



Pandanus Workforce

Safe Work Method Statement (SWMS)

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Project: _____ **Project No:** _____

SWMS No: _____ **Work Activity:** Remote Location and Working Alone

All persons involved in the works must have the SWMS explained and COMMUNICATED to them prior to start of works.

SWMS DETAILS

Brief Description of Work Activity: Remote Location

Location: Work Area _____ **Date: August 2024**

Date to be Reviewed: _____

Personnel Responsible for Monitoring this Activity: Manager, Supervisor, Worker

Legislation / Codes of Practice / Standards Consulted:
These must be complied with.

- Work Health and Safety Act 2011
- Work Health and Safety Regulations 2011
- Hazardous Manual Tasks COP 2011
- How to Manage Work Health and Safety Risks COP 2011
- Managing the work environment and facilities COP 2011
- First aid in the workplace COP

Plant and Equipment Required for this Activity: Work vehicles

Details of Maintenance Checks Required for this Activity: Maintenance as per manufacturer's instructions & prestart inspection

Materials Used: Nil

SDS Required? (Yes / No)

No

Personnel Qualifications Required for this Activity:

Relevant state certification for task has been undertaken or plant being operated

Relevant Vehicle Licence

General Training

Specific Training Required for this Activity:

All personnel to have completed a Site Induction. Must be trained in this SWMS and have all relevant certification for this task.

Site Specific Induction

Work Activity Training

Appropriate training for equipment

Personnel consulted on development of SWMS:

Name:	Position	Industry Experience

Person Responsible for Updating SWMS:

Signature:

Date:

High Risk Work involves:	<input type="checkbox"/> Risk of falls from greater than 2 metres	<input type="checkbox"/> Work on a telecommunications tower	<input type="checkbox"/> Demolition of load-bearing structure
	<input type="checkbox"/> Likely to involve disturbing asbestos	<input type="checkbox"/> Temporary load-bearing support structures	<input type="checkbox"/> Work in confined spaces
	<input type="checkbox"/> Work in or near shaft or trench with an excavated depth greater than 1.5m or a in tunnel	<input type="checkbox"/> Use of Explosives	<input type="checkbox"/> Work on or near pressurised gas pipes or mains
	<input type="checkbox"/> Work on or near chemical, fuel or refrigerant lines	<input type="checkbox"/> Work on or near energised electrical installations or services	<input type="checkbox"/> Work in an area with contaminated or flammable atmosphere
	<input type="checkbox"/> Work with tilt up or pre-cast concrete	<input type="checkbox"/> Work on, in or adjacent to road, rail shipping or other major traffic corridor	<input type="checkbox"/> Work in an area with movement of powered mobile plant
	<input type="checkbox"/> Work in or areas with artificial extremes of temperature	<input type="checkbox"/> Work in or near a drowning risk	<input type="checkbox"/> Diving work
	<input type="checkbox"/> Other [please specify]:		

RISK ASSESSMENT

Step 1 – Determine Consequence (Impact) (C)

I Consequence (Impact) Table				
Impact band	Health & Safety		Environment & Heritage	Reputation
Substantial (5)	Fatal Incident (Class 1)		Permanent widespread ecological damage	International negative media coverage. Loss of business from key sector.
Major (4)	Permanent Injury (Class 1)	Damage, which permanently alters a person's future (e.g. quadriplegia, paraplegia, amputation of a limb).	Heavy ecological damage, costly restoration	Sustained national negative media coverage. Loss of long term key client.
Moderate (3)	Lost Time Injury (Class 2)	Damage, which temporarily alters a person's future.	Major but recoverable ecological damage	Regional/short negative media coverage. Loss of Client / project.
Minor (2)	Medical Treatment (Class 2)	Damage, which temporarily inconveniences a person	Limited but medium term damage	Local negative media coverage. Site or project problem
Negligible (1)	First Aid Treatment (Class 3)	Actual injury which requires no treatment or simple first aid	Short term damage	Brief local negative media coverage.

Step 2 - Determine Probability (Likelihood) of Event Occurring (P)

Probability (Likelihood) Table			
Probability band	Description		
Almost Certain (5)	The threat can be expected to occur 75% - 99%	Common / Frequent Occurrence	More than 1 event per month
Likely (4)	The threat will quite commonly occur 50% - 75%	Is known to occur or "It has happened regularly"	More than 1 event per year
Possible (3)	The threat may occur occasionally 25% - 50%	Could occur or "I've heard of it happening"	1 event per 1 to 10 years
Unlikely (2)	The threat could infrequently occur 10% - 25%	Not likely to occur very often	1 event per 10 to 100 years
Rare (1)	The threat may occur in exceptional circumstances 0% - 10%	- Conceivable but only in exceptional circumstances	Less than 1 event per 100 years

Step 3 – Assess Risk Level (R) Determine the risk level by combining Consequence with Probability

Risk Assessment Matrix	Consequence (Impact) Table					
	Negligible (1)	Minor (2)	Moderate (3)	Major (4)	Substantial (5)	
Probability (Likelihood)	Almost Certain (5)	Low (5)	Moderate (10)	Very High (15)	Extreme (20)	Extreme (25)
	Likely (4)	Low (4)	Moderate (8)	Very High (12)	Very High (16)	Extreme (20)
	Possible (3)	Low (3)	Moderate (6)	High (9)	Very High (12)	Very High (15)
	Unlikely (2)	Low (2)	Low (4)	High (6)	High (8)	Very High (10)
	Rare (1)	Low (1)	Low (2)	Moderate (3)	High (4)	High (5)

HIERARCHY OF CONTROLS

Highest Level of Control					Lowest Level of Control	
Elimination	Substitution	Engineering	Administration	Personal Protective Equipment		

PROBABILITY:

- 5=Almost Certain
- 4=Probable
- 3=Moderate
- 2=Unlikely
- 1=Rare

1-6 Acceptable

CONSEQUENCE:

- 5=Substantial
- 4=Major
- 3=Moderate
- 2=Minor
- 1=Negligible

7-12 Acceptable with Strict Control Measures or Short Duration

13-25 Unacceptable



Activity Break the job down into steps	Potential Safety and Environmental Hazards What can go wrong	Risk Rating			Control Measures	Risk Rating After Controls			Person Responsible To ensure management method applied
		C	P	R		C	P	R	
Working in Remote Locations	<ul style="list-style-type: none"> Limited access to emergency services Limited access to medical attention 	5	4	20	<ul style="list-style-type: none"> Workers must be mentally and physically fit Any medical issues to be disclosed to management so that worker is not placed in a dangerous situation Field work plan to be completed and approved by the Managing Director and all participants inducted on its contents At least one worker per shift MUST be a qualified first aid attendant. Senior First Aid Qualification is preferred and may be required in many circumstances Contents of first aid kits need to reflect the types of hazards likely to cause injury, as stipulated by the First aid in the workplace COP Communication method and frequency to be agreed based on the task when developing the Field Work Plan. When developing plan there must be an emergency backup plan in the event that contact is not made. Communication equipment to be made available is mobile phones (where reception is available) UHF radio, satellite phones and EPIRBs. 	4	4	16	Manager Supervisor Workers
Driving in Remote Areas	<ul style="list-style-type: none"> In the event of an accident or injury limited access to medical attention and emergency services 	5	4	20	<ul style="list-style-type: none"> Driver holds a current drivers licence for the type and class of vehicle. Capacity for driving time must not exceed 10 hours maximum in 24hr period. Time spent travelling inclusive of breaks, should not exceed 12 hrs, even where the driving is shared. Rest period of 20minutes should be taken on completion of each 3 hour period of driving. Where driving is shared each driver shall drive for no longer than 3 hours in succession Alcohol shall not be consumed or prescription drugs which may affect the ability to drive safely, 8 hours prior to working or during the period of the journey by any person involved with the driving 	4	4	16	Manager Supervisor Workers

Activity Break the job down into steps	Potential Safety and Environmental Hazards What can go wrong	Risk Rating			Control Measures	Risk Rating After Controls			Person Responsible To ensure management method applied
		C	P	R		C	P	R	
					<p>duties</p> <ul style="list-style-type: none"> • Driver is must ensure all aspects of preparation, maintenance of vehicle and equipment and the application and implementation of the guidelines is carried out. • Wherever practicable more than one driver shall travel in vehicles, especially where all or part of the journey is to be undertaken in isolated areas or under arduous climatic conditions • A check of the vehicle and any towed appliances e.g. trailer, boat for roadworthiness shall be made prior to departure and then a daily check is to be carried out for: <ol style="list-style-type: none"> 1. tyres (visual inspection of inflation and tread conditions); 2. radiator (water level); 3. oil level; 4. battery condition. • Obtaining as much information as possible about the conditions that are likely to be encountered during the trip and making provision for them. • In all cases where the driver is going to be in an off-road situation or remote location, to inform local authorities (e.g. police) of the planned driving regime. Regular call-in schedules may be appropriate and should be set up in advance in consultation with the local authorities. 				
Working alone	<ul style="list-style-type: none"> • Exposure to violence • Poor access to emergency assistance 	5	4	20	<ul style="list-style-type: none"> • Workers must be mentally and physically fit • Any medical issues to be disclosed to management so that worker is not placed in a dangerous situation • Field work plan to be completed and approved by the Managing Director and all participants inducted on its contents • Contents of first aid kits need to reflect the types of hazards likely 	4	4	16	Manager Supervisor Workers

Activity Break the job down into steps	Potential Safety and Environmental Hazards What can go wrong	Risk Rating			Control Measures	Risk Rating After Controls			Person Responsible To ensure management method applied
		C	P	R		C	P	R	
					<p>to cause injury, as stipulated by the First aid in the workplace COP</p> <ul style="list-style-type: none"> • Communication method and frequency to be agreed based on the task when developing the Field Work Plan. When developing plan there must be an emergency backup plan in the even that contact is not made. • Communication equipment to be made available is mobile phones (where reception is available) UHF radio, satellite phones and EPIRBs. Personal security system to be considered as a means of emergency communication if working in potentially dangerous environments. 				
General	<ul style="list-style-type: none"> • Failure to comply with the content and intent of this SWMS results in injury to persons or damage to equipment 	4	4	16	<ul style="list-style-type: none"> • Ongoing inspection by Supervisor will be conducted to ensure all members of the team are compliant with the requirements of this SWMS. • Observations and workplace inspections will be conducted randomly. All identified non-conformances to the process contained with this SWMS shall be closed out and offending personnel may be subject to disciplinary action. 	2	1	2	<p>Supervisor</p> <p>All Workers</p>
	<ul style="list-style-type: none"> • Environment in which the work is undertaken changes or hazards are identified which do not appear in this SWMS resulting in unacceptable risk to persons and potential injury 	4	4	16	<ul style="list-style-type: none"> • Work is to cease immediately when the environmental changes and there is an identified need to reassess the exposure to a risk or when hazards are identified that are not covered by this SWMS. • Immediately notify Supervisor who will consultant with the workers. Once the SWMS are reviewed and all required changes included the Supervisor signs off on the revised SWMS and submit it for approval. • Changes to the SWMS must be communicated with all workers prior to work recommencing. 	2	1	2	<p>Supervisor</p> <p>All Workers</p>

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		C	P	R		C	P	R	
	<ul style="list-style-type: none"> Unable to respond to emergencies 	3	3	9	Workers are to know the following: <ul style="list-style-type: none"> Location of the first aid equipment Location and use of the fire fighting equipment. 	2	1	2	Workers
Injuries or incidents	<ul style="list-style-type: none"> Personnel hurt Plant or equipment damaged 	3	3	9	<ul style="list-style-type: none"> First aid – report to nearest first aider for assistance. Incidents – stop work and report incident to Supervisor. Major incident i.e. load dropping etc. – stop work, inform Project Manager/Supervisor and barricade area off. Dial 000 for all Emergency Services. Dial 112 from mobile phones. Activate site emergency Procedures. 	2	1	2	Workers

SIGNOFF

We the undersigned, confirm that the SWMS nominated above has been explained and its contents are clearly understood and accepted. We also confirm that our required qualifications to undertake this activity are current. We also clearly understand the controls in this SWMS must be applied as documented; otherwise work is to cease immediately.

Name	Qualification Required for this Activity	Signature	Date	Time	High Risk Licence number & Expiry (if required)