Safe Work Method Statement (SWMS) Part 1

Activity: TRANSPORTING PLANT & MACHINERY - TRUCKS & TRAILERS | **SWMS #:**

Business Name: Coastal Hire And Sales Pty Ltd | **ABN: 70114481408**

Business Address: 33 Jindalee rd, Port Macquarie, NSW 2444

Business Contact: | **Phone #: 0429810200**

SWMS Approved by: *Employer / PCBU / Director / OWNER.*

Name:

Signature: | **Date:**

Person/s responsible for ensuring compliance with SWMS:

Person/s responsible For reviewing the SWMS:

Relevant workers consulted in the development, approval and communication of this SWMS.			**All Persons involved in the task must have this SWMS communicated to them before work commences.**
Name	**Signature**	**Date**	Tool Box Talks will be undertaken to identify, control and communicate additional site hazards.
			Work must cease immediately if incident or near miss occurs. SWMS must be amended in consultation with relevant persons.
			Amendments must be approved by and communicated to all affected workers before work resumes.
			SWMS must be made available for inspection or review as required by WHS legislation.
			Record of SWMS must be kept as required by WHS legislation (until job is complete or for 2 years if involved in a notifiable incident).

Principal Contractor Details *(The builder or the organisation you are working for.)*

Principal Contractor (PC): | Project Name: | Date SWMS provided to PC:

Project Address:

Project Manager (PM): | PM Signature: | CONTACT PH. #:

SWMS Scope: (To be filled in According to On-Site Specifics)

This work activity involves the following "High Risk Construction Work"

☐ Confined Spaces	☐ Mobile Plant	☐ Demolition	☐ Asbestos
☐ Using explosives	☐ Diving work	☐ Artificial extremes of temperature	☐ Tilt up or pre-cast concrete

☐ Pressurised gas distribution mains or piping chemical, fuel or refrigerant lines energised electrical installations or services

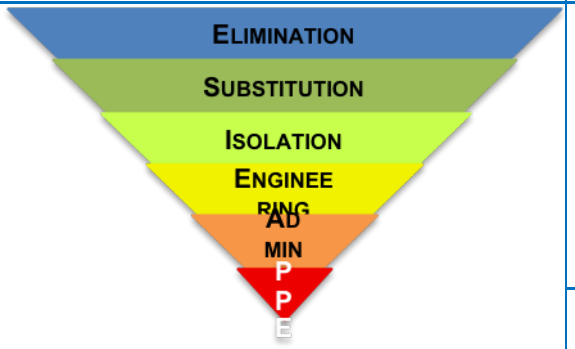
☐ Structures or buildings involving structural alterations or repairs that require temporary support to prevent collapse

☐ Involves a risk of a person falling more than 2m, including work on telecommunications towers

☐ Working at depths greater than 1.5 Metres, including tunnels or mines	☐ Work in an area that may have a contaminated or flammable atmosphere
☐ Work carried out adjacent to a road, railway or shipping lane, traffic corridor	☐ In or near water or other liquid that involves risk of drowning

Likelihood	Insignificant	Minor	Moderate	Major	Catastrophic	Score	Action
Almost certain	3 High	3 High	4 Acute	4 Acute	4 Acute		
Likely	2 Moderate	3 High	3 High	4 Acute	4 Acute	4A Acute	DO NOT PROCEED.
Possible	1 Low	2 Moderate	3 High	4 Acute	4 Acute	3H High	Review before commencing work.
Unlikely	1 Low	1 Low	2 Moderate	3 High	4 Acute	2M Moderate	Maintain control measures.
Rare	1 Low	1 Low	2 Moderate	3 High	3 High	1L Low	Record and monitor.

HIERARCHY OF CONTROLS



Personal Protective Equipment (PPE): *Ensure all PPE meets relevant Australian Standards. Inspect, and replace PPE as needed.*

Foot Protection	Hearing Protection	High Visibility	Head Protection	Eye Protection	Face Protection	Hand Protection	Protective Clothing	Breathing Protection	Sun Protection	Fall Arrest	
											Rings, watches, jewellery that may become entangled in machines must not be worn. Long and loose hair must be tied back.
☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

VERSION #: 1 AUTHORISED BY: REVIEW #: ISSUE DATE: REVISION DATE:

Job Step	Potential Hazard/s	IR	Control Measures to Reduce Risk	RR	Responsible Person
			Inherent Risk-rating (IR) *Residual Risk-rating (RR)*		
1. Planning & preparation	Lack of consultation may lead to potential outcomes for personal injury, property damage &/or environmental incident.		Liaise with Principal Contractor to establish the following on-site systems and procedures are in place and take note of: - Health and Safety rules - Induction for all workers – site specific and toolbox meetings - Supervisory arrangements - Emergency plans - All relevant workers are appraised for required competencies & for any pre-existing medical conditions if working in remote or isolated locations. - Communication arrangements - Hazard reporting procedures - Injury reporting procedures - Ensure Work Safe notification for deep excavations prior for planned work (where applicable) - PPE required - Site plans – showing no go zones for pedestrians - Traffic Management Plan detailing movement of vehicles during work - Exclusion Zones - Risk Assessments, SWMS and JSA's - Ensure relevant guidance material for electrical NO GO ZONES is on site and consulted before work commences. - Underground essential services - including gas, water, sewerage, telecommunications, and electricity.		

2. Training and Capabilities	Lack of training or the assessment of capability may lead to personal injury, property damage &/or environmental incident.	Ensure all persons entering site have a General Construction Induction Card (white card). Check that plant operators are appropriately qualified with correct licence endorsements for the applicable item of plant. Ensure all relevant workers have undertaken training and/or received instruction in the use of control measures. Include: - Instructed on the use of this SWMS - Reporting procedures for incidents - Correct use of equipment including selecting, fitting, use, care of and maintenance - Correct use of all tools used - Emergency plans - Use of supervision where required (e.g. new starters or new equipment) - Conduct a pre-start toolbox talk to ensure that all workers have been made fully aware of the scope of work to be performed ***NOTE: Check workers are in fit condition to work i.e. no signs of fatigue, alcohol or drugs.***
	Powered mobile plant	***IMPORTANT:*** *If operating powered mobile plant e.g. excavator, skid steer etc., for this task, ensure there are separate, dedicated SWMS for the plant and that all workers/employees have relevant training and licensing*
3. Assess onsite conditions	Lack of a clear assessment may lead to personal injury, property damage &/or environmental incident.	Assess conditions at site on arrival. Ensure: - Ensure site-specific induction is undertaken (include location of amenities, first aid facilities, emergency plans and evacuation points, incident reporting, communication, contact persons etc.) - Assess mobile phone reception (alternative emergency communications procedures in place if no reception available) - Work site is exactly as detailed in Terms of Agreement or contract - Suitable access for all equipment required - Suitable space for operation of equipment - Suitable lighting, including night-works (include flood lighting and operator head lamps as applicable)

		- Consult with the person you are carrying out the work for on the potential hazards and risks associated with the task - If represented by an elected health and safety representative, the representative should be included in any consultation - Any other persons on site who are affected by the same matter are consulted and co-operative arrangements are made Conduct risk assessment to identify potential hazards e.g. - Changes in levels - Underground/overhead electrical services - Mobile plant - Hot conditions.
4. Set up work area	Contact with electricity	Ensure work is not conducted in close proximity to electrical power lines. Check for: - Overhead power lines (including high and low voltage distribution conductors) - Single wire earth return (SWER) - Service cables to premises - Communications cables - Electrical transformers (mounted lower than cables) Identify maximum range of equipment and how close equipment or load can come to asset (known as design envelope) the following dimensions are taken from the closest point of any extended component of the machine e.g. extended long reach boom In general, for up to and including 132,000 volts - 3m above, either side and below power lines is No Go Zone.
		- Between 3-6.4m of power lines a Spotter is required. - Further than 6.4m of power lines is open area - No work to be conducted within 10m radius of SWER transformer. ***NOTE: No work to be conducted within Minimum Clearance Zones without written permission from power supplier.***

	IMPORTANT: *Approach distances will vary based on the voltage level of the live electrical apparatus. Always contact your local power asset owner for information prior to commencing crane operations if unsure.*
Underground services	Ensure underground services have been identified and marked accurately for depth and position: - Contact Dial before you dig - Use accredited cable locator contractor to test the area - Contact relevant authorities/companies for 'as constructed' plans if necessary - Hand excavate using a shovel to locate services and mark out prior to any trenching or battering works Use "Pot holing" techniques if required: - Use extreme care when working near gas mains - When using hand prodders to locate pipes do not use hammers or other implements Mark all exposed services with flags or devices that can be readily seen Ensure all marked services continue to be visible for the duration of the work.
Slips, trips and falls	Be aware of ground condition including changes in level Wear appropriate thick soled covered footwear - NEVER wear thongs or similar footwear Use high visibility string lines (to avoid tripping hazards) Do not climb or jump over loose building material
	Do not jump from elevated edges >180mm (concrete slabs etc.)- step carefully and or use prepared access area. Obey any barriers & signage - Be aware of excavations Follow clearly defined detours for pedestrians around hazards Do not walk near top edge of excavations; maintain safe distance from edges, voids & pits. **NOTE**: Some traffic management plans may say that pedestrians have right-of-way. Never assume this. Make visual and verbal contact with plant operator as required.

	Environmental conditions	Working outdoors. Ensure: - Suitable protective clothing - Sun brim on hard hat - Safety glasses - UV Rated - Use 30+ sunscreen - Adequate drinking water - Access to shade during breaks - Adequate breaks - Check weather conditions – do not work in extreme weather – If temperatures extreme (very hot or very cold) undertake risk assessment and establish protocols e.g. frequent rest periods - Ensure sufficient lighting and visibility.
	Cuts, abrasions	Wear gloves when handling sharp tools, rocks and other materials.
	Hearing loss/damage	Wear hearing protection, ensure it is: - Worn by all persons throughout the period of exposure to noise - Suitable for the type of working environment and the work tasks - Comfortable and correctly fitting for the worker - Regularly inspected and maintained to ensure it remains in good, clean condition.
5. Temporary Traffic Control (TMP)	Hit by mobile plant/vehicle	Where temporary road traffic control is required (e.g. kerbside works, materials delivery or pedestrian management): - Approvals and permits are sought from local council and/or state road transport departments where necessary - A TMP is developed for the temporary works (this can be a separate plan to the Construction TMP if required) - Only accredited traffic controllers are to perform traffic control duties - All traffic control measures put in place must be implemented as per Australian Standard 1742.3–2009: Manual of Uniform Traffic Control Devices, Part 3: Traffic Control for Works on Roads AS 1742.3-2009 or other requirements as per permit conditions

		- Traffic controllers must have the accreditation to perform traffic control duties - Traffic controllers must have sufficient experience to setup and control traffic safely and efficiently.
	Public and Pedestrian safety	Pedestrian Access. Ensure: - If closing/modifying a vehicle lane, parking area or footpath the following factors are considered in developing alternative pedestrian access: o Travel speed of road traffic o Traffic volumes o Percentage of heavy vehicles o The alignment of the road - If alternative route is immediately adjacent to the road, concrete or water filled barriers to protect pedestrians from road traffic should be used - Pedestrians will be directed by defined walking paths clearly marked with using appropriate measures (e.g. barriers, fencing hazard netting) - Signage must be appropriate and easily seen - Temporary pathways must have no trip hazards and the ground/pavement should be free of holes, dips, mud or debris - Mobility impaired e.g. wheelchair access, pram ramps, handrails must be considered in respect to widths, surface and grade - Barrier fencing flagging or other acceptable method must be erected to prevent the public from entering hazardous areas of the work site - Access should be monitored through a single-entry point.
6. Delivery of materials and equipment	Hit by mobile plant/vehicle	Alertness at all times. Listen for: - Reversing alarms/beepers - Calls from Plant Operators - Safety/warning signs, Spotters, traffic barriers etc. must be obeyed as required - Work positions should be in clear sight of plant operators - Follow traffic management plan requirements.

		Reversing trucks, ensure: - Never stand between truck and another structure when vehicle is reversing - Always maintain visual contact with driver's mirrors (***Remember: if you can't see the driver – he can't see you!)*** - Use a spotter where practicable to direct trucks on site. When unloading ensure: - Within Safe working load (SWL) if using hoisting machinery - Suitable ground and sufficient room for operation - Delivery driver and other personnel are removed from area (use physical barriers to maintain exclusion zone) If Driver is unloading – establish and enforce exclusion zone - Persons do not stand on or beside delivery vehicle during unloading - Loads are secure and will not free-fall - Use lifting equipment for larger packs.
7. Site safety	Overhead obstacles Risk of injury to persons	Make sure there will be adequate clearance below awnings, building eaves, tree branches, below overhead power lines, etc., by inspecting the area. Make sure there is adequate space available behind the vehicle for manoeuvring the machine or plant, and the area is clear of persons at all times. Always watch out for overhead obstacles. Do not allow any person to be at the rear of the vehicle at any time.
8. Preparation	Vehicle moving Over-exertion / strain injury Machine falling	Ensure sufficient space behind truck, before positioning and applying parking brake. Be careful, when moving or placing ramps in position. Make sure the ramps are attached the truck securely, and at correct distance apart. Make sure the vehicle is incapable of movement. For heavy loads, obtain assistance. The ramps must be pinned or secured to the truck.

9. Loading	Loading on to truck		The unit should be positioned at the base of the ramps and make sure the machine is in line with the ramps. Make sure the attachment or bucket is raised clear of the ground, the machine is put in gear, brake is released and the vehicle is slowly driven up the ramp. Never start manoeuvring of the machine until the machine is completely loaded on truck. After the machine is positioned on the tray, apply brakes, lower the bucket, etc. and turn off. Machine must be secured against movement; use chains attached to towing points. Before moving the vehicle, check the tension of all chains with chain tensioner. While loading plant, the operator must stay within the confines of the cabin. Make sure the ramps are parallel. To allow unit to be loaded onto truck, raise the bucket, forks, etc. While loading, keep all persons away from the rear of the vehicle. To prevent any movement, chain the load to the tray securely.		
10. Unloading	Preparation Unloading from truck		Ensure sufficient space behind truck, before positioning truck and applying the brake. The ramp must be positioned in line with the wheels and secured to the truck. Remove all holding chains from the unit and release the brake. Start machine engine, raise forks, buckets, etc., to ensure ground clearance. Start the machine, engage into a low gear and drive slowly onto the ramps and down. Never start to turn machine, until all wheels are on ground and have cleared the ramps. While unloading the plant, operator must stay within the confines of cabin. Check for obstacles overhead. Make sure the ramps are parallel. Unless the load is ready to unload, do not remove the holding chains. All persons must be kept clear of the vehicle when unloading.		
11. On Completion	Slips, trips, falls causing injury		Clean up tools and any waste, and make sure the site is clean and tidy condition Store materials to minimise manual tasks hazards, trip hazards, and the potential for falling objects.		

	Mobile plant		If mobile plant is to be left onsite make sure: - It is left/parked in a secure and safe manner - All keys are removed - It is locked to prevent unauthorised use.		
	Cuts, laceration, puncture wounds		Always wear gloves to avoid sharp edges Never use bare hands to clean equipment (use clean water and stiff brush or other appropriate method).		
	Contact with electricity		Disconnect power tool/extension leads from power point before winding up to prevent a shock if the lead is damaged Inspect leads and power equipment for damage If safe to do so, remove isolation locks/tags and test appliance for function.		
	Muscular stress / musculoskeletal disorder (MSD		Where manual loading/unloading and storage is necessary: - Make sure the access route is clear of hazards - Use hand trucks (trolley) to move heavy materials, where practicable - Use team-lifts where possible.		
	Public safety		If acceptable, remove or add barricades as necessary, contact supervisor and notify job completion.		

EMERGENCY RESPONSE - CALL *000* IMMEDIATELY.	
If work is to be conducted on a construction site (or a site controlled by another Employer / PCBU) follow the site-specific Emergency Management Plan. Ensure: • Adequate numbers of first aid trained staff are on site when working at heights occurs • First aiders are trained and competent in managing injuries associated with demolition until emergency services arrive	Ensure workers have access to: • First aid kit/supplies • First Aid trained personnel familiar with Resuscitation and emergency response for electric shock • M/SDS • Communication devices (check mobile phones will have service in area) • Suitable fire protection equipment.

- All rescue equipment is in good condition, available for use and in close proximity to the work site.

SAFE WORK METHOD STATEMENT (SWMS) PART 2

FORMAL TRAINING, LICENCES REQUIRED FOR WORKERS UNDERTAKING THIS TASK:	RELEVANT LEGISLATION & CODES OF PRACTICE *Retain only the legislation references applicable to your state of operation for this SWMS.*	
Delete or add as relevant Licence to Perform High Risk Work (operating certain plant, equipment) TAFE or other recognised training organisation Construction Induction Card (or equivalent) Competent in operation of make/model of plant Emergency procedures – emergency response PPE Traffic Management Plans	**Commonwealth, NSW, QLD, ACT** Work Health and Safety Act 2011 Work Health and Safety Regulations 2011 **Northern Territory** Work Health and Safety (National Uniform Legislation) Act 2011 Work Health and Safety (National Uniform Legislation) Regulations **SA, Tasmania** Work Health and Safety Act 2012 Work Health and Safety Regulations 2012 **Codes of Practice:** Safe Work Australia (2011): *Construction Work* *First Aid in the Workplace* *Managing the Risk of Falls at Workplaces* *Managing the Risk of Plant in the Workplace*	**Victoria:** Occupational Health & Safety Act 2004 Occupational Health & Safety Regulations 2007 **Compliance Codes:** WorkSafe Victoria (2008): Compliance Code: *Communicating OHS Across Languages* *First Aid in the Workplace* *Prevention of Falls in General Construction* *Workplace Amenities and Work Environment* **Codes of Practice:** WorkSafe Victoria (1990): No. 13: *Building and Construction Workplaces* (2000): No. 25: *Manual Handling* (1995): No. 19: *Plant* (1998): No. 23: *Plant (Amendment No. 1)* (2004): No. 29: *Prevention of Falls in Housing Construction* (2000): No. 24: *Hazardous Substances* **Western Australia** Occupational Safety & Health Act 1984 Occupational Safety & Health Regulations 1996 **Codes of Practice:**
DETAILS OF SUPERVISORY ARRANGEMENTS FOR WORKERS UNDERTAKING THIS TASK:		
Delete or add as relevant Suitably qualified supervisors for job		

Direct on-site supervision Remote site – communication systems/ schedule Audits Spot Checks, etc. Reporting systems	*Managing Noise and Preventing Hearing Loss in the Workplace* *How to Manage Work Health and Safety Risks* *Hazardous Manual Tasks* *Managing Risks of Hazardous Chemicals* *Managing Electrical Risks in the Workplace* *Managing the Work Environment and Facilities* *WHS Consultation, Cooperation & Coordination* *(2005) Excavation Work*	
DETAILS OF: REGULATORY PERMITS/LICENSES ENGINEERING DETAILS/CERTIFICATES/WORKCOVER. APPROVALS:	**PLANT/TOOLS/EQUIPMENT LIST FOR THE JOB.**	**REFERENCE DOCUMENTS**
Delete or add as relevant Local council permits Authorisation to work Confined Space Permit Building Approvals EPA approvals/permits Certain plant to be registered with State Authority PPE to comply with relevant Australian Standards	*(Make & Model)*	

SAFE WORK METHOD STATEMENT (SWMS) PART 3

This SWMS has been developed in consultation and cooperation with *employee/workers* and relevant *Employer/Persons Conducting Business or Undertaking (PCBU)*. I have read the above SWMS and I understand its contents. I confirm that I have the skills and training, including relevant certification to conduct the task as described. I agree to comply with safety requirements within this SWMS including risk control measures, safe work instructions and Personal Protective Equipment described.

OVERALL RISK RATING AFTER CONTROLS	☐ 1 LOW	☐ 2 MODERATE	☐ 3 HIGH	☐ 4 ACUTE

EMPLOYEE/WORKER NAME	JOB ROLE / POSITION	SIGNATURE	DATE	TIME	EMPLOYER/PCBU/ SUPERVISOR

REVIEW: Ensure all controls are reviewed as per the following:

- If controls fail to reduce risk adequately
- When changes to the workplace or work activity occur that create new / different risks where controls may no longer be effective
- New hazards identified
- After an incident involving work activities relevant to this SWMS
- During consultation with relevant persons indicate review is needed
- A Health and Safety Representative (HSR) requests a review in line with the requirements of the legislation.

MONITOR: To ensure controls are implemented and monitored effectively:

- Toolbox /pre-work meetings will be undertaken
- Relevant persons will be consulted on hazards and contents of SWMS, work plans and other applicable information
- Control measures will be monitored throughout works:

.* Spot checks .* Consultation .* Scheduled audits

Corrective actions will be recorded and rectified in a timely manner SWMS will be reviewed and updated accordingly (in consultation with relevant persons).

REVIEW NO.	1	2	3	4	5	6	7	8	9	10
NAME:										
INITIAL:										
DATE:										