



SYDNEY TRAMWAY MUSEUM

SAFE WORK METHOD STATEMENT PREPARATION PROCEDURE

~~APRIL 2016~~ JUNE 2020

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1. Purpose

To describe the process for completing a Safe Work Method Statement for the Sydney Tramway Museum.

2. Scope

This procedure sets out the process for completing a Safe Work Method Statement.

3. Responsibilities

The relevant supervisor or manager shall be responsible for ensuring that this procedure is followed.

4. References

STM6118 - Safe Work Method Statement format

STM6117 - Safe Work Method Statements Register

5. Definitions

STM - Sydney Tramway Museum, a trading name of South Pacific Electric Railway Co-Operative Society Limited.

SWMS - Safe Work Method Statement

6. Actions

6.1 General

The first thing to do is to download the *Safe Work Method Statement* pro forma (STM6117) from the website. This sets out the format required.

6.1.1 Points To Remember Writing a Work Method Statement

It is important that all members who sign off on this document fully understand the document. So:

- a) Use “Plain English” to get a clear message across to the members;
- b) Keep sentences short and clear;
- c) Avoid jargon or slang;
- d) Do not use contractions (e.g. Don’t should be Do Not); and
- e) Ensure any abbreviations are spelt out somewhere in the document (preferably at the first instance).

6.2 Entering The Setup Details

The following details need to be put into headings of the statement:

- a) Activity – the description of the activity;
- b) The next SWMS number (see the SWMS Register [STM6117] for the next number);

6.2.1 PART 1

On the first page enter:

- a) The version number of the SWMS;
- b) The date of the version.
- c) The name and title of all members to be involved in the activity;
- d) Name of the person responsible for monitoring and managing the activity; and
- e) The name and title of the approver.

On the second page enter:

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- a) Remove any *Personnel Protection Equipment* NOT required; and
- b) Add any other *Critical Information* required.

On the third page enter:

- a) The breakdown of the tasks (some of the tasks are shown below);
- b) The Possible Safety or Environment Hazards (some of the hazards are shown below);
- c) The Control Measures to Reduce The Risks; and
- d) The Responsible Officer.

The number of task could be more than 1 page so ensure that the headings are also shown on the other pages.

6.2.2 PART 2

On this page enter the details under the various headings (some details are included in the form on the SMS website).

6.2.3 PART 3

On this page is used for the members listed on page 1 and any other members who will be working on the activity, to confirm that they have the skills, training and qualifications to perform the tasks of the activity identified on the front of this form.

Reviewers must also initial this sheet.

6.2.4 PART 4

This page has information for calculating the Risk Assessment ratings to be used lists of tasks above.

6.3 Tasks

Below are some suggested tasks to be considered:

- a) Planning and Preparation;
- b) Operator Requirements (tasks and qualifications of members);
- c) Movement of members and materials;
- d) Planning and preparation;
- e) Site awareness
- f) Pre start checks; and
- g) Completion of Work.

6.4 Hazards

Below are some examples of hazards and the control measures.

HAZARDS	CONTROL MEASURES
Asbestos	Suppress Dust and wear appropriate PPE. ONLY TO BE CARRIED OUT BY TRAINED PERSONNEL
Confined Space	Use appropriate ventilation. ONLY TO BE CARRIED OUT BY TRAINED PERSONNEL
Dust	Wear dust masks
Electrical	Isolate, test and lockout tag out
Electric Shock	Inspect, isolate, etc.
Entanglement	Keep objects and body parts clear
Environment	Clean up any spills and your work area
External Threats to Public	Use barriers and signage
Falling Objects	Stowing equipment correctly, personal safety protection (Helmets, etc.)
Fire	Have a spotter and fire exit available
High Fluid/Air Pressure	Isolate and wear appropriate PPE

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Lifting	Use rated lifting equipment
Noise	Wear Hearing protection
Radiation (Welding)	Use barriers and wear appropriate PPE
Slips/Trips/Falls	Keep work area nice and clear of tripping hazards
Traffic	Use traffic controllers
Weather	Wear the right type clothing for the weather also skin protection

6.5 Next Step

Once the SWMS has been completed, it must be “signed off” by those listed on the first page. This is to ensure that the statement has contained all tasks and that all hazards have been identified.

The details must then be entered into the SWMS Register (STM6117).

6.6 Ongoing Activity

If the same activity is ongoing, this SWMS should be used each time it is to be undertaken but if additional or other members are assigned, they must fully understand the activity and complete the details on PART3 (Sign OFF).

This register records all the SWMS’s and their current status.

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