risk. What will be done to make the activity as safe as possible</i>	Residual Risk Rating
<b>Movement of Vehicles and arrival of emergency vehicle</b>	<ul style="list-style-type: none"> <li>Struck by vehicle</li> <li>Property Damage</li> </ul>	<b>HIGH</b>	<ul style="list-style-type: none"> <li>Only pressure clean within designated timeslot</li> <li>Mountain good housekeeping to ensure access can be granted quickly to emergency vehicle</li> <li>Upon arrival of emergency vehicle, <b>STOP</b> task and move items quickly to create access</li> <li>Keep clear of emergency vehicles to avoid collision</li> </ul>	<b>MODERATE</b>
<b>Lighting requirements</b>	<ul style="list-style-type: none"> <li>Injury</li> </ul>	<b>HIGH</b>	<ul style="list-style-type: none"> <li>Only pressure clean within designated timeslot</li> <li>Check lighting is adequate and working prior to commencement</li> </ul>	<b>LOW</b>

**MONITOR AND REVIEW**

- All workers or persons involved in the task must have this SWMS communicated to them before work commences
- The Site Manager is responsible for ensuring compliance and to monitor works against the controls stated in this SWMS
- SWMS to be reviewed and amended if necessary, in consultation with relevant persons after any near miss or incident
- If additional site hazards identified, review this SWMS, and amend control measures to suit
- People, including workers, contractors, and subcontractors, affected by the revisions to this SWMS, are to be informed
- SWMS must be available on-site and made accessible for inspection or review

**SITE MANAGER SIGN-OFF**

Name	Signature	Date
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**WORKER SIGN-OFF**

By signing this record below, I acknowledge I have been provided the opportunity to contribute to the identification of hazards associated with this activity, that will enable the activity to be undertaken safely.

Name of Worker	Signature	Status (Employee/Subcontractor)	Date