Oil and Gas Drilling Rig Operations and Well Control | SAFE WORK METHOD STATEMENT (SWMS)

TASK OR ACTIVITY: Oil and Gas Drilling Rig Operations and Well Control

Business Name:		ABN:	SWMS#
Business Address:			
Contact Person:	Phone:	Email:	

THIS SAFE WORK METHOD STATEMENT IS APPROVED BY THE PCBU OF THE PROJECT

Under the Work Health and Safety Regulation (WHS Regulation), a person conducting a business or undertaking (PCBU) is required to ensure that a safe work method statement (SWMS) is prepared before the proposed work starts.

Full Name:		
Signature:	Title:	Date:

Details of the person(s) responsible for ensuring implementation, monitoring and compliance of the SWMS as well as reviews and modifications of the SWMS.

Full Name:	Title:	Phone:

ALL PERSONNEL PARTICIPATING IN ANY ACTIVITY ON THIS SWMS MUST HAVE THE FOLLOWING COMMUNICATED	NAME OF ALL RELEVANT PERSONNEL WHO HAVE BEEN CONSULTED AND COMMUNICATED TO IN THE DEVELOPMENT AND APPROVAL OF THIS SWMS
Safety meetings or toolbox talks will be scheduled in accordance with legislative requirements to first identify any site hazards, then to communicate those hazards and then to further take steps to either eliminate or control each hazard.	
If an incident or a near miss occurs, all work must stop immediately. Depending on the severity of the incident, a meeting will be called with all workers to amend the SWMS if required. The meeting may also be an educational opportunity.	
Any changes made to the SWMS after an incident or a near miss must be approved by the Person Conducting Business or Undertaking and communicated to all relevant personnel.	
The SWMS must be kept and be available for inspection at least until the work is completed. Where a SWMS is revised, all versions should be kept. If a notifiable incident occurs in relation to which the SWMS relates, then the SWMS must be kept for at least two years from the occurrence of the notifiable incident.	

CLIENT OR PRINCIPAL CONTRACTOR DETAILS	
Client:	SCOPE OF WORKS
Project Name:	
Project Address:	
Project Manager:	
Contact Phone:	
Date SWMS supplied to Project Manager:	

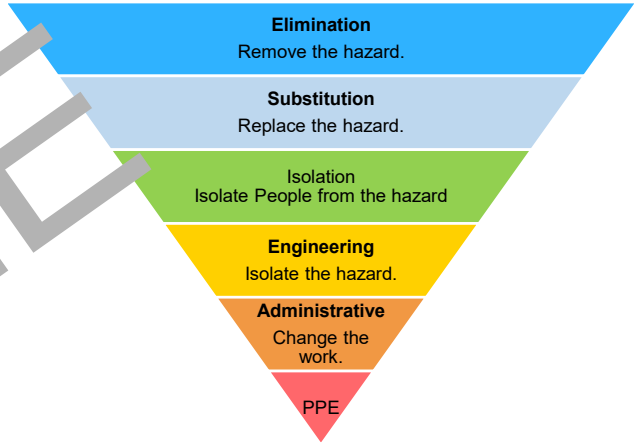
ANY HIGH-RISK CONSTRUCTION WORK BEING CARRIED OUT	
☐ involves a risk of a person falling more than 2 meters	☐ is carried out on or near pressurised gas mains or piping
☐ is carried out on a telecommunication tower	☐ is carried out on or near chemical, fuel or refrigerant lines
☐ involves demolition of an element of a structure that is load-bearing	☐ is carried out on or near energised electrical installations or services
☐ involves demolition of an element related to the physical integrity of a structure	☐ is carried out in an area that may have a contaminated or flammable atmosphere
☐ involves, or is likely to involve, disturbing asbestos	☐ involves tilt-up or precast concrete
☐ involves structural alteration or repair that requires temporary support to prevent collapse	☐ is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor
☐ is carried out in or near a confined space	☐ is carried out in an area of a workplace where there is any movement of powered mobile plant
☐ is carried out in/near a shaft or trench deeper than or tunnel involving use of explosives	☐ is carried out in areas with artificial extremes of temperature.
☐ is carried out in or near water or other liquid that involves a risk of drowning.	☐ involves diving work.

ANY HIGH-RISK MACHINERY OR EQUIPMENT NEARBY

RISK MATRIX

LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC	SCORE	ACTION
ALMOST CERTAIN	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE		
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEE
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE	3H HIGH	Review befo work starts.
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	2M MODERATE	Ensure control measures in place.
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	nitor and k records

HEIRARCHY OF CONTROLS



Notes on Hierarchy of Controls: Elimination methods are the most effective and preferre en co lli a hazard. Substitution is the second most effective method of controlling a hazard. Engineering by isolation is the ost ef ve, while Administrative Controls by changing the work is the fourth most effective method. PPE (Personal Protective Eq ment) he least effective method.

PERS AL P TECTIVE EQUIPMENT (PPE)

Select the appropriate PPE bov uitable or the equipment used or the job task being performed (if applicable).

FOOT PROTECTION	HAND PROTECTION	HEAD PROTECTION	HEARING PROTECTION	EY PROTECTION	RESPIRATORY PROTECTION	FACE PROTECTION	HIGH-VIS CLOTHING	PROTECTIVE CLOTHING	FALL PROTECTION	SUN PROTECTION	HAIR/JEWELLERY SECURED
											
☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

Other PPE Required:

Permit or Licenses Requirements	Mandatory Qualifications and Training

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
Rig mobilisation and site access	• Unplanned vehicle movement • Soft ground collapse • Pedestrian and vehicle interaction • Overhead powerline contact • Dust inhalation • Poor visibility conditions	3H	• Conduct pre-start route survey and eliminat[e] access via unstable ground, steep batters and flood-prone areas • Verify location and height of overhead servic[es] wit[h] Dial Before You Dig information and site survey before entry • Install physical barriers and b[oa]rds to separate p[e]destri[an] walkways from plant and heavy vehicle routes • Develop and en[fo]rce a s[ite] speci[fic] traffic man[age]ment plan, including one-way systems and speed limits not ex[ce]ding 20 km/[h] on site • Nomi[na]te a c[om]petent [s]potter to guid[e] heavy vehicle movements within the rig lease and near overhead lines • Inspe[ct] a[cc]ess [tra]cks for rutting, boggy areas and erosion before rig move and remediate or plate weak s[ec]tio[ns] • Instruc[t] driver[s] to use low gear and engage diff locks where required; DO NOT exceed manufacturer G[VM] or t[ow]ing ca[pa]city • Fit truc[ks] and light vehicles with UHF radios and implement mandatory radio calls at defined entry, exit [an]d blind-spot points • R[e]quire drivers to complete daily vehicle pre-start checks, including tyres, brakes, lights, mirrors, reversing alarms and load security • Suppress dust using water carts or wetting systems when visibility is reduced or when working near public roads • Prohibit unauthorised personnel and public access using lockable gates, signage and security personnel as required • Provide and enforce use of high-visibility, long-sleeve FR (flame-resistant) clothing and hard hats for all personnel in active vehicle zones • Cease non-essential vehicle movements during heavy rain, fog or dust storms where visibility is less than 100 m	2M
Rig up and derrick operations	• Falling objects from height • Structural collapse of derrick • Crush injury during mast raising • Uncontrolled suspended loads • Pinch points on rig structures • Working at heights on derrick	4A	• Verify engineered mast and substructure design load ratings and DO NOT exceed rated SWL or WLL for any component • Conduct pre-assembly inspection of derrick, crown, substructure and guy wires for cracking, deformation, corrosion and missing bolts • Install and tension guy wires as per OEM specification and verify with torque or tension gauges before raising mast • Develop and follow a written rig-up procedure approved by a competent drilling supervisor, including step-by-step derrick raising sequence	2M

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
			• Establish an exclusion zone around the rig floor and mast footprint using barricades and signage; prohibit non-essential personnel during mast operations • Use only certified lifting equipment with current inspection tags; DO NOT use damaged slings, chains or uncertified hooks • Appoint a single dogman/rigger to control signalling to the crane or drawworks operator; prohibit conflicting instructions • Fit secondary retention devices on crown sheaves, travelling blocks and overhead tools to prevent dropped objects • Install compliant work platforms, ladders and fall arrest systems (AS/NZS 1891) for all derrick access tasks • Require workers at height to wear full-body harnesses with double lanyards and connect to approved anchor points at all times • Inspect and test derrick raising systems, hydraulic rams and pins prior to operation; DO NOT raise mast if any defects are identified • Cease derrick lifting if wind speeds exceed OEM limits or if lightning is observed within the vicinity • Conduct pre-start toolbox talk covering derrick operations, exclusion zones, communication methods and emergency procedures	
Install surface casing and wellhead	• Uncontrolled pipe movement • Pinch points at rotary table • Dropped casing joints • Exposure to drilling mud chemicals • Manual handling strain • Line-of-fire during cementing	4A	• Verify surface casing design, size and weight against rig handling capacity and elevator/slip ratings before commencing • Inspect casing elevators, slips, tongs and power tongs for correct type, certification and condition before each run • Use mechanised casing handling (hydraulic catwalks, elevators, power tongs) to eliminate manual lifting of casing joints • Position workers outside the line-of-fire of swinging casing, elevators and tongs; DO NOT stand under suspended casing strings • Fit and use casing centralisers, thread protectors and stabbing guides to control pipe alignment and reduce risk of dropped joints • Ensure rotary table guards and handrails are installed and used; prohibit reaching over rotating components • Prepare and follow a cementing program that specifies pressures, volumes and additives, verified by a competent drilling engineer • Handle cement and mud additives using enclosed transfer systems where possible; avoid dry pouring from height • Provide Safety Data Sheets (SDS) for all drilling fluids and cement additives and brief workers on specific hazards and first aid • Require use of chemical-resistant gloves, splash goggles and FR coveralls when handling drilling muds, cements and additives	2M

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
			• Use team lifting or mechanical aids for handling float collars, guide shoes and heavy valves; DO NOT single-lift loads over 20 kg • Monitor casing running speed and hook load; stop operations immediately if abnormal drag, weight loss or overpull is detected • Verify wellhead and casing head installation torque and pressure ratings before pressure testing	
Routine oil and gas drilling	• Kick and influx formation fluids • Rotating equipment entanglement • High-pressure mud discharge • Noise exposure from drawworks • Slip trip hazards on rig • Fatigue from extended shifts		[redacted]	2M
Control pressure during drilling	• Well kick and blowout • High-pressure gas release • Hydraulic hose failure • Choke manifold overpressure • Fire and explosion	4A	[redacted]	2M

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
	• Asphyxiation from gas		[redacted]	
Blowout preventer testing and maintenance	• Uncontrolled high-press[redacted]lease • Structural failure of BOP stack • Hydraulic system rupture • Stored energy release • Crush injury around rams • Exposure to test fluids	4A	[redacted]	2M

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
			[redacted]	
Well control emergency management	• Uncontrolled blowout • Fire and explosion event • Toxic gas exposure • Mass casualty in[redacted]ent • Structural damag[redacted] • Panic and poor decision-making	4A	[redacted]	2M
Coil tubing operations and production flowback	• Pressure release from flowback • Coiled tubing failure • High-velocity fluid discharge • Chemical exposure to returns	4A	[redacted]	2M

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
	• Equipment struck-by hazards • Noise from flowback manifolds		[redacted]	
Water injection and frac tank management	• Tank overfill and overflow • Structural failure of frac tank • Contaminated water exposure • Slip hazards from spills • Vehicle collision with tanks • Confined space entry risks	3H	[redacted]	2M

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
			[redacted]	
Wireline logging and perforating	• Exposure to ionising radiation • Explosive perforating gun detonation • Wireline under tension snap back • Pressure release at lubricator • Dropped tools in wellbore • Electrocution from logging tools		[redacted]	2M
Slickline and well intervention	• Well pressure release at tree • Line parting and snap-back • Trapped pressure in lubricator	3H	[redacted]	2M

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
	• Working at height on platform • Manual handling heavy tools • Exposure to well fluids		[redacted]	
Remove well casing and workover	• Stuck pipe and ov[redacted] • Dropped casing sections • High-torque breakout op[redacted] • Wellbore instability • Exposure to scale and NORM • Falling objects at rig floor	4A	[redacted]	2M

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
Wellhead maintenance and wireline logging	• Wellhead pressure release • Contact with moving wireline • Electrical hazards from logging unit • Access issues on cellar • Trip hazards from cables • Exposure to hydrocarbons	3H		2M
Derrick maintenance and inspections	• Working at heights on d • Falling tools and equipment • Corroded structural members • Contact with overhead lines • Weather-related instability • Fatigue and heat stress	3H		2M

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
			[redacted]	

EMERGENCY RESPONSE – CALL 000 FOR EMERGENCIES

Ensure to have an Emergency Management Plan in place as well as adequate numbers of trained first aid staff with easy access to fully stocked first aid kits, rescue equipment, material safety data sheets, adequate access to emergency communication equipment and fire-fighting equipment suitable for all classes of fire and ignition sources.

LEGISLATIVE REFERENCES

RELEVANT LEGISLATION AND CODES OF PRACTICE. DELETE THE LEGISLATIVE REFERENCES FOR ANY STATE THAT ARE NOT APPLICABLE

Queensland & Australian Capital Territory
Work Health and Safety Act 2011
Work Health and Safety Regulations 2011
Legislation QLD: https://www.worksafe.qld.gov.au/laws-and-compliance/work-health-and-safety-laws
Codes of Practice QLD: https://www.worksafe.qld.gov.au/laws-and-compliance/codes-of-practice
Legislation ACT: https://www.worksafe.act.gov.au/laws-and-compliance/acts-and-regulations
Codes of Practice ACT: https://www.worksafe.act.gov.au/laws-and-compliance/codes-of-practice

New South Wales
Work Health and Safety Act 2011
Work Health and Safety Regulations 2025
Legislation NSW: https://www.safework.nsw.gov.au/legal-obligations/legislation
Codes of Practice NSW: https://www.safework.nsw.gov.au/resource-library/list-of-codes-of-practice

Northern Territory
Work Health and Safety (National Uniform Legislation) Act 2011
Work Health and Safety (National Uniform Legislation) Regulations 2011
Legislation NT: https://worksafe.nt.gov.au/laws-and-compliance/workplace-safety-laws
Codes of Practice NT: https://worksafe.nt.gov.au/forms-and-resources/codes-of-practice

South Australia
Work Health and Safety Act 2012 (SA)
Work Health and Safety Regulations 2012 (SA)
Legislation for SA: https://www.safework.sa.gov.au/resources/legislation
Codes of Practice for SA: https://www.safework.sa.gov.au/workplaces/codes-of-practice#COPs

Tasmania
Work Health and Safety Act 2012
Work Health and Safety (Transitional and Consequential Provisions) Act 2012
Work Health and Safety Regulations 2012
Work Health and Safety (Transitional) Regulations 2012
Legislation for TAS: https://worksafe.tas.gov.au/topics/laws-and-compliance/acts-and-regulations
Codes of Practice for TAS: https://worksafe.tas.gov.au/topics/laws-and-compliance/codes-of-practice

Details of permits, licenses or access required by regulatory bodies (add or delete as required):

- Permits from local council
- Authorisation to commence work
- Any required documents.

Victoria
Occupational Health and Safety Act 2004
Occupational Health and Safety Regulations 2017
Legislation VIC: https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and-regulations
Codes of Practice VIC: https://www.worksafe.vic.gov.au/compliance-codes-and-codes-practice

Western Australia
Work Health and Safety Act 2020
Work Health and Safety Regulations 2022
Legislation Western Australia: https://www.commerce.wa.gov.au/worksafe/legislation
Codes of Practice WA: https://www.commerce.wa.gov.au/worksafe/codes-practice

Safe Work Australia Links
Law and Regulation (All States): https://www.safeworkaustralia.gov.au/law-and-regulation
Model Codes of Practice: https://www.safeworkaustralia.gov.au/resources-publications/model-codes-of-practice

Model Codes of Practice

- Managing noise and preventing hearing loss at work
- Confined spaces
- Labelling of workplace hazardous chemicals
- Managing risks of hazardous chemicals in the workplace
- Welding processes
- First aid in the workplace
- Managing the risk of falls at workplaces
- Hazardous manual tasks
- Managing the risk of falls in housing construction
- Managing electrical risks in the workplace
- Demolition work
- Excavation work
- Work health and safety consultation, cooperation and coordination
- Managing the work environment and facilities
- How to manage work health and safety risks
- Managing risks of plant in the workplace
- Construction work

SIGNATORIES OF THE SAFE WORK METHOD STATEMENT

The signed and dated personnel listed below have cooperated in the consultation and development of this Safe Work Method Statement which has been approved by the Person/s Conducting a Business or Undertaking (PCBU). In signing this Safe Work Method Statement each individual acknowledges and confirms that they have read this SWMS in full, having raised any questions for items on this Safe Work Method Statement that require clarification, and confirms that they are competent, skilled and knowledgeable for the task assigned to them. Every person acknowledges that they have received the relevant training and qualifications where required, before carrying out any work contained in this Safe Work Method Statement. By signing this Safe Work Method Statement each individual agrees to work safely, to follow any safe work instructions which are provided, and agrees to use all Personal Protective Equipment where appropriate.

Worker Name	Signature	Date

SAFE WORK METHOD STATEMENT MONITORING AND REVIEW

The SWMS must be reviewed regularly to make sure it remains effective and must be reviewed (and revised if necessary) if relevant control measures are revised. The review process should be carried out in consultation with workers (including contractors and sub-contractors) who may be affected by the operation of the SWMS and their health and safety representatives who represented that work group at the workplace.

When the SWMS has been revised the PCBU must ensure that all persons involved with the work are advised that a revision has been made and how they can access the revised SWMS, including all persons who will need to change a work procedure or system as a result of the review are advised of the changes in a way that will enable them to implement their duties consistently with the revised SWMS. All workers that will be involved in the work must be provided with the relevant information and instruction that will assist them to understand and implement the revised SWMS.

The SWMS must be monitored regularly for the effectiveness of ensuring hazard controls are effective in reducing the risk of incidents, keeping the workplace safe for all personnel. The person responsible for monitoring the effectiveness of the Safe Work Method Statement should employ a multi-faceted approach which includes but is not limited to:

1. Spot Checks.
2. Consultation with workers, contractors and sub-contractors.
3. Internal audits on a continual basis.

An approach of continuous improvement, promptly recording inconsistencies or deficiencies, followed up by immediate corrective action and consultation with all relevant personnel ensures that the PCBU is consistently developing ever-improving systems of safe work principles.

REVIEW NUMBER	1	2	3	4	5	6	7
NAME							
INITIALS							
DATE							

SAFE WORK METHOD STATEMENT REVIEW CHECKLIST

This Safe Work Method Statement Review Checklist is to be followed and used upon initial development of the SWMS to help ensure that all steps have been adequately taken before work commences. Think of this document as an internal audit review checklist before commencing work, and may form part of a Toolbox Talk (safety meeting) and may be used as an opportunity for education and training.

ITEMS WHICH MUST BE INCLUDED IN THE SWMS	COMPLETED	COMMENTS
The company details have been entered, including the project name and address.	☒	
All relevant personnel consulted during the development of the SWMS.	☒	
Name, signature, position and date signed of the person approving the SWMS.	☐	
Specific personnel and qualifications, experience is noted in the SWMS.	☒	
Provides a step-by-step process of tasks required to carry out the activity or task.	☒	
Adequate risk assessment of any identified hazards has been completed.	☒	
Foreseeable hazards are identified and documented for each step.	☒	
Any hazards listed in any site risk assessments have been added to the SWMS.	☒	
SWMS initial risk (IR) column as well as residual risk (RR) column completed.	☒	
Check control measures added to the SWMS are the most effective selection.	☒	
Responsible person is assigned and listed on the SWMS for the implementation of control measures.	☒	
Permit or licenses requirements specified, such as Hot Work, Electrical Work, Work at Heights etc.	☒	
SWMS identifies plant and equipment to be used.	☒	
Details of inspection checks required for any equipment listed and noted on the SWMS.	☒	
Describes any mandatory qualifications, experience, training or skills required to perform the work.	☒	
Applicable personal protective equipment is selected on the SWMS.	☒	
Reflects and documents any legislative references and/or Australian Standards.	☒	
Identifies any hazardous substances used with specific control measures in line with any SDS.	☒	

REVIEWED BY		**DATE REVIEWED**	
SIGNATURE		**DATE COMPLETED**	