

Coupling And Uncoupling Prime Movers Trailer | SAFE WORK METHOD STATEMENT (SWMS)

TASK OR ACTIVITY: Coupling And Uncoupling Prime Movers Trailer

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, Exposure to harmful substances	2M	<ul style="list-style-type: none"> - Ensure the worksite is clean, organised, and free from debris to minimise slipping or tripping hazards during preparation. - Conduct a thorough site inspection prior to commencing work to identify any existing and potential hazards. - Place warning signs and barrier tape around the work area to alert others of the ongoing work and keep unauthorised personnel out of the area. - Provide appropriate personal protective equipment (PPE), such as slip-resistant shoes, gloves, and high visibility clothing, to all workers involved in the coupling and uncoupling process. - Inspect the prime mover and trailer regularly for any leaks, spills, or accumulation of harmful substances. Clean any spills immediately using appropriate cleaning equipment and methods. - Utilise non-slip absorbent mats, drip pans, or trays to contain any spills or leaks from the vehicles. - Ensure that all workers are adequately trained in proper techniques for handling hazardous materials and for coupling and uncoupling prime movers and trailers safely. - Implement a buddy system or two person teams for the coupling and uncoupling process to ensure clear communication between workers and to provide assistance if required. - Provide access to Material Safety Data Sheets (MSDS) for any hazardous substances present on site and ensure all workers are aware of their content and recommendations. - Ensure that adequate lighting is provided in the work area to allow workers to see potential hazards clearly and perform tasks safely. - Use chocks or wheel blocks to secure the vehicle while in stationary position during coupling and uncoupling procedures. - Establish designated walkways and maintain them clear of obstacles to reduce the risk of slips, trips, and falls. - Conduct pre-start safety meetings to brief team members on the day's tasks, potential hazards, and control measures in place to maintain a safe working environment. 	1L	
2. Arrival at site	Traffic accidents, Falling objects	3H	<ul style="list-style-type: none"> - Safety induction and training: Ensure all drivers and workers are given proper safety orientation and training related to on-site traffic management, vehicle handling, and coupling/uncoupling procedures. - Wear appropriate PPE: Require all workers and drivers to wear high-visibility vests, steel-toe boots, and other necessary personal protective equipment as determined by the site health and safety regulations. 	2M	

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			<ul style="list-style-type: none"> - Traffic control plan: Implement a site-specific traffic control plan that includes proper routing, signage, and speed limits to minimise the risk of accidents or collisions involving vehicles, workers, or pedestrians. - Pre-arrival communication: Establish a system through which drivers can notify site personnel of their estimated time of arrival - this will enable better coordination and safe entry/exit for vehicles at the site. - Housekeeping: Maintain a clean and organised work area, with regular inspections to ensure debris, rocks, tools, or equipment are not creating tripping hazards or obstruction for vehicles or workers. - Designated coupling/uncoupling areas: Allocate designated and properly marked areas on-site for carrying out coupling/uncoupling procedures, ensuring they are well-lit and provide appropriate space for maneuvering prime movers and trailers. - Barricades and exclusion zones: Set up barricades and restricted access zones around the coupling/uncoupling areas to keep unauthorised personnel and pedestrians away from potential falling objects and pinch points during the process. - Vehicle safety checks: Conduct regular safety checks on both the prime mover and the trailer, including brakes, tires, lighting, and attachment systems, to ensure safe operation during coupling/uncoupling processes. - Proper lift/jack usage: Provide instruction and guidance on the proper use of lifting and supporting devices to prevent uncontrolled trailer lowering and subsequent damage or injury. - Use of safety observers: Employ safety observers or spotters during the coupling/uncoupling process to watch for discrepancies, ensure proper alignment of vehicles, and provide assistance in guiding drivers as they maneuver in tight spaces. - Emergency preparedness: Develop and implement emergency response plans for potential incidents during the arrival or departure of prime movers and trailers; make sure all workers are trained in these plans and know how to respond. - Regular safety meetings: Hold regular safety meetings to address any concerns or incidents related to the coupling/uncoupling process or on-site vehicle operations, continuously updating and improving policies and procedures based on feedback from workers and drivers. 		
3. Vehicle inspection	Vehicle component failure, Uneven ground causing injury	2M	<ul style="list-style-type: none"> - Conduct regular vehicle maintenance and inspections by qualified technicians to ensure that all components are functioning properly and prevent unexpected component failure. - Establish a daily pre-operational checklist for drivers, requiring them to thoroughly inspect their prime movers and trailers, including brakes, tires, and coupling systems, before starting work. - Provide ongoing training to all personnel involved in coupling and uncoupling prime movers and trailers to ensure they are aware of the correct procedures, potential hazards, and proper response in case of an emergency or equipment malfunction. 	1L	

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			<ul style="list-style-type: none"> - Implement strict weight limits for each prime mover and trailer combination, ensuring that they are not overloaded and adhering to manufacturer guidelines and local regulations to miniimise the risk of vehicle component failure. - Evaluate the ground and work area around the prime mover and trailer prior to each operation, taking note of any irregularities such as slopes, potholes, or muddy conditions that may increase the risk of uneven ground-related injuries. - When possible, position the prime mover and trailer on stable, even surfaces with adequate space for operators to safely perform their tasks without hindrance from uneven ground hazards. - Utilise stabilising equipment such as wheel chocks or outriggers when necessary to provide additional stability during the coupling and uncoupling process. - Ensure adequate lighting is available so that operators can thoroughly inspect the equipment, identify potential hazards, and safely move around the work area. - Create designated safe zones where non-essential personnel must remain during the coupling and uncoupling process, to miniimise the risk of injury to bystanders or workers who are not directly participating in the task. - Develop and enforce clear communication protocols between all team members involved, to ensure that everyone is aware of the location of personnel, status of the coupling and uncoupling, and any potential hazards or issues that may arise during the process. 		
4. Positioning vehicles	Collisions with other vehicles or obstacles, Pedestrian accidents	3H	<ul style="list-style-type: none"> - Conduct a comprehensive risk assessment of the area where the coupling and uncoupling process will take place, identifying potential obstacles and hazards to ensure a safe working environment. - Implement clear communication protocols and processes between the vehicle operators, ground staff and pedestrians in the work area to ensure everyone is aware of the movement of vehicles and any potential changes in vehicle direction or speed. - Establish designated pedestrian zones or pathways with clear signage to separate them from the vehicle operating zone and miniimise pedestrian interaction with the moving vehicles during the coupling and uncoupling process. - Install appropriate warning and safety devices on both prime movers and trailers, such as reversing alarms, lighting systems, and reflective tape, to enhance visibility of the vehicles and make it easier for pedestrians and other drivers to spot them. - Ensure effective training is provided to all employees involved in the coupling and uncoupling process, including drivers, spotters, and ground team members, to ensure they are competent in performing their roles safely. - Develop clear procedures and checklists for the coupling and uncoupling process, which should be easily accessible and followed by all personnel involved in these tasks to avoid any confusion or miscommunication. 	2M	

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			<ul style="list-style-type: none"> - Encourage and enforce the use of high-visibility clothing and personal protective equipment (PPE) for all employees who will be working in close proximity to moving vehicles or equipment. - Implement traffic management plans, which include utilising traffic control signs, barriers, and designated driving lanes to reduce the likelihood of collisions and accidents in the workplace. - Regularly inspect and maintain the vehicles and trailers for proper functioning, focusing on the braking systems, lights, and indicators to ensure that any potential issues are identified and remedied before becoming a hazard. - Require drivers to practice defensive driving techniques at all times, paying special attention to their speed, surroundings, and proximity to other vehicles or employees during the coupling and uncoupling process. - Encourage a culture of safety reporting, where all incidents or near-misses related to the positioning of vehicles during coupling and uncoupling are reported and investigated promptly to identify any potential improvements in procedures, training, or equipment that may help prevent future incidents. 		
5. Applying parking brake	Crushing injuries, Damaging vehicle components	2M	<ul style="list-style-type: none"> - Ensure that the prime mover and trailer are properly aligned and parked on a flat, stable surface before attempting to couple or uncouple. - Use mandatory signage and reflectors around the work area to warn other workers of the operations taking place and the ongoing risk associated with coupling and uncoupling. - Conduct regular maintenance and inspection of the prime mover and trailer systems to ensure proper working condition of brakes, couplings, and other components. - Provide adequate training to all personnel involved in coupling and uncoupling procedures, including guidance on correct manual handling techniques to prevent crushing injuries. - Implement a clear communication system between the driver and ground crew during the coupling and uncoupling process, ensuring all parties are aware of each phase of the procedure. - Wear appropriate personal protective equipment (PPE) such as high-visibility clothing, protective footwear, and gloves while performing the coupling and uncoupling processes. - Use a spotter or assistant to guide the driver when backing up the prime mover to ensure accurate alignment with the trailer and minimise the risk of damaging vehicle components. - Always apply the parking brake on both the prime mover and trailer before beginning the coupling or uncoupling process to prevent unwanted movement. 	1L	

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			<ul style="list-style-type: none"> - Double-check the secure attachment of all cables, air lines, and hydraulic lines after coupling; ensure proper disconnection before uncoupling to prevent damage to components. - Follow manufacturer recommendations for proper usage and compatibility of hitching equipment and trailer couplings. - Establish a systematic operational sequence for both coupling and uncoupling tasks to ensure consistency in following the required safety procedures. - Arrange regular refresher courses for drivers and other personnel involved in coupling and uncoupling procedures to maintain their skills and knowledge of relevant industry best practices. - Document any near misses or incidents involving coupling and uncoupling procedures and analyse them regularly to identify potential improvements in the Safe Work Method Statement (SWMS). - Foster a workplace culture of safety where workers feel encouraged to discuss their concerns, share their experiences, and suggest improvements in regards to coupling and uncoupling prime movers and trailers. 		
6. Coupling safety chains	Strains or sprains, Being hit by moving parts	2M	<ul style="list-style-type: none"> - Provide adequate training: Ensure all workers involved in coupling and uncoupling prime movers trailer understand the correct procedures and are familiar with the relevant safety guidelines. - Wear appropriate personal protective equipment (PPE): Workers should wear gloves, steel-toed boots, and high visibility clothing to minimise potential injuries from strains, sprains or being hit by moving parts. - Conduct regular equipment inspections: Routinely inspect prime movers and trailers, especially safety chains, for signs of wear or damage that might compromise their integrity and effectiveness. - Use proper lifting techniques: Workers should employ appropriate lifting techniques when handling heavy safety chains, such as bending at the knees and keeping the back straight, to avoid strain or injury. - Implement safe work zones: Establish designated areas where workers can perform coupling and uncoupling tasks away from traffic and other hazards. - Implement a buddy system: Encourage team members to work together when coupling and uncoupling prime movers trailer, with one person acting as a spotter or guide to help prevent injuries from moving parts. - Communicate effectively: Encourage clear and concise communication, including hand signals and verbal instructions, among team members throughout the coupling and uncoupling process. - Secure parked vehicles: Apply the parking brake on both the prime mover and trailer to prevent any inadvertent movement during the coupling and uncoupling process, reducing the risk of individuals being struck by moving parts. 	1L	

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			<ul style="list-style-type: none"> - Eliminate trip hazards: Keep the work area clean and free from debris or obstacles, minimising the risk of trips and falls that could lead to strains or sprains. - Establish an incident reporting system: Implement a system for reporting near-misses, accidents, and unsafe working conditions, allowing for timely corrective actions and safety improvements. - Educate on emergency procedures: Train employees on appropriate emergency response procedures in case of an accident or injury during coupling and uncoupling operations. - Monitor and enforce safety protocols: Regularly assess worker adherence to safety protocols and provide feedback, refresher training, or disciplinary action as necessary. - Utilise appropriate equipment: Equip the workplace with the necessary tools, such as durable safety chains and connection devices, to securely couple and uncouple trailers without compromising worker safety. 		
7. Connecting air lines	Air hose failure, Facial or eye injuries	2M	<ul style="list-style-type: none"> - Regular inspection and maintenance: Perform periodic inspections and maintenance on air hoses and connections to ensure they are in good working condition and free from any defects. - Check for wear and tear: Before connecting the air lines, visually inspect them for any signs of excessive wear, cracking, or other damage that may lead to a failure. - Use proper fittings and connectors: Ensure that all air hose connections are fitted with appropriate couplers and connectors to prevent any accidental release or disconnection while in use. - Proper handling and storage: Train workers on the correct methods of handling and storing air hoses to prevent kinks, twists, or other damage that might affect their performance. - Wear personal protective equipment (PPE): Require workers to wear safety goggles and/or face shields to protect their eyes and faces from potential injuries in case of an air hose failure. - Keep work area clean and organised: Maintain a tidy workspace by keeping tools and equipment properly stored when not in use to minimise the risk of accidents caused by clutter or obstacles. - Use appropriate hose length: Ensure that the air hose being used is neither too long nor too short, as this can contribute to undue stress on the hose, increasing the likelihood of a failure. - Proper training: Provide regular training sessions to educate workers on how to safely connect and disconnect air lines, as well as identify potential hazards and appropriate control measures. 	1L	

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			<ul style="list-style-type: none"> - Establish emergency procedures: Develop and communicate clear procedures to be followed in the event of an accident, such as quickly shutting off the air supply and calling for medical assistance. - Use barriers or warning signs: Where necessary, use physical barriers or warning signs to inform others about the potential hazard presented by the air hoses and maintain a safe distance from the work area. - Pressure management: Monitor and regulate air pressure to ensure it is maintained at an appropriate level and remains consistent during operation to reduce the risk of hose failure. - Encourage reporting of issues: Foster an environment in which workers feel comfortable reporting potential hazards, such as damaged air hoses or connectors, so that corrective action can be taken promptly. 		
8. Connecting electrical lines	Electric shock, Wire damage	3H	<ul style="list-style-type: none"> - Ensure workers undergo proper training in handling electrical equipment to safely connect and disconnect electrical lines while coupling and uncoupling the prime mover's trailer. - Inspect electrical lines for wear, damage or loose connections before each use, and replace or repair any damaged parts immediately. - Ensure that only qualified and authorised personnel perform any maintenance or repairs on the electrical systems. - Provide workers with insulated gloves and non-conductive footwear to protect them from potential electric shock while connecting or disconnecting electrical lines. - Implement a locking/tag-out procedure to guarantee that the prime mover and trailer are powered down during electrical line connection or disconnection. - Maintain a clean and organised work environment, ensuring there are no trip hazards near the connection points for electrical lines. - Keep water and dampness away from the work area as much as possible to minimise the risk of electric shock due to wet equipment, ground or lines. - Instruct workers to always double-check that they have connected the correct line to its proper connector to avoid short circuits or overloading electrical systems that may lead to wire damage or electric shock-related injuries. - Store all electrical lines in a proper manner when not in use. Prevent twisting, bending, or kinking that can cause stress on the wire's insulation, leading to wire damage or fraying. - Establish an emergency response plan capable of providing rapid assistance and support if an incident, such as electric shock or wire damage, occurs during the connection process. Make sure all workers are aware of this plan and know whom to alert in case of an emergency. 	2M	
9. Coupling prime mover and trailer	Risks of incorrect coupling, Pinching/crushing fingers	3H		2M	

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			<ul style="list-style-type: none"> - Proper training and competency assessment: Ensure that all workers involved in the coupling and uncoupling process have received appropriate training and have been assessed for their ability to perform this task safely. - Pre-coupling inspection: Before coupling, conduct a thorough visual inspection of both the prime mover and the trailer to identify any potential issues that could lead to incorrect coupling or other hazards. - Use of personal protective equipment (PPE): Require workers to wear appropriate PPE such as gloves, safety boots, and high-visibility clothing to miniimise the risk of injuries during the coupling process. - Clear communication between workers: Establish clear communication protocols between workers involved in the coupling process, including the use of hand signals, radios, or other communication devices to ensure that all parties are aware of the current status of the procedure. - Maintain clean and organised work area: Keep the area around the coupling mechanism clean and free from debris to reduce the likelihood of trips, slips, or falls and improve overall working conditions. - Verify proper alignment: Double-check the alignment of the prime mover and trailer before attempting coupling, ensuring that the kingpin and fifth wheel are correctly positioned for secure attachment. - Safe coupling procedures: Establish and enforce standard operating procedures for coupling and uncoupling, including step-by-step processes to miniimise the risk of incorrect coupling and associated incidents. - Regular maintenance and inspections: Implement a routine maintenance schedule for the prime mover and trailer's coupling components, including checks for signs of wear, corrosion, or damage that may affect the safe operation of the equipment. - Avoid placing hands near coupling area: Train workers to keep their hands clear of the coupling mechanism during the process, making use of tools or other aids if needed to manipulate the components without risking injury. - Use of correct tools and equipment: Ensure that workers have access to and are trained to use the correct type of tools and equipment required for the safe coupling and uncoupling of prime movers and trailers. - Incident reporting and investigations: Create a comprehensive incident reporting system to ensure that any near misses or injuries related to the coupling process are promptly reported, investigated, and analysed to identify areas for improvement and prevent future occurrences. 		
10. Use wheel chocks	Running over chocks, Tripping over chocks	2M	<ul style="list-style-type: none"> - Prior to starting the work, conduct a thorough risk assessment of the area to identify any potential hazards associated with wheel chocks and trailer coupling/uncoupling. 	1L	

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			<ul style="list-style-type: none"> - Ensure that all workers involved in the coupling and uncoupling process have received adequate training and are competent in the safe use and handling of wheel chocks. - Establish designated walkways around the work area to minimise the risk of tripping over wheel chocks, especially when visibility is limited due to low lighting conditions or obstructed views. - Implement clear communication protocols between drivers and ground personnel to coordinate the safe placement and removal of wheel chocks. - Choose appropriate wheel chocks that are specifically designed for the size and weight of the prime mover and trailer combination to ensure their effectiveness in preventing movement. - Inspect wheel chocks regularly for signs of wear or damage, and replace them if necessary to ensure they remain in good working order. - Develop and implement safe work procedures for positioning and securing wheel chocks, ensuring that workers are aware of the potential risks associated with improper use or placement. - When possible, use additional safety measures, such as parking brakes and wheel blocks, to supplement the use of wheel chocks and provide added security against unintended vehicle movement. - Keep the work area well-lit and free from debris or obstructions, which may pose a hazard to workers or interfere with the proper functioning of wheel chocks. - Utilise high-visibility markings or signage to indicate the presence and location of wheel chocks, reducing the likelihood of workers tripping over them or accidentally running over them. - Encourage workers to report any hazards or near-misses involving wheel chocks, so that necessary improvements can be made to the current safety procedures and control measures. - Conduct regular safety audits and reviews of the coupling and uncoupling processes to monitor their effectiveness and address any new potential hazards or risks that may arise over time. This will help maintain a safe and healthy work environment for all personnel involved in the process. 		
11. Raising landing gear	Muscular strains or sprains, Injury from loose equipment	2M	<ul style="list-style-type: none"> - Provide proper training: Ensure that all workers involved in raising landing gear have received adequate instruction on how to properly operate and use the equipment in a safe manner. - Use mechanical aids: Where possible, utilise lifting devices or tools designed to perform the job with minimal physical strain on the worker, such as forklifts or pneumatic jacks. 	1L	

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			<ul style="list-style-type: none"> - Establish clear work zones: Set up designated areas for the task of raising and lowering landing gears, away from other ongoing activities to minimise potential hazards to other workers nearby. - Conduct regular equipment inspections: Before each use, visually inspect the landing gear and related equipment for any signs of wear, damage, or loose parts that could contribute to injuries if left unchecked. - Maintain good housekeeping practices around the work area: Keep the worksite clean and free from debris, clutter or slippery surfaces which can increase the risk of trips, slips, or falls while handling landing gear equipment. - Wear appropriate personal protective equipment (PPE): Ensure workers who are involved in raising landing gear wear suitable PPE like gloves, safety footwear, and high-visibility vests. - Implement proper ergonomics: Encourage workers to employ correct lifting techniques when manually adjusting landing gear, such as bending at the knees and keeping their back straight to reduce the risk of muscular strains or sprains. - Minimise repetitive tasks: If possible, rotate tasks among workers to lessen the likelihood of repetitive motion injuries from constantly raising and lowering landing gear throughout a working day. - Implement a pre-start safety briefing: Review the risks and control measures associated with this task before beginning, reminding workers of the correct procedures and ensuring they understand them clearly. - Establish an emergency response protocol: Develop a plan outlining actions to be taken in cases of accidents or incidents involving landing gear, including first aid provisions and reporting procedures. - Encourage the reporting of near misses or hazards: Foster a culture of open communication so that workers feel comfortable raising concerns, allowing for any potential issues to be addressed before they lead to more serious incidents. - Monitor worker fatigue: Encourage regular breaks and monitor workers for signs of fatigue, especially when performing strenuous tasks such as raising landing gear, to reduce the likelihood of injury due to overexertion. - Regularly review and update risk assessments: Continuously assess the effectiveness of current control measures for minimising hazards related to raising landing gear and refine them as needed to foster continuous improvement in workplace health and safety. 		
12. Checking all connections	Falls from height, Entanglement in machinery	2M	<ul style="list-style-type: none"> - Proper training: Ensure that workers performing the coupling and uncoupling tasks are adequately trained and competent in the specific procedures and equipment involved. - Use of appropriate PPE: Require workers to wear the necessary personal protective equipment, such as safety footwear, gloves, and high visibility clothing, while performing the task. 	1L	

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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"> - Inspect equipment before use: Regularly-inspect and maintain prime movers and trailers to ensure they are in good working condition and miniimise potential hazards. - Implement non-slip foot surfaces: Ensure that all stepping and standing areas on the prime mover and trailer have non-slip surfaces to reduce the risk of falls from height. - Safe access to couplings: Implement safe methods for accessing coupling points (e.g., using platforms or steps), minimising the need for workers to climb onto the prime mover or trailer. - Proper lighting: Ensure that there is adequate lighting when performing the coupling or uncoupling procedure, especially during low light conditions, to prevent accidents. - Secure all loose items: Prior to coupling or uncoupling, ensure that all loose items, like cables and hoses, are securely fastened and out of the worker's path to avoid entanglement. - Clear communication: Encourage effective communication between workers and vehicle operators during the coupling or uncoupling process, ensuring everyone is aware of their tasks and hazards present. - Implement barrier protection: If possible, install barriers or guardrails to separate workers from any moving machinery, reducing the likelihood of entanglement or injury. - Conduct regular hazard assessment: Carry out regular risk assessments to identify new hazards, review control measures already in place, and update them to reflect changes in operations or practices. - Encourage reporting of incidents: Foster an environment where workers feel comfortable reporting near-misses, hazards, and incidents, allowing for continuous improvement in workplace safety. - Establish emergency procedures: Develop and communicate clear emergency plans, including provisions for first aid and evacuation, in case an incident related to coupling or uncoupling occurs. 		
13. Departure from site	Collisions, Pedestrian accidents	3H	<ul style="list-style-type: none"> - Ensure vehicle operators have the appropriate training, qualifications, and licenses to perform coupling and uncoupling tasks with prime movers and trailers. - Conduct a thorough pre-departure inspection of the vehicle and its surroundings, checking for any obstructions or risks that may pose a hazard during departure. - Implement a traffic management plan that includes designated travel paths for vehicles and pedestrians, as well as clearly marked pedestrian crossings, to miniimise the risk of accidents. - Enforce a speed limit that is appropriate for the site conditions and ensures safe operation of the prime mover and trailer during departure. 	2M	

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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"> - Require all personnel in the area to wear high-visibility clothing, making it easier for vehicle operators to be aware of pedestrians' presence. - Question 6 Allocate specific parking areas and make sure proper marshalling personnel are present to direct vehicles safely during the coupling and uncoupling process, ensuring other workers stay clear of the area. - Encourage effective communication between vehicle operators, marshalling staff, and other workers on-site through the use of radios or hand signals whenever necessary. - Utilise mirrors and cameras installed on the prime mover to assist the driver in maintaining awareness of their surroundings at all times, reducing the likelihood of collisions. - Promote a "stop, look, listen" approach among all site personnel, encouraging them to be constantly aware of their surroundings and potential hazards during vehicle movements. - Regularly review and update site-specific risk assessments and safe work method statements (SWMS) for the coupling and uncoupling process, ensuring all foreseeable hazards are considered and controlled. - Implement and enforce a zero-tolerance policy for drug and alcohol use on-site, ensuring drivers and other workers are fit for duty and not impaired during critical tasks such as vehicle movements. - Establish and maintain an incident reporting system to capture any near misses or accidents related to the coupling and uncoupling process, allowing for continuous improvement and the implementation of additional control measures as required. 		
14. Arrival at destination	Traffic accidents, Handling cargo hazards	3H	<ul style="list-style-type: none"> - Provide proper navigation tools and communication systems to ensure the prime mover reaches its destination safely without any traffic accidents. - Ensure all drivers have up-to-date licenses, qualifications, and experience needed to operate such vehicles in safe and efficient manner. - Schedule regular breaks for drivers to maintain alertness and avoid fatigue while on the road. - Regularly maintain and inspect the vehicle and trailer to ensure they are in optimum working condition and reduce the risk of malfunction or breakdown. - Use appropriate warning signs, barricades, or cones at the destination point to alert other drivers of the ongoing coupling and uncoupling activity. - Equip the prime mover with a reverse alarm system, so that workers and pedestrians are aware when it is reversing. - Perform thorough risk assessments and provide necessary training to staff handling cargo, ensuring they are aware of any hazards associated with specific types of goods being moved. 	2M	

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			<ul style="list-style-type: none"> - Employ the use of personal protective equipment (PPE) such as gloves, high-visibility vests, steel-toed boots, and hard hats for workers involved in coupling and uncoupling trailers. - Establish designated unloading/loading points and create exclusion zones to minimise interaction between members of the public and the working area. - Implement effective communication protocols between the driver, spotters, and other staff engaged in the coupling/uncoupling process. - Implement strict speed limits and safe operating practices for the driver when maneuvering within the site, to minimise chances of vehicle-related accidents. - Ensure proper documentation and labeling of hazardous materials during shipment, so workers are aware of the risks involved while handling them at the destination point. - Create an Emergency Response Plan (ERP) for potential incidents that may occur during the coupling/uncoupling procedure, including traffic accidents, spills or leaks of hazardous substances, and injuries. - Routinely review and update Safety Management System(SMS) related to coupling and uncoupling of prime mover trailers, ensuring it remains effective through continuous monitoring and improvements. 		
15. Uncoupling prime mover	Risks of incorrect uncoupling, Trips and falls	2M	<ul style="list-style-type: none"> - Provide training to employees on the correct uncoupling procedure, ensuring they understand the importance of following each step in the proper sequence to prevent accidents. - Ensure that the trailer is parked on a level surface and properly secured with wheel chocks before performing the uncoupling procedure. - Conduct a pre-inspection of the prime mover and trailer to identify any defects or maintenance issues that may interfere with the uncoupling process or pose hazards, such as damaged or corroded components. - Implement a buddy system for uncoupling, where experienced workers are paired with less experienced ones to minimise the risk of incorrect procedures being performed. - Use appropriate personal protective equipment (PPE), such as steel-toed boots and high-visibility vests, to reduce the risk of injury in the event of an accident. - Clearly mark walkways and pedestrian paths surrounding the prime mover and trailer to prevent trips and falls when moving around the vehicles. - Maintain good lighting conditions in the working area to ensure visibility during the uncoupling procedure. - Perform routine inspections and maintenance on both the prime mover and trailer connection components to ensure they are working correctly and can be safely uncoupled. 	1L	

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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"> - Establish designated areas for placement of disengaged airlines, electrical cables, and other parts to avoid clutter and reduce trip hazards. - Implement a communication system between employees involved in the uncoupling process, such as hand signals or two-way radios, to ensure coordination during the procedure. - Remove all personal items, tools, and equipment from the working area before beginning the uncoupling process to minimise the likelihood of trips and falls. - Supervise the uncoupling process and review the procedures periodically to ensure they remain up to date with industry standards and regulations, continuously refining and improving the safe work process. 		
16. Disconnecting air lines	Air hose failure, Facial or eye injuries	2M	<ul style="list-style-type: none"> - Ensure all personnel involved in the uncoupling process have received proper training on the operation of air lines and related equipment. - Conduct a pre-task risk assessment to identify potential hazards associated with disconnecting air lines and implement appropriate control measures. - When disconnecting air lines, ensure workers are wearing appropriate personal protective equipment (PPE), such as safety goggles, gloves, and hearing protection. - Ensure the prime mover's engine is switched off and the parking brake is engaged before commencing uncoupling procedures. - Before disconnecting air lines, depressurize the system by releasing air from the trailer's air tanks, allowing any residual pressure to dissipate safely. - Inspect air lines and connections for visible signs of damage, wear, or corrosion before use. Replace any components if necessary. - Utilise proper disconnection techniques and tools designed specifically for uncoupling air lines, such as gladhand lockers or quick-release couplings. - Position workers at a safe distance when disconnecting air lines to minimise the risk of injury resulting from hose failure or unexpected release of pressurised air. - Ensure an adequate working area is available around the air lines to provide sufficient space for workers to operate safely. - Establish clear communication protocols between workers during uncoupling activities, using both verbal and non-verbal signals to coordinate tasks effectively. - Implement a regular inspection and maintenance programme for air lines and related equipment to ensure they remain in good working condition and reduce the risk of hose failure. - Develop and enforce strict standard operating procedures (SOPs) for disconnecting air lines, outlining step-by-step instructions on how to perform the task safely and efficiently. - Provide workers with access to first aid resources and emergency response plans in case of accidental injury during the uncoupling process. 	1L	

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			<ul style="list-style-type: none"> - Foster a positive workplace safety culture that encourages workers to report any concerns or issues related to equipment maintenance and safe work practices. Regularly review and update procedures in response to feedback from workers. 		
17. Disconnecting electrical lines	Electric shock, Wire damage	3H	<ul style="list-style-type: none"> - Ensure workers are trained and have proper knowledge of electrical systems before performing any coupling or uncoupling tasks. - Make sure workers use appropriate personal protective equipment (PPE) such as insulated gloves and safety glasses during the task. - Regularly inspect all electrical lines and connectors for signs of damage, wear, or fraying. Replace damaged components immediately. - Turn off the prime mover ignition and ensure the parking brake is applied prior to disconnecting electrical lines. - Maintain a clean and dry work area free of water, dirt, or debris to minimise the risk of electric shock. - Label all electrical lines with clear and concise instructions on the correct disconnection process to minimise the possibility of a mistake leading to an accident. - Disconnect electrical lines using the correct procedure and order as per manufacturer's instructions. - Utilise lockout/tagout procedures to prevent unintended energising of electrical circuits during the disconnection process. - Inspect the disconnection area regularly for any risks, including wildlife, poor weather conditions, or other hazards that may increase the likelihood of an electrical incident. - Encourage workers to report any instances of electrical issues or concerns immediately to their supervisor or another appropriate workplace authority. - Establish emergency response procedures for addressing electrical incidents, including first aid and the availability of appropriate fire extinguishers. - Perform periodic reviews and updates to the Safe Work Method Statement (SWMS) to ensure all current best practices and regulatory requirements concerning electrical safety are being adhered to. - Include ongoing training and refreshers on safe electrical processes and protocols as part of regular workplace health and safety meetings to reinforce the importance of proper disconnection techniques and general electrical awareness. 	2M	
18. Uncoupling safety chains	Strains or sprains, Being hit by moving parts	2M	<ul style="list-style-type: none"> - Proper training: Ensure workers have received adequate training on the correct procedure for uncoupling safety chains while avoiding strains, sprains, or potential impact from moving parts. 	1L	

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			<ul style="list-style-type: none"> - Appropriate PPE: Require workers to wear appropriate personal protective equipment (PPE), such as gloves, safety goggles, and high-visibility vests during the uncoupling process. - Pre-start checks: Before starting any work, check the work area for obstacles or hazards that could lead to accidents or injuries during the uncoupling process. - Clear communication: Maintain clear communication between team members working on the coupling and uncoupling processes to keep everyone aware of potential hazards. - Safe body mechanics: Encourage workers to use safe body mechanics by lifting with their legs and not their back when handling heavy chains. - Inspection of equipment: Regularly inspect the condition of the safety chains and other components involved in coupling/uncoupling to ensure they are in good working order, free from damage or wear. - Use proper tools: Provide workers with suitable, well-maintained tools for chain removal and inspection, such as chain breakers and tensioning devices, to help minimise the risk of injury. - Traffic control: Implement traffic control measures to separate pedestrians and vehicles from the uncoupling process in busy work areas. - Breaks and stretching: Encourage workers to take regular breaks and engage in stretching exercises to reduce the risk of strains and sprains. - Emergency response plan: Develop an emergency response plan to address potential incidents involving uncoupling of safety chains, including the identification of first-aid personnel and equipment. - Safe work practices: Establish a Standard Operating Procedure (SOP) for coupling and uncoupling procedures, including explicitly outlining the responsibilities of each worker involved. - Buddy system: Implement a buddy system for more complex or challenging uncoupling situations, where one worker assists in safely uncoupling the safety chains while the other monitors and coordinates the process. - Lockout/Tagout procedures: Implement lockout/tagout procedures for equipment that could potentially move or become energised during the uncoupling process, ensuring the safety of workers involved. - Incident reporting: Develop a system for reporting any incidents or near misses involving uncoupling safety chains to encourage continuous improvement and share learning experiences with all workers. 		
19. Lowering landing gear	Crushing injuries, Dropping trailer	2M	<ul style="list-style-type: none"> - **Training and supervision:** Ensure that all workers involved in this work step have received appropriate training on the correct procedures for lowering landing gears, including understanding potential hazards and risk control measures. 	1L	

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			<ul style="list-style-type: none"> - Pre-operation inspection: Conduct regular inspections of the landing gear mechanism, identifying any damage or signs of wear that may result in malfunction. - Visual and audible warnings: Ensure that the worksite has clear visual and audible signals to communicate to other workers when the landing gear is being lowered, minimising the risk of personnel entering the hazard zone accidentally. - Use of appropriate personal protective equipment (PPE): Workers should wear appropriate PPE, such as gloves, safety boots and high visibility vests, to protect against crushing injuries. - Proper placement of the landing gear crank handle: Before lowering the landing gear, ensure that the crank handle is correctly placed and locked into position to prevent it from coming loose during operation. - Lifting assistance tools: When available, use mechanical lifting aids designed to help raise and lower landing gear, which can minimise physical strain and reduce the risk of sudden drops or crushing accidents. - Smooth and steady pace: Lower the landing gear at a controlled, smooth speed to maintain stability and reduce the chances of sudden drops causing injury. - Follow manufacturer's guidelines: Adhere to the manufacturer's instructions regarding proper maintenance, lubrication, and operational procedures to ensure the safe usage of landing gear systems. - Spotters and teamwork: Implement the buddy system or assign spotters to aid in monitoring the coupling and uncoupling process, helping to identify potential risks and relay vital information when necessary. - Designated work area: Establish a designated area for lowering the landing gear - this area should be free of debris, flat, and clearly marked off to isolate the task from other ongoing operations. - Emergency stop procedure: Develop and communicate an emergency stop procedure in case the landing gear mechanism malfunctions or during any unforeseen situations, ensuring that workers can respond promptly and safely to halt the lowering process. 		
20. Departure from site	Collisions, Pedestrian accidents	3H	<ul style="list-style-type: none"> - Conduct a thorough pre-departure check: Inspect the vehicle and surroundings to ensure that it is safe to drive, cargo is properly secured, and there are no obstructions or hazards in the driving path. - Establish designated pedestrian walkways: Clearly mark and communicate pedestrian pathways on-site, separate from the vehicle routes to minimise interactions between workers and moving vehicles. - Utilise safety equipment and signage: Use appropriate safety gear like high-visibility vests, cones and warning signs to alert pedestrians and other drivers about the moving vehicle's presence and intentions. 	2M	

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			<ul style="list-style-type: none"> - Employ a spotter while moving: Designate a co-worker as a spotter to guide the driver during reversing, coupling or uncoupling procedures, providing visual and verbal cues to avoid collisions and accidents. - Implement effective communication: Ensure all relevant parties are informed of vehicle movement schedules and potential hazards. Use radios or designated hand signals for communication between drivers and other workers. - Adhere to speed restrictions: Follow the on-site speed limits and maintain a safe, controlled speed throughout the departure process to reduce the risk of collisions or pedestrian accidents. - Enforce a safe exclusion zone: Create a buffer area around the prime mover and trailer when it is in motion, restricting access to only essential personnel with a specific role in the coupling or uncoupling process. - Provide adequate lighting: Ensure proper illumination of the work area, including vehicle routes and pedestrian walkways, to improve visibility and decrease the likelihood of accidents. - Maintain regular employee training: Continuously train and refresh employees on safe work practices, updated guidelines, and emergency procedures related to coupling and uncoupling vehicles to foster safety consciousness. - Implement an incident reporting system: Encourage employees to report any near misses, hazards, or accidents related to vehicle movements promptly so that corrective actions can be taken and risks mitigated. 		

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	