

## Dump Truck | SAFE WORK METHOD STATEMENT (SWMS)

### TASK OR ACTIVITY: Dump Truck

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><b>Notes on Hierarchy of Controls:</b> 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><b>Note:</b> 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"> <li>persons involved in the work are advised that a revision has been made and how they can access the revised SWMS;</li> <li>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,</li> <li>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.</li> </ol>											

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	Trip hazards, Overhead obstructions	2M	<ul style="list-style-type: none"> <li>- Prior to commencement, conduct a thorough risk assessment and site inspection to identify potential trip hazards and overhead obstructions.</li> <li>- Clearly mark trip hazards with appropriate signage or hazard tape and install temporary barriers around the area if necessary, to keep workers and visitors away from potential dangers.</li> <li>- Ensure all employees involved in the operation are trained in recognizing trip hazards and overhead obstructions, as well as implementing proper techniques to address them.</li> <li>- Maintain good housekeeping practices throughout the work site by cleaning up debris, cords, and hoses regularly to prevent any unnecessary trip hazards from forming.</li> <li>- Plan and design routes for dump truck movement around the site, taking into consideration overhead clearance requirements and ensuring that these pathways are clear of any obstructions.</li> <li>- Provide adequate lighting at the work site, particularly during dawn, dusk or night operations to help workers see and avoid any potential trip hazards or overhead obstructions.</li> <li>- Establish and follow safe working procedures for activities involving the dump truck that may expose workers to trip hazards or overhead obstructions, such as loading and unloading materials, to ensure everyone's safety.</li> <li>- Utilise spotters or personnel on the ground to assist dump truck operators in navigating through areas with possible trip hazards and overhead obstructions, providing clear guidance to avoid any incidents.</li> <li>- Install devices such as proximity alarms or sensors, which can alert dump truck operators to the presence of overhead obstructions or trip hazards when they get too close.</li> <li>- Regularly maintain and inspect the dump truck, particularly focusing on its tyre pressure and suspension system, to promote optimum stability and minimise the risk of tipping when encountering trip hazards.</li> <li>- Conduct regular toolbox talks and safety meetings emphasising the importance of staying vigilant for trip hazards and overhead obstructions while at work, reminding workers to report any new issues immediately to their supervisors.</li> </ul>	1L	
2. Pre-start Inspection	Fire hazards, Fluid leaks	3H	<ul style="list-style-type: none"> <li>- Perform a comprehensive pre-start inspection to identify any risk factors such as fluid leaks, damage or wear on the dump truck before commencing work.</li> <li>- Ensure that all drivers and operators have received appropriate training in the operation and inspection of dump trucks and are aware of potential hazards and control measures.</li> </ul>	2M	

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			<ul style="list-style-type: none"> <li>- Implement a routine maintenance schedule for the dump truck, including regular checks for fire hazards, such as build-up of combustible materials near hot surfaces.</li> <li>- Fit the dump truck with an appropriate fire extinguisher and ensure all staff know how to use it correctly in case of a fire emergency.</li> <li>- Check for any fluid leaks during the pre-start inspection, particularly around hoses, connectors, and seals. Any leaks should be repaired promptly before the dump truck is used.</li> <li>- Verify that all fluid levels are within the correct range, topping up if necessary, to prevent issues relating to overheating or loss of pressure which could cause damage to the dump truck.</li> <li>- Inspect the condition of the tires, looking out for signs of wear, cuts, or embedded objects that may cause punctures or accidents. Ensure that tyre pressure is within the recommended range.</li> <li>- Thoroughly examine the braking system for signs of wear or malfunction, ensuring there is adequate pad material and brake lines are free from damage.</li> <li>- Check the structural integrity of the dump truck body, ensuring there are no signs of fatigue, cracks, or excessive rust that may compromise its safety.</li> <li>- Implement a standardised reporting system for any identified hazards, enabling prompt communication and action to address the issues.</li> <li>- Test all vehicle lights, hazard signals, and warning devices during the pre-start inspection, making sure they are fully functional and visible to other workers.</li> <li>- Ensure proper housekeeping practices are followed in and around the work area, removing any combustible materials or debris that may pose as a fire hazard.</li> <li>- Conduct safety meetings and toolbox talks to continually reinforce the importance of hazard identification, risk assessment, and control measures in maintaining a safe workplace.</li> </ul>		
3. Vehicle Access	Slips and falls, Struck by vehicle	3H	<ul style="list-style-type: none"> <li>- Implement designated pedestrian walkways with proper signage to separate pedestrians from vehicle traffic areas, reducing the risk of workers being struck by a moving dump truck.</li> <li>- Ensure anti-slip surfaces are installed on steps, grab bars, or other contact points when accessing or exiting the dump truck to minimise the risk of slips and falls.</li> <li>- Adequately train all dump truck operators on safe practices when accessing and exiting the vehicle, such as the three-point contact method (maintaining three points of contact at all times).</li> <li>- Establish a consistent communication system between dump truck operators and site workers to help prevent accidents involving vehicles and workers on foot.</li> </ul>	1L	

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			<ul style="list-style-type: none"> <li>- Perform periodic inspections and maintenance on the dump truck's accessories like ladders, handrails, or any other device that requires frequent contact during access or egress.</li> <li>- Encourage the use of appropriate Personal Protective Equipment (PPE), such as slip-resistant footwear and high-visibility vests, to provide additional protection against slips, trips, and falls and decrease the likelihood of workers being struck by a vehicle.</li> <li>- Implement a traffic management plan to control the flow of vehicles and reduce the risks associated with unexpected vehicle movement, collisions, and potential contact with workers on foot.</li> <li>- Utilise warning devices like alarms, beacons, or flashing lights, especially when reversing a dump truck, to ensure both the driver and the surrounding workers are aware of the vehicle's movement.</li> <li>- Post warning signs around the workplace, reminding workers to maintain constant vigilance and abide by best safety practices while in proximity to dump trucks and other heavy machinery.</li> <li>- Provide adequate and proper lighting in the work areas for operators to see workers more easily, especially during night shifts or low-light conditions.</li> <li>- Encourage a safe working culture by conducting regular toolbox talks, providing continuous training and retaining a focus on best safety practices while accessing dump trucks and operating around them.</li> </ul>		
4. Load Material	Miscommunication, Overloading	3H	<ul style="list-style-type: none"> <li>- Develop and implement a clear communication protocol among all team members involved in the loading process to prevent any misunderstanding or miscommunication.</li> <li>- Ensure that all workers involved in the process are trained in using hand signals and, if necessary, other communication devices like radios or flashing lights, especially in poorly lit areas or during extreme weather conditions.</li> <li>- Establish and strictly enforce load limits for dump trucks to prevent overloading, based on manufacturer specifications and relevant regulations.</li> <li>- Equip dump trucks with alarms or sensors that notify the operator of weight limits being reached, helping to avoid overloading.</li> <li>- Inspect the site and materials before loading to ensure proper distribution of weight and identify any potential hazards or challenges that may occur during the process.</li> <li>- Perform regular maintenance checks on dump truck components, including tires, suspension, and hydraulics, to ensure they can safely handle the required loads.</li> <li>- Encourage open communication between workers, supervisors, and safety officers to report any concerns, incidents, or near misses during the loading process that could lead to accidents or overloading situations.</li> </ul>	2M	

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			<ul style="list-style-type: none"> <li>- Conduct toolbox talks and regular refresher training sessions to keep workers informed of changes in procedures, hazard identification, and risk mitigation when loading materials.</li> <li>- Position spotters or ground personnel at key locations around the dump truck during the loading process to help guide the driver and prevent overloading or unsafe actions.</li> <li>- Display highly visible signage reminding workers of load limits and safety procedures specific to the task of loading materials.</li> <li>- Require operators and ground personnel to participate in ongoing training and professional development programs focused on safe loading practices and communication skills.</li> <li>- Routinely review and update workplace health and safety policies, focusing on continuous improvements to miniimise the risk of miscommunication and overloading during material loading tasks.</li> <li>- Involve all relevant stakeholders, including workers, management, and equipment manufacturers, in developing, implementing, and sustaining a comprehensive safety management system that effectively addresses the hazards associated with loading materials onto dump trucks.</li> </ul>		
5. Travelling to Work Site	Collisions, Fatigue	2M	<ul style="list-style-type: none"> <li>- Regular vehicle maintenance: Ensure that the dump truck is regularly serviced and maintained, addressing any mechanical or structural issues that could affect its safe operation.</li> <li>- Pre-start checks: Before travelling to the work site, operators should perform a thorough check of lights, brakes, tires, mirrors, and other essential systems to ensure they are in good working order.</li> <li>- Driver competency: Ensure all dump truck drivers have the necessary licenses, training, and experience to operate the vehicle safely and effectively.</li> <li>- Clear travel routes: Develop well-defined and mapped out travel routes for dump trucks, minimising unnecessary turns or potential hazards along the way.</li> <li>- Speed limits: Implement and enforce reasonable speed limits based on the nature of the work environment and conditions of the terrain.</li> <li>- Communication systems: Establish effective communication systems between drivers, spotters, and work site personnel to aid in navigating the area and preventing collisions.</li> <li>- Fatigue management: Implement policies to manage and address driver fatigue including scheduling regular breaks, limiting consecutive driving hours, and providing sufficient rest periods.</li> <li>- Visibility enhancement: Use devices such as reflective clothing, high-visibility markings on vehicles, and hazard warning lights to increase visibility of dump trucks and reduce the risk of collisions.</li> </ul>	1L	



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			<ul style="list-style-type: none"> <li>- Traffic management plan: Develop a traffic management plan to coordinate the movements of vehicles, equipment, and pedestrians within the work site, reducing congestion and the potential for accidents.</li> <li>- Weather monitoring: Keep track of local weather conditions and adjust the travel schedule as needed to avoid hazardous situations caused by heavy rain, fog, and other adverse conditions.</li> <li>- Emergency response procedures: Establish and practice emergency response procedures in the event of an accident, ensuring all staff members understand their roles and responsibilities during an emergency situation.</li> </ul>		
6. Dumping Material	Inadequate ground support, Equipment failure	3H	<ul style="list-style-type: none"> <li>- Conduct regular ground inspections: Assess the ground conditions and identify any potential hazards before commencing the dumping operation. Ensure that the ground is stable and free from any obstacles or uneven surfaces.</li> <li>- Use appropriate Personal Protective Equipment (PPE): Operators should wear appropriate PPE such as hard hats, high-visibility vests, steel-toed boots, and safety goggles to minimise the risk of injury during material dumping operations.</li> <li>- Adhere to weight limits and load capacity: Always ensure that dump trucks do not exceed manufacturer's recommended weight limits and load capacity to prevent tip-over accidents and equipment failure.</li> <li>- Proper vehicle maintenance: Regularly inspect and maintain dump trucks to ensure they are in good working condition. Pay particular attention to tyre pressure, brakes, hydraulics, and any other components that play a role in dumping material.</li> <li>- Utilise spotters when necessary: Employ the use of trained spotters to guide dump truck operators, particularly in crowded or confined spaces where visibility may be limited.</li> <li>- Establish exclusion zones: Designate specific areas around the dumping site where only authorised personnel are allowed. This will help ensure the safety of everyone on the worksite.</li> <li>- Develop a communication system: Implement an effective communication system between dump truck operators, spotters, and other personnel involved in the dumping process. This could include two-way radios or hand signals.</li> <li>- Train drivers on proper unloading techniques: Provide adequate training to dump truck drivers on safe dumping procedures and the proper operation of equipment to prevent accidents.</li> <li>- Manage slopes and unstable terrain: Avoid dumping materials on steep slopes or unstable ground that could cause a truck to tip or lead to a landslide.</li> <li>- Install safeguards on dump trucks: Install mechanisms on dump trucks, such as backup alarms and anti-rollback devices, to reduce the risk of accidental movement when the vehicle is in the dumping position.</li> <li>- Regular equipment inspection and servicing: Ensure that dump trucks undergo thorough inspections and are serviced regularly to identify any signs of wear or</li> </ul>	2M	

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			<p>malfunctioning components, ensuring the equipment remains reliable and safe for use.</p> <ul style="list-style-type: none"> <li>- Implement an emergency response plan: Develop a comprehensive emergency response plan for accidents or incidents involving dump trucks. Ensure all personnel are familiar with the procedures, and have the necessary tools and training to address unexpected situations quickly and effectively.</li> </ul>		
7. Backfill Support	Unstable load, Uncontrolled movement	3H	<ul style="list-style-type: none"> <li>- Provide comprehensive operator training: Ensure that all dump truck operators complete thorough training courses, including understanding the load capacity limits of the vehicle to prevent unstable loads.</li> <li>- Schedule regular equipment maintenance: Maintain and service dump trucks regularly to ensure they are in proper working condition and prevent any unexpected movement or breakdowns.</li> <li>- Inspect backfill material: Conduct a visual inspection of the materials being loaded to identify potential instability risks, such as excess moisture or large, uneven debris.</li> <li>- Use proper fill methods: Follow the best industry practices for filling the dump truck, including evenly distributing load material and not overloading it beyond its weight limit.</li> <li>- Utilise spotters: Implement the use of trained spotters, who can monitor the loading process and communicate with the operator, ensuring no overloading or unpredictable movements occur.</li> <li>- Establish exclusion zones: Clearly define and enforce exclusion zones around the dump truck and backfill area to keep unauthorised personnel away from potential hazards.</li> <li>- Employ appropriate Personal Protective Equipment (PPE): Provide and require the use of necessary PPE such as hard hats, high-visibility vests, and safety boots for all workers involved in the backfill process.</li> <li>- Implement emergency stop procedures: Create and enforce standard emergency stop protocols in case of unexpected movement or other hazardous situations that may arise during the backfill process.</li> <li>- Monitor weather conditions: Be mindful of adverse weather conditions that could potentially destabilise the dump truck, such as heavy rain or high winds, and adjust work plans accordingly.</li> <li>- Install warning alarms: Equip dump trucks with audible and visual warning systems to alert personnel when the truck is operating, reversing, or dumping.</li> <li>- Regularly inspect support structures: Ensure that the appropriate shoring or support systems are in place before commencing backfill operations and continually check them throughout the work process.</li> </ul>	1L	

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			<ul style="list-style-type: none"> <li>- Communicate and document risks: Engage in open communication among team members about potential hazards and document any identified risks, including appropriate control measures to prevent accidents.</li> </ul>		
8. Ensure Safe Working Area	Housekeeping hazards, Pedestrian interface	2M	<ul style="list-style-type: none"> <li>- Regularly inspect and maintain cleanliness in the working area, ensuring that any debris or spills are promptly removed to prevent slip and trip hazards.</li> <li>- Clearly mark designated pedestrian walkways and maintain them free from obstructions to prevent pedestrian injuries during dump truck operations.</li> <li>- Establish a safety buffer zone around the dump truck's working area, using high visibility barriers or cones to ensure unauthorised access is restricted.</li> <li>- Implement a robust communication system between the dump truck operator and other workers who may be in the vicinity. This could include two-way radios or hand signals to convey important safety information.</li> <li>- Equip the dump truck with warning devices, such as audible alarms and flashing lights, to alert pedestrians and other workers when it is operational.</li> <li>- Provide appropriate personal protective equipment (PPE) to all workers in the area. This might include high-visibility vests, steel-toed boots, and hard hats.</li> <li>- Implement regular safety briefings and training sessions for all personnel working in proximity to the dump truck operations to ensure awareness of potential risks and required safety measures.</li> <li>- Conduct routine risk assessments to identify any new hazards or changes in the working environment that may have an impact on the safe operation of dump trucks.</li> <li>- Ensure that only appropriately trained and authorised personnel operate the dump truck, adhering to relevant regulations and best practices at all times.</li> <li>- Utilise a spotter (a designated worker assigned to assist the dump truck operator) whenever there is limited visibility or during complex maneuvers, to mitigate the risk of incidents involving pedestrians or other workers.</li> <li>- Monitor workloads and schedules to avoid rush periods that could lead to potentially hazardous situations in the working area.</li> <li>- Enforce strict adherence to site-specific policies and procedures for managing pedestrian interactions with the dump truck, including any necessary signposting, supervision, and disciplinary actions.</li> <li>- Install mirrors and additional visual aids, such as cameras, to help dump truck operators maintain a clear line of sight around the vehicle at all times.</li> <li>- Encourage workers to report any near misses, accidents, or unsafe conditions in the working area so that management can quickly address them and implement necessary changes to prevent future incidents.</li> </ul>	1L	
9. Park Vehicle	Poor signage/visibility, Traffic management issues	2M		1L	

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			<ul style="list-style-type: none"> <li>- Ensure all relevant personnel are trained and competent in operating and parking the dump truck safely, as well as adhering to traffic management protocols.</li> <li>- Display clear and easily visible signage, where necessary, to indicate parking zones or restricted access areas, to avoid confusion on site.</li> <li>- Utilise traffic management plans incorporating designated traffic flow routes, exclusion areas, speed limits and pedestrian/worker access points.</li> <li>- Deploy traffic controllers at key locations, particularly during high-risk or congested periods, to facilitate safe vehicle movements and reduce delays or incidents.</li> <li>- Regularly inspect and maintain all lighting systems, both inside and outside the dump truck, to ensure that visibility is maximised and minimise the risk of accidents.</li> <li>- Schedule a routine for regular maintenance and inspections for the vehicle's braking system, tires, mirrors, and backup cameras to ensure optimal functioning and safety.</li> <li>- Establish a communication protocol for drivers, including the use of hand signals, radios, or horns. This will assist in managing site interactions between the dump truck driver and other workers or vehicles.</li> <li>- Request that drivers park dump trucks away from busy work areas to minimise disruptions to the job site and prevent unnecessary risks to pedestrians or other workers.</li> <li>- Designate appropriate personal protective equipment (PPE) such as high-visibility vests, steel-toed boots, and gloves for all workers around the parking area to improve visibility and minimise the likelihood of injuries.</li> <li>- Implement clearly marked pedestrian paths separate from vehicle movement lanes, enabling safer foot traffic around the parking area and reducing the risk of collisions between people and heavy vehicles.</li> <li>- Conduct regular toolbox talks and site-specific training sessions to remind site workers about the importance of adhering to safe practices while parking the dump truck and navigating around the site, with continuous reinforcement of guidelines and procedures.</li> </ul>		
10. Post Operation Checks	Contact with hot surfaces, Vehicle rollaway	3H	<ul style="list-style-type: none"> <li>- Ensure all personnel are trained on safe post-operation procedures to minimise contact with hot surfaces.</li> <li>- Use appropriate personal protective equipment (PPE) such as heat-resistant gloves, long sleeves, and safety glasses during post-operation inspections.</li> <li>- Establish a designated cooling period after dump truck operation before allowing any personnel to complete checks or maintenance tasks.</li> <li>- Implement visual warning signs and barriers around the dump truck during post-operation checks to alert staff of potential hazards.</li> </ul>	2M	

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			<ul style="list-style-type: none"> <li>- Set up a safety zone around the vehicle for operators and workers to perform checks at a safe distance from hot surfaces.</li> <li>- Schedule regular maintenance and inspection of the dump truck's parking brake system to prevent unintentional rollaway incidents.</li> <li>- Provide all staff with training on proper parking procedures on level ground, including using wheel chocks to secure the vehicle.</li> <li>- Conduct periodic safety audits to verify that employees are compliant with policies and guidelines for post-operation checks.</li> <li>- Establish clear communication protocols between the operator and ground personnel to ensure all workers are informed about ongoing post-operation procedures.</li> <li>- Promote a safety culture where workers feel encouraged to report potential hazards or concerns regarding dump truck operations and post-operation checks.</li> <li>- Utilise preventive maintenance software to automate scheduling, tracking, and documentation of post-operation checks, ensuring timely and thorough inspections.</li> <li>- Clearly label all hot surfaces on the dump truck to miniimise accidental contact during post-operation procedures.</li> <li>-Guidelines for shutdown process should be displayed near the operator's seat for quick reference in order to make sure they remember all steps.</li> <li>- Perform routine hazard assessments of the work environment to identify new risks and update the SWMS to address changes in working conditions or new equipment.</li> </ul>		
11. Finish Shift	Fatigue, Emotional distractions	2M	<ul style="list-style-type: none"> <li>- Implement a fatigue management policy that outlines work hours, breaks, and rest periods, to prevent employees from working long, tiring shifts without adequate rest.</li> <li>- Schedule regular breaks throughout the shift to ensure operators have time to rest and recover their energy levels.</li> <li>- Encourage healthy sleep habits and routines among workers through educational initiatives, workplace posters, and other resources.</li> <li>- Ensure proper training for all dump truck operators on maintaining focus, managing emotions, and recognizing when they need to take a break.</li> <li>- Establish a buddy system where operators can monitor each other's well-being and notify supervisors if they notice signs of fatigue or emotional distress in their colleagues.</li> <li>- Create a designated quiet space at the worksite where employees can rest, relax, and recharge during breaks or after finishing their shift.</li> <li>- Provide access to mental health support services, such as Employee Assistance Programs, where workers can seek confidential counseling and guidance for stress management and emotional well-being.</li> </ul>	1L	

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR	RESPONSIBLE PERSON
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			<ul style="list-style-type: none"> <li>- Encourage open communication within the workplace, so employees feel comfortable discussing any emotional distractions or concerns with management and colleagues.</li> <li>- Rotate duties and tasks regularly to reduce boredom and monotony while keeping operators engaged and focused.</li> <li>- Require all dump truck operators to complete a self-assessment of their fatigue and emotional state before starting every shift, and report any issues to their supervisors.</li> <li>- Monitor environmental factors, like temperature and lighting conditions, and make necessary adjustments to ensure comfortable working conditions and reduced risk of fatigue-related incidents.</li> <li>- Set realistic deadlines and expectations for project completion, reducing the pressure and emotional strain placed on employees.</li> <li>- Promote a healthy work-life balance by limiting excessive overtime and encouraging workers to take time off when needed.</li> <li>- Clearly communicate the repercussions of not adhering to safety regulations and guidelines, ensuring workers understand the importance of being well-rested and emotionally stable while operating a dump truck.</li> </ul>		
12. Maintenance and Cleaning	Chemical exposures, Ergonomic issues	3H	<ul style="list-style-type: none"> <li>- Proper Storage of Chemicals: Ensure that all chemicals used in maintenance and cleaning processes are stored appropriately in designated areas with the correct labels and safety data sheets (SDS) available for reference.</li> <li>- Appropriate Personal Protective Equipment (PPE): Workers should always wear appropriate PPE such as gloves, safety goggles, and masks when handling chemicals during maintenance and cleaning to minimize exposure to hazardous substances.</li> <li>- Training and Awareness: Employees must be trained on proper handling, storage, and disposal of chemical products, and should be informed about potential hazards and emergency procedures related to their use.</li> <li>- Eliminate or Reduce Hazardous Chemicals: Where possible, alternative non-hazardous products should be used in place of hazardous chemicals for maintenance and cleaning tasks to minimize the risk of exposure.</li> <li>- Ergonomic Equipment and Tools: Use properly designed and maintained ergonomic equipment and tools to reduce strain and injury risks related to repetitive motions, awkward postures, or heavy lifting during maintenance and cleaning activities.</li> <li>- Regular Breaks and Rotation of Tasks: Employees should take regular breaks, change positions, and rotate tasks throughout the workday to minimize physical strain during maintenance and cleaning.</li> </ul>	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"> <li>- Inspection and Maintenance of Dump Truck: Perform regular inspections on the dump truck to identify any problems that could contribute to ergonomic issues or chemical exposures, and rectify these problems in a timely manner.</li> <li>- Spill Control Measures: Implement spill containment measures, such as having spill kits readily available, to prevent further exposure to harmful chemicals and ensure efficient cleanup of any spills that may occur during maintenance and cleaning activities.</li> <li>- Adequate Ventilation: Ensure good ventilation in the working area – both natural and mechanical - to minimise inhalation of fumes or dust from chemicals used during maintenance and cleaning.</li> <li>- Emergency Response Plan: Establish and maintain an emergency response plan covering potential incidents involving chemicals, ergonomic injuries, or other hazards related to maintenance and cleaning tasks, and regularly train employees on this plan.</li> </ul>		

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



## 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"/>					
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"><b>REVIEWED BY</b></td> <td style="width: 50%; border: none;"><b>DATE REVIEWED</b></td> </tr> <tr> <td style="border: none;"><b>SIGNATURE</b></td> <td style="border: none;"><b>DATE COMPLETED</b></td> </tr> </table>				<b>REVIEWED BY</b>	<b>DATE REVIEWED</b>	<b>SIGNATURE</b>	<b>DATE COMPLETED</b>
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