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| **DUTIES: 1)** A SWMS **must** be prepared if proposed works involve any of the ‘High Risk Construction Work’ (HRCW) activities listed below and that work poses a risk to the health and safety of any person. **2)** Affected employees and their HSRs must be consulted in the preparation of the SWMS. **3)** Once a SWMS has been developed and implemented, the HRCW to which it relates **must** be performed in accordance with the SWMS. **4)** Duty holders (builder and sub-contractor) **must** stop the HRCW immediately or as soon as it is safe to do so if the SWMS is not being complied with; the HRCW **must** not resume until the SWMS is complied with or reviewed and revised as necessary. **5)** The SWMS **must** be reviewed and if necessary, revised whenever the HRCW changes, or after any incident that occurs during HRCW, or if there is any indication that risk control measures are not adequately controlling the risks. **6)** An employer **must** retain a copy of the SWMS for the duration of the HRCW. Source: [WorkSafe Victoria](https://prod.wsvdigital.com.au/sites/default/files/2018-11/ISBN-Safe-work-method-statements-2018-11.pdf) |

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| **Direct employer:** | **<< Plumbing Company Name >>****<<No, Address, Suburb, Post Code >>****Ph: (03) 0000 0000 Fax: (03) 0000 0000 ABN:00 000 000 000** | **Principal Contractor (PC)** | **<< Company Name >>** **<<No, Address, Suburb, Post Code >>****Ph: (03) 0000 0000 Fax: (03) 0000 0000** |
| **Work supervisor:** *(Name and Contact details)* | <<Nominee Name>> <<Phone>> | **Date SWMS provided to PC:** | << Date >> |
| **Work activity:** *(Job description)* | **Plumbing – Covid-19** | **Workplace location:** | <<Site Name, No, Address, Suburb, Post Code >> |
| **High Risk Construction Work** **A SWMS** [**must**](https://prod.wsvdigital.com.au/sites/default/files/2018-11/ISBN-Safe-work-method-statements-2018-11.pdf) **be prepared if undertaking these activities:*****References:*** [***Victorian Occupational Health and Safety Act 2004***](https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and-regulations)[***Victorian OHS Regulations 2017***](https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and-regulations) | **[ ]** Involving demolition | **[ ]** Involving a confined space | **[ ]**  Involving diving | **[ ]**  Involving the use of explosives |
| **[ ]** At workplaces where there is any movement of powered mobile plant | **[ ]** Structural alterations that require temporary support to prevent collapse | **[ ]**  In an area where there are artificial extremes of temperature | **[ ]** In an area that may have a contaminated or flammable atmosphere |
| **[ ]** On or near energised electrical installations or services | **[ ]** On or adjacent to roadways or railways used by road or rail traffic | **[ ]**  On or near pressurised gas distribution mains or piping | **[ ]**  Involving a tunnel |
| [ ]  Where there is a risk of a person falling more than two metres | **[ ]** Involving a trench or shaft if the excavated depth is more than 1·5 metres | **[ ]**  In, over or adjacent to water or other liquids where there is a risk of drowning | **[ ]** Involving removal or likely disturbance of asbestos (note: preparation of an asbestos control plan is taken to be preparation of a SWMS) |
| **[ ]** Involving tilt-up or precast concrete | **[ ]** On telecommunications towers | **[ ]**  On or near chemical, fuel or refrigerant lines |

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| **Person responsible for compliance with SWMS:** | <<Name>>, <<Position>> | **Date SWMS received:** | <<Date>> |
| **What measures are in place to ensure compliance with the SWMS?** | << Plumbing Company Name >> OHS policies and procedures, general and workplace induction training, toolbox meetings, SWMS provided to and discussed with worker(s) at workplace and signed-off, ongoing workplace supervision by experienced leading hand. |
| **Person responsible for reviewing SWMS control measures?** *(e.g. PC’s representative)***:** | <<Name>>, <<Position>> | **Date SWMS received by reviewer:** | <<Date>> |
| **How will SWMS control measures be reviewed?** | SWMS control measures to be reviewed (and revised if necessary) if work tasks/methods change or unexpected issues arise. |
| **Review date:** |  | **Reviewer’s signature:** |  |

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| **Personal Protective Equipment (PPE) required:** [**Ensure all PPE meets relevant Australian Standards. Inspect, and replace PPE as needed**](https://www.safeworkaustralia.gov.au/ppe)**.** |
| **Foot Protection** | **Hearing Protection** | **High****Visibility** | **Head Protection** | **Eye** **Protection** | **Face Protection** | **Hand Protection** | **Protective Clothing** | **Breathing Protection** | **Sun Protection** | **fall Arrest** | Rings, watches, jewellery that may become entangled in machines must not be worn. Long and loose hair must be tied back. |
| Description: Footwear | Description: Hearing Protection | Description: High Visibility Clothing copy 3 | Description: Head Protection | Description: Eye Protection | Description: Face Protection | Description: Hand Protection | Description: Clothing | Description: Breathing | sunsafety |  |
| **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
| AS 1319-1994 Safety signs for the occupational environment reproduced with permission from SAI Global under licence 1210-c062. Standards may be purchased at <http://www.saiglobal.com> |

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| **Likelihood** | **Insignificant** | **Minor** | **Moderate** | **Major** | **Catastrophic** | **Score** | **Action** | **HIERARCHY OF CONTROLS** | **Most Effective** |
| **Almost certain** | **2** **Moderate** | **3** **High** | **4** **Acute** | **4 Acute** | **4** **Acute** |  |  |
| **Likely** | **2** **Moderate** | **3** **High** | **3** **High** | **4 Acute** | **4** **Acute** | **4A** **Acute** | **DO NOT PROCEED.** |
| **Possible** | **1** **Low** | **2 Moderate** | **3** **High** | **3** **High** | **4** **Acute** | **3H** **High** | Review before commencing work. |
| **Unlikely** | **1** **Low** | **1** **Low** | **2 Moderate** | **3** **High** | **3** **high** | **2M Moderate** | Maintain control measures. |
| **Rare** | **1** **Low** | **1** **Low** | **2 Moderate** | **2 Moderate** | **3** **High** | **1L** **Low** | Record and monitor. | **Least Effective** |

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| **List of Legislation, Compliance Codes, Codes of Practice, Australian Standards, Industry Standards which have been referred to in preparing this SWMS:** |
| Victorian: OH&S Act 2004 | Australian Stds: AS/NZS 3760 In-service Safety & Inspection of Electrical Equipment |
| Victorian: OH&S Regulations  | Australian Stds: AS/NZS 1892.5:2000 Portable ladders selection, safe use and care |
| [Worksafe – Compliance Code - Plant](https://www.worksafe.vic.gov.au/resources/compliance-code-plant)[Worksafe – Compliance Code - Excavation](https://www.worksafe.vic.gov.au/resources/compliance-code-excavation)[Worksafe – Compliance Code – Hazardous Manual Handling](https://www.worksafe.vic.gov.au/resources/compliance-code-hazardous-manual-handling)[Worksafe – Compliance Code -Noise](https://www.worksafe.vic.gov.au/resources/compliance-code-noise)[Worksafe – Compliance Code – Hazardous Substances](https://www.worksafe.vic.gov.au/resources/compliance-code-hazardous-substances)[Worksafe – Code of Practice – Storage & Handling Dangerous Goods](https://www.worksafe.vic.gov.au/resources/code-practice-storage-and-handling-dangerous-goods)[Worksafe – Safety Alert - Gas-pipes-stormwater-drains-and-sewers](https://www.worksafe.vic.gov.au/safety-alerts/gas-pipes-stormwater-drains-and-sewers) [Worksafe – Compliance Code – Managing Asbestos in Workplaces](https://www.worksafe.vic.gov.au/resources/compliance-code-managing-asbestos-workplaces) | [Worksafe – Compliance Code - Confined Spaces](https://www.worksafe.vic.gov.au/resources/compliance-code-confined-spaces)[Worksafe – Compliance Code – Prevention Falls in General Construction](https://www.worksafe.vic.gov.au/resources/compliance-code-prevention-falls-in-general-construction)[Worksafe – Compliance Code - Prevention Falls Housing Construction](https://www.worksafe.vic.gov.au/resources/compliance-code-prevention-falls-housing-construction)[Worksafe – Compliance Code – Removing Asbestos Workplaces](https://www.worksafe.vic.gov.au/resources/compliance-code-removing-asbestos-workplaces)[WorkSafe – Plumbing: Safe pressure testing of pipes](https://www.worksafe.vic.gov.au/safe-pressure-testing-pipes)[WorkSafe – Plumbers: Installing new stormwater and sewer lines](https://www.worksafe.vic.gov.au/resources/plumbers-installing-new-stormwater-and-sewer-lines) [Worksafe – Compliance Code – Facilities in Construction](https://www.worksafe.vic.gov.au/resources/compliance-code-facilities-construction) [Worksafe – Compliance Code – Workplace Amenities & Work Environment](https://www.worksafe.vic.gov.au/resources/compliance-code-workplace-amenities-and-work-environment) |

| What are the tasks involved? | What are the hazards and risks? |  | What are the control measures? |  |
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| List the work tasks in a logical order. | Identify the hazards and risks that may cause harm to workers or the public. |  | Describe what will be done to control the risk. What will you do to make the activity as safe as possible? |  |
| ***Pre-site Qualification*** | Determine in advance whether or not anyone on the premises has been infected with the COVID-19 virus, have been in contact with someone who is infected with COVID-19, anyone has flu type symptoms or have travelled overseas. | 4A | Do not enter premisesRe-schedule work for a time after threat has passed ie 14 day isolation period or if a medical practitioner has deemed the person suspected of having COVID-19 to be negative or safe. | 2M |
| ***Stay abreast of current advice*** | Acting on misleading or incorrect advice risking exposure to COVID-19 causing serious illness or death | 4A | Regularly visit [Master Plumbers COVID-19 Portal Information Hub](https://plumber.com.au/covid19/) for latest advice. Portal has links to the following:[Australian Government Coronavirus Portal](https://www.australia.gov.au/)[Australian Government Department of Health](https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert)[Victorian Government Department of Health and Human Services](https://www.dhhs.vic.gov.au/coronavirus)[World Health Organisation](https://www.who.int/westernpacific/emergencies/covid-19)[Safe Work Australia](https://www.safeworkaustralia.gov.au/doc/coronavirus-covid-19-advice-pcbus) | 2M |
| ***Working in public areas*** | Exposure to COVID-19 causing serious illness or death | 4A | Avoid physical contact with others. Adopt a no hand shake policyMaintain a distance of 1.5m from the next personAvoid crowded areas where the concentration of people is more than 1 per 4m2Avoid touching unnecessary surfacesAvoid touching your eyes, nose or mouthWash hands with soap and water for at least 20 sec before eating and after toilet useClean hands with Sanitiser if available and wash hands with soap and water for at least 20 sec at end of each job or as often as is practical during a job. Carry a quantity of water if facilities are not available to enable this.Wear surgical gloves when working with raw sewage and dispose of them in an enclosed rubbish bin at end of each job.Disinfect tools, plant and equipment at end of each job with an alcohol based solution containing more than 60% alcohol. If this is not available use soapy water were applicable.***NOTE:*** Sanitising is only effective on clean surfaces.  If hands or tools are dirty, even pure alcohol won’t sanitise them.  They need to be washed with detergent/soap to remove any soiling BEFORE sanitising.  | 2M |
| ***Working in a private residence*** | Exposure to COVID-19 causing serious illness or death | 4A | Avoid physical contact with others. Adopt a no hand shake policyMaintain a distance of 1.5m from the next personOpen windows and doors to promote fresh air. Avoid enclosed rooms with stagnant air.Avoid touching unnecessary surfacesAvoid touching your eyes, nose or mouthAsk that no-one else be present in the same room whilst you are workingEnsure all pets are secured in another room whilst you are workingWash hands with soap and water for at least 20 sec before eating and after toilet useClean hands with Sanitiser if available and wash hands with soap and water for at least 20 sec at end of each job or as often as is practical during a job. Carry a quantity of water if facilities are not available to enable this.Wear surgical gloves when working with raw sewage and dispose of them in an enclosed rubbish bin at end of each job and avoid touching yourself as much as possible during.Disinfect tools, plant and equipment at end of each job with an alcohol based solution containing more than 60% alcohol. If this is not available use soapy water were applicable.***NOTE:*** Sanitising is only effective on clean surfaces.  If hands or tools are dirty, even pure alcohol won’t sanitise them.  They need to be washed with detergent/soap to remove any soiling BEFORE sanitising. | 2M |
| ***Working in a construction site*** | Exposure to COVID-19 causing serious illness or death | 4A | Avoid physical contact with others. Adopt a no hand shake policyMaintain a distance of 1.5m from the next personAvoid areas where the concentration of people is more than 1 per 4m2Avoid touching unnecessary surfacesAvoid touching your eyes, nose or mouthAvoid eating in communal lunch shedsWash hands with soap and water for at least 20 sec before eating and after toilet useClean hands with Sanitiser if available or wash hands with soap and water for at least 20 sec at end of each job or as often as is practical during a job. Carry a quantity of water if facilities are not available to enable this.Wear surgical gloves when working with raw sewage and dispose of them in an enclosed rubbish bin at end of each job.Disinfect tools, plant and equipment at end of each job with an alcohol based solution containing more than 60% alcohol. If this is not available use soapy water were applicable.***NOTE:*** Sanitising is only effective on clean surfaces.  If hands or tools are dirty, even pure alcohol won’t sanitise them.  They need to be washed with detergent/soap to remove any soiling BEFORE sanitising. | 2M |
| ***Working with high pressure sewer jets*** | Exposure to COVID-19 causing serious illness or death through contaminated blowback spray | 4a | Wear a full disposable body gown, surgical gloves, mask, goggles (or face shield) and hat. Dispose of gown, mask and hat in an enclosed rubbish bin at end of each job. Goggles (or face shield) to be washed down with alcohol based disinfectant or soapy water.Wash down plant and equipment with an industrial grade detergent or bleach based disinfectant and high pressure water jet daily, ensuring all soiling removed and surfaces are clean. | 2m |
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I have read and understood this document. I am aware that I need to clarify with my supervisor any uncertainty I may have about a task, before commencing that task.

| **Name of Worker** | **Signature** | **Date** | **Name of Worker** | **Signature** | **Date** | **Name of Worker** | **Signature** | **Date** |
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***For a full list of SWMS and details of the Master Plumbers Work Health & Safety Management System please go to*** [***www.plumber.com.au***](http://www.plumber.com.au) ***or contact Frank Geremia on 0425 770 013 or frank.geremia@plumber.com.au***