ACTIVITY: Heat Stress	SWMS No.: QSW10023

SAFE WORK METHOD STATEMENTS (SWMS)

Company Name: (SPP PTY LTD) T/A Ecoplant Australia & Seeddown Professional Planting	Address: 81-83 Campbell Street, Surry Hills. NSW 2010 16 Kings Place, Burnside. QLD 4560	ACN: *638 321 847*
Company Contact: Claudia Harms	Position: Secretary	Phone No.: 0472 635 551

Project Details

Project Name:		Job Address:	
Principal Contractor (PC):	[Name, contact details]	Date SMWS provided to PC:	
Projected Start and End Dates:			
Job Description:			
High Risk Activity:	yes (if working with or around mobile plant)		
Name of person responsible for ensuring compliance with SWMS:	Supervisor	Date SWMS received:	
What measures are in place to ensure compliance with SWMS?	Pre job safety inspections, Induction training, Toolbox Talk/ JSAs		
Person responsible for reviewing SWMS control measures:	Supervisor/ Team Leader	Date SWMS received by reviewer:	
How will the SWMS control measures be reviewed?	Control measures reviewed during Toolbox Talk/ JSA completion prior to job commencement and each time a new hazard is identified.		
Training required:	WH&S General Induction for Construction (White Card)	Competencies Required:	SPP PTY LTD Employment Induction and WH&S Handbook

Relevant workers must be consulted in the development, approval and communication of this SWMS:

Name:	Signature:	Job Title:	Date:
Claudia Harms		Secretary	25/11/2022

SWMS Approved by Managing Director's	JOSHUA SANSOM PAUL HARMS
Date prepared: 12/08/2015	Reviewed: 25/11/2022

SWMS Scope

Relevant workers can suffer illness from working in excessively hot environments (such as foundries, iron works etc). Heat is not based on air temperature alone, heat sources can come from high temperatures, radiant heat, high humidity, hot objects, or strenuous physical activity.

Heat stress illness can include:

- fainting
- heat stroke
- fatigue/exhaustion
- rashes (such as prickly heat) or heat cramps
- worsening of pre-existing medical conditions

Personal Protective Equipment (PPE)

Ensure all PPE meets relevant Australian Standards. Inspect, and replace PPE as needed.

Foot Protection	Hearing Protection	High Visibility	Head Protection	Eye Protection	Hand Protection	Protective Clothing	Sun Protection
							Broad brimmed hat, UV rated clothing, SPF 30+ sunscreen, tinted safety glasses with adequate UV protection)

RB: 3H	Person responsible to implement control measures:	RA: 1L

Hazards - What can cause harm?	Risks - What can happen?	Control Measures to Reduce Risk
Job Step: Identification		
	Hazards Include: Personal Injury: - heat stress - heat stroke - heat exhaustion rashes/cramps	Conduct an assessment to determine whether workers will be exposed to heat stress. Take the following into account: - air temperature - humidity - radiant heat (sun, furnaces etc) - air movement/wind speed - workload (nature and duration) - physical capability of worker (acclimatisation, weight, fitness level, medications, existing medical conditions) - clothing and PPE required If heat stress likely to be an issue, determine heat index using equipment such as "Wet Bulb Globe Temperature – WBGT). Seek advice from competent persons (such as Occupational Hygienist) to assess the probable heat index if required. If heat index indicates workers will be at risk, determine suitable controls.

Job Step: Risk Controls		
	Hazards Include: Personal Injury: - heat stress - heat stroke - heat exhaustion - rashes/cramps	Possible controls include: - increasing air movement using fans - shade cloth to reduce radiant heat from the sun - shields or barriers to reduce radiant heat from sources such as furnaces - removing heated air or steam from hot processes - using local exhaust ventilation - air conditioners or coolers - locating hot processes away from workers - rescheduling work so the hot tasks are performed during the cooler part of the day - light clothing that still provides adequate protection - providing personal protective equipment (PPE) such as reflective aprons and face shields for reducing exposure to radiant heat - reducing the time spent doing hot tasks (eg job rotation) - providing extra rest breaks in a cool area - using mechanical aids to reduce physical exertion Ensure adequate drinking water is supplied. Relevant workers should be encouraged to drink a cup of water (about 200 mL) every 15 to 20 minutes when working in hot environments. Ensure persons do not work in isolation under possible heat stress conditions. If working in isolation cannot be avoided, implement a regular check-in or dead-man switch to ensure regular contact. Establish communication and emergency response procedures. **RB: 3H** | **Person responsible to implement control measures:** | **RA: 2M**

Job Step: Symptoms		
	Hazards Include: Personal Injury: - heat stress - heat stroke - heat exhaustion - rashes/cramps	Ensure workers are able to recognize heat stress symptoms: Mild heat stress: - tired/weak - muscle cramps - feeling sick or vomiting Severe heat stress: - headache - rapid pulse - profuse sweating - irritability or confusion - blurred vision More severe symptoms can include loss of consciousness.
		RB: 3H | **Person responsible to implement control measures:** | **RA: 2M**

Job Step: Emergency Procedures		
-	Personal Injury: - heat stress - heat stroke - heat exhaustion - rashes/cramps	If symptoms occur, relevant workers need to rest in a cool, well-ventilated area and drink cool fluids. If symptoms do not reduce quickly, seek medical help. To relieve acute symptoms, such as painful muscular cramps, a solution of one teaspoon of common salt to one litre of water or one teaspoon of electrolyte replacement formula to one glass of water may be drunk. This provides a quick source of salt replacement. Do not provide cold drinks to the patient. Only cool fluids. With heat stroke, a person will stop sweating, body temperatures will be high (oral temperatures 40-43 degrees C), skin will be hot and dry. Confusion and loss of consciousness may occur. Seek medical attention immediately.
Develop and implement an emergency response plan for the site. Include: - Assembly points - Communication - Consultation methods - Responsible persons - Emergency contacts - names and phone numbers - First aid equipment - Fire Extinguishers – accessible & serviced.		Develop site-specific rescue procedures/SWMS. Ensure all workers on-site are trained and familiar with emergency and evacuation procedures. **Person/s responsible to implement and follow emergency procedures and control measures:**

Review

To ensure controls are implemented and monitored effectively:

- Toolbox /pre-work meetings will be undertaken
- Relevant persons will be consulted on hazards and contents of SWMS, work plans and other applicable information
- Control measures will be monitored throughout works:
    - Spot checks
    - Consultation
    - Scheduled audits
- Corrective actions will be recorded and rectified in a timely manner SWMS will be reviewed and updated accordingly (in consultation with relevant persons)

Ensure all controls are reviewed as per the following:

- If controls fail to reduce risk adequately
- When changes to the workplace or work activity occur that create new / different risks where controls may no longer be effective
- New hazards identified
- After an incident involving work activities relevant to this SWMS
- During consultation with relevant persons indicate review is needed
- A Health and Safety Representative (HSR) requests a review in line with the requirements of the legislation.

Person/s responsible to implement and follow monitoring and review procedures and control measures:

SAFE WORK METHOD STATEMENT - Part 2

Formal Training, Licences required for workers undertaking this task:	Duties of workers undertaking this task:	Details of Supervisory Arrangements for workers undertaking this task:
- Construction Industry White Card - On-site training in safe work practices	- Operator - Supervisor - Labourers	- Suitably qualified supervisors for job - Direct on-site supervision - Remote site – communication systems/ schedule - Audits - Spot Checks, etc. - Reporting systems - JSA

Details of: regulatory permits/licenses Engineering Details/Certificates/WorkCover Approvals:

- Local council permits
- Building Approvals
- EPA approvals/permits
- Certain plant to be registered with State Authority

PPE to comply with relevant Australian Standards

Plant/Tools/Equipment: (List plant and equipment to be used on the job.)

Relevant Legislation, Codes of Practice:
Note: Retain only the legislation references applicable to your state of operation for this SWMS

- **Commonwealth, NSW, QLD, ACT**
  - Work Health and Safety Act 2013
  - Work Health and Safety Regulations 2013
- **Northern Territory**
  - Work Health and Safety (National Uniform Legislation) Act 2011
  - Work Health and Safety (National Uniform Legislation) Regulations
- **SA, Tasmania**
  - Work Health and Safety Act 2013
  - Work Health and Safety Regulations 2012
- **Codes of Practice:** Safe Work Australia (2013):
  - *First Aid in the Workplace*
  - *Managing the Risk of Falls at Workplaces*
  - *Managing the Risk of Plant in the Workplace*
  - *Managing Noise and Preventing Hearing Loss in the Workplace*
  - *How to Manage Work Health and Safety Risks*
  - *Hazardous Manual Tasks*
  - *Managing Risks of Hazardous Chemicals*
  - *WHS Consultation, Cooperation & Coordination*
- **Victoria**
  - Occupational Health & Safety Act 2004
  - Occupational Health & Safety Regulations 2007
  - **Codes of Practice:**
- **Western Australia**
  - Occupational Safety & Health Act 1984
  - Occupational Safety & Health Regulations 1996
  - **Codes of Practice:**
- **Australian Standards:**
  - AS/NZS 1269:2005 Occupational *noise management*
  - AS/NZS 4501:2008 *(set) Occupational Protective Clothing*
  - AS 4024.1:1996 *Safeguarding of machinery - General principles*
  - AS 4024.1: 2006 *Safety of machinery*
  - AS 1319:1994 Safety *Signs for Occupational Environment*

Reference Documents

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References:

Work Health and Safety Act 2013 and Work Health and Safety Regulations 2013
Safe Work Australia (2013) Code of Practice – Managing the Work Environment and Facilities
NT WorkSafe (2004). Safety Package – Heat Stress
OSHA (2006) Safety and Health Topics – Heat Stress
WorkSafe Victoria (2009) Guidance Note – Working in Heat
Government of Western Australia – Heat Stress
Australian Government Bureau of Meteorology - About the WBGT and Apparent Temperature Indices

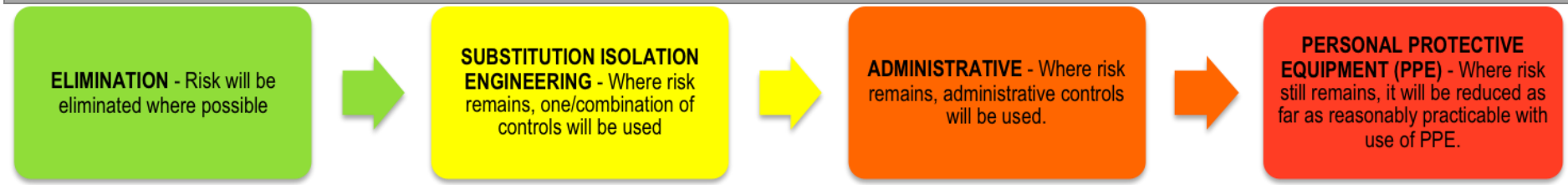
SAFE WORK METHOD STATEMENT - Part 3

This SWMS has been developed in consultation and cooperation with *employee/workers* and relevant *Employer/Persons Conducting Business or Undertaking (PCBU).* I have read the above SWMS and I understand its contents. I confirm that I have the skills and training, including relevant certification to conduct the task as described. I agree to comply with safety requirements within this SWMS including risk control measures, safe work instructions and Personal Protective Equipment described.

Overall Risk Rating after Controls	1 Low	2 Moderate	3 High		4 Acute
Employee/Worker Name	Job Role / Position	Signature	Date	Time	Employer/PCBU/ Supervisor

Review No.	1	2	3	4	5	6	7	8
Name								
Initial								
Date								

HIERARCHY OF CONTROLS



RISK ASSESSMENT MATRIX

References: Safe Work Australia (2011) - Code of Practice: How to Manage Work Health and Safety Risks, AS/NZS 31000 -2009 Risk Management Principles and Guidelines.

Step 1: Determine Likelihood

What is the possibility that the effect will occur?

	Criteria	Description
Almost certain	Expected in most circumstances.	Effect is a common result.
Likely	Will probably occur in most circumstances.	Effect is known to have occurred at this site or it has happened.
Possible	Might occur at some time.	Effect could occur at the site or I've heard of it happening.
Unlikely	Could occur at some time.	Effect is not likely to occur at the site or I have not heard of it happening.
Rare	May occur only in exceptional circumstances.	Effect is practically impossible.

Step 2: Determine Consequence

What will be the expected effect?

Level of Effect:	Example of each level:
Insignificant/Acceptable	No effect – or so minor that effect is acceptable.
Minor	First Aid treatment only; no lost time injury.
Moderate	Medical treatment; serious injuries, temporary partial disability; lost time injury < 7 days.
Major	Hospital admittance; extensive injuries; lost time injury > 7 days; Permanent Total Disability injury; death.
Catastrophic	Multiple Permanent Total Disability injuries; multiple deaths.

Step 3 Determine the risk score

	Consequence				
Likelihood	**Insignificant**	**Minor**	**Moderate**	**Major**	**Catastrophic**
Almost certain	**3 High**	**3 High**	**4 Acute**	**4 Acute**	**4 Acute**
Likely	**2 Moderate**	**3 High**	**3 High**	**4 Acute**	**4 Acute**
Possible	**1 Low**	**2 Moderate**	**3 High**	**4 Acute**	**4 Acute**
Unlikely	**1 Low**	**1 Low**	**2 Moderate**	**3 High**	**4 Acute**
Rare	**1 Low**	**1 Low**	**2 Moderate**	**3 High**	**3 High**

Step 4 Record risk score on worksheet (Note – Risk scores have no absolute value and should only be used for comparison and to engender discussion.)

Score	Action
4 A: Acute	**DO NOT PROCCED.** Requires immediate attention. Introduce further high level controls to lower the risk level. Re-assess before proceeding.
3 H: High	**Review before commencing work**. Introduce new controls and/or maintain high level controls to lower the risk level. Monitor frequently to ensure control measures are working.
2 M: Moderate	**Maintain control measures.** Proceed with work. Monitor and review regularly, and if any equipment/people/materials/work processes or procedures change.
1 L: Low	**Record and monitor**. Proceed with work. Review regularly, and if any equipment/people/materials/work processes or procedures change.