

## Gisborne Airport, Training

### Repair Fuel Line To Pump

#### The work you will be permitting:

- The contractor will be repairing the fuel line from the tank to the dispenser.
- To perform the work the contractor needs to enter the turret to isolate the line and excavate to locate and repair the line.
- The turret is 1.6m deep
- The main equipment the contractor will be using is a petrol operated concrete cutter
- The job will go for 2 days
- In order to undertake the work, the contractor requires a Permit Officer and they have asked you to be the Permit Officer.
- The contractor has provided you with **ONE** of their proposed SWMS and training records to **review prior to the job (day)**.

#### What you will be required to do:

- Review the SWMS by using the JSA/SWMS checking tool and marking up the SWMS. Be prepared to provide feedback on positives and areas for improvement. Upload into the **ELECTRONIC** Work Permit (100% complete)
- Commence preparation of the **ELECTRONIC** Work Permit Set including any required certificates and supporting documentation. (approximately 90% should be complete). The Electronic Work Permit Form is accessed from your WPCG profile.
- Prepare the Isolation Plan and upload into the **ELECTRONIC** Work Permit (100% complete)
- Prepare the Traffic Management Plan and upload into the **ELECTRONIC** Work Permit (100% complete)

#### **On the Day**

- Finalise the required documents to make up the Work Permit set
- Finalise any of the contractors documents to support your Work Permit set
- Obtain the necessary signatures and issue the Work Permit to the Permit Receiver

#### **Roles**

- Permit Preparer (Probationary Permit Officer) - Yourself
- Permit Officer – TP0080 Test Permit Officer
- Permit Endorser - Yourself
- Permit Receiver- Someone in your group.

### Site Details

<b>Site Name:</b>	Gisborne Airport
<b>Site Address:</b>	Aerodrome Rd Gisborne 4071, New Zealand
<b>Work Area Detail:</b>	Avgas refuelling area

### Site Images



Work Area

Activity: Turret entry to isolate fuel line		SWMS #: 201
Business Name: iEntry Pty LTD		ABN: 097 117 934 439
SWMS Approved by: Tim Little	Signature: <i>Tim Little</i>	Date: 31/01/2020
<ul style="list-style-type: none"> <li>• Daily Tool Box Talks will be undertaken to identify, control and communicate additional site hazards.</li> <li>• Work must cease immediately if incident or near miss occurs. SWMS must be amended in consultation with relevant persons.</li> <li>• SWMS must be made available for inspection or review as required by WHS legislation.</li> <li>• Record of SWMS must be kept as required by WHS legislation (until job is complete or for 2 years if involved in a notifiable incident).</li> </ul>		
<b>Job Details</b>		
Location:		
Work Area:		
Work Supervisor: John English	Permit Officer (if required):	
Equipment Used: Tripod / Harness / Hand Tools		
Referenced Documents: iEntry Safe Entry procedure		
High Risk Work to be performed as per WHS legislation: Confined Space Entry		
<b>SWMS must be reviewed on site</b>		
SWMS Reviewed by:	Signature:	Date:

Likelihood	Consequence			Consequence Description	Risk Score	Action	Hierarchy Of Controls	
	Minor	Moderate	Major					
Very Likely <small>Has happened in last 12 months in company</small>	2 Medium	3 High	4 Extreme	Minor First aid. Injury, On-site spill/release immediately contained, no short-term environmental harm.	4. Extreme	<b>DO NOT PROCEED</b>	1. Elimination	Most Effective ↑ ↓ Least Effective
Likely <small>Has happened in last 12 months in industry</small>	1 Low	2 Medium	3 High	Moderate Medical treated injury <7 days off. On-site spill/release contained, minor remediation, short-term environmental harm.	3. High	Management sign off	2. Substitution	
Unlikely <small>Has not happened in last 12 months</small>	1 Low	1 Low	2 Medium	Major > 7 days off, up to death. Off-site spill/release not contained and significant long-term environmental harm	2. Medium	Supervisor sign off	3. Isolation	
					1. Low	Maintain control measures	4. Engineering	
							5. Administration	
							6. PPE	

<b>Personal Protective Equipment (PPE):</b> Ensure all PPE meets relevant Australian Standards. Inspect, and replace PPE as needed.											
Foot Protection	Hearing Protection	High Visibility	Head Protection	Eye Protection	Face Protection	Hand Protection	Protective Clothing	Breathing Protection	Sun Protection	Fall Arrest	Other

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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iEntry Pty LTD		Safe Work Method Statement (SWMS) Turret Entry	
Task	Hazard	Control Measures to Reduce Risk	Responsible Person
1. Planning & preparation	Lack of consultation	<ul style="list-style-type: none"> <li>• Sign into site on arrival and discuss work with the Site Manager and Permit Officer</li> <li>• Site induction</li> <li>• Perform site walk with Permit Officer and Site Manager if on site</li> <li>• Issue Work Clearance</li> <li>• Review SWMS with work crew</li> </ul>	All workers
	Untrained workers	<ul style="list-style-type: none"> <li>• Complete training record to ensure all workers have undertaken required training and/or received instruction in the use of control measures.</li> </ul>	
	Interaction with other works	<ul style="list-style-type: none"> <li>• Identify other work taking place and discuss with other contractors if there is a possibility of either party impacting the other</li> <li>• All work to stop whilst tanker delivers fuel products. Recommence after tanker has departed</li> </ul>	
	Unauthorised work being performed	<ul style="list-style-type: none"> <li>• Permit Officer prepare Work Permit</li> <li>• Site staff to be advised of the activity</li> <li>• Pre Start meeting with all workers</li> </ul>	
2. Set Up	Needles, spiders & insects	<ul style="list-style-type: none"> <li>• Use gloves when removing lids and covers</li> <li>• Remove the needles using sharps removal kit if trained to do so. Otherwise request site staff to remove</li> </ul>	All workers
	Fire	<ul style="list-style-type: none"> <li>• Gas test equipment bump tested with challenge gas in date</li> <li>• Continuous gas monitoring while hot work is being performed</li> </ul>	
	Pedestrian and vehicle traffic	<ul style="list-style-type: none"> <li>• Spotter to watch for vehicle movement during set up.</li> <li>• Use own vehicles with hazard lights on as barriers until barricades are in place</li> <li>• Barricades (bollards &amp; rails) to be used around work area. Use vehicle as hard barrier on ingress side of manway</li> </ul>	
	Heavy equipment	<ul style="list-style-type: none"> <li>• Manual handling training</li> <li>•</li> </ul>	
	Slips, trips, falls	<ul style="list-style-type: none"> <li>• Take care</li> <li>•</li> </ul>	
3. Confined Space preparation	Heavy turret lid	<ul style="list-style-type: none"> <li>• Use mechanical lifting tools</li> </ul>	All workers
	Open Turret Unauthorised access	<ul style="list-style-type: none"> <li>• Workers to use caution when working near the open turret.</li> <li>• Create second barricaded work area for confined space work.</li> <li>• Only the Confined Space Entry team allowed in confined space work area</li> <li>•</li> </ul>	
	Contaminated atmosphere	<ul style="list-style-type: none"> <li>• Atmosphere of confined space to be gas tested prior to entry. LEL to be less than 10 %, Hydrogen Sulphide less than 10%, Carbon monoxide less than 30% and Oxygen to be between 19.5 and 23.5 % before entry.</li> <li>• Standby to monitor atmosphere from manway</li> <li>• Any vehicles in the work area must have engines turned off during entry</li> </ul>	

Task	Hazard	Control Measures to Reduce Risk	Responsible Person
	Live electrical circuit	<ul style="list-style-type: none"> <li>Isolate turbine at main DB. Lock &amp; tag out circuit breaker. Confirm isolation by confirming STP does not run when dispenser is authorised</li> </ul>	
	Sharp edges of turret lid	<ul style="list-style-type: none"> <li>Use PPE</li> </ul>	
4. Working in Confined Space	Fall from one level to another	<ul style="list-style-type: none"> <li>Entrant to be in harness attached to tripod during entry</li> <li>Tripod to be set up as per manufacturers specifications</li> </ul>	All workers
	Working in confined space	<ul style="list-style-type: none"> <li>All personnel to be trained and competent</li> <li>All work to be undertaken in accordance with AS 2865</li> <li>Entrant to remain connected to tripod at all times in confined space</li> <li>Entrant to be wearing a personal gas detector during entry. Exit immediately if LEL <math>\geq</math> 5 %</li> <li>Standby person is to be in constant contact with the person in the confined space. Any change of behaviour to be acted on immediately</li> <li>Standby person to monitor any change to conditions inside or outside the confined space</li> <li>Standby person to keep a log of entry to / exit from the confined space</li> </ul>	
	Product residue / spills	<ul style="list-style-type: none"> <li>Soak up with spill kit mats</li> <li>Wear nitrile gloves</li> <li>Capture spills in receptacle</li> </ul>	
	Ignition source	<ul style="list-style-type: none"> <li>Hand tools (non powered) only in confined space</li> </ul>	
	Pressurised fuel line	<ul style="list-style-type: none"> <li>Close isolation valve at STP</li> <li>.</li> </ul>	
	Use of tools in restricted space	<ul style="list-style-type: none"> <li>Take care</li> </ul>	
	Emergency in confined space	<ul style="list-style-type: none"> <li>Standby person is NOT to enter confined space under any circumstances</li> <li>Implement Emergency Rescue Plan</li> <li>Communication method in the event of an emergency to be agreed on before work commences</li> <li>.</li> </ul>	
	Fatigue	<ul style="list-style-type: none"> <li>1 hour maximum duration of entry with minimum 30 minute break between entries</li> <li>.</li> </ul>	
5. Entry Completion/ Pack up	Person /equipment left behind	<ul style="list-style-type: none"> <li>Ensure that everyone leaves the space and the competent person must sign the permit confirming this.</li> <li>Tools equipment and material are removed from the space</li> <li>All access points are closed and secure</li> </ul>	All workers
	Equipment in work area / Slippery surfaces	<ul style="list-style-type: none"> <li>Clean up tools and any waste ensuring the site is left in clean and tidy condition</li> <li>.</li> </ul>	

Task	Hazard	Control Measures to Reduce Risk	Responsible Person
	Equipment not working	<ul style="list-style-type: none"> <li>• Remove isolations and check equipment is working before leaving site</li> <li>• Update isolation record</li> </ul>	
	Heavy equipment	<ul style="list-style-type: none"> <li>• 2 person lift using correct lifting techniques or mechanical lifting tools</li> </ul>	
	Pedestrian and vehicle traffic	<ul style="list-style-type: none"> <li>• Use own vehicles as barriers when barricades are removed</li> <li>• Spotter to watch for vehicle movement during pack up.</li> </ul>	
	Status of work unknown	<ul style="list-style-type: none"> <li>• Close out permits and advise site staff of any residual hazards</li> </ul>	

**Sign On**

This SWMS has been developed in consultation and cooperation with employee/workers. I have read the above SWMS and I understand its contents. I confirm that I have the skills and training, including relevant certification to conduct the task as described. I agree to comply with safety requirements within this SWMS including risk control measures, safe work instructions and Personal Protective Equipment described.

Employee/Worker Name	Job Role / Position	Training	Signature	Date	Time
John English	Supervisor / Standby	White card WPCG WCF Issuer (JE0068) Confined Space Entry BA Training Gas testing			
Dave Smith	Worker / Entrant	White card WPCG WCF Issuer (DS0195) Confined Space Entry BA Training Gas testing First Aid			
Scott Williams	Worker	White card WPCG WCF Issuer (SW0165) Confined Space Entry BA Training EWP			

**Relevant Legislation, Codes of Practice, Australian Standards**

<p><b>State where WH&amp;S applies</b> Work Health and Safety Act Work Health and Safety Regulations <b>Codes of Practice: Relevant to state:</b> Construction Work Confined Space Managing Noise and Preventing Hearing Hazardous Manual Tasks Managing Risks of Hazardous Chemicals Managing Electrical Risks in the Workplace</p>	<p><b>Victoria:</b> Occupational Health &amp; Safety Act Occupational Health &amp; Safety Regulations <b>Compliance Code:</b> Confined Space Hazardous Manual Handling Hazardous Substances Noise Plant</p>	<p><b>Western Australia</b> Occupational Safety &amp; Health Act Occupational Safety &amp; Health Regulations <b>Codes of Practice:</b> Managing noise at workplaces Confined Space Manual tasks Control of workplace hazardous substances</p>
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**AS 2865** Safe Working in a Confined Space; **AS 1940** The storage and handling of flammable and combustible liquids;  
**AS/NZS 1269** Occupational noise management; **AS/NZS 1891.4** Industrial fall-arrest systems and devices Selection, use and maintenance

## EMERGENCY RESCUE PROCEDURE FOR CONFINED SPACE

**General**

Prior to every confined space entry, confirm the emergency rescue procedure that will be used and the roles of the rescue team. Where the circumstances require a different rescue procedure than listed here, it must be documented prior to commencing work in the confined space and tested. Where the site is out of the metropolitan area, confirm available response from local emergency services.

**Pre-work Preparation**

- Identify the nearest cross streets to the turret.  
.....
- Identify nearest medical facilities (hospital, medical centre).  
.....
- Site Operator is to be briefed and advised  
.....
- Confirm site first aid capabilities.
- Check entry and rescue equipment is operable and current in accordance with AS/NZS AS/NZS 1716-2012 and AS/NZS 1891.4-2009

**Initiation of Procedure**

The emergency procedure will be initiated immediately by the Standby and Rescue person if the entrant tugs twice on the safety line, asks for assistance or uses the agreed hand signal.

The Standby will initiate the emergency procedure immediately if they do not get a response from the entrant or the confined space environment changes i.e. gas detector alarms.

**Emergency Procedure**

- The entrant is to remain connected to tripod and winch at all times
- The worker raises the alarm with the site and contact 000
- The standby person winches the entrant out of tank to the point the entrant's thighs are level with the manway
- The worker assists the standby person by pulling the entrant to the side of the manway whilst the standby person lowers the cable
- Both the standby and worker will then drag the entrant to the agreed safe place
- The worker commences first aid whilst waiting for the emergency services to attend

<b><u>Equipment:</u></b>		Checked
Entrant:	Harness	
	Tripod	
	Lifeline	
General:	First Aid Kit	



## Traffic Management Plan





# STATEMENT OF ATTAINMENT

This is a statement that  
**JOHN ENGLISH**  
has attained

National Code	Title
MSMPER200	Work in accordance with an issued permit
MSMPER205	Enter confined space
MSMWHS201	Conduct hazard analysis
RIIWHS202D	Enter and work in confined spaces
MSAPMOHS216A	Operate breathing apparatus
MSAPMOHS217A	Gas test atmospheres

Date Issued:	20/01/2020	<i>John Johnson</i>
Certificate No:	11111	John Johnson
Student ID:	999999	Chief Executive Officer
		Excellent Safety Training Pty Ltd

A Statement of Attainment is issued by a Registered Training Organisation when an individual has completed one or more accredited units

# Training

Excellent Safety Training Pty Ltd is (for the purposes of the WPCG training only) a National Registered Training Organisation. RTO Code 999999

T: 02 9999 9999 E: [training@excellentsafetytraining.com.au](mailto:training@excellentsafetytraining.com.au)

# STATEMENT OF ATTAINMENT

This is a statement that

**DAVE SMITH**

has attained

National Code	Title
MSMPER200	Work in accordance with an issued permit
MSMPER205	Enter confined space
MSMWHS201	Conduct hazard analysis
RIIWHS202D	Enter and work in confined spaces
MSAPMOHS216A	Operate breathing apparatus
MSAPMOHS217A	Gas test atmospheres

Date Issued:	15/12/2008	<i>John Johnson</i>
Certificate No:	22222	John Johnson
Student ID:	999992	Chief Executive Officer
		Excellent Safety Training Pty Ltd

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# STATEMENT OF ATTAINMENT

This is a statement that

**DAVE SMITH**

has attained

National Code	Title
HLTAID003	Provide first aid

Date Issued:	20/03/2019	<i>David Davidson</i>
Certificate No:	333333	David Davidson
Student ID:	999992	Chief Executive Officer Get Compliant Training

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# Training

T: 02 9999 9999 E: [training@getcomplianttraining.com.au](mailto:training@getcomplianttraining.com.au)



# STATEMENT OF ATTAINMENT

This is a statement that  
**SCOTT WILLIAMS**  
has attained

National Code	Title
MSMPER200	Work in accordance with an issued permit
MSMPER205	Enter confined space
MSMWHS201	Conduct hazard analysis
RIIWHS202D	Enter and work in confined spaces
MSAPMOHS216A	Operate breathing apparatus

Date Issued:	02/02/2020	<i>John Johnson</i>
Certificate No:	444444	John Johnson
Student ID:	999993	Chief Executive Officer
		Excellent Safety Training Pty Ltd

A Statement of Attainment is issued by a Registered Training Organisation when an individual has completed one or more accredited units

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# Training

T: 02 9999 9999 E: [training@excellentsafetytraining.com.au](mailto:training@excellentsafetytraining.com.au)

# STATEMENT OF ATTAINMENT

This is a statement that  
**ANDREW LEWIS**  
has attained

National Code	Title
MSMPER200	Work in accordance with an issued permit
MSMPER205	Enter confined space
MSMWHS201	Conduct hazard analysis
RIIWHS202D	Enter and work in confined spaces

Date Issued:	11/02/2020	<i>John Johnson</i>
Certificate No:	555555	John Johnson
Student ID:	999994	Chief Executive Officer
		Excellent Safety Training Pty Ltd

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T: 02 9999 9999 E: [training@getcomplianttraining.com.au](mailto:training@getcomplianttraining.com.au)

# STATEMENT OF ATTAINMENT

This is a statement that  
**ANDREW LEWIS**  
has attained

National Code	Title
HLTAID003	Provide first aid

Date Issued:	20/03/2019	<i>David Davidson</i>
Certificate No:	111111	David Davidson
Student ID:	999994	Chief Executive Officer Get Compliant Training

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## JSA/SWMS – Benchmark Tool

Review item	Y / N	Comments
Does it identify the organisation that prepared it, and that is to carry out the work (usually the same)?		
Is it site and task specific?		
Does it describe the work to be undertaken?		
Does it identify High Risk Construction Work (HRCW) activities?		
Does it identify the specific plant and equipment to be used for the task e.g. platform ladder, scaffolds, battery grinder etc.?		
Does it detail the work to be undertaken step-by-step in the correct sequence and in appropriate detail?		
Does it identify the potential hazards associated with each step of the work?		
Does it include a risk assessment with risk rating before control measures are implemented?		
Does it identify specific & suitable control measures in accordance with the Hierarchy of Control to minimise the hazards with each step of the work?		
Does it identify any hazardous substances that will be used during the task?		
Does it include safety precautions from the material safety data sheet for the hazardous substance?		
Does it identify the name of the person responsible to ensure the control measures are implemented?		
Does it identify the skills/training required to undertake the task?		
Does it include an attached register of the name, signature and date of when each employee was inducted into the SWMS?		
Does it confirm each employee was consulted and given opportunity for input in the development of the SWMS even if it is generic?		

# Permit Officer Field Assessment Criteria

1. Preparation Of Work Permit				
Item	Expectation	C	NYC	Comments/Actions
1.1.	Initial discussion identified correct scope of work			
1.2.	Appropriate validity period for the Work Permit identified			
1.3.	Description of work clear			
1.4.	Tools and equipment permitted clear			
1.5.	Hazards identified			
1.6.	Nearby work considered			
1.7.	Documentation controls identified			
1.8.	Physical controls identified			
1.9.	Work Permit and associated certificates correctly filled in			
1.10.	SWMS reviewed and areas for improvement identified and discussed with Permit Receiver			
1.11.	Isolation plan completed			
1.12.	Emergency planning suitable for task and location			
1.13.	Recommissioning/return to service considerations identified			
1.14.	Traffic Management plan completed			

2. Atmospheric Monitoring				
	Expectation	C	NYC	Comments/Actions
2.1.	Equipment is bump tested on site or user has evidence that the it was bump tested that day			
2.2.	Accurate description/drawing of areas to be gas tested			
2.3.	Atmospheric Testing/ Monitoring requirements suitable for the job			
2.4.	Atmospheric Monitoring record completed			

3. Issuing Work Permit				
Item	Expectation	C	NYC	Comments/Actions
3.1.	Work Permit, certificates and other relevant documentation discussed with receiver			
3.2.	Specific Hazards (not just sources of energy) and associated controls discussed with receiver			
3.3.	Clear opportunity provided for the Receiver to challenge and/or contribute to the hazards & controls discussion in relation to all potential risks, i.e. it's not a one way lecture from the PO			
3.4.	Required signatures identified and inserted			
3.5.	Daily close out expectations discussed with Permit Receiver			
3.6.	Actions required in the event that conditions change discussed			

4. Closing out Work Permit				
Item	Expectation	C	NYC	Comments/Actions
4.1.	Permit completion and close out requirements discussed			
4.2.	Required signatures for close out discussed			

# Permit Officer Field Assessment Criteria