

# SAFE WORK METHOD STATEMENT (OXY ACETYLENE)

SS-WHS-SAF-000

Authorised By: XXXX

Rev 1 1/07/2024



|                        |          |              |
|------------------------|----------|--------------|
| <b>COMPANY DETAILS</b> |          |              |
| Name: XXX              | ABN: XXX | Address: XXX |

|                             |                   |
|-----------------------------|-------------------|
| <b>TASK NAME / ACTIVITY</b> | Oxy Acetylene use |
| <b>SITE / PROJECT NAME</b>  | XXX               |

|   |  |  |
|---|--|--|
| <b>APPLICABLE LEGISLATION, CODES OF PRACTICE OR OTHER GUIDANCE MATERIAL</b> |  |  |
| WHS Act and Regulations   | How to manage work health and safety risks CoP         | Construction work CoP                              |
| Construction Work CoP   | First Aid in the Workplace CoP                         | Managing Electrical Risks in the Workplace CoP     |
| Hazardous Manual Tasks CoP  | How to Manage WHS Risks CoP                            | Managing Psychosocial Hazards at Work CoP          |
| Managing the Risks of Respirable Crystalline Silica CoP                     | Managing Noise and Preventing Hearing Loss at Work CoP | WHS Consultation, Cooperation and Coordination CoP |

|  |   |  |  |                                      |
|--|---|--|--|--------------------------------------|
| <b>PERSONAL PROTECTIVE EQUIPMENT</b>             |   |  |  |                                      |
| <input type="checkbox"/> Hard Hat                | <input type="checkbox"/> High Vis Clothing        | <input checked="" type="checkbox"/> Safety Glasses     | <input checked="" type="checkbox"/> Respiratory Protection | <input type="checkbox"/> Face Shield |
| <input checked="" type="checkbox"/> Safety Boots | <input checked="" type="checkbox"/> Safety Gloves | <input checked="" type="checkbox"/> Hearing Protection | <input type="checkbox"/> Other:                            | <input type="checkbox"/> Other:      |

|  |                               |
|--|-------------------------------|
| <b>REQUIRED LICENCES, CERTIFICATES OR COMPETENCIES</b> |                               |
| General Construction Induction (white card)            | Site Induction                |
| Task Specific Qualification 1                          | Task Specific Qualification 2 |

|   |   |   |  |
|---|---|---|--|
| <b>HIGH RISK CONSTRUCTION WORK</b>  |   |   |  |
| <input type="checkbox"/> Risk of a person falling more than 2 metres                          | <input type="checkbox"/> Work on a telecommunication tower  | <input type="checkbox"/> Demolition of load-bearing structure                           | <input type="checkbox"/> Likely to involve disturbing asbestos                     |
| <input type="checkbox"/> Work on or near pressurised gas mains or piping                      | <input type="checkbox"/> Work in or near a confined space   | <input type="checkbox"/> Work in or near a shaft or trench deeper than 1.5m or a tunnel | <input type="checkbox"/> Use of explosives   |
| <input type="checkbox"/> Temporary load-bearing support for structural alterations or repairs | <input type="checkbox"/> Work in or near water or liquid that involves a risk of drowning   | <input type="checkbox"/> Work on or near energised electrical installations or services | <input type="checkbox"/> Work that may have a contaminated or flammable atmosphere |
| <input type="checkbox"/> Tilt-up or precast concrete elements                                 | <input type="checkbox"/> Diving work  | <input type="checkbox"/> Work in an area with movement of powered mobile plant          | <input type="checkbox"/> Work in areas with artificial extremes of temperature     |
| <input type="checkbox"/> Work on or near chemical, fuel or refrigerant lines                  | <input type="checkbox"/> Work on, in or adjacent to a road, railway, shipping lane or other traffic corridor in use by traffic other than pedestrians |   |  |

|  |
|--|
| <b>MONITORING FOR COMPLIANCE</b>   |
| Ongoing supervision to ensure compliance and monitoring / review of control measures to be done by (name and signature): XXX |

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|----------------------------------|------------------------|----------|--|----------|----------------|
| Accessing site and starting work | Traffic hazards        | High     | Signage, flagging or delineation of work zone.<br><br>Workers to be aware of traffic hazards.  | Moderate | All workers    |
|                                  | Contact with services  | High     | Maintain exclusion zones around powerlines.<br><br>Use spotters if necessary.<br><br>DBYD and ensure underground services are protected prior to excavation. | Moderate | All workers    |
|                                  | Slips, trips and falls | High     | Good housekeeping.<br><br>Wear non-slips shoes.<br><br>Pay attention when walking.   | Moderate | All workers    |
|                                  | Sunburn / dehydration  | Moderate | Sun protection (broadbrimmed hard hat, sunscreen, long-sleeve clothing).<br><br>Drink plenty of water.<br><br>Avoid excessive caffeine.                      | Low      | All workers    |
|                                  | Electrical hazards     | High     | Testing and tagging of electrical equipment.<br><br>Run leads in a safe manner.<br><br>Inspect electrical equipment before use.<br><br>RCDs in use.          | Low      | All workers    |
|                                  | Noise hazards          | Moderate | Hearing protection to be worn if noise levels over 85dBA.<br><br>Ensure loud plant or equipment is positioned away from workers, if possible.                | Low      | All workers    |

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|-------------------------------|--------------------------------|----------|---|----------|----------------|
|                               | Chemical hazards               | Moderate | <p>Up to date SDS register available for all hazardous substances.</p> <p>All safety controls in place as per SDS.</p> <p>All spills to be reported to supervisor.</p> <p>Refer to SDS for chemical properties and storage/handling procedures.</p> | Low      | All workers    |
|                               | Flying debris                  | Moderate | <p>Safety glasses (double eye protection when welding / grinding).</p> <p>Exclusion zones around hazardous work.</p>  | Low      | All workers    |
|                               | Silica exposure                | Moderate | <p>Ensure areas are wet down to reduce dust.</p> <p>Ensure dust extraction is used on equipment (if fitted).</p> <p>Wear appropriate respiratory PPE if dust levels cannot be controlled.</p>   | Low      | All workers    |
|                               | Manual handling injuries       | Moderate | <p>All personnel must be Inducted.</p> <p>Adopt good posture and manual handling techniques.</p> <p>Use of mechanical devices</p> <p>Team lifting.</p>  | Low      | All workers    |
| Conducting oxy acetylene work | Plant or equipment malfunction | Moderate | <p>Ensure pre-start checks are completed.</p> <p>Ensure all guarding is in place and fit for purpose.</p> <p>Report any faults to supervisor.</p>   | Low      | All workers    |

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|-----------------|--|----------|--|----------|----------------|
|                 | Worker not competent with plant / equipment. | Moderate | Only competent and authorised personnel to complete this task.   | Low      | All workers    |
|                 | Eye injuries                                 | Moderate | Only competent and authorised personnel to complete this task.<br><br>Ensure all safety glasses are worn.<br><br>Ensure all guarding is in place.  | Low      | All workers    |
|                 | Hand injuries                                | Moderate | Only competent and authorised personnel to complete this task.<br><br>Ensure all guarding is in place.   | Low      | All workers    |
|                 | Injuries from oxy acetylene use              | High     | Wear PPE.<br><br>Inspect the oxy-acetylene equipment for damage and ensure all connections are secure.<br><br>Check that the cylinders are properly secured and upright.<br><br>Use the correct pressures for oxygen and acetylene as specified by the manufacturer.<br><br>Open the gas valves slowly and adjust the flow to the desired level.<br><br>Light the torch with a striker or lighter, never with a match or lighter directly.<br><br>Keep the torch at the proper angle and distance from the workpiece.<br><br>Maintain a steady hand and proper flame adjustment for a clean, efficient weld. | Moderate | All workers    |

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|---------------------------|-------------------------------------|----------|---|----------|----------------|
|                           |                                     |          | Ensure the work area is well-ventilated and free of flammable materials.<br><br>Keep hoses clear of heat and sharp objects to prevent damage.<br><br>Close the gas valves and bleed the lines when finished and store the equipment properly.<br><br>Disconnect the equipment from the gas supply and perform regular maintenance checks. |          |                |
|                           | Add task specific hazards here      | XXX      | Add task specific controls here   | XXX      | All workers    |
|                           | Add task specific hazards here      | XXX      | Add task specific controls here   | XXX      | All workers    |
|                           | Add task specific hazards here      | XXX      | Add task specific controls here   | XXX      | All workers    |
| Completing task / pack up | Equipment damaged during shift      | Moderate | Report damaged equipment to supervisor and tag it out.  | Low      | All workers    |
|                           | Site security / unauthorised entry  | Moderate | Ensure gates / fences are secured prior to leaving site.  | Low      | All workers    |
|                           | Slips, trips, and falls             | High     | Ensure tools and equipment are stored appropriately.<br><br>Place all rubbish in a bin.   | Moderate | All workers    |
|                           | Hazardous substances and flammables | Moderate | Ensure hazardous substances and flammables are stored appropriately.  | Low      | All workers    |

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| Risk Matrix |   | Consequences                                     |   |  |  |  |
|-------------|---|--|---|--|--|--|
|             |   | Negligible (1)<br>Minimal injuries / no injuries | Minor (2)<br>Minor injuries / first aid | Significant (3)<br>Moderate injuries / medical treatment | Severe (4)<br>Serious injuries / hospitalisation | Catastrophic (5)<br>Death / permanent impairment |
| Likelihood  | <b>Certain (5)</b><br>100% likely / almost 100% likely                | Moderate (5)                                     | High (10)                               | High (15)  | Catastrophic (20)                                | Catastrophic (25)                                |
|             | <b>Likely (4)</b><br>Will probably happen / is likely to happen       | Moderate (4)                                     | Moderate (8)                            | High (12)  | Catastrophic (16)                                | Catastrophic (20)                                |
|             | <b>Possible (3)</b><br>Could happen or plausible                      | Low (3)  | Moderate (6)                            | Moderate (9)   | High (12)  | High (15)  |
|             | <b>Unlikely (2)</b><br>Improbable but could happen / not expected     | Low (2)  | Moderate (4)                            | Moderate (6)   | Moderate (8)                                     | High (10)  |
|             | <b>Very Unlikely (1)</b><br>Rare / not expected but remotely possible | Low (1)  | Low (2)                                 | Low (3)  | Moderate (4)                                     | Moderate (5)                                     |

