










## Job details

Job Description	Fuel trailer refuelling	SWMS Number	201074-SE-SWMS-0060								
Author(s)	Mike Bentley	Project	Collie CBESS								
Review Team	Alex Yates, Adrian Hunt	Location	Site Wide								
SWMS Approved By	Dave Gray	Area									
Skills / Qualifications / Licences Required	Drivers licence										
Plant / Equipment Required	Light Vehicle, Fuel trailer										
Permits Required	N/A										
Applicable Legislation and COPs	<p><b>WA</b> – Work Health and Safety Act 2020, Work Health and Safety (General) Regulations, Work Health and Safety (Mines) Regulations, Work Health and Safety (Petroleum and Geothermal Energy Operations) Regulations 2022, Mines Safety and Inspection Act 1994, Energy Safety Act 2006, Energy Safety Regulations 2006, Petroleum and Geothermal Energy Resources Act 1967, Electricity Act 1945, Electricity Regulations 1947, Electricity Licensing Regulations 1991, Environmental Protection Act 1986, Environmental Protection Regulations 1987. COP - Managing the risk of falls at workplaces, Hazardous manual tasks</p>										
Applicable Australian Standards	AS/NZS 2906:2001 Fuel containers - Portable - plastic and metal										
PPE (tick required)										As required	
	Uniform <input checked="" type="checkbox"/>	Footwear <input checked="" type="checkbox"/>	Eyewear <input checked="" type="checkbox"/>	Gloves <input checked="" type="checkbox"/>	Hard hat <input checked="" type="checkbox"/>	High-Viz <input checked="" type="checkbox"/>	Ear wear <input type="checkbox"/>	Dust mask <input type="checkbox"/>	Fall arrest <input type="checkbox"/>	Other <input type="checkbox"/>	Other <input type="checkbox"/>

## Potential hazards associated with the job

Category	Hazard	Category	Hazard	Category	Hazard
<b>Working at heights</b>	<input type="checkbox"/> Ladders <input type="checkbox"/> Lifting equipment, scissors / EWP's <input type="checkbox"/> Scaffolding <input type="checkbox"/> Stairs / platforms <input type="checkbox"/> Working at height <input type="checkbox"/> Working above others <input type="checkbox"/> Multiple work requiring EWP's	<b>Pressure</b>	<input type="checkbox"/> Competitive pressures <input type="checkbox"/> Compressed gases / air <input type="checkbox"/> Fluid <input type="checkbox"/> High pressure steam <input type="checkbox"/> Hydraulic <input type="checkbox"/> Water	<b>Workplace</b>	<input type="checkbox"/> Asbestos <input type="checkbox"/> Confined space / void space <input type="checkbox"/> Falling objects <input checked="" type="checkbox"/> General access <input checked="" type="checkbox"/> Housekeeping <input type="checkbox"/> Illumination / lighting <input checked="" type="checkbox"/> Noise, i.e. Exposure / nuisance <input checked="" type="checkbox"/> Poor ventilation <input type="checkbox"/> Protrusions <input checked="" type="checkbox"/> Restricted visibility <input checked="" type="checkbox"/> Restricted work area <input checked="" type="checkbox"/> Slip & trip hazards <input checked="" type="checkbox"/> Unauthorised personnel <input checked="" type="checkbox"/> Unlabelled controls <input type="checkbox"/> Vibration <input type="checkbox"/> Wet / slippery
	<b>Working with Electricity</b>		<b>Human factors</b>		<input checked="" type="checkbox"/> Rushing <input checked="" type="checkbox"/> Complacency <input checked="" type="checkbox"/> Fatigue <input checked="" type="checkbox"/> Unclear work direction <input checked="" type="checkbox"/> Stress / Anxiety / Frustration <input checked="" type="checkbox"/> Lack of knowledge <input checked="" type="checkbox"/> Poor communications <input checked="" type="checkbox"/> Negative attitudes
<b>Radiation</b>	<input type="checkbox"/> Infra-red	<b>Using mobile plant</b>	<input checked="" type="checkbox"/> Traffic / pedestrian interaction / collision		

Category	Hazard	Category	Hazard	Category	Hazard
	<input type="checkbox"/> Microwaves <input checked="" type="checkbox"/> Ultra-violet light, i.e., sun <input type="checkbox"/> X-ray <input type="checkbox"/> Laser		<input type="checkbox"/> Uneven terrain <input checked="" type="checkbox"/> Unlicensed / untrained operators <input checked="" type="checkbox"/> Vehicle instability <input checked="" type="checkbox"/> Vehicle access		<input type="checkbox"/> Wind / storm activity <input type="checkbox"/> Fog / mist / smoke <input type="checkbox"/> Working in isolation <input checked="" type="checkbox"/> Dust / particulates
<b>Mechanical</b>	<input type="checkbox"/> Abrasive blasting / grinding <input type="checkbox"/> Auto-start equipment <input type="checkbox"/> Conveyors <input checked="" type="checkbox"/> Equipment failure <input type="checkbox"/> Hand and power tool <input checked="" type="checkbox"/> Impact and crushing areas <input checked="" type="checkbox"/> Pinch / cutting points <input type="checkbox"/> Residual / stored energy <input checked="" type="checkbox"/> Uncontrolled movement <input type="checkbox"/> Unguarded moving parts <input type="checkbox"/> Welding or cutting	<b>Manual handling (ergonomic)</b>	<input type="checkbox"/> Awkward / unbalanced load <input type="checkbox"/> High / low reach <input type="checkbox"/> High force / heavy loads <input type="checkbox"/> Lighting <input checked="" type="checkbox"/> Over exertion / fatigue <input checked="" type="checkbox"/> Poor design / layout / surface <input type="checkbox"/> Repetitive movements	<b>Chemical</b>	<input checked="" type="checkbox"/> Chemicals / reagents <input checked="" type="checkbox"/> Fumes / vapour / mist (e.g. SF6) <input checked="" type="checkbox"/> Flammable gases <input checked="" type="checkbox"/> Handling flammable materials <input checked="" type="checkbox"/> Hazardous chemical exposure <input type="checkbox"/> Solid chemical <input checked="" type="checkbox"/> Splashes / burns <input checked="" type="checkbox"/> Spills to ground or work area
		<b>Environment</b>	<input type="checkbox"/> Air contamination <input checked="" type="checkbox"/> Soil contamination <input type="checkbox"/> Stormwater contamination <input checked="" type="checkbox"/> Waste (effluent/hazardous)	<b>Thermal</b>	<input type="checkbox"/> Cold – ambient temperature <input checked="" type="checkbox"/> Heat – ambient temperature <input checked="" type="checkbox"/> Hot materials/fluids <input checked="" type="checkbox"/> Hot surfaces

<b>Job Steps</b> List the steps required to perform the job in the sequence they are carried out	<b>Reference</b> List the references for the required job step such as work instructions, client requirements etc.	<b>Hazards</b> For each job step list the hazards that could cause injury when the task is performed	<b>Initial Risk Rating</b>	<b>Control</b> List the control measures required to eliminate or minimise the risk of injury arising from the identified hazards	<b>Residual Risk Rating</b>
<b>Plan and prepare</b>					
Chemical application if required (chemical register creation and MSDS to be made available.) Work Method Statement submission	SCEE HSE Management Plan	<ul style="list-style-type: none"> <li>• Non inducted employees</li> <li>• Staff not competent and authorised</li> <li>• Working with an un approved WMS</li> <li>• Not enough time given for permit application</li> <li>• NON Licensed and VOC operators / tradesman</li> </ul>	5	<ul style="list-style-type: none"> <li>• All staff to have OHS and environmental induction</li> <li>• Scope of work and WMS submission to be in consultation with Client</li> <li>• Organise the required Work at Height permit, hot works and isolation permits as required,</li> <li>• WMS to be submitted well before activity date for approval or amendment</li> <li>• Submittal of licences and VOC's to Client and supervisors to observe tradesman, continually for competency checks</li> <li>• Work is undertaken by a licenced electrician approved for electrical installations on site requirement.</li> </ul>	3
Pre start/safety talk	SCEE HSE Management Plan SCEE Fitness for Work Policy	<ul style="list-style-type: none"> <li>• Misinformation conveyed at pre start</li> <li>• Staff not present at pre start</li> <li>• Pre starts not relevant to activities</li> </ul>	5	<ul style="list-style-type: none"> <li>• All staff on shift for the day to be present at pre start, BAC tests to be completed and staff are to be fit for work</li> <li>• Late comers to sign register and be given a rundown of the pre start content by HSE</li> <li>• Information to be approved by manager to ensure relevancy and accuracy</li> </ul>	3
<b>Carry out the job</b>					
Pre-start and hook up - LV is to be pre started as per site procedure with a visual inspection of the electric motor for the fuel trailer.  Inspections are to be completed for the fuel trailer to include hoses, fittings, tyres, hitches, brake cables, lights, etc.	SCEE HSE Management Plan	<ul style="list-style-type: none"> <li>• Unplanned contact between trailer/vehicle due to lack of vision whilst reversing vehicle for hook up.</li> <li>• Trailer becoming detached.</li> <li>• Pinch point, cuts whilst hooking up</li> <li>• Incorrect manual handling</li> </ul>	8	<ul style="list-style-type: none"> <li>• Spotter in place with positive communications or visible hand signals when reversing all the time. Competent operator.</li> <li>• Ensure positive connection with all fittings and chains.</li> <li>• Wear correct PPE- gloves. Correct manual handling bent knees/straight back/ 2 man lift as required.</li> <li>• Ensure a daily pre-start is carried out-checking tyres, bearings, spare tyre, hoses and fittings and general wear and tear on LV with visual inspections of the trailer as well</li> <li>• Any faults, tag out and report.</li> <li>• Ensure jockey wheel is stowed.</li> <li>• Towing of the vehicle is to be completed with checks to ensure that the ball hitch is secured correctly – latch closed, chain and electrics cable connected – spotter to confirm</li> </ul>	5

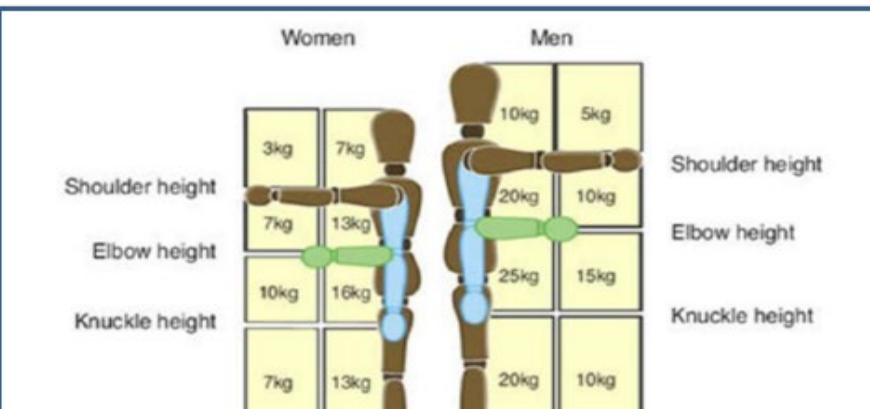
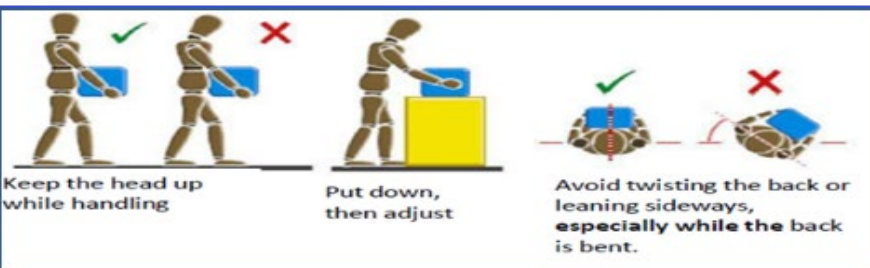
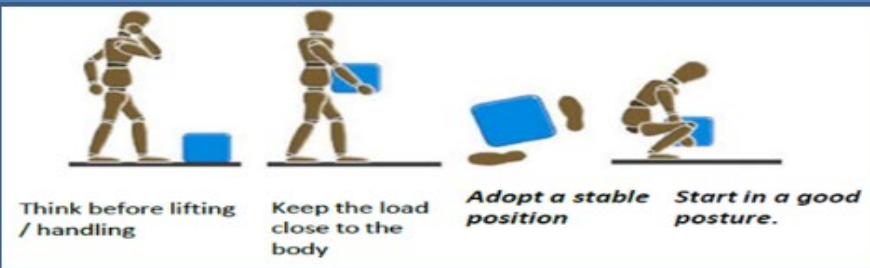
Job Steps List the steps required to perform the job in the sequence they are carried out	Reference List the references for the required job step such as work instructions, client requirements etc.	Hazards For each job step list the hazards that could cause injury when the task is performed	Initial Risk Rating	Control List the control measures required to eliminate or minimise the risk of injury arising from the identified hazards	Residual Risk Rating
Driving around site with the fuel trailer		<ul style="list-style-type: none"> <li>• Other traffic</li> <li>• Trailer coming off the LV</li> <li>• Pedestrians</li> </ul>	13	<ul style="list-style-type: none"> <li>• Reverse towing should be completed with the latch engaged so the brakes are not applied while driving.</li> <li>• Road rules to be obeyed at all times, Road rules to be obeyed at all times,</li> <li>• Confirm the connection of the trailer with the ball hitch to the LV – chains and electrics to be connected correctly – test</li> <li>• Safety pin on the latch is to be confirmed for good connection</li> <li>• Pre start checks on the LV and visual inspection of the LV</li> <li>• FRCS compliance for the LV and the trailer</li> <li>• A spotter to be used for reversing at all times</li> <li>• Vehicle to be assessed for fundamental stability when parked and wheel chocks used as necessary.</li> </ul>	9
Re-fuelling fuel trailer  To be completed at area directed by client  Driver is to have a current drivers licence and ensure all fuel logs are filled for record keeping	SCEE HSE Management Plan	<ul style="list-style-type: none"> <li>• Potential fire risks, spills, splashing</li> <li>• Leaks from tank –Environmental</li> <li>• Pinch points from nozzle/ cap</li> <li>• Hot Conditions</li> <li>• Ignition of fuel</li> <li>• Exposure to fuel</li> </ul>	13	<ul style="list-style-type: none"> <li>• Check fire extinguisher is in working order, has correct date and tag.</li> <li>• Ensure spill kits are readily available. Have bund in trailer. Wear correct PPE-Gloves, glasses, hard hat.</li> <li>• Contain and report any spills</li> <li>• Leave room for expansion of fuel. Don't overfill.</li> <li>• Drive to conditions.</li> <li>• Ensure correct positioning of trailer on fill-up bund.</li> <li>• Have MSDS form available.</li> <li>• Be conscious of hand placement.</li> <li>• Drink water to keep hydrated. Wear brim on hard hat, apply sunscreen.</li> <li>• Re-fuel in the cool of the morning when possible.</li> <li>• Job rotation if necessary, take breaks.</li> <li>• No smoking or use of any equipment that may cause an ignition source</li> <li>• Constant visual inspection of the hose and fittings while trailer is being refuelled</li> <li>• Ensure that the fuel bowser is in good condition and the operation of the pump is known to the operator.</li> <li>• All plant and equipment to have a first aid kit and be aware of the site emergency management procedure</li> </ul>	9
Re-fuelling plant and equipment	SCEE HSE Management Plan	<ul style="list-style-type: none"> <li>• Re-fuelling around other work</li> <li>• Driving to and through operational plant</li> <li>• Re-fuelling on slopes.</li> <li>• Environmental Spills Leaking fuel from nozzle</li> <li>• Incorrect connection leads-sparks</li> <li>• Running fuel trailer dry</li> </ul>	13	<ul style="list-style-type: none"> <li>• Ensure fuel trailer is kept 20 metres away from any hot work or open flames.</li> <li>• Adhere to speed signs and road conditions.</li> <li>• Assess road conditions on access road and in operational areas.</li> </ul>	9

# Safe Work Method Statement – Fuel trailer refuelling

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		<ul style="list-style-type: none"> <li>Pinch points from nozzle/ cap</li> <li>Hot Conditions</li> <li>Ignition of fuel</li> <li>Exposure to fuel</li> <li>Unauthorised start up</li> <li>Interaction with SCEE / contractor or ops SME</li> <li>Handle sticking on</li> </ul>		<ul style="list-style-type: none"> <li>Fire extinguisher to be connected to the fuel trailer and available on the vehicle that is being used to pull the trailer</li> <li>Use 4WD as necessary</li> <li>Make sure vehicle is parked in gear, hand brake on and engine turned off – with trailer and vehicle being refuelled on flat stable ground</li> <li>All SME to be isolated while refuelling by a trained lock holder</li> <li>Vehicle and trailer are chocked.</li> <li>Where possible mobilize plant and equipment to a level place to re-fuel – refuelling to be planned for the laydown areas where possible</li> <li>Use drip trays, hang up hose and shut down fuel. Use positive communications.</li> <li>Have spill kit available.</li> <li>Funnels to be used when refuelling whenever practicable and required, not all situations will require funnels</li> <li>Consider using smaller jerry cans when trying to access higher locations or hard to reach areas – different size jerry cans should be available at all times.</li> <li>Contain and report all spills.</li> <li>Record litres used .Monitor</li> <li>Two different colour jerry cans are in the trailer bund – red to be used for unleaded fuel only</li> <li>Handle is to be tested prior to use for function, emergency stop can be used if the handle is 'sticking' – new handle ordered to site, drip tray to be used at all times.</li> </ul>	
<b>Job Specific Hazards and Controls – Work Crew to Complete this Section</b>					
<ul style="list-style-type: none"> <li>Ground Conditions</li> </ul>					
<ul style="list-style-type: none"> <li>Live/Moving Equipment</li> </ul>					
<ul style="list-style-type: none"> <li>Obstructions</li> </ul>					
<ul style="list-style-type: none"> <li>Weather</li> </ul>					
<b>Complete the job</b>					
Post checks and Demob for end of day	SCEE HSE Management Plan	<ul style="list-style-type: none"> <li>Leaks and spills- Environmental</li> </ul>		<ul style="list-style-type: none"> <li>Check hoses/ nozzle. Have spill kit available.</li> </ul>	

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		<ul style="list-style-type: none"> <li>Reversing trailer and unhooking</li> </ul>	8	<ul style="list-style-type: none"> <li>Contain and report any spills.</li> <li>Tag out faulty equipment and report.</li> <li>Have SDS available</li> <li>Have spotter as required.</li> <li>Use positive communications.</li> <li>Have trailer brake on and chock wheels.</li> <li>Have all fittings and chains unhooked.</li> <li>Wear correct PPE.</li> <li>Visual inspection of vehicle and trailer for faults.</li> <li>Park trailer in well-ventilated area</li> <li>Correct disposal of all loose items in the work area – ensure housekeeping is maintained when leaving</li> <li>Spotters to be used for the de mobbing of the mobile equipment ensure no interaction potential exists when SME is moving around the trailer</li> <li>Post activity checks of machines and surrounding areas to be completed to ensure security of machines and examine the potential for fire in hot conditions - report to supervisor if this is identified.</li> <li>Machines are not to be parked on uncleared tracks where possible - this will avoid the potential for ignition with vegetation</li> </ul>	5

## Manual Handling Techniques/Guide



## EMERGENCY PREPAREDNESS

### Medical Emergency Response

- Danger - Check for danger
- Response - Check for response
- Send - Send for help
- Airways - Check for blocked airway
- Breathing - Check for breathing
- CPR - CPR 30 compressions 2 breaths
- Defibrillation - Apply defibrillator (if available)

### Electrical Medical Emergency Response

- Do not touch person in contact
- Warn others to stay clear
- Disconnect power source if possible
- Call emergency contacts immediately

If not possible to isolate energy

- Open LV Rescue Kit

SCEE Electrical Pty Ltd  
Level 15, St Georges Terrace PERTH WA 6000  
ABN: 13 662 768 667

### Fire (Electrical)

- Rescue
- Alarm
- Contain Fire
- Extinguish (CO<sup>2</sup> or ABE Powder)
- Pull the pin
- Aim at the base of fire
- Squeeze the trigger
- Sweep base of fire



### Contact with Electricity Mobile Plant (HV)

- Stay calm
- Stay within mobile plant (if safe to do so)
- Avoid touching anything metal within the cab
- Warn other to stay away (minimum 8 meters)
- Call emergency contacts immediately

If unsafe to remain in plant

- Do not touch metal when exiting

# Safe Work Method Statement – Fuel trailer refuelling

- Place insulated gloves on
- Use insulated LV Hook to break contact between
- person and electricity

- Try to jump well clear landing with feet together
- Jump with both feet together until 8 meters away
- Do not touch any metal object within 8 meters of plant

Medical attention must be sought for all electric shocks

## Risk Matrix



Consequence					
	Health & Safety	Environment	Legal & Regulatory	Financial / Commercial	Reputation
Catastrophic	Fatality. Multiple fatalities. Serious safety breach leads to loss of multiple key employees or fatality	Severe damage to environmental / heritage damage	Imprisonment of officers, loss of Electrical Contractors Licence	Not meeting market set expectations by >30%	Permanent loss of strategic client, Systemic brand damage
Major	Multiple LTIs, permanent disabling injury.	Significant environmental / heritage damage. Costly clean up	Major ASX breach, loss of Electrical Contractors Licence, major breach of legal and/or regulatory requirements	Not meeting market set expectations by 10% -30%	Major brand damage
Moderate	Serious injury, Lost Time Injury (LTI)	Moderate effects on environment / heritage area. External assistance required for clean-up / remediation	Moderate breach of legal and/or regulatory requirements	Not meeting market set expectations by 5%-10%	Moderate brand damage
Minor	Medical treatment injury, restricted work injury	Minor short term damage to environmental / heritage area	Minor breach of legal and/or regulatory requirements	Not meeting market set expectations by <5%	Minor brand damage
Negligible	Minor injury at site, first aid treatment	Limited damage to area of no or low significance. Internal clean up	Minor breach of legal and/or regulatory requirements	N/A	Negligible brand damage

Likelihood					
	Rare	Unlikely	Possible	Likely	Almost Certain
Historical	Unheard of in the industry	Has occurred once or twice in the industry	Has occurred many times in the industry but not in the company	Has occurred once or twice in the company	Has occurred frequently in the company
Frequency (Continuous Operation)	Once every 10 years or more within SCEE	Once every 2 to 10 years within SCEE	Once every 1-2 years within SCEE	Once every year within SCEE	More than once each year within SCEE
Probability (single activity)	Rare	Unlikely to occur	May occur	Will probably occur	Will occur

Risk Matrix					
	Rare	Unlikely	Possible	Likely	Almost Certain
Catastrophic	11	16	20	23	25
Major	7	12	17	21	24
Moderate	4	8	13	18	22
Minor	2	5	9	14	19
Negligible	1	3	6	10	15

Legend		
	Operational	Corporate
Low 1 – 3	Acceptable with adequate controls.	Project/Functional Manager is responsible
Medium 4 – 10	Acceptable with adequate controls. Confirm that controls implemented have reduced risk to as low as reasonably practicable. Supervisor sign off on JHA required for tasks with residual risk that remains at this level.	Acceptable with *adequate controls. Responsibility of Operations /Divisional /Functional Manager.
High 11 – 19	Acceptable only if controls have been reduced as low as reasonably practicable. Site manager approval of controls for residual risks that remain at this level.	Only acceptable with *excellent controls. All treatment actions to be explored within 1 – 3 months. Responsibility of COO/CEO/MD.
Extreme 20 – 25	Risk needs to be reduced to a level as low as reasonably practicable. Project Manager and HSE Manager consultation is required for any tasks which have residual risk assessed at this level, divisional GM or higher approval required.	Only acceptable with *excellent controls. All treatment actions to be explored within 1 month. Responsibility of the Board.

\*adequate controls = only what a reasonable person would be expected to do in the circumstances

\*excellent controls = more than what a reasonable person would be expected to do in the circumstances



# Safe Work Method Statement – Fuel trailer refuelling

We the undersigned, confirm that we have been consulted in the preparation of the SWMS nominated above and that the content has been clearly explained is understood and accepted. We also confirm that our qualifications to undertake this activity are current.

We clearly understand the controls in this SWMS must be applied as documented including our responsibilities for the implementation; otherwise work is to cease immediately.

Name	Signature	Date	Name	Signature	Date

Comments: \_\_\_\_\_

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