Spill And Leak - Cleanup Procedures | SAFE WORK METHOD STATEMENT (SWMS)

TASK OR ACTIVITY: Spill And Leak - Cleanup Procedures

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.			

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:	

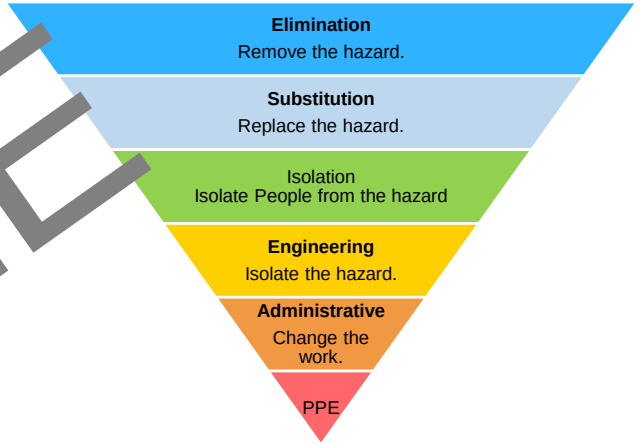
ANY HIGH-RISK CONSTRUCTION WORK BEING CARRIED OUT	
☐ involves a risk of a person falling more than 2 meters.	☐ is carried out on or near pressurised gas mains or piping.
☐ is carried out on a telecommunication tower.	☐ is carried out on or near chemical, fuel or refrigerant lines.
☐ involves demolition 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 -	

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 d 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 NAL TECTIVE EQUIPMENT (PPE)

FOOT PROTECTION	HAND PROTECTION	HEAD PROTECTION	HEARING PROTECTION	E PROTE	SPIRATORY 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.

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	Slippery surfaces, chemical exposure	2M	- Conduct a thorough risk assessment before starting the cleanup process to identify potential hazards and determine appropriate control measures. - Ensure that all personnel involved in the cleanup process have received appropriate training on the handling of hazardous materials and the correct use of personal protective equipment (PPE). - Secure the affected area by setting up barriers, signage, or other means to prevent unauthorised access and avoid accidental slips or falls due to slippery surfaces. - Provide appropriate PPE, such as gloves, safety goggles, and chemical-resistant clothing, for all personnel involved in the cleanup process. - Use absorbent materials such as spill pads, socks, or pillows specifically designed for containing and cleaning up spills and leaks. - Inspect and maintain all spill response equipment, including spill kits, ensuring they are readily accessible and in good working condition. - Implement a buddy system whereby team members work in pairs, ensuring constant communication and support during the cleanup process, reducing the risk of accidents and injuries. - Clearly mark and label all hazardous substances, ensuring that employees are aware of proper handling methods, associated risks, and emergency procedures. - Utilise appropriate spill containment equipment or bunding solutions to minimise the spread of spilled or leaked chemicals. - Follow company Standard Operating Procedures (SOPs) when handling and disposing of potentially hazardous materials, preventing further exposure and environmental damage. - Regularly inspect the work site and surrounding areas for any signs of potential leaks or spills, enabling early detection and swift action to prevent serious incidents. - Implement an effective reporting system for incidents involving spills or leaks, allowing responsible parties to be informed promptly and investigate the root causes of such occurrences. - Provide regular training and information sessions for staff regarding safe work practices around chemicals and potential hazards, fostering a culture of safety and awareness. - Review and update your Workplace Health and Safety (WHS) policies regularly, ensuring continuous improvement and alignment with the latest industry standards and best practices.	1L	
2. Equipment Setup	Improper equipment, electrical hazards	3H	- Ensure the spill and leak cleanup equipment is compliant with relevant Australian standards and regulations, including Material Safety Data Sheets (MSDS) for all chemicals and substances being used in the cleanup process.	1L	

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			- Conduct regular inspections and maintenance checks of all equipment before and after use, ensuring that they are in proper working condition and free from defects. Replace or repair damaged equipment immediately. - Provide workers with the necessary safety training and adequate supervision, ensuring they understand how to safely operate and maintain the spill and leak cleanup equipment. - Install Ground Fault Circuit Interrupters (GFCIs) or residual current devices (RCDs) on all electrical equipment used in the cleanup process to protect against potential electrical hazards. - Use only approved, non-conductive power tools and equipment when working in wet conditions or near water sources to minimise the risk of electrocution. - Always verify that electrical cords, plugs, and outlets are in good condition, without any cracks, fraying, or exposed wires before use. Avoid using extension cords, if possible. - Require workers to wear appropriate personal protective equipment (PPE), such as safety goggles, gloves, chemical-resistant suits, and rubber boots during equipment setup to protect them from chemical exposure and electrical hazards. - Implement a "dry hands" policy to prevent the transfer of liquids onto electrical equipment. Enforce strict adherence to relevant safety procedures when handling liquids and hazardous substances. - Designate designated areas for storing and handling hazardous materials and waste, properly sealing and labelling containers, and following appropriate disposal procedures as required by local environmental regulations. - Place warning signs and barriers around the work area to alert workers and passersby about the potential hazards associated with the spill and leak cleanup equipment setup. - Have spill containment systems, such as spill kits, absorbent pads, and drain covers readily available in the event of accidental spills or leaks during the equipment setup process. - Establish an emergency response plan and evacuation procedure for the worksite, conduct regular drills, and ensure all workers are familiar with these procedures in the event of a spill, leak, or equipment malfunction.		
3. Spill Containment	Inhalation of fumes, fire risk	4A	- Proper ventilation: Ensure the work area has sufficient ventilation to disperse harmful fumes and prevent the buildup of flammable vapor. - Personal protective equipment (PPE): Workers dealing with spill containment should wear appropriate PPE, such as gloves, goggles, masks, and boots, to protect against hazardous materials and reduce inhalation risks. - Use of absorbent materials: Utilise industrial-grade absorbent materials or spill kits designed for containing and controlling the specific substances involved in the spill to minimise the spread of chemicals.	2M	

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			- Fire prevention equipment: Keep fire extinguishers and other firefighting equipment on hand and easily accessible in case of a fire risk resulting from a spill or leak. - Proper storage: Store all chemicals and hazardous materials in properly labelled containers and safe locations away from heat sources to minimise the risk of fires and explosions. - Spill control training: Train employees on handling spills and leaks safely and efficiently, including the proper use of spill containment equipment and emergency procedures. - Emergency response plan: Establish and maintain an up-to-date emergency response plan for handling spills and leaks, including procedures for contacting emergency personnel if necessary. - Hazard communication: All workers should be well-informed about the hazards related to the materials they handle, precautionary measures to prevent exposure, and safety instructions following exposure to minimise risk. - Signage and labels: Clearly mark hazardous areas and containers with appropriate warning signs and labels to alert workers of potential dangers and prevent inadvertent exposure. - Inspection and maintenance: Regularly inspect storage facilities and equipment for wear and damage that could lead to spills and leaks, and perform necessary maintenance and repairs promptly. - Regular audits: Conduct periodic assessments to evaluate and improve spill containment and cleanup procedures, identifying areas for improvement and implementing corrective actions. - Segregation of incompatible materials: Store hazardous materials separately from each other to reduce the likelihood of fire risk or hazardous chemical reactions due to spills or leaks. - Eliminate ignition sources: Keep open flames, sparks, and other potential ignition sources away from the work area during spill containment procedures to minimise fire hazard risks. - Reporting near-misses or incidents: Encourage workers to report any near-miss incidents or spills that could have led to fire or inhalation hazards in order to develop improved prevention and containment measures.		
4. Leak Isolation	Contact with hazardous materials, explosive atmosphere	4A	[redacted]	2M	

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			[redacted]		
5. Personal Protective Equipment (PPE)	Incorrect PPE, PPE failure	3H	[redacted]	1L	

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			[redacted]		
6. Hazardous Material Identification	Skin/eye contact, incorrect labeling	3H	[redacted]	1L	

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			[redacted]		
7. Cleanup Procedure Selection	Inadequate proced[redacted]e, secon[redacted]ills	2M	[redacted]	1L	

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			[redacted]		
8. Absorbent Application	Dust generation, ov ation	2M	[redacted]	1L	

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			[redacted]		
9. Waste Removal	Mishandling, improper disposal	3H	[redacted]	1L	

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			[redacted]		
10. Surface Decontamination	Residual contamination, fumes	3H	[redacted]	2M	

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11. Spill Kit Maintenance	Insufficient supplies, improper storage	2M		1L	

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12. Documentation & Reporting	Failure to report, missing information	2M		1L	

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			[redacted]		
13. Training	Untrained personnel, poor attendance	3H	[redacted]	1L	

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			[redacted]		
14. Emergency Response Plan	Lack of communicati[redacted] inadequate resources	[redacted]H	[redacted]	2M	

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			[redacted]		
15. Incident Investigation	Incomplete investigation, blame culture	2M	[redacted]	1L	

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			[redacted]		
16. Review & Continuous Improvement	Non-compliance, outdated procedur	2M	[redacted]	1L	

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			[redacted]		
17. Communication & Signage	Miscommunication, inadequate warning signs	2M	[redacted]	1L	

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			[redacted]		
18. Environmental Impact Assessment	Ecological damage, impa[redacted]al community	3H	[redacted]	2M	

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			[redacted]		
19. Storage & Transport	Spills during transport, st[redacted]aks	3H	[redacted]	1L	

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			[redacted]		
20. Personal Wellbeing	Mental stress, physical fatigue	2M	[redacted]	1L	

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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 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-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 changed. 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							

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 SWM	☐	☐	
SWMS initial risk (IR) column as well as residual risk (RR) columns completed.	☐	☐	
Check control measures added to the SWMS are the most effecti se tions.	☐	☐	
Responsible person is assigned and listed on the SWMS for the im ementa of cont measures.	☐	☐	
Permit requirements specified, such as Hot Wor Electrical Work, W at Heights etc.	☐	☐	
SWMS identifies plant and equipment to be us d.	☐	☐	
Details of inspection checks required for any equipment listed ar noted on the SWMS.	☐	☐	
Describes any mandatory qualifications, experience, training 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**	