



<b>Date</b>		<b>SWMS originator:</b>	<b>Job Specific No.</b>
<b>Work Order</b>		<b>KKS #:</b>	<b>SWMS No.</b>
<b>Job Description</b>			<b>Standard Job No.</b>
<b>Plant / Equipment</b>			

**As a Minimum - any of the following require the completion of a SWMS**

<input type="checkbox"/> Work on / near Energised Electrical Installation, if risk present- <b>use SWMS Template T-2808 only.</b> <input type="checkbox"/> Artificial Temperature Extremes <input type="checkbox"/> Complex tasks determined by person/team <input type="checkbox"/> Confined Space Entry <input type="checkbox"/> Demolition of Load Bearing Structures <input type="checkbox"/> Disturbance of Asbestos <input type="checkbox"/> Excavation or Trench >1.5m (work in or near)	<input type="checkbox"/> Fall Risk ≥ 2 Metres <input type="checkbox"/> Involves the use of explosive power tools <input type="checkbox"/> Land disturbance / excavation <input type="checkbox"/> Risk of injury from interaction with Powered Mobile Plant <input type="checkbox"/> Structural repairs that require Temporary Supports/Braces <input type="checkbox"/> Tilt-up Panels/Pre-cast Concrete <input type="checkbox"/> Work in area that may have a flammable/contaminated atmosphere <input type="checkbox"/> Work near water (Risk of Drowning)	<input type="checkbox"/> Work on Chemical, Fuel or Refrigerant Lines <input type="checkbox"/> Work on or near Pressurised Gas Mains or Piping <input type="checkbox"/> Work on, in or adjacent to a road in use by traffic, other than Pedestrians <input type="checkbox"/> Work on HP Steam / Gas / Fluids
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<b>Expert Adviser/s Required</b>	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<b>Names of the adviser/s:</b>	<i>Risk management adviser/s from outside of work team</i>
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<b>Training or Certification Required (detail)</b>
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<b>Is this a recurring job? If yes send to Planning Dep. for inclusion into work pack</b>	<input type="checkbox"/> No	<input type="checkbox"/> Yes
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<p><b>Potential HSE Hazards</b> <input checked="" type="checkbox"/></p> <input type="checkbox"/> Access and Exit <input type="checkbox"/> Asbestos <input type="checkbox"/> Biological <input type="checkbox"/> Contamination spills to land / water <input type="checkbox"/> Cultural Heritage <input type="checkbox"/> Disturbance / removal of plants / animals <input type="checkbox"/> Driving <input type="checkbox"/> Erosion / sediment <input type="checkbox"/> Fatigue <input type="checkbox"/> Flammables / combustibles <input type="checkbox"/> Lighting <input type="checkbox"/> Manual Handling <input type="checkbox"/> Occupational Dust / Fumes <input type="checkbox"/> Occupational Gas Releases <input type="checkbox"/> Occupational Noise <input type="checkbox"/> Off site impact noise / vibration / light <input type="checkbox"/> Other Workers <input type="checkbox"/> Radiation <input type="checkbox"/> Regulated waste generation <input type="checkbox"/> Rotating Moving Objects <input type="checkbox"/> Spread of seeds and pests <input type="checkbox"/> Waste disposal (waste tracking) <input type="checkbox"/> Weather	<p><b>Controls Required</b> <input checked="" type="checkbox"/></p> <input type="checkbox"/> Bunding <input type="checkbox"/> Confined Space Authorisation <input type="checkbox"/> Excavation Authorisation <input type="checkbox"/> Hot Work Authorisation <input type="checkbox"/> Land Clearance & Disturbance Permit <input type="checkbox"/> Large angle Grinder Approval <input type="checkbox"/> Lone Worker / Remote Work <input type="checkbox"/> Perform Multi Crane Operations <input type="checkbox"/> PTW <input type="checkbox"/> Regulated Waste certificates <input type="checkbox"/> Switchboard Maintenance <input type="checkbox"/> Tandem Lifting with Forklifts <input type="checkbox"/> Traffic Management <input type="checkbox"/> Unprotected Edge Authorisation <input type="checkbox"/> Weed Hygiene Certificate <input type="checkbox"/> Weed Seed Wash down <input type="checkbox"/> Work from a Workbox / Work platform <input type="checkbox"/> Working at Heights
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Step No.	Job Step <i>List the major steps required to perform the task in the sequence they are carried out.</i>	Hazards / Environmental Impacts <i>Against each step list the potential hazards which relate to the above energies that could cause injury/damage when the task step is performed.</i>	Controls <i>For each hazard list the control measures required to eliminate or minimise the risk of injury or impact on environment. Consider:</i> <ul style="list-style-type: none"> <li>• Elimination or Substitution</li> <li>• Engineering</li> <li>• Administration</li> <li>• Personal Protective Equipment (PPE)</li> </ul>	Risk (After Controls)			Responsible Person
				Likelihood	Impact	Risk Ranking	
	Plan and Prepare for the task. Consider <ul style="list-style-type: none"> <li>• Handling hazardous chemicals/materials</li> <li>• Emergency equipment required</li> <li>• Special Tools / Equipment</li> </ul>	<b>List the requirements (if any)</b>					•
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# Safe Work Method Statement



## SIGN-ON SHEET

On completion of job, send original copy to Supervisor of the task for review. Supervisor of the task forwards original to the workgroups Administration for registration and filing.  
Note: The person in charge of the job must ensure that all work team members involved in the job are informed of this SWMS & a copy is at the job site.

### Work Team Sign-On

*The person in charge of the job has explained the requirements of this SWMS to me. I understand the hazards and the control measures I must use to complete the job described in this SWMS. I agree to comply with the safety requirements.*

Name	Signature	Date & Time	Name	Signature	Date & Time

\* Detail the highest risk ranking identified (with controls) from individual steps in previous section.

#### Switchboard Maintenance Risk Controls

For switchboard maintenance the following procedure **ASM-PROC-MTC-TPS-01** must be followed and signoff by the appropriate person obtained.

**Energised Electrical Work** use T-2808

#### Approval

**Tolerable / Medium:** Supervisor of Task

Name :

**High:** Site Manager

Signature

Date :

**Extreme:** General Manager

Additional comments or details of special precautions to be taken:



Impact	Description	Environment	Financial	Reputation	Compliance
Level 5 Severe	<b>Health &amp; Safety</b> Fatality or serious injury with permanent impairment e.g. As defined by the <i>Work Health Safety Act (Qld) 2011</i>	An event causing irreversible serious environmental harm.	≥ \$200M total impact of event	Widespread negative national or metropolitan media coverage relating to Stanwell's business activities, repeated public protests (actual or virtual) which have a long-term impact on shareholder confidence.	A breach of a compliance obligation <sup>1</sup> resulting in the cancellation of a permit, licence or other form of authorisation essential to the effective operation of at least one of the corporation's sites and/or functions.
Level 4 Major	Serious Injury without permanent impairment e.g. As defined by the <i>Work Health Safety Act (Qld) 2011</i>	An event causing serious environmental harm or widespread unauthorised disturbance.	≥ \$50M - \$200M total impact of event	Multiple negative stories in national or metropolitan media relating to Stanwell's business activities.	A breach of a compliance obligation resulting in the suspension of a permit, licence or other form of authorisation essential to the effective operation of at least one of the corporation's sites and/or functions.
Level 3 Moderate	Recordable Injury e.g. LTI or MTI	An event causing material environmental harm	≥ \$5M - \$50M total impact of event	Negative regional media coverage relating to Stanwell's business activity.  Reputation impact is contained at a local <sup>2</sup> level.	A breach of a compliance obligation resulting in an enforcement order and/or cancellation of a permit, licence or other form of authorisation that is not essential to the effective operation of at least one of the corporation's sites and/or functions.
Level 2 Minor	First Aid Treatment (Minor Injury / Illness) e.g. removal of foreign bodies from wound or minor sprains and strains	An event causing localised environmental impact	≥ \$1M – \$5M total impact of event	Concern expressed by local opinion leaders.  Little or no adverse media coverage in relation to Stanwell's business activity.	A breach of a compliance obligation that results in the receipt of a notice <sup>3</sup> and/or the suspension of a permit, licence or other form of authorisation that is not essential to the operation of at least one of the corporation's sites and/or functions.
Level 1 Low	Insignificant / Report Only Injuries / Illnesses e.g. discomfort in shoulder or small 'surface' splinters	Contained event (spill, emission, or disturbance) with negligible disturbance.	< \$1M total impact of event	Isolated complaints from individuals that can be dealt with on a site by site basis.	A breach of an internal compliance obligation that does not require external notification.  Questions from the regulator relating to a non-conformance with license or conditions; technical <sup>4</sup> and/or administrative non-compliance which doesn't impact the ability to operate.

### Likelihood (Probability of Occurrence)

Likelihood	Description
Almost certain (A)	The Impact is expected to occur within the next 6 months.
Likely (B)	The Impact is expected to occur within the next 12 months.
Possible (C)	The Impact is expected at least once in the next 1-5 years.
Unlikely (D)	The Impact is expected at least once in the next 5-25 years.
Rare (E)	The Impact is expected to occur less frequently than once every 25 years.

### Heat Map / Risk Tolerance Levels

IMPACT:					
LIKELIHOOD:	(1) Low	(2) Minor	(3) Moderate	(4) Major	(5) Severe
Almost certain (A)	Tolerable	Medium	High	Extreme	Extreme
Likely (B)	Tolerable	Medium	High	Extreme	Extreme
Possible (C)	Tolerable	Tolerable	Medium	High	Extreme
Unlikely (D)	Tolerable	Tolerable	Medium	High	High
Rare (E)	Tolerable	Tolerable	Tolerable	Medium	Medium

Extract from GOV-STD-11

<sup>1</sup> Compliance Obligation – As defined within the Legal and Regulatory Compliance Policy, which includes statutory / legislative and contractual obligations

<sup>2</sup> Local to the site / regional area

<sup>3</sup> Examples include Improvement Notice, Infringement notice (not including enforcement orders)

<sup>4</sup> As defined in the Trading Risk Management policy