



SAFE WORK METHOD STATEMENT
(Job Safety Analysis Worksheet)


This Safe Work Method Statement is submitted to:

COMPANY:	REFERENCE # SWMS – REFUELLING
SITE ADDRESS: CONTACT:	JOB DETAILS: REFUELLING PLANT & EQUIPMENT USING FUEL CANS, TRAILER MOUNTED TANKS & BOWSERS.

This Safe Work Method Statement is approved by:

NAME: CHRIS BOND	POSITION: WORKPLACE HEALTH & SAFETY ADVISOR
SIGNATURE:	DATE: 10/12/2012 TIME:
PHONE NUMBER: 07 3456 4437	MOBILE NUMBER: 0409 067 467

This Safe Work Method Statement was prepared by:

NAME: JOHN YANNAKOPOULOS	POSITION: CONSULTANT
SIGNATURE: 	DATE: 21/03/2008 TIME: 7AM
PHONE NUMBER: 07 34203484	MOBILE NUMBER: 0417669048

JOB SEQUENCE (Outline each task to do the job)	HAZARD IDENTIFICATION (What can affect safety) ASSESS THE RISK (What could happen)	R I S K	CONTROLS THAT WILL BE USED (Safe Work Procedures)
<u>Refuelling:</u> Vehicle/Plant and Equipment	<u>High Temperature or Fire:</u> Refuelling: When refuelling, sparks, flames, hot engine can ignite fuel.	5	<ul style="list-style-type: none"> Operator/End User must shut the engine of the Vehicle/Plant & Equipment prior to refuelling.
<u>Refuelling:</u> Vehicle/Plant and Equipment	<u>High Temperature or Fire:</u> Refuelling: When refuelling, sparks, flames, hot engine can ignite fuel.	5	<ul style="list-style-type: none"> Refuelling must take place in a well ventilated area. Ensure that there are No Naked Flames in the area DO NOT SMOKE

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JOB SEQUENCE <i>(Outline each task to do the job)</i>	HAZARD IDENTIFICATION <i>(What can affect safety)</i> ASSESS THE RISK <i>(What could happen)</i>	R I S K	CONTROLS THAT WILL BE USED <i>(Safe Work Procedures)</i>
<u>Refuelling:</u> Vehicle/Plant and Equipment	High Temperature or Fire: Refuelling: When refuelling, sparks, flames, hot engine can ignite fuel.	5	<ul style="list-style-type: none"> • Avoid spilling fuel & clean up any fuel run off.
<u>Refuelling:</u> Vehicle/Plant and Equipment	Skin/Eye Contact with Fuel	3	<ul style="list-style-type: none"> • Wear appropriate PPE i.e. Protective gloves, Eye Protection.

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Likelihood	Consequence				
	Negligible	Minor	Moderate	Major	Catastrophic
Almost Certain	Low	Moderate	High	Extreme	Extreme
Likely	Low	Low	Moderate	High	Extreme
Possible	Very Low	Low	Moderate	High	Extreme
Unlikely	Very Low	Low	Low	Moderate	Extreme
Rare	Very Low	Very Low	Very Low	Moderate	High

Risk Rating Table: - Risk Rating (RR) = Likelihood (L) x Consequence (C)

Risk Rating Action table

Risk Ranking	Required Action
5 - Extreme	Stop The Job – Significant & Urgent Actions Are Required – Work Cannot Commence. Full risk assessment needs to be undertaken and risks eliminated
4 - High	Consult with manager. Work cannot commence or continue until verification that control measures have effectively reduced risk severity ranking to as low as reasonably practical.
3 - Moderate	Consult supervisor. Additional control measures may be required to reduce risk severity ranking to as low as reasonably practical before the job can commence.
2 - Low	Exposure must be managed by using SOP, JSA or work instructions. Evaluate conformance
1 - Very Low	Risk tolerable. No further actions required.

