

Bogged Vehicle Recovery | SAFE WORK METHOD STATEMENT (SWMS)

TASK OR ACTIVITY: Bogged Vehicle Recovery

Business Name: Coastal Hire And Sales Pty Ltd

ABN: 70114481408

SWMS#

Business Address:

Contact Person:

Phone:

Email:

THIS SAFE WORK METHOD STATEMENT IS APPROVED BY THE PCBU OF THE PROJECT

Under the Work Health and Safety Regulation (WHS Regulation), a person conducting a business or undertaking (PCBU) is required to ensure that a safe work method statement (SWMS) is prepared before the proposed work starts.

Full Name:

Signature:

Title:

Date:

Details of the person(s) responsible for ensuring implementation, monitoring and compliance of the SWMS as well as reviews and modifications of the SWMS.

Full Name:

Title:

Phone:

ALL PERSONNEL PARTICIPATING IN ANY ACTIVITY ON THIS SWMS MUST HAVE THE FOLLOWING COMMUNICATED

NAME AND DATED SIGNATURE OF ALL RELEVANT PERSONNEL WHO HAVE BEEN CONSULTED AND COMMUNICATED TO IN THE DEVELOPMENT AND APPROVAL OF THIS SWMS

Safety meetings or toolbox talks will be scheduled in accordance with legislative requirements to first identify any site hazards, secondly to communicate those hazards and then to further take steps to either eliminate or control each hazard.

NAME

SIGNATURE

DATE

If an incident or a near miss occurs, all work must stop immediately. Depending on the severity of the incident, a meeting will be called with all workers to amend the SWMS if required. The meeting may also be an educational opportunity.

Any changes made to the SWMS after an incident or a near miss must be approved by the Person Conducting Business or Undertaking and communicated to all relevant personnel.

The SWMS must be kept and be available for inspection at least until the work is completed. Where a SWMS is revised, all versions should be kept. If a notifiable incident occurs in relation to which the SWMS relates, then the SWMS must be kept for at least two years from the occurrence of the notifiable incident.

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CLIENT OR PRINCIPAL CONTRACTOR DETAILS

Client:	SCOPE OF WORKS
Project Name:	Provide a detailed description of the specific work being carried out (otherwise known as a scope of works).
Project Address:	
Project Manager:	
Contact Phone:	
Project Manager Signature:	
Date SWMS supplied to Project Manager:	

ANY HIGH-RISK CONSTRUCTION WORK BEING CARRIED OUT

<input type="checkbox"/> involves a risk of a person falling more than 2 meters.	<input type="checkbox"/> is carried out on or near pressurised gas mains or piping.
<input type="checkbox"/> is carried out on a telecommunication tower.	<input type="checkbox"/> is carried out on or near chemical, fuel or refrigerant lines.
<input type="checkbox"/> involves demolition of an element of a structure that is load-bearing.	<input type="checkbox"/> is carried out on or near energised electrical installations or services.
<input type="checkbox"/> involves demolition of an element related to the physical integrity of a structure.	<input type="checkbox"/> is carried out in an area that may have a contaminated or flammable atmosphere.
<input type="checkbox"/> involves, or is likely to involve, disturbing asbestos.	<input type="checkbox"/> involves tilt-up or precast concrete.
<input type="checkbox"/> involves structural alteration or repair that requires temporary support to prevent collapse.	<input type="checkbox"/> is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor.
<input type="checkbox"/> is carried out in or near a confined space.	<input type="checkbox"/> is carried out in an area of a workplace where there is any movement of powered mobile plant.
<input type="checkbox"/> is carried out in/near a shaft or trench deeper than 1.5m or tunnel involving use of explosives.	<input type="checkbox"/> is carried out in areas with artificial extremes of temperature.
<input type="checkbox"/> is carried out in or near water or other liquid that involves a risk of drowning.	<input type="checkbox"/> involves diving work.

ANY HIGH-RISK MACHINERY OR EQUIPMENT NEARBY

<input type="checkbox"/> Forklift	<input type="checkbox"/> Crane/s	<input type="checkbox"/> Hoist/s	<input type="checkbox"/> Excavator	<input type="checkbox"/> Backhoe/Loader	<input type="checkbox"/> Boom Lift	<input type="checkbox"/> EWP	<input type="checkbox"/> Genie Lift
<input type="checkbox"/> Trencher	<input type="checkbox"/> Drilling Rig	<input type="checkbox"/> Trucks	<input type="checkbox"/> Formwork	<input type="checkbox"/> Bobcat	<input type="checkbox"/> Flammable Gas	<input type="checkbox"/> Fuel	<input type="checkbox"/> Dozer
<input type="checkbox"/> High Voltage	<input type="checkbox"/> Mulcher	<input type="checkbox"/> Tilt-up Panels	<input type="checkbox"/> Roller	<input type="checkbox"/> Scissor Lift	<input type="checkbox"/> Tractor	<input type="checkbox"/> Other -	

RISK MATRIX											
LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC	SCORE	ACTION	HEIRARCHY OF CONTROLS			
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 work starts.				
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	2M MODERATE	Ensure control measures in place.				
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	Monitor and keep records.				
<p>Notes on Hierarchy of Controls: Elimination methods are the most effective and preferred when controlling a hazard. Substitution is the second most effective method of controlling a hazard. Engineering by isolation is the third most effective, while Administrative Controls by changing the work is the fourth most effective method. PPE (Personal Protective Equipment) is the least effective method.</p>											
PERSONAL PROTECTIVE EQUIPMENT (PPE)											
FOOT PROTECTION	HAND PROTECTION	HEAD PROTECTION	HEARING PROTECTION	EYE PROTECTION	RESPIRATORY PROTECTION	FACE PROTECTION	HIGH-VIS CLOTHING	PROTECTIVE CLOTHING	FALL PROTECTION	SUN PROTECTION	HAIR/JEWELLERY SECURED
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Select the appropriate PPE above suitable for the equipment used or the job task being performed (if applicable).											
<p>Note: A SWMS must be reviewed regularly to make sure it remains effective. A SWMS must be reviewed (and revised if necessary) if relevant control measures are revised. The review process should be carried out in consultation with workers (including contractors and subcontractors) who may be affected by the operation of the SWMS and their health and safety representatives who represented that work group at the workplace.</p> <p>When a SWMS has been revised, the person conducting a business or undertaking must ensure all:</p> <ol style="list-style-type: none"> persons involved in the work are advised that a revision has been made and how they can access the revised SWMS; persons who will need to change a work procedure or system as a result of the review are advised of the changes in a way that will enable them to implement their duties consistently with the revised SWMS; and, workers that will be involved in the work are provided with the relevant information and instruction that will assist them to understand and implement the revised SWMS. 											

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR	RESPONSIBLE PERSON
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK	NAME OF PERSON
1. Preparation	Slips, trips and falls; Unsecured load	2M	<ul style="list-style-type: none"> - Conduct a thorough pre-start risk assessment of the area to identify and address potential hazards. - Clearly mark designated walkways and work areas to prevent slips, trips, and falls. - Keep the worksite clean and organised, safely disposing of any waste material or debris that could potentially cause an accident. - Require all workers to wear appropriate Personal Protective Equipment (PPE) like safety boots with slip-resistant soles, gloves, and high-visibility vests. - Implement a Job Safety Analysis (JSA) and Safe Work Method Statement (SWMS), detailing safe procedures and processes for bogged vehicle recovery tasks. - Regularly inspect tools and equipment used for vehicle recovery, including the condition of cables, ropes, and shackles, ensuring they are in good working order and free from defects. - Ensure that loads are properly secured before transport to prevent any unsecured items from falling or causing injury to workers. - Provide workers with up-to-date training on the correct methods to secure loads and handle large and heavy objects safely. - Apply suitable non-slip surface treatments to the ground, walkways, and other areas where workers may be at risk of slips and falls. - Utilise proper signage to alert workers to any uneven surfaces, steps, changes in floor levels, or other tripping hazards. - Encourage open communication between team members, allowing them to report any hazards and discuss possible solutions proactively, fostering a strong safety culture at the workplace. 	1L	
2. Site Assessment	Uneven terrain, Wildlife hazard	2M	<ul style="list-style-type: none"> - Conduct a thorough site inspection before commencing the bogged vehicle recovery process to identify any uneven terrain and potential wildlife hazards. - Ensure all personnel involved in the recovery are informed about the identified hazards during pre-start meetings or toolbox talks, and are trained to follow established safety procedures. - Implement suitable signage in the vicinity of the job site to notify others of the ongoing recovery efforts and potential hazards present. - Utilise appropriate Personal Protective Equipment (PPE), such as sturdy work boots, gloves, high-visibility clothing, and hearing protection (if required) depending on the specific hazards identified. - Use hazard cones or delineators to mark the uneven terrain areas and restrict access to authorised personnel only. 	1L	

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			<ul style="list-style-type: none"> - Avoid working alone - have at least one additional team member available onsite to assist with the recovery, monitor the scene for emerging hazards, and communicate any necessary changes in the operation. - Establish and maintain an effective communication system between all team members present during the bogged vehicle recovery. This could be achieved through two-way radios or hand signals. - Incorporate wildlife management and protection measures, such as engaging qualified handlers or rangers when dealing with venomous or aggressive animals on site. - Secure the surrounding area to prevent unsuspecting bystanders, vehicles, or wildlife from entering the job site while the recovery is in progress. - Consider undertaking recovery operations during daylight hours whenever possible to improve visibility and more easily identify any present hazards. - Regularly maintain and inspect recovery equipment, such as winches, jacks, and shackles, for signs of damage or wear prior to use. - Plan recovery strategies considering any forecasted weather conditions, ensuring that extreme weather events, such as heavy rain or strong winds, do not exacerbate present hazards or create new ones. 		
3. Equipment Selection	Inappropriate equipment, Manual handling	2M	<ul style="list-style-type: none"> - Proper Equipment Selection: Ensure the selection of appropriate and compatible recovery equipment for the vehicle type, size, and weight to prevent the use of inadequate or ill-suited gear. - Familiarisation with Equipment: Provide training sessions on the correct usage of the chosen equipment to enhance workers' understanding, ensuring safer operations during the bogged vehicle recovery process. - Load Rating Check: Confirm that all equipment has a suitable load rating for the specific vehicle recovery task and never exceed its load-bearing capacity. - Visual Inspection: Always perform thorough visual inspections of equipment before use to identify any signs of wear, damage, or defect that may compromise safety. - Regular Maintenance: Implement periodic maintenance checks and servicing schedules for all recovery equipment to maintain optimal performance and safety standards. - Manual Handling Techniques: Provide training on safe manual handling practices to minimise the risk of injury associated with lifting, carrying, and moving heavy equipment. - Use Mechanical Aids: Encourage the use of mechanical aids, such as trolleys and dollies, to transport heavy equipment more safely and efficiently where possible. - Two-Person Operation: Assign certain tasks to be executed by two workers to lessen the individual physical strain and ensure effective communication while handling equipment. 	1L	

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			<ul style="list-style-type: none"> - Encourage Safe Work Posture: Promote proper posture while handling recovery equipment, such as bending at the knees when lifting, to reduce the risk of musculoskeletal injuries. - Emergency Protocol Plan: Establish clear emergency protocols, including aborting recovery attempts if circumstances become unsafe and ensuring all team members are aware of these procedures during the bogged vehicle recovery process. 		
4. Communication & Safety Briefing	Miscommunication, Overlooking safety protocols	2M	<ul style="list-style-type: none"> - Conduct thorough pre-task briefings to discuss the specific SWMS as well as potential risks and how they will be mitigated during the bogged vehicle recovery process. Ensure that all personnel involved in the recovery understand their roles and responsibilities. - Establish clear communication protocols using agreed-upon methods, such as hand signals, two-way radios or mobile phones, particularly when working with equipment and machinery. Make sure these protocols are coherent and understood by all team members. - Assign a designated communication officer, preferably with experience in bogged vehicle recoveries, to oversee and facilitate efficient communication among team members throughout the operation. - Utilise standard industry terminology where applicable to reduce the potential for confusion or misinterpretation during critical conversations around hazards and safety protocols. - Periodically review and update the SWMS to ensure it continues to reflect best practices and address any new or emerging risks related to bogged vehicle recovery operations. - Foster a positive safety culture within the team, encouraging open dialogue regarding concerns, suggestions, or improvements to existing safety practices. - Provide ongoing training and refresher courses to all team members on the safe conduct of bogged vehicle recovery operations, including effective communication skills and adherence to safety guidelines. - Develop and implement checklist or documentation systems to verify all necessary safety measures have been taken before commencing work. - Engage an external expert to audit and review the team's communication and adherence to safety guidelines during bogged vehicle recovery operations periodically. - Offer team-building activities and opportunities to improve overall cohesion and trust within the team, promoting better awareness and support for each other's safety and wellbeing during operations. - Communicate expectations to contractors and subcontractors to ensure they are aware of, and compliant with, project-specific safety regulations and risk management protocols. 	1L	

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			<ul style="list-style-type: none"> - Ensure an appropriate vehicle and equipment maintenance schedule is in place to avoid unexpected breakdowns or failures that could lead to ineffective communication or increased risk during a bogged vehicle recovery operation. 		
5. Vehicle Isolation	Electric shock, Leaks and spills	3H	<ul style="list-style-type: none"> - Implement an appropriate lockout/tag-out procedure when working on vehicles, ensuring their complete isolation from any power source. - Conduct thorough visual and physical inspections of the area around the vehicle to identify any potential hazards, such as leaking fluids or damaged electrical components. - Notify all workers and nearby personnel of ongoing recovery operations, and establish a designated exclusion zone around the vehicle to limit access. - Equip workers with appropriate personal protective equipment (PPE), including gloves, safety glasses, and high-visibility clothing, to reduce injury risks from electric shock or chemical exposure. - Train all workers involved in recovery operations on proper procedures for managing and responding to electrical or fluid leak hazards. - If possible, de-energise the vehicle's electrical system by disconnecting its battery before engaging in recovery activities. - Regularly inspect and maintain all tools and lifting equipment used during bogged vehicle recovery to ensure their proper functionality and prevent malfunctions. - Develop an emergency response plan to address potential incidents involving electric shock or chemical spills, and ensure all workers are familiar with this plan. - Utilise spill containment kits and absorbent materials to clean up any leaks and spills promptly, minimising environmental contamination and slip hazards. - Only allow properly-trained and authorised personnel to approach isolated vehicles for the purpose of recovery, ensuring their qualifications and competencies are up-to-date. - Follow manufacturer guidelines for individual vehicles when implementing isolation and handling procedures, and consult product manuals if there is uncertainty about specific safety measures. - Encourage open communication among recovery team members, allowing them to voice potential concerns regarding unsafe working conditions or procedural deficiencies. - Continuously review and update SWMS and control measures for vehicle recovery as needed, incorporating lessons learned from previous incidents and industry best practices. 	1L	
6. Traction Aids Setup	Incorrect installation, Pinch points	3H	<ul style="list-style-type: none"> - Conduct a thorough risk assessment of the worksite prior to beginning the vehicle recovery process to identify potential hazards and ensure all necessary precautions are taken to minimise risks. 	2M	

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			<ul style="list-style-type: none"> - Provide comprehensive training to all workers in the correct installation and use of traction aids, as well as safe work procedures specific to bogged vehicle recovery operations. - Establish effective communication protocols among team members involved in the vehicle recovery operation to promote clear coordination and understanding of tasks. - Ensure that all traction aids utilised for the vehicle recovery operation are in good working condition and have been inspected and maintained according to manufacturers' guidelines. - Wear appropriate personal protective equipment (PPE), such as gloves and safety boots, to minimise the risk of injury from pinch points or incorrect installation of traction aids. - Implement a buddy system where possible, to allow team members to observe and support each other during the setup and removal of traction aids, reducing the likelihood of errors and accidents. - Consult the bogged vehicle's owner's manual to confirm the correct installation procedure for the specific make and model, ensuring adherence to any manufacturer recommendations or guidelines. - Maintain an organised workspace and layout of tools and equipment to minimise clutter and reduce the chances of incorrect installation due to misplaced or inadequate materials. - During installation, ensure that all components of the traction aid are secure and properly aligned before attempting to recover the vehicle, to prevent damage or malfunction during the recovery process. - Constantly monitor the vehicle recovery operation and reassess its safety if any changes occur in the situation, such as weather conditions, terrain, or additional hazards. - Upon completion of the vehicle recovery, conduct a thorough debriefing to assess the effectiveness of the implemented control measures and identify opportunities for improvement in future operations. 		
7. Winch Operation	Winch failure, Entanglement risks	3H	<ul style="list-style-type: none"> - Regular inspection and maintenance: Ensure all winch components are thoroughly inspected for signs of wear, damage or corrosion, and that routine maintenance is carried out in accordance with the manufacturer's guidelines. - Undertake proper training: All personnel involved in the winch operation should receive comprehensive training in the safe use and operation of the equipment, incorporating relevant Australian standards and industry best practice. - Use appropriate personal protective equipment (PPE): Personnel should wear appropriate PPE, such as gloves, safety footwear, and high-visibility clothing to minimise the risk of injury during the winch operation. 	2M	

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			<ul style="list-style-type: none"> - Establish an exclusion zone: Set up a designated area around the winch, clearly marked with barrier tape or cones, to keep unauthorised people at a safe distance from any potential hazards. - Use a safety observer: Assign a trained and competent person to act as a safety observer during the winch operation, monitoring the process closely to identify and respond to any dangers or changes in the situation. - Securely attach winch to vehicle: Ensure the winch is correctly and securely attached to the bogged vehicle using a suitable attachment point, such as a tow hook or recovery point specifically designed for this purpose. - Double-check connections and rigging before commencing the winch operation: Carefully inspect all attachments, ropes, cables, shackles, and other riggings used in the winching process to ensure they are fit for purpose and free from defects. - Hands-free operation: Where possible, use a winch with remote control capability to reduce the likelihood of entanglement risks during winch operation. Avoid manually handling the winch cable or rope while it is under tension. - Adhere to weight capacity limits: Do not exceed the specified maximum load capacity of the winch, as overloading can lead to winch failure. Consult the manufacturer's guidelines for details on weight limits and operating instructions. - Use a winch dampener: Employ a winch dampener/blanket to absorb energy and reduce the risk of injury in case of a cable or rope failure during winch operation. - Implement emergency stop procedures: Develop an action plan for stopping the winching process in the event of an emergency or perceived risk, ensuring all personnel involved are familiar with these procedures and know how to respond accordingly. 		
8. Anchor Point Identification	Inadequate anchor points, Tripping	3H	<ul style="list-style-type: none"> - Before commencing the recovery process, conduct a thorough assessment of the area to identify sturdy anchor points such as trees, large rocks or even other vehicles. - Utilise rated recovery equipment specifically designed for vehicle extraction, which meets Australian safety standards and is appropriate for the weight and size of the bogged vehicle. - Do not use makeshift anchor points or improvised devices that have not been approved by relevant authorities or manufacturers for the specific purpose of vehicle recovery. - Ensure the selected anchor point is secure and capable of withstanding the pulling force exerted during the vehicle recovery process, without causing damage or instability to the anchor point. - Maintain clear communication with all team members involved in the recovery operation, to ensure everyone remains aware of the location and status of the established anchor points. 	2M	

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			<ul style="list-style-type: none"> - Install warning signage and barriers around the recovery area to deter bystanders from entering the worksite, reducing the risk of trips or falls near the anchor points and recovery equipment. - Check terrain stability before setting up the anchor points, as unstable ground can lead to shifting or collapsing of the surface, posing serious hazards to personnel in the vicinity. - Inspect and maintain all recovery equipment regularly in accordance with manufacturer's instructions and Australian safety standards, ensuring the gear remains fit for purpose. - Ensure all team members assisting in the recovery process are wearing appropriate personal protective equipment (PPE) such as gloves and high-visibility clothing, minimising the risk of injury due to slips, trips or falls. - Conduct regular workplace health and safety training, including refresher courses, for all team members involved in bogged vehicle recoveries, ensuring they remain up-to-date with safe work practices. - In case multiple anchor points are being used, ensure that all anchor points are positioned evenly around the recovery area, reducing strain on individual anchors and preventing vehicle movements from becoming unbalanced. - Develop a detailed emergency response plan to address potential incidents and hazards relating to anchor points and vehicle recoveries, preparing the team for safe and efficient incident management. - Conduct regular audits of bogged vehicle recovery processes, specifically focusing on the identification and utilisation of anchor points, ensuring adherence to safety standards and continually improving workplace practices. 		
9. Attach Recovery Gear	Unsafe attachment, Gear detachment	3H	<ul style="list-style-type: none"> - Ensure all workers involved in the bogged vehicle recovery process have completed relevant training and possess the necessary skills to safely perform their tasks. - Conduct a thorough pre-operation inspection of all recovery gear, including straps, shackles, and winches, to identify and address any signs of wear or damage that could compromise safety during use. - Utilise only rated and approved recovery gear, specifically designed and fit for purpose, to minimise the risk of equipment failure and inadequate performance during the recovery operation. - Confirm weight ratings of both the bogged vehicle and recovery equipment prior to beginning the recovery process, ensuring compatibility and preventing potential overloading of gear. - Establish clear communication protocols between all parties involved in the recovery process, enabling efficient coordination and adherence to procedures throughout each work step. 	1L	

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			<ul style="list-style-type: none"> - Position workers at a safe distance from the recovery area, effectively reducing exposure to potential hazards associated with gear detachment and vehicle unpredictability during attachment. - Securely fasten recovery gear, observing manufacturer guidelines and established industry best practices to minimise the likelihood of improper attachment and subsequent detachment. - Employ the use of gloves and other appropriate personal protective equipment (PPE) to reduce the risk of injury when handling recovery gear, ensuring adequate grip and minimising contact with potentially hazardous substances. - Implement safety measures such as dampeners on winch lines, energy-absorbing blankets, or similar devices to decrease the potential for harm in the event of gear detachment or breakage. - Regularly review and update Safe Work Method Statements (SWMS) to ensure continued compliance with evolving industry standards and incorporation of best practices into bogged vehicle recovery operations. - In the event of changes to the recovery plan or concerns about equipment integrity, promptly halt the recovery process, reassess risks, and address any required modifications before resuming work. 		
10. Extraction Process	Vehicle instability, Sudden vehicle movements	4A	<ul style="list-style-type: none"> - Conduct a thorough risk assessment of the extraction site, considering factors such as soil conditions, ground stability, and weather conditions to determine the safest recovery method. - Employ experienced and competent personnel for the bogged vehicle recovery process to ensure adherence to safety procedures and guidelines. - Ensure all involved workers have undergone proper training in the safe use of extraction equipment, including the winch or tow-bar system. - Utilise appropriate personal protective equipment (PPE), such as high visibility clothing, gloves, and safety footwear, to minimise the risk of injury during the vehicle recovery process. - Establish clear communication protocols among team members to prevent misunderstandings and unexpected vehicle movements. - Secure the area around the bogged vehicle by setting up warning signs, barriers, or safety tape to alert oncoming traffic and pedestrians to the hazard. - Before the extraction process begins, examine the vehicle for any potential structural damage and address the issues accordingly before attempting recovery. - Ensure that the winch, straps, or other recovery equipment being used are well-maintained, rated for the weight of the bogged vehicle, and regularly inspected for wear and tear. 	2M	

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			<ul style="list-style-type: none"> - During the extraction process, maintain a safe distance from the vehicle and recovery equipment to avoid injury due to sudden vehicle movements or equipment failure. - Attach a dampener to the winch line or tow strap to help absorb kinetic energy in the event of a snap, minimising the risk of flying debris or cable recoil. - Always recover the vehicle in the direction of travel or the path of least resistance to reduce strain on the recovery equipment and minimise vehicle instability. - Once the vehicle has been successfully recovered, thoroughly inspect it for any damage caused during the extraction process, and secure or repair as necessary before resuming operation. 		
11. Monitor Progress	Fatigue, Inattention to hazards	2M	<ul style="list-style-type: none"> - Implement a fatigue management plan, including regular breaks and rotations for employees to prevent excessive strain on workers. - Provide adequate training to workers in hazard identification and risk management for activities related to bogged vehicle recovery. - Ensure that the tasks are properly allocated to each worker to avoid any chances of overburdening or burnout resulting in fatigue. - Conduct regular safety audits of the operation procedures at the site to ensure complete adherence to the set guidelines and safety protocols. - Encourage communication between team members regarding any potential hazards that may arise during the recovery process, allowing for preemptive action to be taken. - Establish clear guidelines for safe approach distances to vehicles being recovered to minimize the risk of contact with hazards. - Employ a designated safety officer to oversee operations and provide ongoing guidance and support as required to ensure full compliance with Workplace Health and Safety regulations. - Implement a buddy system so that workers can closely monitor each other for signs of fatigue or inattention to hazards during the vehicle recovery process. - Provide proper lighting and use visible markers or signals when needed to highlight potential hazards during nighttime recoveries. - Offer refresher training courses and safety induction workshops on a regular basis, ensuring all workers are well informed about the hazards associated with their tasks. - Enforce strict adherence to Personal Protective Equipment (PPE) requirements at all times, reducing the chance of injury due to inattention or unmitigated risk. - Clearly define and disseminate emergency procedures amongst workers, ensuring they are well-equipped to deal with any unforeseen incidents during bogged vehicle recovery. 	1L	

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			<ul style="list-style-type: none"> - Maintain open lines of communication between management and staff, allowing feedback on possible improvements to current processes, further minimizing exposure to hazards in the workplace. 		
12. Adjust Plan & Techniques	Inefficient recovery method, Misjudging situation	3H	<ul style="list-style-type: none"> - Perform a thorough risk assessment: Before initiating vehicle recovery, assess the unique surroundings and potential hazards associated with each scenario to identify the most effective recovery method. - Regular training on efficient recovery techniques: Ensure all team members have undergone appropriate training and are familiar with the range of techniques and equipment available for bogged vehicle recovery. - Clear communication during recovery operations: Maintain open lines of communication between team members and conduct briefings before starting the extraction process to ensure everyone understands their roles. - Utilise specialised recovery knowledge and experience: If available on-site, consider seeking guidance from an individual with expertise in bogged vehicle recovery to aid in selecting an appropriate plan and technique for the situation. - Implement a safe working load (SWL): Determine the safe working load for specific recovery equipment and ensure it's adhered to at all times to avoid overloading and potential equipment failure. - Confirm proper functioning of recovery equipment: Inspect all tools and machinery used in the recovery process, such as winches and straps, to ensure they are in good working order and comply with the required safety standards. - Develop site-specific contingency plans: Depending on the level of risk involved in recovery operations, create backup plans that can be implemented if the initial approach proves inefficient or hazardous. - Monitor weather conditions and adjust planning accordingly: Be aware of changing weather, particularly rainfall patterns, which may impact ground conditions and render some recovery methods infeasible. - Utilise adequate signage and visual aids: To enhance staff awareness of any ongoing recovery operations, post clear signage and implement flagging, markers or other visual aids where necessary. - Encourage worker feedback: Give team members the opportunity to share observations and insights regarding the effectiveness of chosen techniques, enabling continuous learning and improvement of recovery strategies. - Document learned experiences for future reference: Keep records of past incidences and lessons learned to help inform future recovery planning and decision-making processes. - Conduct regular reviews of safety procedures and guidelines: Ensure that all team members are kept up-to-date on current best practices, standards and regulatory requirements to maintain safe and effective bogged vehicle recovery operations. 	2M	

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR	RESPONSIBLE PERSON
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK	NAME OF PERSON
13. Post-Extraction Inspection	Undetected damages, Missed issues	2M	<ul style="list-style-type: none"> - Conduct thorough inspection: Carry out a comprehensive visual check of the recovered vehicle to identify any potential damages or issues caused during the extraction process. - Use appropriate inspection tools: Utilise specialised equipment, such as torque wrenches and diagnostic tools, to assess the strength and functionality of various components like tow points, suspension, and other critical systems. - Document findings: Maintain accurate records of the post-extraction inspection, noting all identified faults, damages, or issues requiring further attention or repairs. - Follow manufacturer's guidelines: Refer to the vehicle owner's manual or manufacturer's recommendations for troubleshooting and inspection protocols specific to the make and model of the bogged vehicle. - Engage qualified personnel: Ensure that the person conducting the inspection is well-trained and competent in assessing the condition of vehicles following recovery procedures, including those with potential hidden damages caused by undue stress during the extraction process. - Dispose damaged parts responsibly: Properly dispose of any damaged components discovered during the inspection, adhering to environmental and waste disposal policies, to prevent any further hazards. - Implement repair protocols: Establish a clearly defined process for addressing identified issues, including assigning tasks to qualified personnel, sourcing necessary parts and equipment, and developing a timeline for completion of required repairs. - Monitor progress: Regularly review and update records of completed repairs and identified issues to ensure timely resolution and clear communication among all parties involved, including the vehicle owner and facility management. - Communicate with stakeholders: Clearly communicate findings from post-extraction inspection to the vehicle owner, outlining necessary steps for the resolution of identified issues and any future preventive measures to avoid recurrence. - Verify completed repairs: Once all repairs are completed, re-inspect the vehicle to confirm that all identified issues have been addressed appropriately and the vehicle is safe for operation. - Review incident report: Analyse the circumstances leading to the vehicle bogging incident to determine if additional safety measures or adjustments to procedures could prevent similar future occurrences. - Ongoing training: Ensure that all personnel involved in vehicle recovery are provided with regular training and updates on best practices, safety protocols, and situational awareness to maintain a safe working environment during bogged vehicle recovery operations. 	1L	
14. Debrief & Document	Unreported incidents, Lack of information for future reference	2M		1L	

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR	RESPONSIBLE PERSON
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK	NAME OF PERSON
			<ul style="list-style-type: none"> - Ensure all team members participate in a thorough debriefing session post-recovery to discuss any incidents, near-misses, or potential hazards encountered during the bogged vehicle recovery process. - Appoint a designated note-taker during the debriefing session to document discussions and actionable items for future reference and continuous improvement. - Establish clear communication channels within the team to encourage open dialogue regarding safety concerns related to the bogged vehicle recovery process. - Make it mandatory to report any incidents, near-misses, or potential hazards identified during the bogged vehicle recovery operation as per the company's reporting guidelines. - Schedule regular review meetings to evaluate the findings from previous debriefing sessions to update risk assessments and SWMS accordingly. - Maintain an up-to-date incident log that contains information about reported hazards, corrective actions taken, and other pertinent details for future reference and analysis. - Employ consistent terminology and units of measurement across all documentation to ensure clarity and coherency for future users. - Keep all stakeholders informed of findings from debriefing sessions and subsequent updates to the SWMS, including workers, contractors, and management, to continuously drive improvements in workplace health and safety practices. - Regularly remind staff, through meetings and training sessions, of the importance of capturing and sharing learnings from each bogged vehicle recovery operation as part of their commitment to ongoing workplace health and safety. - Develop standardised templates for documenting debriefs and incident reports, which should be easy to use, follow, and understand by all personnel involved. - Implement periodic auditing of debriefing and incident documentation to ensure accuracy, completeness, and timeliness of information captured. - Promote a positive safety culture by recognising and rewarding staff for proactively identifying and addressing workplace health and safety issues. - Incorporate key learnings from debriefing sessions into ongoing knowledge management systems, which can be shared with other teams or departments to enhance overall safety performance. - Review and evaluate the effectiveness of the debriefing and documentation process regularly, updating procedures and tools as necessary to keep aligned with evolving industry best practices and regulatory requirements. 		
15. Restore Site & Clean Up	Environmental hazard, Leftover debris	2M	<ul style="list-style-type: none"> - Conduct a thorough site inspection before starting the clean-up process, identifying any potential environmental hazards that may be present. 	1L	

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR	RESPONSIBLE PERSON
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK	NAME OF PERSON
			<ul style="list-style-type: none"> - Dispose of any leftover debris and waste materials in designated bins or disposal areas, separating recyclables and general waste as per Australian regulations. - Establish designated waste storage areas on site, clearly marked for different types of waste - this will help avoid cross-contamination of materials. - Use suitable personal protective equipment (PPE) during the clean-up process, such as gloves, safety glasses, and high-visibility vests to protect workers from harm. - Ensure all tools, equipment, and vehicles are cleaned and decontaminated before leaving the site to prevent the spread of contaminants to other locations. - Restore any disturbed vegetation or soil areas by replanting with native species, using appropriate erosion control measures to minimise run-off and environmental damage. - Engage an environmental consultant if required, to provide advice and guidance on the proper handling and disposal of hazardous materials. - Implement regular training and awareness programs for all workers, emphasizing the importance of environmental protection and good housekeeping practices. - Develop and maintain a detailed Environmental Management Plan (EMP), outlining the specific environmental controls and procedures to be followed on-site. - Conduct regular audits of the site to ensure compliance with environmental regulations and the EMP, addressing any identified issues promptly. - Foster a culture where workers feel empowered to report any environmental incidents or concerns without fear of retribution, facilitating prompt and effective action. - Monitor weather conditions and adjust clean-up activities accordingly - for example, schedule works during periods of low wind to minimise dust clouds, and take extra precautions when there is heavy rainfall forecasted. 		

EMERGENCY RESPONSE – CALL 000 FOR EMERGENCIES

Ensure to have an Emergency Management Plan in place as well as adequate numbers of trained first aid staff with easy access to fully stocked first aid kits, rescue equipment, material safety data sheets, adequate access to emergency communication equipment and fire-fighting equipment suitable for all classes of fire and ignition sources.

LEGISLATIVE REFERENCES

RELEVANT LEGISLATION AND CODES OF PRACTICE. DELETE THE LEGISLATIVE REFERENCES IN ANY STATE THAT ARE NOT APPLICABLE

<p>Queensland & Australian Capital Territory Work Health and Safety Act 2011 Work Health and Safety Regulations 2011 Legislation QLD: https://www.worksafe.qld.gov.au/laws-and-compliance/work-health-and-safety-laws Codes of Practice QLD: https://www.worksafe.qld.gov.au/laws-and-compliance/codes-of-practice Legislation ACT: https://www.worksafe.act.gov.au/laws-and-compliance/acts-and-regulations Codes of Practice ACT: https://www.worksafe.act.gov.au/laws-and-compliance/codes-of-practice</p>	<p>Victoria Occupational Health and Safety Act 2004 Occupational Health and Safety Regulations 2017 Legislation VIC: https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and-regulations Codes of Practice VIC: https://www.worksafe.vic.gov.au/compliance-codes-and-codes-practice</p>
<p>New South Wales Work Health and Safety Act 2011 Work Health and Safety Regulations 2017 Legislation NSW: https://www.safework.nsw.gov.au/legal-obligations/legislation Codes of Practice NSW: https://www.safework.nsw.gov.au/resource-library/list-of-all-codes-of-practice</p>	<p>Western Australia Work Health and Safety Act 2020 Work Health and Safety Regulations 2022 Legislation Western Australia: https://www.commerce.wa.gov.au/worksafe/legislation Codes of Practice WA: https://www.commerce.wa.gov.au/worksafe/codes-practice</p>
<p>Northern Territory Work Health and Safety (National Uniform Legislation) Act 2011 Work Health and Safety (National Uniform Legislation) Regulations 2011 Legislation NT: https://worksafe.nt.gov.au/laws-and-compliance/workplace-safety-laws Codes of Practice NT: https://worksafe.nt.gov.au/forms-and-resources/codes-of-practice</p>	<p>Safe Work Australia Links Law and Regulation (All States): https://www.safeworkaustralia.gov.au/law-and-regulation Model Codes of Practice: https://www.safeworkaustralia.gov.au/resources-publications/model-codes-of-practice</p>
<p>South Australia Work Health and Safety Act 2012 (SA) Work Health and Safety Regulations 2012 (SA) Legislation for SA: https://www.safework.sa.gov.au/resources/legislation Codes of Practice for SA: https://www.safework.sa.gov.au/workplaces/codes-of-practice#COPs</p>	<p>Model Codes of Practice</p> <ul style="list-style-type: none"> - Managing noise and preventing hearing loss at work - Confined spaces - Labelling of workplace hazardous chemicals - Managing risks of hazardous chemicals in the workplace - Welding processes - First aid in the workplace - Managing the risk of falls at workplaces - Hazardous manual tasks - Managing the risk of falls in housing construction - Managing electrical risks in the workplace - Demolition work - Excavation work - Work health and safety consultation, cooperation and coordination - Managing the work environment and facilities - How to manage work health and safety risks - Managing risks of plant in the workplace - Construction work
<p>Tasmania Work Health and Safety Act 2012 Work Health and Safety (Transitional and Consequential Provisions) Act 2012 Work Health and Safety Regulations 2012 Work Health and Safety (Transitional) Regulations 2012 Legislation for TAS: https://worksafe.tas.gov.au/topics/laws-and-compliance/acts-and-regulations Codes of Practice for TAS: https://worksafe.tas.gov.au/topics/laws-and-compliance/codes-of-practice</p>	
<p>Details of permits, licenses or access required by regulatory bodies (add or delete as required):</p> <ul style="list-style-type: none"> - Permits from local council - Authorisation to commence work - Any required documents. 	

SIGNATORIES OF THE SAFE WORK METHOD STATEMENT

The signed and dated personnel listed below have cooperated in the consultation and development of this Safe Work Method Statement which has been approved by the Person/s Conducting a Business or Undertaking (PCBU). In signing this Safe Work Method Statement each individual acknowledges and confirms that they have read this SWMS in full, having raised any questions for items on this Safe Work Method Statement that require clarification, and confirms that they are competent, skilled and knowledgeable for the task assigned to them. Every person acknowledges that they have received the relevant training and qualifications where required, before carrying out any work contained in this Safe Work Method Statement. By signing this Safe Work Method Statement each individual agrees to work safely, to follow any safe work instructions which are provided, and agrees to use all Personal Protective Equipment where appropriate.

Worker Name	Position	Signature	Date	Time	Supervisor
			Date:		
			Date:		
			Date:		
			Date:		
			Date:		
			Date:		
			Date:		

SAFE WORK METHOD STATEMENT MONITORING AND REVIEW

The SWMS must be reviewed regularly to make sure it remains effective and must be reviewed (and revised if necessary) if relevant control measures are revised. The review process should be carried out in consultation with workers (including contractors and subcontractors) who may be affected by the operation of the SWMS and their health and safety representatives who represented that work group at the workplace.

When the SWMS has been revised the PCBU must ensure that all persons involved with the work are advised that a revision has been made and how they can access the revised SWMS, including all persons who will need to change a work procedure or system as a result of the review are advised of the changes in a way that will enable them to implement their duties consistently with the revised SWMS. All workers that will be involved in the work must be provided with the relevant information and instruction that will assist them to understand and implement the revised SWMS.

The SWMS must be monitored regularly for the effectiveness of ensuring hazard controls are effective in reducing the risk of incidents, keeping the workplace safe for all personnel. The person responsible for monitoring the effectiveness of the Safe Work Method Statement should employ a multi-faceted approach which includes but is not limited to:

1. Spot Checks.
2. Consultation with workers, contractors and sub-contractors.
3. Internal audits on a continual basis.

An approach of continuous improvement, promptly recording inconsistencies or deficiencies, followed up by immediate corrective action and consultation with all relevant personnel ensures that the PCBU is consistently developing ever-improving systems of safe work principles.

REVIEW NUMBER	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7
NAME							
INITIALS							
DATE							

SAFE WORK METHOD STATEMENT REVIEW CHECKLIST

This Safe Work Method Statement Review Checklist is to be followed and used upon initial development of the SWMS to help ensure that all steps have been adequately taken before work commences. Think of this document as an internal audit review checklist before commencing work, and may form part of a Toolbox Talk (safety meeting) and may be used as an opportunity for education and training.

ITEMS WHICH MUST BE INCLUDED IN THE SWMS	COMPLETED	TO BE DONE	COMMENTS
The company details have been entered, including the project name and address.	<input type="checkbox"/>	<input type="checkbox"/>	
Names and signatures of all relevant personnel consulted during the development of the SWMS.	<input type="checkbox"/>	<input type="checkbox"/>	
Name, signature, position and date signed of the person approving the SWMS.	<input type="checkbox"/>	<input type="checkbox"/>	
Specific personnel and qualifications, experience is noted in the SWMS.	<input type="checkbox"/>	<input type="checkbox"/>	
Provides a step-by-step process of tasks required to carry out the activity or task.	<input type="checkbox"/>	<input type="checkbox"/>	
Adequate risk assessment of any identified hazards has been completed.	<input type="checkbox"/>	<input type="checkbox"/>	
Foreseeable hazards are identified and documented for each step.	<input type="checkbox"/>	<input type="checkbox"/>	
Any hazards listed in any site risk assessments have been added to the SWMS.	<input type="checkbox"/>	<input type="checkbox"/>	
SWMS initial risk (IR) column as well as residual risk (RR) columns completed.	<input type="checkbox"/>	<input type="checkbox"/>	
Check control measures added to the SWMS are the most effective selections.	<input type="checkbox"/>	<input type="checkbox"/>	
Responsible person is assigned and listed on the SWMS for the implementation of control measures.	<input type="checkbox"/>	<input type="checkbox"/>	
Permit requirements specified, such as Hot Work, Electrical Work, Work at Heights etc.	<input type="checkbox"/>	<input type="checkbox"/>	
SWMS identifies plant and equipment to be used.	<input type="checkbox"/>	<input type="checkbox"/>	
Details of inspection checks required for any equipment listed are noted on the SWMS.	<input type="checkbox"/>	<input type="checkbox"/>	
Describes any mandatory qualifications, experience, training or skills required to perform the work.	<input type="checkbox"/>	<input type="checkbox"/>	
Applicable personal protective equipment is selected on the SWMS.	<input type="checkbox"/>	<input type="checkbox"/>	
Lists any required permits or licenses.	<input type="checkbox"/>	<input type="checkbox"/>	
Reflects and documents any legislative references and/or Australian Standards.	<input type="checkbox"/>	<input type="checkbox"/>	
Identifies any hazardous substances used with specific control measures in line with any SDS.	<input type="checkbox"/>	<input type="checkbox"/>	
REVIEWED BY		DATE REVIEWED	
SIGNATURE		DATE COMPLETED	