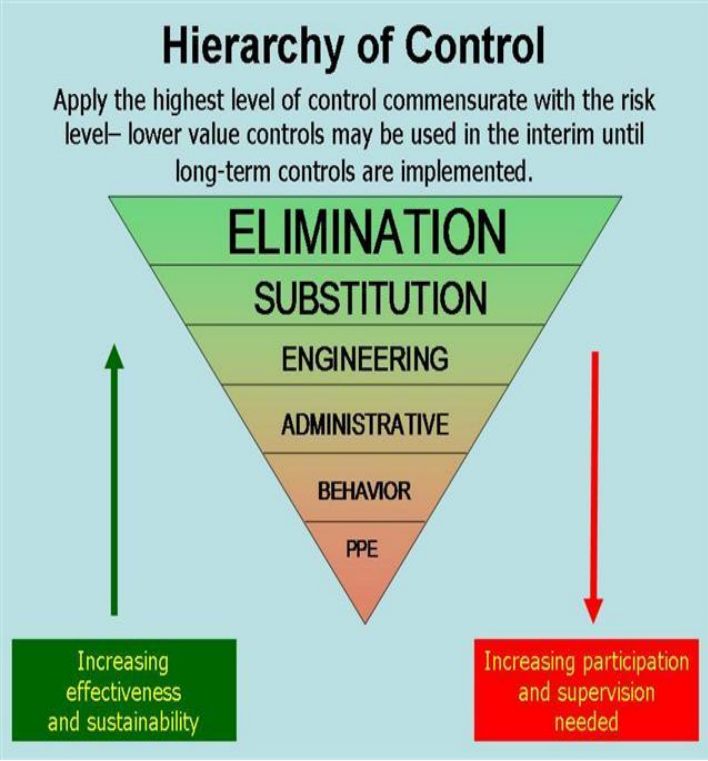
SAFE WORK METHOD STATEMENT

Issue Date:	03/04/2014	Task/Activity	Refuelling Plant or Equipment onsite
Company	Equip Excavations	Date to be Reviewed :	03/04/2015
References			
Vic OHS Act 2004	Vic OHS Regulations 2007	Writing Safe Work Procedures Guideline OHS027	



Consequences / Likelihood	Insignificant	Minor	Moderate	Major	Catastrophic
Rare	1	2	3	4	5
Unlikely	2	4	6	8	10
Possible	3	6	9	12	15
Likely	4	8	12	16	20
Almost Certain	5	10	15	20	25

Key:
- 1-4 Very Low (Green)
- 5-11 Low (Yellow)
- 12-16 Medium (Orange)
- 17-25 High (Red)

Job Sequence	Hazards	Risk Score	Controls	Risk Score
Refuelling Plant and Equipment onsite	• High temperature or Fire. When refueling sparks, flames, hot engine can ignite fuel	**5**	- Operator end User must shut the engine off of the plant or equipment prior to refueling. - Refuelling must take place in a well ventilated area. - Ensure there are no naked flames in the area - Do not smoke. - Avoid spilling fuel and clean up any fuel run off.	**1**
Refuelling Plant and Equipment onsite	• Skin or eye contact with Fuel	**3**	- Wear appropriate personal protective equipment, i.e. protective gloves, steel capped work boots and eye protection.	**1**

Safe Work Procedure Acceptance

We the undersigned confirm that we have read and clearly understand this safe work procedure. We confirm we have the required training and qualifications to carry out the required tasks in accordance with the control measures outlined in this safe work method statement. We also understand that if the controls as outlined cannot be applied then work must cease immediately.

Date	Name	Company	Position	Signature