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Hydraulic Hose Pressure Testing | SAFE WORK METHOD STATEMENT (SWMS)

TASK OR ACTIVITY: Hydraulic Hose Pressure Testing

Business Name: [Company Name]	ABN: [ABN]	SWMS#
Business Address: [Company Address]		
Contact Person:	Phone: [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 AND DATED SIGNATURE OF ALL RELEVANT PERSONNEL WHO HAVE BEEN CONSULTED AND COMMUNICATED TO IN THE DEVELOPMENT AND APPROVAL OF THIS SWMS		
	NAME	SIGNATURE	DATE
Safety meetings or toolbox talks will be scheduled in accordance with legislative requirements to first identify any site hazards, secondly 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.			

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CLIENT OR PRINCIPAL CONTRACTOR DETAILS

Client:	SCOPE OF WORKS
Project Name:	Provide a detailed description of the specific work being carried out (otherwise known as a scope of works).
Project Address:	
Project Manager:	
Contact Phone:	
Project Manager Signature:	
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 1.5m 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

☐ Forklift	☐ Crane/s	☐ Hoist/s	☐ Excavator	☐ Backhoe/Loader	☐ Boom Lift	☐ EWP	☐ Genie Lift
☐ Trencher	☐ Drilling Rig	☐ Trucks	☐ Formwork	☐ Bobcat	☐ Flammable Gas	☐ Fuel	☐ Dozer
☐ High Voltage	☐ Mulcher	☐ Tilt-up Panels	☐ Roller	☐ Scissor Lift	☐ Tractor	☐ Other -	

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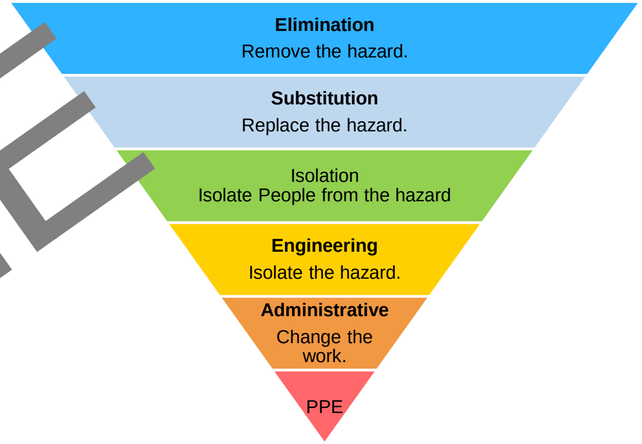
RISK MATRIX

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 PROCEED
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE	3H HIGH	Review before 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	Monitor and keep records.

HEIRARCHY OF CONTROLS



Notes on Hierarchy of Controls: Elimination methods are the most effective and preferred when controlling a hazard. Substitution is the second most effective method of controlling a hazard. Engineering by isolation is the third most effective, while Administrative Controls by changing the work is the fourth most effective method. PPE (Personal Protective Equipment) is the least effective method.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

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

Select the appropriate PPE above suitable for the equipment used or the job task being performed (if applicable).

Note: A SWMS must be reviewed regularly to make sure it remains effective. A SWMS 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 subcontractors) 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 a SWMS has been revised, the person conducting a business or undertaking must ensure all:

1. persons involved in the work are advised that a revision has been made and how they can access the revised SWMS;
2. 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; and,
3. workers that will be involved in the work are provided with the relevant information and instruction that will assist them to understand and implement the revised SWMS.

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JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR	RESPONSIBLE PERSON
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK	NAME OF PERSON
1. Preparation	Loose connections, Incorrect equipment selection	2M	- Conduct a thorough inspection of all hydraulic hose connections prior to testing, ensuring they are tightly secured and free from damage or corrosion. - Verify that the selected equipment, including hoses and fittings, is rated for the specific pressure test requirements and compatible with the hydraulic fluid being utilised. - Utilise appropriately sized thread sealants or tape on hose fittings and joints to minimise the risk of loose connections during testing. - Implement a regular maintenance schedule for all testing equipment, following manufacturer-recommended guidelines, to ensure the overall reliability and safety of the equipment. - Provide relevant training sessions for staff responsible for operating and maintaining pressure testing equipment, ensuring they stay up-to-date with industry best practices. - Develop and enforce a clear standard operating procedure for the execution of hydraulic hose pressure testing, considering both safety and efficiency. - Establish a designated area for conducting pressure tests, cutting off access to unauthorised personnel and reducing the risk of injury due to possible malfunctions or loose connections. - Maintain an inventory log of all hoses and fittings used in testing processes, noting any reported issues or potential risks, further enabling informed decisions on equipment selection. - Keep appropriate personal protective equipment (PPE) accessible and clearly labelled for use by staff during pressure testing operations, such as safety goggles and gloves. - Ensure that all safety valves, pressure release devices, and other safety features on testing equipment are functioning correctly before initiating any tests. - Encourage open communication among staff regarding any concerns or difficulties related to equipment selection or assembly, fostering a proactive approach to hazard identification and resolution.	1L	
2. Pre-Test Inspection	Poor hose condition, Damaged fittings	3H	- Conduct a thorough visual inspection of the hydraulic hoses, looking for any signs of wear, abrasion, or cracking on the outer surface. Replace hoses that show signs of damage or wear. - Examine all fittings and connections to ensure they are in good condition, properly secured, and free from corrosion or other damage. Look for any signs of leakage around the fittings and replace or repair as necessary. - Ensure that all hose assemblies are correctly rated for the maximum working pressure of the hydraulic system, with labels clearly indicating their pressure ratings.	1L	

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			- Before testing starts, ensure that all personnel involved in the process have received adequate training in the safe operation and inspection of hydraulic systems, including how to identify potential hazards and respond appropriately. - Implement a scheduled maintenance program for hydraulic hoses and fittings in the workplace, ensuring that they are regularly inspected, maintained, and replaced as needed. - Ensure the work area is clear of any obstacles, debris, or tripping hazards that may impede the safe conducting of hydraulic hose pressure testing. - Use appropriately sized and rated hose clamps to secure hoses during pressure testing to minimise the risk of accidental disconnection or detachment. - Create and enforce a standard operating procedure (SOP) for pre-test inspections and the actual hydraulic hose pressure testing process, ensuring all personnel understand and adhere to the steps and safety guidelines. - Provide all testers with proper personal protective equipment (PPE), such as safety glasses, gloves, and hearing protection, to reduce the risk of injury during the pre-test inspection and pressure testing processes. - Keep an up-to-date record of all hydraulic hose inspections, repairs, and replacements, allowing for better tracking and management of hose conditions across the workplace.		
3. Test area setup	Inadequate space, Slippery surfaces	2M	- Perform a complete area assessment before setting up the test area, ensuring that there is adequate space for all equipment and personnel involved in the hydraulic hose pressure testing process. - Provide sufficient lighting to clearly illuminate the test area, reducing the likelihood of trips, slips or other incidents related to poor visibility. - Keep the testing area dry and clean at all times by promptly wiping up any spills or leaks and regularly sweeping or mopping the floor. Use absorbent materials in case of spills to prevent slippery surfaces. - Install temporary barriers, safety tape, or signage to demarcate the designated workspace, ensuring that only authorised personnel enter the area when necessary. - Choose appropriate, non-slip flooring or place non-slip matting over slippery surfaces to aid in maintaining traction and minimising slip risks during testing operations. - Coordinate with site managers and supervisors to allocate enough time for setting up the test area correctly, to ensure it meets all safety standards and minimises hazards. - Train all personnel involved in the hydraulic hose pressure testing process on the importance of maintaining a safe workspace, including specific instructions on how to avoid and address potential hazards.	1L	

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			- Ensure that all required personal protective equipment (PPE) is worn throughout the testing process, which may include safety boots with slip-resistant soles, gloves, and safety goggles, among others. - Keep emergency exits and escape routes clear of any obstructions to allow for immediate evacuation if needed. - Develop and regularly review an emergency response plan tailored to the specific needs and potential risks of the hydraulic hose pressure testing operation. - Use caution and warning signs to alert individuals nearby about potentially hazardous areas or activities taking place within the testing zone. - Conduct regular inspections of the test area to identify potential hazards, such as inadequate space, slippery surfaces, or compromised equipment. Adjust setup and operations as needed to maintain a safe work environment. - Maintain open lines of communication among all personnel and encourage reporting of any unsafe conditions, with a commitment to addressing concerns promptly and efficiently.		
4. Equipment Calibration	Inaccurate readings, Device malfunction	2M	[redacted]	1L	

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			[redacted]		
5. Testing Pressure Selection	Exceeding system capacity, Inappropriate pressure range	3H	[redacted]	1L	

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			[redacted]		
6. Hose Connection	Leakage, Connection failure	2M	[redacted]	1L	

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			[redacted]		
7. Purging Air from System	Trapped air, Water hammer effect	2M	[redacted]	1L	

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			[redacted]		
8. Pressure Application	Hose rupture, Over pressurization	3H	[redacted]	2M	

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			[redacted] [redacted] [redacted] [redacted] [redacted] [redacted] [redacted] [redacted] [redacted] [redacted] [redacted]		

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR	RESPONSIBLE PERSON
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK	NAME OF PERSON
9. Inspection for Leaks	Not identifying leaks, Wrong inspection method	2[illegible]	[redacted]	1L	

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			[redacted]		
10. Pressure Release	Fast-release hazards, Pressure release failure	[illegible]	[redacted]	1L	

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			[redacted]		
11. Hose Disconnection	System still pressurised/loose connections	2M	[redacted]	1L	

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			[redacted]		
12. Post-Test Documentation	Inaccurate recordkeeping, Missing test results	1L	[redacted]	1L	

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13. Equipment Decontamination	Chemical exposure, Improper cleaning techniques	2M	[redacted]	1L	

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			[redacted]		
14. Storage & Housekeeping	Cluttered workspa[illegible] Incorre[illegible]e methods	1L	[redacted]	1L	

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SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK	NAME OF PERSON
			[redacted]		
15. Reporting Defects	Incomplete reporting Miscommunication	1L	[redacted]	1L	

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			[redacted]		
16. Training & Supervision	Unqualified personnel, Poor supervision	2M	[redacted]	1L	

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SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK	NAME OF PERSON
			[redacted] [redacted] [redacted] [redacted]		
17. Review & Update Procedures	Outdated processes, Non-compliance with standards	2M	[redacted] [redacted] [redacted] [redacted] [redacted] [redacted] [redacted]	1L	

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			[redacted]		
18. Emergency Preparedness	Inadequate emergency equipment/No evacuation plan	3H	[redacted]	1L	

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			[redacted] [redacted] [redacted] [redacted]		
19. Final Area Check & Shut Down	Untidy workspace, Unsecured equipment	1L	[redacted] [redacted] [redacted] [redacted] [redacted] [redacted]	1L	

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			[redacted]		
20. Maintenance Scheduling	Inconsistent maintenance, Ignoring required servicing	2M	[redacted]	1L	

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			[redacted] [redacted] [redacted] [redacted] [redacted] [redacted] [redacted] [redacted] [redacted] [redacted] [redacted] [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 OF 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 2017
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-all-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	Position	Signature	Date	Time	Supervisor
			Date:		
			Date:		
			Date:		
			Date:		
			Date:		
			Date:		
			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 subcontractors) 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							

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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	TO BE DONE	COMMENTS
The company details have been entered, including the project name and address.	☐	☐	
Names and signatures of 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) columns completed.	☐	☐	
Check control measures added to the SWMS are the most effective solutions.	☐	☐	
Responsible person is assigned and listed on the SWMS for the implementation of control measures.	☐	☐	
Permit 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 are 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.	☐	☐	
Lists any required permits or licenses.	☐	☐	
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**	