

Safe Work Method Statement

Job: Fuel Theft

Client:

Location:

Date:

Project Duration:

Principle Contractor:

Prepared By:

Consultation with:

Tools and Equipment required	Personal Protective Equipment	Skills and Competencies Required
<ul style="list-style-type: none">• Phone• Security cameras	<ul style="list-style-type: none">• Gloves• High Visibility Vest (Day/Night)	<ul style="list-style-type: none">• First aid• In-house training

SAFE WORK METHOD STATEMENT

Job:..... Client:

STEP BY STEP WORK ACTIVITY	POTENTIAL HAZARD/RISK What are the potential hazards that could cause a safety incident or injury?	CONTROL MEASURES	Name of responsible person to action
1. Vehicle enters the service station	<ul style="list-style-type: none"> • Staff and pedestrians struck by vehicle due to driver entering service station at a high speed. • Staff identify person/s as individuals that have previously stolen fuel and approach vehicle There is a risk of violence. 	<p>1. Elimination – eliminate the work practice, plant and/or equipment responsible for the hazard.</p> <p>2. Substitution – substitute the work practice, plant and/or equipment for a safer alternative.</p> <p>3. Engineering control – redesign the work practice, use of materials, plant or equipment to attain a safer alternative.</p> <p>4. Administrative Control – change the procedures to reduce exposure (job rotation, training etc)</p> <p>5. Protective Equipment for Personnel – select appropriate equipment/apparel to reduce risk/exposure.</p> <ul style="list-style-type: none"> • Traffic management procedure for station. Can include one way traffic flow, vehicles having to enter and exit from opposite sides of the station, speed limits, pedestrian walk areas etc. • Staff member to be instructed to always be observing vehicle movement in the forecourt, take note of any suspicious, erratic driving/behavior. • Staff member trained to never approach vehicle. If they identify the persons as previously stolen fuel from their station, contact police immediately, do not draw attention to ones self in doing so, this may create panic from the driver who may then attempt to exit the service station in a more erratic manner. • Security cameras in forecourt are active. 	
2. Driver exits vehicle to fill up their vehicle using the fuel pump.	<ul style="list-style-type: none"> • Fuel spill and possible fire if fuel thief panics and hurries away. • Hose not put back correctly (trip hazard and skin contact with fuel for person picking up the hose) 	<ul style="list-style-type: none"> • Staff trained in how to identify and record suspicious behavior. Service station to have a form developed for quick note down of vehicle type, vehicle colour, any other passengers, persons facial features, height, weight, ethnicity, direction vehicle entered and exited the fuel station, licence plate etc. During this time there is an opportunity for staff member to gather this information. • Ensure a chemical and fuel spill kit is available. • Implement a major and minor chemical spill procedure. • Train employees on fuel spill procedure and clean up. • Staff member/s to wear gloves, conduct regular inspections of fuel bowser areas to identify any on the spot clean up's that must occur. Cordon off area for danger zone and for traffic management during the 	

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		clean-up.	
3. Driver gets back into car.	<ul style="list-style-type: none"> • Driver potentially threatening other customers that may be blocking exit route, physical assault could occur. • Staff member notices potential for drive off (theft).staff member leaves counter un-attended to approach vehicle (theft). • Staff member approaches vehicle (struck by vehicle, physical assault) 	<ul style="list-style-type: none"> • Staff member trained to never approach vehicle. If they identify the persons as previously stolen fuel from their station, contact police immediately, do not draw attention to themselves in doing so; this may create panic from the driver who will then try to exit the fuel station in a more erratic manner. • If the driver comes into contact with staff member, the staff member is required to act in a calm manner and to not aggravate the situation. Once the driver leaves, then the staff member should contact the police as soon as is safe to do so. Staff member to take visual notes of the drivers' description. • Security cameras in forecourt are active. 	
4. Driver exits service station without paying for fuel.	<ul style="list-style-type: none"> • Driver hits other vehicles and/or service station structures on exiting the service 	<ul style="list-style-type: none"> • Staff member to notify those customers inside the store to not exit and walk through the forecourt until erratic vehicle has left the service station. • First aid kit is available. • Staff to be trained in level 2 First Aid (where applicable). 	

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	station. <ul style="list-style-type: none"> • Driver strikes customers/ pedestrians when exiting in a hurried manner. • Driver turns onto busy road causing a vehicle accident. • Has not returned hose, hose still hanging out of the vehicle (driving off can result in fuel leaks, person struck by detached hose on drive off and covered in fuel). 	<ul style="list-style-type: none"> • Staff member to notify emergency services (Police, Ambulance) as soon as possible. • Staff member trained in spill containment and recovery for if fuel leak occurs at the service station. Cordon off area to any customers/vehicles until clean-up is complete. • Spill kit should be present on site. • Implement a major and minor chemical spill procedure. • Train employees on fuel spill procedure and clean up. • Staff member to fill out form as soon as possible. Recalling vehicle type, vehicle colour, any other passengers, persons facial features, height, weight, ethnicity, direction vehicle entered and exited the fuel station, licence plate etc. 	