Helicopter Operations	S SAFE WORK METHOD	STATEMENT (SWMS)	
TASI	COR ACTIVITY: Helicopter Operation	ations	
Business Name:		ABN:	SWMS#
Business Address:			
Contact Person:	Phone:	E ail:	
THIS SAFE WORK METHOD		THE PC. OF THE ROJECT	
Under the Work Health and Safety Regulation (WHS Regulation), a person condute the proposed work starts.	icting a business or under thing (Pu-U) is	required to entry that a safe work method	statement (SWMS) is prepared before
Full Name:			
Signature:		Title:	Date:
Details of the person(s) responsible for ensuring implementation, monitorin	compliance of the SWI, was well as re	eviews and modifications of the SWMS.	
Full Name:		Title:	Phone:
ALL PERSONNEL PARTICIPATING IN ANY ACTIVITY ON THIS WMS	NAME OF ALL RELEVANT PERSONN EVELOPMENT AND APPROVAL OF	NEL WHO HAVE BEEN CONSULTED AND THIS SWMS	COMMUNICATED TO IN THE
Safety meetings or toolbox talks will be scheduled in according with regislative requirements to first identify any site hazards and then to further take steps to either eliminate or configuration. I each hazard.			
If an incident or a near miss occurs, all work must store a parallely. 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:	
☐ involves a risk of a person falling more than 2 meters	d is carried out on or near pressurised gas mains or piping
□ is carried out on a telecommunication tower	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 integritystructure	\Box is carried out in an area that may have a contaminated or flammable atmosphere
□ involves, or is likely to involve, disturbing as the set of the	☐ involves tilt-up or precast concrete
involves structural alteration or repair the requires to prary support to prevent collapse	\Box 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	\Box 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 the first or tunnel involving use of explosives	\Box is carried out in areas with artificial extremes of temperature.
\Box is carried out in or near water or other liquid that involves a risk of drowning.	☐ involves diving work.
ANY HIGH-RISK MACHINER	RY OR EQUIPMENT NEARBY



	RISK MATRIX										
LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC	20005			HEIRARCHY OF CONTROLS		
ALMOST CERTAIN	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE	SCORE	ACTION		Elimination Remove the bazard		
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCE		Substitution		
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE	3H HIGH	Review befo work starts.		Replace the hazard.		
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	2M MODERATE	Ensure control measures in place.		Isolate People from the hazard		
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	nitor and ke recorde		Engineering Isolate the hazard.		
Notes on Hiera is the second m Controls by cha method.	LOW LOW MODERATE HIGH HIGH LOW k& records Isolate the hazard. Notes on Hierarchy of Controls: Elimination methods are the most effective and preference en course.g a hazard. Substitution is the second most effective method of controlling a hazard. Engineering by isolation is the number of entrols entrols is the fourth most effective method. PPE (Personal Proterive method) is the least effective Administrative work. PPE										

	PERS VAL TECTIVE EQUIPMENT (PPE)										
	1	Select the ap	propriate PPL		or the equil	oment used or	the Job task	being pertori	neo (ir applica	ibie).	i.
FOOT PROTECTION	HAND PROTECTION	HEAD PROTECTION	TEARING TION	F' P CTION	R⊾ ⇒PIRATORY PROTECTION	FACE PROTECTION	HIGH-VIS CLOTHING	PROTECTIVE CLOTHING	FALL PROTECTION	SUN PROTECTION	HAIR/JEWELLERY SECURED
Other PPE F	Required:										
	Permit or Licenses Requirements					Mandatory Qualifications and Training					



JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
1. Preparation	Inadequate briefings, Poor weather conditions	4A	 Conduct comprehensive pre-flight briefing for all personnel involved in operations Implement a rigorous weather monitoring or assessment protocol prior to flight Establish clear communication channels and reasonable weather ground crew and pilots Use reliable weather forecaring tools and constantly usate all team members with new information Assign roles and reasonability clearly during the usaring to avoid confusion Provide details remergen y procedures specific to helicopter operations and ensure all team members are familiants with them Limitable optimates to approve weather conditions and impose strict compliance Ensure equiption to checked and meets safety standards before being loaded onto the helicopter Creating ou cyclistication and necessary preparations and ensure it is followed diligently Implement a statem or mutual checks where team members double-check each other's tasks ensuring how the provertice eduction of the provertice educ	ЗН
2. Pre-flight inspection	Equipment malfunction, Fuer contamination	зн	 Fonduct a thorough pre-flight inspection checklist in accordance with operational guidelines Ensure all crew members are trained and competent in identifying potential equipment malfunctions Inspect fuel tanks for contamination prior to refueling the helicopter Use only approved and clean fuel containers to minimise the risk of fuel contamination Regularly calibrate and maintain inspection tools and instruments to ensure accuracy Implement a double-check system where another qualified person verifies the inspection findings Maintain a logbook that records all inspections, maintenance activities, and any identified issues Utilise fuel testing kits to detect any signs of water, sediment or other contaminants in the fuel Ensure proper storage of fuels in a dedicated area away from potential contaminants Check for any visible damage or wear to the helicopter's critical components such as rotor blades, landing gear, and control systems Communicate any concerns or issues found during the inspection immediately to the relevant supervisor or maintenance team Keep an up-to-date record of all equipment and parts, noting their last inspection dates and any services performed Establish effective communication channels among all crew members to report and address hazards promptly 	2M

order complete swms

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
3. Loading	Overloading, Improper weight distribution	4A	 Conduct a pre-loading safety briefing involving all relevant personnel to confirm roles and responsibilities. Use calibrated weighing scales to accurately reasure the weight of cargo before loading. Develop a detailed loading plan that spunies the plan ment of each item in order to maintain proper balance. Implement a 'buddy system' for load checks, were one person loads and another verifies the positioning and weight distinction. Attach clearly visible weight the non individual item to use initiate easy identification during loading as per the plan. Utilise loader spreader that to easily distance the weight of large or awkwardly shaped items. Limit to tota eight none cargo to use within the helicopter's maximum load capacity to provide a margure error. Ensuring a talloand items are securely fastened using appropriate strapping, netting, or containment method to event uting during flight. Regula vins, at and maintain loading equipment such as nets, straps, and hooks to ensure they are in go woring continue. Assign utalified Loadmaster or supervisor to oversee the entire loading process and make decisions if fuces arese. Verify that the helicopter pilot reviews and approves the final load configuration before take-off. Have contingency plans in place for dealing with unexpected changes in load weight or distribution, including emergency unloading procedures. 	ЗН
4. Boarding	Slips/trips/falls, Rotor blade strikes	ЗН		2M





Version 2.5





Version 2.5



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
8. Enroute cruising	Air traffic conflicts one ather turbulence	ЗН		2М
9. Landing approach	Obstacles on landing path, Communication failure	4A		ЗН

Version 2.5



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
10. Landing procedures	Hard landing, Ground resonance	4A		ЗН

Version 2.5



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
11. Post-flight shutdown	Fuel vapor ignition, Hot engine parts	ЗН		2М
12. Deboarding	Rotor blade strikes, Slips/trips/falls	3Н		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
16. Night operations	Low visibility, Fatigue	4A		3Н
17. High altitude flights	Hypoxia, Rapid decompression	4A		3Н

Version 2.5









Version 2.5



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
	S			

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.



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 THE S ATEM AT MONITORING AND REVIEW The SWMS must be reviewed regularly to make sure it remain effect. and mu be reviewed (and The SWMS must be monitored regularly for the effectiveness of ensuring hazard controls are revised if necessary) if relevant control measures are revised. The s should be carried out in effective in reducing the risk of incidents, keeping the workplace safe for all personnel. The view consultation with workers (including contractors person responsible for monitoring the effectiveness of the Safe Work Method Statement should ntractors nay be cted by the operation of the SWMS and their health and safety representatives who rep sented that work group at the employ a multi-faceted approach which includes but is not limited to: workplace. 1. Spot Checks. When the SWMS has been revised the PCBU must ensure the all versons involved with the work are 2. Consultation with workers, contractors and sub-contractors. advised that a revision has been made and how they can acce the revised SWMS, including all persons 3. Internal audits on a continual basis who will need to change a work procedure or system as a reof the review are advised of the changes in a way that will enable them to implement their duties ntly with the revised SWMS. All workers that An approach of continuous improvement, promptly recording inconsistencies or deficiencies, will be involved in the work must be provided with the relevant information and instruction that will assist followed up by immediate corrective action and consultation with all relevant personnel ensures them to understand and implement the revised SWMS. 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.	\boxtimes	
Foreseeable hazards are identified and documented for each step.	\boxtimes	
Any hazards listed in any site risk assessments have been added to the SW 5.	\boxtimes	
SWMS initial risk (IR) column as well as residual risk (RR) colume completed.	\boxtimes	
Check control measures added to the SWMS are the most effer we set tions.	\boxtimes	
Responsible person is assigned and listed on the splementa, and control measures.	\boxtimes	
Permit or licenses requirements specified, so in as Hot Work, Electral Work, Work at Heights etc.	\boxtimes	
SWMS identifies plant and equipment to be	\boxtimes	
Details of inspection checks required for any equipment lister ure noted on the SWMS.	\boxtimes	
Describes any mandatory qualifications, experience, ang or skills required to perform the work.	\boxtimes	
Applicable personal protective equipment is selected on the SWMS.	\boxtimes	
Reflects and documents any legislative references and/or Australian Standards.	\boxtimes	
Identifies any hazardous substances used with specific control measures in line with any SDS.	\boxtimes	
REVIEWED BY	DATE RE	VIEWED
SIGNATURE	DATE CO	MPLETED