

## Procedure PR-PRO-017

### Preparing SWMS

#### 1. SUMMARY

- 1.1. The company has established, implemented and maintained this procedure for preparing SWMS for use in the workplace
- 1.2. Responsibility and authority for this procedure are spread across various functions, and defined within this procedure.
- 1.3. Note: this procedure has adopted definitions for key terms developed specifically by Pure Rail and determined appropriate for its use within the unique requirements of its management system. It does not adopt current ISO definitions, which Pure Rail has determined are not sufficient for its use.

#### 2. REVISION AND APPROVAL

Rev.	Date	Nature of Changes	Approved By
1	01/01/2018	Original issue.	Kyle Devine
2	06/12/2021	Updated document number, formatting and references to relevant controlled document numbers added.	Kyle Devine

#### 3. DEFINITIONS

- 3.1. **Risk:** A negative effect of uncertainty.
- 3.2. **Opportunity:** A positive effective of uncertainty.
- 3.3. **Risk Assessment:** a systematic investigation and analysis of potential risks, combined with the assignment of severities of probabilities and consequences. These are used to rate risks in order to prioritize the mitigation of high risks.
- 3.4. **Risk Mitigation:** a plan developed with the intent of addressing all known or possible risks and preventing their occurrence.
- 3.5. **FMEA (Failure Mode Effects Analysis):** a specific risk treatment method which ranks risks by probability and consequence.
- 3.6. **SWMS:** Safe Work Method Statement

#### 4. PROCEDURE: GENERAL

- 4.1. Pure Rail considers SWMS highly effective in identifying and assisting in controlling High Risk works.

- 4.2. Risks are managed with a focus on decreasing their likelihood and minimizing their impact if they should occur.
- 4.3. Opportunities are managed to increase their likelihood, and to maximize their benefits if they should occur.
- 4.4. Where High Risk Activities exist, Pure Rail will prepare a SWMS in consultation with the outline of this document.

## 5. PROCEDURE: PREPARING SWMS

- 5.1. The document ***PR-FRM-022 SWMS Template*** will be used as the template for any SWMS prepared by Pure Rail.
- 5.2. The template fields will be populated considering the following definitions/parameters:
  - 5.2.1. <Job Description> – The task description relevant to the identified requirement
  - 5.2.2. <Relevant Documents> - Any policy or procedure relevant to the work activity to be undertaken. This section may also include statutory regulations and any other document deemed relevant to reduce risk to the work activity.
  - 5.2.3. Procedure – this column will contain the work flow in chronological order, encompassing all logical steps and any hold points. Special consideration to be taken around activities directly related to high risk work.
  - 5.2.4. Possible Hazards – this column is used to identify the hazards around the work flow step outlined in and referential to the adjacent column outlined in 5.2.3. All possible hazards related to the work process are to be documented in this column.
  - 5.2.5. Safety Controls – this column is also referential to 5.2.3 as well as 5.2.4. The safety controls are the mitigatory considerations Pure Rail will take to ensure the safety of the worker is not compromised. These controls are to follow the hierarchy of control and be implemented to reduce risk as far as reasonably practical as outlined in the Pure Rail Safety Management System.
  - 5.2.6. Personal Qualifications and experience – any qualification requirements deemed to be necessary to undertake the outlined task
  - 5.2.7. Personnel duties and responsibilities – outlines the safety critical responsibilities of each team member charged with risk mitigation on the site. This is referential to the previous column outlined in 5.2.6.
  - 5.2.8. Engineering details/Certificates/WorkCover approvals - Any relevant approval required to be obtained prior to undertaking the work.
  - 5.2.9. Codes of Practice, Legislation – Details of any applicable COP's, legislation or best practice regulations to be consulted.
  - 5.2.10. Plant/Equipment - A detailed list of necessary equipment required to successfully undertake the task prescribed.

- 5.2.11. Maintenance checks: Any calibrations or safety checks relevant to the equipment. All calibrations and safety checks are to be in date and assurances must be gained prior to undertaking the task or utilizing the equipment.
- 5.2.12. Read and signed by all employees on site – This section may be prepopulated with the relevant employee names however space should be left for visitors. It is permissible to note employees signing onto the SWMS on the pre-work brief.