



## SAFE WORK METHOD STATEMENT (SWMS)





<b>1. Activity/Task:</b>	Portable Carpet Cleaning	<b>SWMS Number:</b>	SCR-SWMS-001 v.1
<b>Review Team:</b>		<b>Project:</b>	
<b>SWMS Approved By:</b>		<b>Approval Date:</b>	
<b>SWMS Review Date:</b>			
<b>Skills Required:</b>	Knowledge of company procedures, training in use of machine		
<b>Reference Material:</b>			







**2. Potential Hazards Associated with the Activity/Task**  
 - Identify each of the Hazards associated with the Activity/Task by placing a (✓) next to the potential Hazard, and ensure the hazard is adequately addressed within the SWMS.  
 - Potential Site specific hazards shall be addressed at site and recorded within the Site Risk Assessment book.

Work Environment	Energy	Work Process	Chemicals	Plant/Equipment	People
Entry/Exit	Gas L/P	Working at Height	Dangerous Goods	Elev. Wk. Platform	Communication ✓
Temp. Extreme/ Weather	Gas M/P	Falling Objects	Toxic Substances	Cranes	Fatigue
Confined Space ✓	Gas H/P	Sharp Materials	Inhalation	Excavator	Stress
Trench Collapse	Water ✓	High Noise Levels ✓	Contact With:	Plant Movement	Working alone ✓
Oxygen Atmospheric Lvl	Electricity H/V	Ladders	Dust	Explosive Tools	Personnel Threat
Remote Site/Difficult rescue	Electricity L/V ✓	Manual Handling ✓	Bacteria	Suspended Loads	
Poor lighting & Visibility ✓	Hydraulic Pressure	Procedural Failure	Oils	Temperature Probe	
Trip/Slip Hazards ✓	Kinetic	Height Access	Contaminated Fluids	Hauling Equipment	
Vehicles / Pedestrians		Spills	Fuels	Guards	
Erosion/ Flora/Fauna			Drilling Muds/Silt run off	Lockouts / Valves	

**3. Risk Assessment – Align Consequence category with Likelihood category utilising the Risk Matrix to calculate the Risk**

Consequence – Definition			Likelihood – Definition (HS&E)		Risk Matrix - (Align Likelihood x Consequence = Risk)					
Category	Health and Safety	Environmental	Category	Definition		1 Minor	2 Serious	3 Severe	4 Major	5 Catastrophic
Catastrophic	Multiple Fatalities or total permanent disabilities	Actual material harm to the environment (onsite and/or offsite) with long term or irreparable effects	Almost Certain	Will almost certainly occur once (or more) every couple of years. (Expected to happen, happens frequently).	5 Almost Certain	Moderate	High	Extreme	Extreme	Extreme
Major	Single Fatality or Total permanent disability	Actual material harm to the environment (onsite and/or offsite) with short term effects and is repairable through remedial action	Likely	Will probably (>50%) occur once (or more) in 20 years. Could occur within business unit or similar sites.	4 Likely	Moderate	Significant	High	Extreme	Extreme
Severe	Single permanent or partial disability / LTI	Discharge of any substance from site, which poses potential material harm to the environment	Possible	Could occur, but not probable. Has occurred in our company	3 Possible	Moderate	Moderate	Significant	High	Extreme
Serious	Lost Time Injury / Medical Treatment	Spillages, leaks or other escapes which have migrated offsite or where the potential for harm to the environment has been diminished through intervention (clean up) and leaves minor residual impact on the environment.	Unlikely	Not expected to occur. Has not occurred at our company, but has occurred within the industry within Australia.	2 Unlikely	Low	Low	Moderate	Significant	High
Minor	First Aid, No Medical Treatment	Spillages, leaks or other escapes which occur and are contained within the site boundary. Is not a reportable incident to the authorities, and has no impact to the environment.	Rare	May occur only in exceptional circumstances. Has occurred in known history worldwide or is conceptually possible.	1 Rare	Low	Low	Moderate	Moderate	Significant

<b>5. PPE to be Utilised AT ALL TIMES:</b>	<b>Uniform</b>	<b>Footwear</b>
	 <input checked="" type="checkbox"/>	 <input checked="" type="checkbox"/>

<b>PPE to be Utilised where specified in this SWMS:</b>	<b>Eyewear</b>	<b>High Vis'</b>	<b>Gloves</b>	<b>Hearing</b>	<b>Dust Mask</b>	<b>Hard Hat</b>			
	 <input checked="" type="checkbox"/>	 <input checked="" type="checkbox"/>	 <input checked="" type="checkbox"/>	 <input checked="" type="checkbox"/>	 <input checked="" type="checkbox"/>	 <input type="checkbox"/>			

	<b>Sequential Steps</b> List the basic task steps in a sequential order.	<b>Hazards and Impacts</b> Identify the health and safety or environmental Hazards and Impacts associated with each step, and examine each to determine the Risk Rating.	<b>Risk Rating</b> Rate the risk prior to controls being in place. (Consequence x Likelihood)	<b>Controls</b> Determine what actions are required to eliminate or minimise all hazards that could lead to an accident or environmental incident. Indicate who is to perform the action where applicable against each action	<b>Risk Rating</b> Re-rate the risk with controls in place. (Consequence x Likelihood)	<b>Owner</b> Control action owner
<b>1</b>	<b>Arrival on site</b>	<ul style="list-style-type: none"> <li>Moving vehicles</li> <li>People</li> <li>Access and Egress</li> <li>Unauthorised site access</li> </ul>	Serious x Likely = <b>Significant</b>	<ul style="list-style-type: none"> <li>Park in appropriate areas</li> <li>Advise of arrival on site</li> <li>Display identification</li> <li>Sign-in to visitors book</li> </ul>	Serious x Unlikely = <b>Low</b>	<b>All</b>
<b>2</b>	<b>Site inspection prior to commencement</b>	<ul style="list-style-type: none"> <li>Slips/trips/falls</li> <li>Access and Egress</li> </ul>	Serious x Likely = <b>Significant</b>	<ul style="list-style-type: none"> <li>High visibility vests/clothing</li> <li>Appropriate PPE (including hard hat) where necessary</li> <li>Long sleeves and trousers</li> <li>Sturdy boots in good condition</li> <li>Ensure others on site are aware of your presence</li> </ul>	Serious x Unlikely = <b>Low</b>	<b>All</b>
<b>4</b>	<b>Manual Handling</b>	<ul style="list-style-type: none"> <li>Back/muscle strain</li> <li>Impact injuries</li> <li>Sustained bending may cause musculoskeletal disorder (MSD)</li> </ul>	Severe x Likely = <b>High</b>	<ul style="list-style-type: none"> <li>Keep back straight, eyes fixed straight ahead; lift with legs &amp; not the back. Ensure correct posture</li> <li>Get help if load is too heavy or awkward</li> <li>Wear safety boots and gloves</li> <li>Minimise <b>continuous</b> time spent carpet cleaning</li> </ul>	Severe x Unlikely = <b>Moderate</b>	<b>All</b>

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<b>5</b>	<b>Use of Portable Carpet Cleaner</b>	<ul style="list-style-type: none"> <li>• Noise</li> <li>• Obstruction of working machinery</li> <li>• Clear access to drain</li> <li>• Electric shock</li> <li>• Water added either by automatic fill or by bucket.</li> <li>• Use of an immersion heater to heat the water manually.</li> <li>• Hot water burn</li> <li>• Striking hazard if the hose was to burst causing bruising, eye injuries from flying materials</li> <li>• Slip trip and fall due to water and detergent</li> </ul>	Catastrophic x Possible = <b>Extreme</b>	<ul style="list-style-type: none"> <li>• Wear hearing protection</li> <li>• Machine in upright position</li> <li>• Place machine in central location</li> <li>• Ensure drain hose correct length</li> <li>• Minimise excess water</li> <li>• Use RCD device</li> <li>• Ensure leads are not damaged and are electrically tested and tagged</li> <li>• Temperature of hot water is not greater than 50 ° C</li> <li>• Wear appropriate gloves</li> <li>• Ensure appropriate signage is displayed</li> <li>• Train personnel to inspect hose prior to use to ensure it is in good working order</li> <li>• Train service personnel to wear non-slip footwear</li> <li>• All excess water must be mopped up as soon as possible</li> <li>• Barricading is to be used if the public is in the vicinity or preferably use the unit out of peak times</li> <li>• Ensure correct PPE (glasses) are worn</li> </ul>	Catastrophic x Rare = <b>Significant</b>	<b>All</b>
<b>6</b>						