

## WPCG Permit Officer SWMS Review Activity

As part of your role as a WPCG Permit Officer you are required to review the contractors SWMS prior to the work to ensure it is adequate. The SWMS may be requested in an advance to allow the Permit Officer time to some preparation.

This activity asks you to complete a review of a SWMS. The job may not be familiar to you however, there are some key areas when reviewing a SWMS that do not require specific job knowledge. Do your best.

### **The work you will be permitting:**

- In order to undertake Line Testing work, JJ & Co requires a Work Permit and they have asked you to be the Permit Officer.
- JJ & Co have provided you with their proposed SWMS to **review prior to the job (day)**

### **What you will be required to do, prior to the course:**

- Review the SWMS provided
- Complete the provided JSA/SWMS checking tool based on your review of the SWMS
- Be prepared to discuss your review at the course

You are not required to re-write the SWMS. The expectation is you come to the course prepared to discuss each section of the JSA/SWMS Benchmark tool with the associated improvements that could be made to the SWMS and any questions you would have for the contractor about the SWMS related to that section of the JSA/SWMS Benchmark tool.

## JJ and Co Safe Work Method Statement (SWMS)

<b>JSA Number:</b>	1659-634	<b>Job Title:</b>	Line Testing (using Nitrogen)	<b>Written by</b>	John English	<b>Signature:</b>	
<b>Person Doing Task:</b>	Jon Johns	<b>Location/Site:</b>	Caltex	<b>Reviewed by:</b>		<b>Signature:</b>	
<b>Summary Required PPE:</b>	Hard Hat, Safety Glasses, Gloves, HI Vis Clothing			<b>Date:</b>			
<b>Summary of Assessed Hazards:</b>	<b>TICK:</b> <input type="checkbox"/> Work At Heights <input type="checkbox"/> Manual Handling <input type="checkbox"/> Slips, trips & falls <input type="checkbox"/> Environmental Impacts <input type="checkbox"/> Exposure to Hazardous Materials <input type="checkbox"/> Hot Work <input type="checkbox"/> <input type="checkbox"/> Confined Space Entry <input type="checkbox"/> Use of Tools <input type="checkbox"/> Excavation (and sub surface drilling) <input type="checkbox"/> Working with Plant <input type="checkbox"/> Release of Stored Energy						
<b>JOB STEPS</b> Break the job down into steps. Each of the steps should accomplish some major task and be logical.	<b>POTENTIAL HAZARDS</b> Identify the hazards associated with each step. Examine each to find possibilities that could lead to an incident.	<b>CONTROLS</b> Using the first two columns as a guide, decide what actions are necessary to eliminate or minimise the hazards that could lead to an incident or	<b>Person Responsible</b> Person responsible for ensuring control put in place.				
<b>1</b>	Establish safe work area and set up site.	Vehicle and personnel movements' onsite Sun exposure Impact to hands; cuts and abrasions. Heavy Equipment	Traffic control measures to be in place. Warning signage to be utilised. Establish a temporary safe area using Bollards / Cones / Vehicle Neck to toe Hi-visibility Clothing. Sunscreen / Hard Hat and correct gloves for task. Monitor and use correct lifting techniques, gain assistance where required. Back brace to be worn as required.				
<b>2</b>	Isolate Dispenser	Product release. Personal injury	Close Shear Valve of Pressure Product line and cap line if necessary Close Ball valve for turbine pressure product line Undo turbine electrical bridge and swing clear Tag out electrical in switchboard				
<b>3</b>	Prepare pipe work for testing.	Fuel spills and splashes. Fire / explosion Static discharge	PPE: Gloves, safety Glasses. Ensure spill kit and 2 x 9kg fire extinguishers at all times. Catch any spilt fuel in metal tray with static strap Use only hand tools to disconnect pipe work Isolate Teleflex at ball valve if possible				
<b>4</b>	Pressurize product line for testing	Personal injury Nitrogen Spills/ trips/fall	Correct PPE: Gloves, Safety Glasses Keep area clear of hoses and other items MSDS for Nitrogen and Product in product line Pressurize Line to no more than 250KPA Maximum				
<b>5</b>	Refit product line after testing	Fuel spills and splashes. Hand and eye injuries. Static discharge Back injuries	PPE: Gloves, safety Glasses. Ensure spill kit and 2 x 9kg fire extinguishers at all times. Catch any spilt fuel in metal tray with static strap Use only hand tools to disconnect pipe work Practice safe manual handling techniques				
<b>6</b>	Pack away and clean area	Back injuries Vehicle and personnel movements' onsite. Impact to hands; cuts and abrasions.	Back brace to be worn as required. Monitor and use correct lifting techniques, gain assistance where required.				

# JSA/SWMS Checking 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?		