



Safe Work Method Statement (SWMS)

Reviewed 31/03/2026
Calvin

Company Name	Swire City Marine	Company Contact No:	(02) 8527 7800	Company Address:	37 James Craig rd, Rozelle, NSW, 2039
Project / Vessel	4402 - M/O SHORE-00129034 - clean hold spaces	Task Description:	Working in Confined Spaces	SWMS No:	SWMS-SCM-Confined Space-V3
SWMS Prepared by:	SCM Project Manager - Jerin Prasad	Date:	05/01/2026	Date:	31/3/2026 <i>RP</i>
SWMS Approved by:	SCM HSEQ Manager - Yashna Pourghetastork	Date:	05/01/2026		
Project Manager:		Team Leader:	Aaditya Phyuul - 0408 752 314		
Contact No:	0415 535 314 - Jerin Prasad	Contact No:			
How will the SWMS control measures be reviewed?	☒ Internal Auditing ☒ Workplace Inspections ☒ Other: Client authorized Officer				
Person responsible for reviewing SWMS control measures:	Aaditya Phyuul - 0408 752 314, Jerin Prasad - 0414535114	Reviewed date:	05/01/2026		
Contract no:					

Permit Required:	YES ☒ NO ☐	☐ Hot Work ☒ Confined Space ☐ Work at heights ☐ Isolation (LO/TO) ☐ Other:.....
------------------	---	---

High Risk Construction Work (Please indicate by Ticking the Box)		
☐ Risk of a person falling more than 2 meters	☐ Work on a telecommunication tower	☐ Demolition of load-bearing structure
☐ Likely to involve disturbing asbestos	☐ Temporary load-bearing support for structural alterations or repairs	☒ Work in or near a confined space
☐ Work in near a shaft or trench deeper than 1.5 m or a tunnel	☐ Use of explosives	☐ Work on or near pressurized gas mains or piping
☐ Work on or near chemical, fuel or refrigerant lines	☐ Work on or near energized electrical installations or services	☒ Work in an area with movement of powered mobile plant
☐ Tilt-up or precast concrete elements	☐ Work in or near water or other liquid that involves a risk of drowning	☐ Diving work
☐ Work in areas with artificial extremes of temperature	☒ Work on, in or adjacent to a road, railway, shipping lane or other traffic corridor in use by traffic other than pedestrians	☒ Work in an area that may have a contaminated or flammable atmosphere
PPE Requirements: (Please indicate by Ticking the Box)		
☒ Safety Boots	☒ Hi-Vis uniform, long sleeves and pants	☒ Bump cap
☒ Safety Glasses	☒ Respirator (AS/NZ 21716 - full face, dustproof, twin filter)	☒ Barricading/Signs
☐ Face Shield	☒ Safety Harness	
☐ Hearing Protection	☒ Gloves	☐ Fire Extinguishers
Details of Extra PPE Requirements: mechanical ventilation: ☒ Extraction ☐ Forced ☒ Recovery harness (AS/NZ 1891.1- Full body) ☒ Self-contained breathing apparatus (SCBA) sets		

Document reference: WHS 1801 - SWMS

Version: 5

Operative date: 04/03/2025

Approved by: HSEQ Manager



Safe Work Method Statement (SWMS)

Environmental Requirements: (Is There A Possibility of The Following? – Indicate by Ticking the Box)

☐ Air Pollution (dust, fumes)	☐ Hazardous Materials / Chemicals	☐ Soil Erosion	☐ Spills to Ground	☐ Storm Water Pollution
☐ Damage to Flora or Fauna	☐ Noise Pollution	☐ Soil Pollution	☐ Spills to Storm water	☐ Water Pollution
Other:				

Legislation, Australian Standards, Codes of Practice, Guidance Material:

☒ NSW WHS Act 2011	☒ Australian Standards	☒ Guidelines	☐ ISO 9001:2016	☐ Lloyds Code of Practice
☒ NSW WHS Regulations 2017	☒ Codes of Practices	☒ ISO45001:2018	☐ ISO 14001:2015	☐ Boating Industry Association
Other: Please refer to SDS register on site.				

Qualifications, Experience, Skills and Competencies

RIIWHSS202 - Enter and work in confined spaces	Maintenance Checks		Plant / Equipment / Tools	
MSMWHSS217 - Gas test atmospheres	All rescue equipment to be in date		Emergency recovery equipment	
MSMPER300 - Issue work permits			Gas monitor	
SCM & Thales Safety Induction				

RISK ASSESSMENT MATRIX LIKELIHOOD/CONSEQUENCE		Insignificant first aid treatment				
		1	2	3	4	5
Almost Certain	- expected to occur in most circumstances - more than 10 times a year	5	Medium (5)	High (10)	High (15)	Extreme (20)
Likely	- will probably occur in most circumstances - between 1-10 times per year	4	Medium (4)	Medium (8)	High (12)	High (16)
Possible	- will probably occur in some circumstances - once every 1-5 years	3	Low (3)	Medium (6)	Medium (9)	High (12)
Unlikely	- could occur at some time but is not expected - once every 5-20 years	2	Low (2)	Low (4)	Medium (6)	Medium (8)
Rare	- may occur only in exceptional circumstances - less than once every 20 years	1	Low (1)	Low (2)	Low (3)	Medium (4)

Safe Work Method Statement (SWMS)

JOB STEP	JOB STEP HAZARD	RISK RATING	CONTROL MEASURE	Revised Risk Rating	Responsibility
No List the steps required to perform the task in the sequence they are carried out.					
1 Inspect work area, Determine persons performing each task Discuss requirements of task with others involved, Gather tools and equipment	Trip, slips & falls. Unqualified worker attempting confined space entry Other workers have conflicting work tasks or requirements Equipment required is not available	9	3 points of contact always. - Daily toolbox talks prior to task commencement. - Confirm qualifications and experience of members of the entry team. - Ensure confined space Permit is in place. - Discuss rescue plan. - Communicate with other trades or people on the vessel to prevent interaction with work being carried out. - Ensure adequate ventilation of work area. - Ensure all the necessary confined entry equipment required is available, or work is not to commence. - Keep work area clear of obstacles and trip hazards. - Wear Correct PPE as per SWMS and site requirements.	4	SCM Staff
2 Set up of confined space equipment for entry	Work commencing without permit being issued Equipment Failure Incorrect setup	12	- Permit to be completed and signed off before any confined entry work is to be undertaken. - ERT engaged to provide guidance on correct set up and use of emergency equipment prior usage. - Determine sentry person who is assigned to monitor the wellbeing of those inside the confined space, and to always control winch (if in use). - Verify equipment is in a serviceable and safe condition. Test and Tag validated and within date. - Reject permit if safety conditions are not met (no sentry, no gas monitor continuously testing air quality).	6	Emergency Response Team (ERT)

Safe Work Method Statement (SWMS)

				Install signage that is compliant with Regs 2017 Cause 68 before work commences.	
Atmospheric testing and monitoring	Trip, slips & falls. Asphyxiation Poor air quality Heat	15	- Air monitoring to be carried out by a competent trained person using a suitable, compliant calibrated gas detector. - If monitoring and testing allows entry, fan forced air needs to be pumped into the space to create a positive pressure. Alternatively, extraction of air in the space may be required. - Tests for oxygen levels, airborne concentration for Flammable and harmful contaminants. - Check as a reasonable person is the area at a temperature that may require additional protection. If so, discuss requirements with the supervisor and/or the rescue team. Do not enter until further precautions have been determined and put in place.	4	ERT
3					

Safe Work Method Statement (SWMS)

4	Entry and working in confined space	20	8
	Restricted entry or exit Unsafe oxygen levels Toxic atmosphere (for example, chemicals, gases, particulates, or fumes that are harmful to health) Fire & explosion Extreme temperature Uncontrolled introduction of substances, Engulfment Slips, trips and falls Poor communication Working in tight awkward spaces Dehydration Inadequate lighting	• Confined Space activities assessed and approved by an Authorized Officer and Permit Issued by a competent Permit Issuer. All must sign the permit at the entrance/exit to sign in and out, date and time they have been inside the space. • All workers trained in Confined Space including Sentries, Workers, Supervisors & emergency response team. • Sentry designated and monitoring staff. • Emergency evacuation plan developed by the Emergency Rescue Team and in place. • Exclusion Zones & signage maintained around Confined Space whenever the Confined Space is unoccupied. • Allow 24hrs natural ventilation pre-entry. • Ventilation/extraction systems in place and maintained in accordance with Permit. • Continuous use of gas monitor in confined space and reading recorded every 30 minutes as per Permit. • Check footwear and Clothing to ensure soles are free from mud, grease, or other contaminants. • Entrance size sufficient to recover unconscious person. • 3 points of contact always. • All equipment inspected pre-use and periodically by competent person. • All energy sources and equipment are treated as live until tested for dead by a competent person- verification of isolations prior to undertaking the task. • Ensure all sources of engulfment have been identified and appropriately isolated. • Ensure employees have access to water/fluids as required to remain hydrated. • Additional lighting to be made available if	SCM staff ERT Authorized Officer (AO)

Safe Work Method Statement (SWMS)

JOB STEP	JOB STEP HAZARD	RISK	CONTROL MEASURE	Revised Risk Rating.	Responsibility.
No	List the steps required to perform the task in the sequence they are carried out.	Against each step list the potential hazards that could cause injury/damage when the task is performed.	For each hazard identified list the control measure required to eliminate or minimize the risk of injury.		
7	Working in confined space with a potentially compromised oxygen level (safe = minimum 19.5% - maximum 23.5% by volume)	Shortage oxygen / Excess oxygen	- Continuous use of gas monitor in confined space and reading recorded every 30 minutes as per Permit. Do not enter until oxygen level safe. - Purge the space with fresh air using ventilation/extraction system. - Use SCBA if contamination is anticipated. - Ensure watch person is alert to potential dangers and is ready to act should it be required.	10	SCM staff ERT
8	Exiting confined space	Slips, trips, and falls Worker unaccounted for	3 points of contact always. - On exiting, worker is to be signed off on register. - Sentry to ensure extraction/ventilation system is place - Team leader/responsible person to sign off and account for all workers	4	SCM staff ERT

Safe Work Method Statement (SWMS)

	JOB STEP	JOB STEP HAZARD	RISK	CONTROL MEASURE	Revised Risk Rating	Responsibility
No	List the steps required to perform the task in the sequence they are carried out:	Against each step list the potential hazards that could cause injury/damage when the task is performed.		For each hazard identified list the control measure required to eliminate or minimize the risk of injury.		
	Emergency exit	Openings blocked Opening size restrictions Unable to use safety line and winch Height of confined space well above ground Indirect route to confined space Accident/Incident inside confined space	12	- Ensure all persons involved conduct regular rescue training drills. - Emergency evacuation plan developed by the Emergency Rescue Team and in place. - Worker to be harnessed always. Permanent connection to winch only if it is single entry with no entry rescue plan. - Positive two-way radio communication always. - Sentry to call 000 to notify local emergency services immediately. - Rescue equipment to be kept in proximity so it can be used immediately by ERT.	6	SCM staff ERT
	Permit Closure	Change in levels with the potential to expose a person to a risk of a fall Unguarded edges/openings Surface stability, fragility, slipperiness Access to, egress from, and movement around the work area (e.g. potential hazards from falling objects)	12	Authorized officer to complete workplace inspection: - Ensure physical controls around the workplace have been reinstated. - All equipment & materials relating to the activity have been demobilized. - Confined space to be secured to prevent unauthorized entry - Close of permit. - Remove permit from workplace.	6	AO

