

Safe Work Method Statement - Faults and Maintenance

Site Name		Client Contact Name	
Site Address		Client Contact Signature	
Date		Competent Employee Name	
Project outline		Competent Employee Signature	
Job Number (Waterlogic Group)		Client Ref. Number or PO	

	Task/Procedure	Equipment	Potential Hazard	Risk Rating	Safety Control Measure	Risk Rating (After Control)	Person Responsible
1	Arrive on site	N/A	Unaccounted personnel in case of emergency Unknown site hazards	L-5	Report to reception/sign-in	L-3	Competent Waterlogic Group (WLG) Employee
				L-5	Complete site induction (as required)	L-3	Competent WLG Employee & Site Contact
2	Proceed to water cooler/heater location	N/A	Additional, relocated or unfamiliar equipment on site may cause Slips or Trips	M-6	Place signage or barricade work area	L-1	Competent WLG Employee
3	Diagnose fault on water cooler/heater unit	General Hand Tools	Exposure to electrical components may cause Electric Shock	H-15	Isolate power supply at machine and/or GPO before removing covers and commencing work	L-1	Competent WLG Employee
			Water leak/spill from connections may cause slip/trip or water damage	L-5	Isolate from water and drain as required – mop up any spills immediately	L-1	Competent WLG Employee
			Accessing internal parts and removal of components may cause Sprains & Strains	M-8	Use correct task specific hand tools	L-1	Competent WLG Employee
4	Remove unit from underneath bench or sink (where applicable)	N/A	Lifting or moving unit may cause Hand/Back injury	M-8	Use correct manual handling technique	L-5	Competent WLG Employee
5	Ensure unit is isolated then remove unit cover (where applicable) and remove failed part and/or water filter	General Hand Tools	Exposure to electrical components may cause Electric Shock	H-15	Isolate power supply at machine and/or GPO before removing covers and commencing work	L-1	Competent WLG Employee
			Accessing internal parts and removal of components may cause Sprains & Strains	M-8	Use correct task specific hand tools	L-1	Competent WLG Employee
6	Connect Sanitising cartridge and Sanitise Unit Internally (where applicable)	General Hand Tools	Exposure to Chemical sanitiser may cause irritation	L-2	Use correct (non - hazardous) Sanitizer Follow original manufacturer instructions for correct dosage and dilution	L-1	Competent WLG Employee
			Liquid spill may cause Slips or Trips	M-6	Mop up any spills immediately	L-1	Competent WLG Employee
			Lifting full bucket of water may cause sprains & strains	M-6	Use correct manual handling technique	L-3	Competent WLG Employee

7	Install new part and/or water filter and replace unit cover (where applicable)	General Hand Tools	Exposure to electrical components may cause Electric Shock Water leak/spill from connections may cause slip/trip or water damage Accessing internal parts and removal of components may cause Sprains & Strains	H-15	Ensure power supply is isolated	L-1	Competent WLG Employee
				L-5	Ensure water supply is isolated and mop up any spills immediately	L-1	Competent WLG Employee
				M-8	Use correct task specific hand tools	L-1	Competent WLG Employee
8	Replace disposable 1000g CO2 Canister (where applicable – sparkling water units only)	General Hand Tools	Exposure to CO2 may cause skin/eye irritation or cold burn, increased respiration/narcotic effects	L-5	Follow CO2 storage and handling procedures Ensure cartridge cap is fitted when not connected to machine Inspect canister prior to installation – do not use if damaged	L-3	Competent WLG Employee
9	Reinstall unit to underneath bench or sink (where applicable)	N/A	Lifting or moving unit may cause Hand/Back injury	M-8	Use correct manual handling technique	L-5	Competent WLG Employee
10	Reconnect unit to water and power supply (where applicable) and test operation of unit in situ	General Hand Tools	Water leak/spill from connections may cause slip/trip or water damage Reconnection of parts may cause Sprains & Strains	L-5	Check all water connections before water supply and power are turned back on	L-1	Competent WLG Employee
				M-8	Use correct task specific hand tools	L-1	Competent WLG Employee
11	Clean and tidy area	N/A	Waste or water on floor can cause Slips/Trips	M-6	Take due care while tidying work area	L-3	Competent WLG Employee
12	Sanitize unit	General Hand Tools	Exposure to Chemical sanitiser may cause irritation Liquid spill may cause Slips Trips Moving unit or over-extending reach may cause Sprains & Strains	L-2	Use correct (non - hazardous) Sanitizer	L-1	Competent WLG Employee
				L-5	Use pump action lockable dispenser	L-3	Competent WLG Employee
				M-8	Use correct task specific hand tools	L-3	Competent WLG Employee
13	Depart from site	N/A	Unaccounted personnel in case of emergency	L-5	Report to reception/sign-out	L-3	Competent WLG Employee & Site Contact

Consequence Table

Consequence	Health & Safety
LOW	No medical attention necessary
MINOR	First aid required
MODERATE	Medical attention required in hospital
MAJOR	Short or long term impairment
CRITICAL	Severe injury or Death

Likelihood Table

Likelihood	Description in context of a task
ALMOST CERTAIN	Consequence expected to occur in most circumstances
LIKELY	Consequence will probably occur in most circumstances
POSSIBLE	Consequence could occur at some time
UNLIKELY	Consequence may occur at some time
RARE	Consequence may occur under exceptional circumstances, or a similar event has happened before

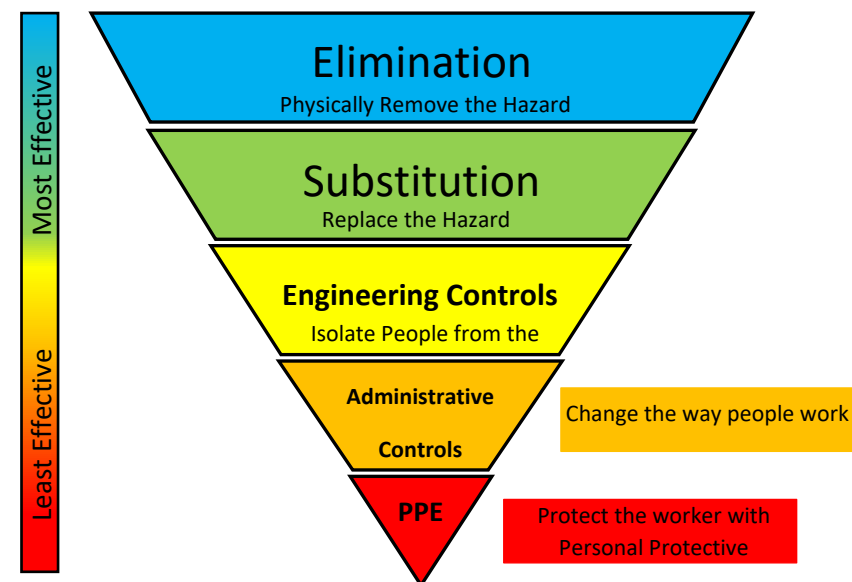
Risk Assessment Matrix

	LOW	MINOR	MODERATE	MAJOR	CRITICAL
ALMOST CERTAIN	High (11)	High (16)	Extreme (20)	Extreme (23)	Extreme (25)
LIKELY	Moderate (7)	High (12)	High (17)	Extreme (21)	Extreme (24)
POSSIBLE	Low (4)	Moderate (8)	High (13)	Extreme (18)	Extreme (22)
UNLIKELY	Low (2)	Low (5)	Moderate (9)	High (14)	Extreme (19)
RARE	Low (1)	Low (3)	Moderate (6)	High (10)	High (15)

Hierarchy of Controls

Apply the highest level of control commensurate with the risk level.

Elimination is always the best option – if not possible apply the measures in the hierarchy of control order



Specific Task Requirements

Qualifications Required:	In house/field training on system and components and employee deemed competent by relevant State Service Manager. Competency monitored and reviewed monthly by relevant State Service Manager.		
Chemicals and hazardous substances: (Indicate where required or insert additional) SDS to be provided for all chemicals or hazardous substances in use		Bracton Bench Sanitiser RTU	Aqua Dosa B2021W Byotrol Surface Sanitising Wipes
		Milton Antibacterial Solution	Carbon Dioxide (CO2) 1000g Canisters
High Risk Work Activities: (indicate where present or insert additional)		Involves a risk of a person falling more than 2 metres	Is carried out on a telecommunication tower
		Involves demolition of an element of a structure that is load-bearing or otherwise related to the physical integrity of the structure	Involves structural alteration or repairs that require temporary support to prevent collapse
		Involves, or is likely to involve, the disturbance of asbestos	Is carried out in or near a confined space
		Is carried out in or near a shaft or trench with an excavated depth greater than 1.5 metres or in a tunnel	Is carried out in or near water or other liquid that involves a risk of drowning
		Involves the use of explosives	Is carried out on or near pressurized gas distribution mains or piping
		Is carried out on or near chemical, fuel or refrigerant lines	Is carried out on or near energized electrical installations or services
		Is carried out in an area that may have a contaminated or flammable atmosphere	Is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor that is in use by traffic other than pedestrians
		Is carried out in an area in which there are artificial extremes of temperature	Is carried out in an area at a workplace in which there is any movement of powered mobile plant
		Involves tilt-up or precast concrete	Involves diving work
Licenses/Approvals/Permits Required: (indicate where required or insert additional) (Licenses as required by local State Legislation, WorkCover & Office of Fair Trading NSW, WorkSafe Victoria, Office of Electrical Safety & PIC Queensland WorkSafe SA, WorkSafe WA and OHS Induction cards as required by State Legislation or additional client requirements)	All employed technicians at Waterlogic Group carry a current drivers' license. Additional requirements for works in question include:		
		Plumbers License	Electrical Licence
		Working With Children/Vulnerable People Check	Police Clearance
		Construction Safety Certificate	Site-specific Access Card
		Hot Work Permit	Confined Space
		Working at heights/Elevated Work Platform (EWP)	Excavation Work
		Traffic Control	Underground Service Location (responsibility of client)

Environmental Hazards: (indicate where present or insert additional)	<table border="1"> <tr> <td></td> <td>Air Quality (Dust/Emissions)</td> <td></td> <td>Concrete or Paint Wastes</td> </tr> <tr> <td></td> <td>Dewatering/Pump-out</td> <td></td> <td>Contaminated Soil/Water</td> </tr> <tr> <td></td> <td>Spills & Response</td> <td></td> <td>Stormwater, sediment control</td> </tr> <tr> <td></td> <td>Slurry or other Discharges</td> <td></td> <td>Waste hazardous Substances</td> </tr> <tr> <td></td> <td>Waste Disposal</td> <td></td> <td>Heritage and Archaeology</td> </tr> <tr> <td></td> <td>Bulk excavation/spoil</td> <td></td> <td>Noisy Work (Neighbourhood)</td> </tr> <tr> <td></td> <td>Traffic & Parking</td> <td></td> <td>Habitats (Protected Flora/Fauna)</td> </tr> <tr> <td></td> <td>Noise or Vibration</td> <td></td> <td></td> </tr> </table>		Air Quality (Dust/Emissions)		Concrete or Paint Wastes		Dewatering/Pump-out		Contaminated Soil/Water		Spills & Response		Stormwater, sediment control		Slurry or other Discharges		Waste hazardous Substances		Waste Disposal		Heritage and Archaeology		Bulk excavation/spoil		Noisy Work (Neighbourhood)		Traffic & Parking		Habitats (Protected Flora/Fauna)		Noise or Vibration		
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Plant/Equipment Required: (indicate where required or insert additional)	Equipment requirements for faults are circumstantial, please list below any equipment requirements specific to job: <table border="1"> <tr> <td>X</td> <td>Basic Hand Tools</td> <td></td> <td>Cordless Drill</td> </tr> <tr> <td></td> <td>Ladder</td> <td></td> <td>Drill Pump</td> </tr> <tr> <td></td> <td>Temperature gauge</td> <td></td> <td></td> </tr> </table>	X	Basic Hand Tools		Cordless Drill		Ladder		Drill Pump		Temperature gauge																						
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Equipment Safety/Maintenance Checks: (if applicable, please state any maintenance or inspection of equipment used as per user policy/procedure and/or manufacturer recommendation)	Visual inspection of basic hand tools prior to commencement of work																																
Site Induction Required (please indicate):	<input type="checkbox"/> Yes <input type="checkbox"/> No																																
If yes, site induction completed? Please provide details:	Online Induction ▶ Website: _____ Onsite Induction ▶ Led by: _____																																
Emergency and Incident Procedures:	All site emergency or incident procedures will be adhered to and all reasonable instructions by site supervisors or emergency personnel will be followed. All incidents will be reported to site/safety supervisor and/or relevant WLG State Service Manager following the WLG incident reporting and investigation procedure.																																

PPE Requirements: (indicate where required or insert additional)	All employed technicians at Waterlogic Group wear a uniform with a company logo and covered shoes. Additional PPE requirements specific to this job includes:			
		Long sleeves/long pants		Protective Gloves
		Hearing Protection		Safety Boots
		Hard hat		Disposable Dusk Mask
		Safety Glasses		High-Vis Vest
		Eye Protection		
Additional Comments/Job-specific requirements:				

Potential Environmental Impacts of Works (tick those applicable or add additional)

	Environmental Impacts	Measures to Prevent/Reduce Impact
	If the unit in question is leaking, this will waste water	Must isolate unit straight away at the water source to reduce loss
	For termination jobs, units that contain refrigerant cannot be dumped as refrigerants cause ozone depletion and can contribute to climate change	All units are de-gassed before disposal as per the Refrigerant Reclaim Australia regulations
	For sparkling units, CO2 is incorporated and if it leaks it may contribute to the greenhouse effect and can cause frost damage to vegetation	Pressure gauges are fitted as standard practice
	Sanitizer/cleaner used can be damaging to the environment in large quantities	Drainage is fine to use for small amounts but if there is a spill, it is to be mopped up rather than washed into the waterways

Compliance Contact

Compliance Team Waterlogic Group (Australasia)

1300 881 414 compliance@waterlogic.net.au

Relevant codes of practice, legislation or standards



Work Health & Safety Act 2011

Work Health and Safety Regulation 2017

Read and Signed by all employees on site before work commences

Employee Name	Employee Position/Title	Employee Signature

SWMS/JSEA Version 4.3 Developed and Reviewed By

Employee Name	Employee Position/Title	Employee Signature	Last Reviewed
Matthew Davis	Compliance Manager		28/02/2023
Michael Timbs	Head of Operations		28/02/2023

Manager Responsible for Safe Work Activity and Consulted for Development of Policy

Employee Name	Employee Position/Title	Area	Contact Number
Martin O'Hare	National Operations Manager Acting Service Manager	VIC/SA/TAS	0410 448 648
Femi Obadina	Service Manager	WA	0448 899 150
Martin Loeber	Service Manager	QLD/NT	0408 066 031
Obidur Rahman	Service Manager	NSW/ACT	0425 043 355