

Earthmoving Plant Maintenance And Service | SAFE WORK METHOD STATEMENT (SWMS)

TASK OR ACTIVITY: Earthmoving Plant Maintenance And Service

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; Incorrect tools	2M	<ul style="list-style-type: none"> - Conduct a thorough inspection of the work area to identify any potential hazards, such as spills or loose objects that may cause slips, trips, and falls. Take immediate action to address these hazards by cleaning up spills, organising clutter, and securing loose items. - Ensure proper housekeeping practices are implemented and maintained throughout the duration of the maintenance and service work. This includes regularly cleaning up any accumulated materials or debris and keeping walkways clear and free of obstructions. - Install appropriate signage and barricades in areas where maintenance and service work is ongoing to warn others of potential slip, trip, and fall hazards. - Provide adequate lighting to ensure workers can clearly see their surroundings and safely navigate the work area during maintenance and service operations. - Maintain tools and equipment in good working order. Inspect tools regularly for signs of wear or damage and promptly replace or repair them as needed. - Encourage workers to wear slip-resistant footwear designed for industrial workplaces to reduce the risk of slipping on wet or uneven surfaces. - Instead of taking shortcuts or jumping over objects, encourage employees to use designated walkways and take the extra time needed to move around obstacles safely. - Establish a comprehensive training programme for workers, covering proper tool usage and selection, safe work practices, and hazard identification. This will ensure they are equipped with the knowledge and skills necessary to perform their tasks safely. - Implement a pre-job briefing to discuss the specific tasks, hazards, and control measures related to the maintenance and service of earthmoving plant equipment. This will help ensure all workers understand their responsibilities and the actions required to minimise risks. - Promote a culture of open communication within the workplace, allowing workers to raise concerns about hazards, suggest improvements to safety practices, and report incidents or near misses. This will enable proactive identification and remediation of potential hazards before accidents occur. 	1L	
2. Pre-Operation Inspection	Unauthorised operation, Mechanical failure	2M	<ul style="list-style-type: none"> - Implement a key control system to prevent unauthorised operation of the earthmoving plant. Only qualified and authorised personnel should have access to the keys necessary for operation. - Conduct thorough pre-operation inspections with a checklist to ensure all critical components of the earthmoving plant are in proper working condition. - Ensure personnel involved in the inspection and maintenance processes have received adequate training and are familiar with the manufacturer's guidelines, as well as any site-specific requirements. 	1L	

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			<ul style="list-style-type: none"> - Identify any potential mechanical issues during the pre-operation inspection and address them immediately before the operation begins. - Develop and implement an isolation and lockout/tagout process to disable the equipment during maintenance work, preventing accidental startup and unauthorised operation. - Establish clear communication channels among the team members involved in the earthmoving plant's maintenance and operation. This will help maintain a safe working environment and avoid misunderstandings that could lead to hazardous situations. - Create and enforce regular maintenance schedules based on the manufacturer's recommendations and prior experiences with similar equipment to minimise the risk of mechanical failure. - Maintain up-to-date documentation of all maintenance activities, including dates and details of inspections, repairs, and any identified issues. - Perform routine testing of safety features (e.g., emergency stops, warning lights, audible alarms) as part of the pre-operation inspection. - Equip the earthmoving plant with industry-approved safety signage and labels, providing essential information about operational guidelines and potential hazards. - Promote a strong safety culture within the organisation to emphasise the importance of following proper procedures and reporting any observed risks or incidents. - Keep the work area clean and organised to reduce the likelihood of accidents or injuries resulting from slips, trips, or falling objects during maintenance tasks. - Continually review and update the Safe Work Method Statement (SWMS) for earthmoving plant maintenance and service, incorporating learnings from past experiences and adapting to changes in technology, regulations, and industry best practices. 		
3. Machine Startup	Entanglement, Unintentional movement	3H	<ul style="list-style-type: none"> - Provide adequate training and competency assessment for operators on machine startup procedures, focusing on the specific earthmoving plant to be used. - Develop clear procedures and guidelines for safe machine startup, ensuring that unintentional movement is minimised. - Ensure all guards are in place and properly secured before starting the machine to protect against entanglement hazards. - Conduct a pre-startup inspection of the earthmoving plant, checking for any loose or missing parts that may lead to entanglement risks during operation. - Designate a safe clearance zone around the earthmoving plant to maintain an appropriate distance between personnel and the equipment during startup and operation, protecting personnel from unintentional movement risks. 	2M	

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			<ul style="list-style-type: none"> - Implement lockout/tagout procedures to ensure that the machine cannot be started while maintenance and servicing tasks are being performed, minimising entanglement hazards. - Install warning signs and barriers to indicate the designated clearance zones and potential hazards associated with machine startup and operation. - Establish communication protocols between the operator and ground personnel to ensure everyone is aware of the planned startup and can take necessary precautions. - Utilise properly functioning interlocks and safety devices designed to prevent accidental energization and movement of the machine, reducing risks during startup. - Require operators to perform a site-specific risk assessment prior to each machine startup, taking into account the ground conditions, presence of other workers, and any other factors that could affect the safe operation of the earthmoving plant. - Ensure proper personal protective equipment (PPE) is being utilised by operators according to manufacturer recommendations, providing additional protection against entanglement and unintentional movement hazards. - Encourage routine maintenance and timely repairs of the earthmoving equipment, making certain that any identified issues relating to machine control systems or movements are addressed before continuing operations. - Implement a buddy system for startup supervision where one person oversees the startup process to help identify and mitigate potential hazards arising from entanglement or unintentional movement during machine operation. - Continuously review and update the procedures and control measures in place, incorporating new industry best practices, technological advancements, and feedback from operators to ensure a safer work environment. 		
4. Operation	Uneven surfaces, Rollover potential	3H	<ul style="list-style-type: none"> - Perform regular site inspections to identify and assess the uneven surfaces and rollover potential hazards, ensuring all areas are well-maintained and safe for operation. - Provide comprehensive training and competency assessments for all operators who will be using the earthmoving equipment, promoting safe work practices and identifying potential risks in their environment. - Ensure that all earthmoving plant vehicles are regularly serviced and maintained, focusing on mechanical components related to stability and balance to prevent rollover incidents. - Establish a communication system between equipment operators, maintenance personnel, and workplace supervisors to enable prompt reporting and immediate attention to any hazards, issues, or concerns. 	2M	

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			<ul style="list-style-type: none"> - Implement proper signage and barriers to clearly mark uneven terrain on worksites, warning operators of the danger zone and guiding them towards designated vehicle routes with better ground conditions. - Encourage operators to follow a pre-determined speed limit while operating earthmoving plant equipment, minimising the risk of accidents arising from loss of control on uneven surfaces or sudden turns. - Conduct regular risk assessments for worksite locations, taking into account geographical features, local climate, and environmental factors that may exacerbate hazards such as uneven surfaces and rollover potential. - Equip earthmoving plant vehicles with necessary safety devices, such as roll-over protective structures (ROPS) and seatbelts, which aim to protect operators during potential rollover incidents. - Adopt a 'buddy system' within the workplace whereby experienced workers consistently monitor novice counterparts, offering guidance, assistance, or intervention should they witness risky behaviour or decisions. - Utilise earthen berms, ditches, or other slope holding mechanisms in work areas with varying steepness, mitigating the effect of terrain irregularities and reducing the risk of vehicle rollovers. - Regularly review operator performance, addressing any shortcomings, and implement refresher training courses as necessary to maintain familiarity with best practice procedures and adherence to workplace health and safety regulations. - In inclement weather, reassess the ground conditions and risk factors on-site, instructing workers accordingly and delaying work schedules if warranting extreme risk levels. - Foster a strong health and safety culture through proactive management styles, open communication channels, and reward systems celebrating safe work practices, encouraging employees to address issues and act with caution without fear of repercussion. 		
5. Attachments Handling	Accidental release, Falls from height	3H	<ul style="list-style-type: none"> - Ensure all equipment used for handling and lifting attachments is thoroughly inspected and in proper working condition to minimise the risk of accidental release. - Install proper guarding and mechanisms on the attachment points to prevent inadvertent detachment, thereby reducing the possibility of falls from height or accidental release. - Provide comprehensive training for operators to ensure they understand safe practices when working with attachments, including inspection, hand signals, communication, and safe work procedures. - Establish clear communication protocols between all workers involved in the process, such as the use of two-way radios or a designated spotter to monitor worksite conditions and provide prompt warnings when necessary. 	1L	

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			<ul style="list-style-type: none"> - Utilise appropriate personal protective equipment (PPE) for all workers in the vicinity of attachment handling, including hard hats, gloves, high-visibility clothing, and safety footwear to protect against potential accidents. - Implement strict exclusion zones around heavy machinery during attachment operations, reducing the exposure of workers to hazards like falling objects or accidental releases. - Regularly maintain and service earthmoving equipment, paying particular attention to attachment connections, fasteners, and locking mechanisms to ensure their reliability and minimise the risk of hazardous incidents. - Prepare an emergency response plan for scenarios involving accidental releases or falls from height, ensuring all workers are aware of their responsibilities and trained to react effectively in case of an incident. -STATUS QUO -Perform regular audits and reviews to identify areas for improvement in the attachment handling process, focusing on key performance indicators and incident data to continuously enhance workplace safety. 		
6. Refueling	Fire hazard, Spill hazards	2M	<ul style="list-style-type: none"> - Designate a specific refueling zone: Ensure that the refueling zone is clearly marked and located away from sources of ignition, including electrical equipment, flames, or hot surfaces. - Provide proper training: Workers responsible for refueling equipment should be well-trained in handling fuel, identifying potential hazards, and using the correct procedures to minimise risk. - Implement regular inspections: Conduct routine inspections of all fuel containers, fuel lines, and earthmoving machinery for any signs of leaks or damage. Address any identified issues promptly. - Use appropriate Personal Protective Equipment (PPE): Workers must wear suitable PPE, such as safety glasses, gloves, and protective clothing during the refueling process to minimise the risk of personal injury due to spills or splashes. - Ensure proper ventilation: Make sure that the refueling area is well-ventilated to prevent the build-up of flammable fumes, which could create a fire hazard. - Implement strict no-smoking policy: Enforce a strict no-smoking rule within a specified radius around the refueling area to reduce the risk of ignition. - Use spill containment measures: Place a spill kit, including absorbent materials and containment booms, close to the refueling area to address spills immediately and prevent them from spreading. - Maintain clean workspaces: Keep the refueling area free from unnecessary debris, oil-soaked rags, and other combustible materials to minimise the risk of fire. 	1L	

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			<ul style="list-style-type: none"> - Employ proper grounding and bonding techniques: Secure the earthmoving plant and the fuel container with proper grounding and bonding equipment to dissipate static electricity and reduce the risk of sparks causing ignition. - Develop an emergency response plan: Create a detailed action plan for handling emergencies, such as fires, fuel spills, or injuries, that may arise during the refueling process. Train workers thoroughly on these procedures and ensure they are familiar with the location of firefighting equipment and emergency exits. 		
7. Maintenance & Service	Incorrect parts, Unsafe work practices	3H	<ul style="list-style-type: none"> - Proper identification and sourcing of parts: Ensure that all replacement parts are obtained from reputable suppliers and are genuine or meet the required specifications for the earthmoving plant. - Inspection of parts before use: Before installing any new parts, check for any defects or inconsistencies with the original specifications to avoid potential failures or accidents. - Adherence to manufacturer guidelines: Always follow the manufacturer's recommendations and guidelines for maintenance, service intervals, and procedures to optimise equipment functionality and prevent malfunction. - Adequate training for personnel: Provide necessary training to workers involved in maintenance and servicing activities to ensure they are knowledgeable about the specific requirements of different earthmoving plants. - Use of appropriate tools and equipment: Utilise appropriate tools and equipment to facilitate safe and efficient servicing and maintenance work. - Regular audits of work practices: Conduct routine checks and assessments of work practices and processes to identify unsafe behaviors or areas for improvement within the maintenance and service activities. - Creation and enforcement of standard operating procedures (SOPs): Develop clear and detailed SOPs specifying the standards, techniques, and methodologies to be employed during maintenance and service work. - Use of personal protective equipment (PPE): Require all workers involved in maintenance and service activities to wear appropriate PPE, such as gloves, safety glasses, and steel-capped boots, to minimise the risk of injury. - Incorporation of a lockout/tagout system: Implement a lockout/tagout procedure to ensure that the earthmoving plant is isolated from all energy sources during maintenance and service work to eliminate the risk of accidental activation. - Regular communication and team briefings: Hold regular meetings to discuss work progress, highlight potential risks, review control measures, and foster open communication lines among team members. - Documentation of maintenance and service activities: Maintain accurate and up-to-date records of all maintenance and service events for future reference, legal compliance, and auditing purposes. 	2M	

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			<ul style="list-style-type: none"> - Encourage a proactive safety culture: Promote a work culture that prioritizes safety by encouraging team members to report any concerns or hazards they encounter during maintenance and service work. - Review and update risk assessments: Regularly review and revise risk assessments to ensure that identified control measures are effective in mitigating potential hazards and that any new risks are promptly addressed. 		
8. Repair	Electrical shock, Burns	3H	<ul style="list-style-type: none"> - Lockout/tagout procedures: Implement proper lockout/tagout procedures to isolate and control all sources of electrical power before any repair work commences on earthmoving plant equipment. - Personal Protective Equipment (PPE): Employees must wear appropriate PPE such as insulated gloves, eye protection, and flame-resistant clothing to protect against electrical shocks and burns during repair work. - Insulated tools: Use only insulated tools specifically designed for electrical work to prevent contact with live components while repairing the earthmoving plant. - Regular maintenance checks: Conduct regular maintenance check-ups on all machinery to identify and correct electrical issues or potential hazards that can lead to electrical shock or burns. - Qualified personnel: Ensure that only competent and qualified personnel trained in the risks and precautions of earthmoving plant maintenance perform the repair tasks. - Clear signage: Clearly mark and communicate the presence of electrical hazards at the worksite to warn workers and prevent accidents during maintenance and service of earthmoving plants. - Defined workspace: Establish a well-lit and separate working area for plant maintenance and service tasks to minimise distractions and reduce exposure to hazards. - Electrical testing: After repairing, test the proper functionality and safety of electrical connections using suitable testing equipment to confirm the absence of potential hazards like electrical shocks or burns. - Emergency response plan: Develop and maintain a comprehensive emergency response plan to address potential incidents involving electrical shock and burns during repair work. - Prohibit the use of damaged equipment: Do not allow the use of earthmoving plant equipment showing signs of damage, compromised insulation or corrosion until necessary repairs have been made to mitigate electrical shock and burn risks. - First aid training and tools: Provide employees with appropriate first aid training and resources, such as burn ointments and bandages, to respond effectively to incidents involving electrical shock or burns promptly. - Review and update protocols: Continuously evaluate and revise existing safety measures based on new information, technological advancements or lessons 	1L	

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			learned from past incidents in order to effectively minimise risks and prevent electrical shock and burns during repair work on earthmoving plant equipment.		
9. Cleaning/Decontamination	Chemical exposure, Flying debris	2M	<ul style="list-style-type: none"> - Proper PPE: Ensure that workers are wearing appropriate Personal Protective Equipment (PPE) such as safety goggles, gloves, face masks, and protective overalls to minimise exposure to hazardous chemicals and flying debris. - Ventilation: Ensure adequate ventilation in the maintenance area to dissipate any harmful fumes or vapors generated during the cleaning/decontamination process. - Safe Handling of Chemicals: Train workers on the correct handling, storage, and disposal procedures for hazardous chemicals used in the cleaning/decontamination process. - Eye Wash Stations: Install eye wash stations near the work area for immediate use in case of accidental chemical exposure to the eyes. - Pre-cleaning Inspections: Conduct a thorough inspection of the plant equipment before commencing the cleaning process to identify and remove any potential sources of flying debris during cleaning. - Secure Work Area: Establish a designated work area for cleaning/decontamination activities and restrict access to authorised personnel only. - Use of Appropriate Tools: Utilise appropriate cleaning tools and equipment (e.g., pressure washer, vacuum systems, brushes) that minimise the risk of flying debris during the cleaning process. - Safe Work Procedures: Develop and implement standard operating procedures (SOPs) for cleaning/decontamination activities to ensure workers follow a consistent and safe method while performing the task. - Monitoring and Supervision: Regularly monitor and supervise workers engaged in cleaning/decontamination activities to ensure they are adhering to safe work practices and using required PPE. - Emergency Response Plan: Have a well-defined emergency response plan in place to address any incidents involving chemical exposure or flying debris injuries effectively and promptly, including first-aid measures and accident reporting procedures. 	1L	
10. Parking/Shutdown	Collision with objects, Entanglement	2M	<ul style="list-style-type: none"> - Conduct a thorough safety inspection of the parking area to ensure it is free from obstructions, providing ample space for the earthmoving equipment to be parked safely. - Establish and enforce a designated parking zone that is clearly marked with visible signage, indicating the area specifically for parking the earthmoving plant. - Ensure proper lighting conditions are in place during nighttime operations or in poorly lit areas to minimise the risk of collisions with objects or entanglement. 	1L	

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			<ul style="list-style-type: none"> - Implement clear communication protocols for all personnel involved in the maintenance and servicing of the earthmoving plant, making sure they are aware of the parking location and shutdown procedures. - Install visual aids on the earthmoving plant, such as mirrors and cameras, to assist operators in identifying potential hazards or obstacles when parking the equipment. - Enforce a lower speed limit for the earthmoving plant within the designated parking area to reduce the risk of accidents caused by high-speed collisions. - Train and educate all operators on safe parking and shutdown practices specific to the earthmoving plant they are operating. - Develop a procedure for the sequential shutdown of equipment, ensuring that moving parts come to a complete stop before anyone attempts to approach the earthmoving plant. - Encourage operators to report any difficulties or issues that may arise while parking or shutting down the equipment so that these concerns can be addressed promptly and effectively. - Consider implementing an automatic shut-off timer or switch on the earthmoving plant to ensure that it is fully powered down when left unattended or not in use. - Regularly inspect and maintain the braking and locking systems of the earthmoving plant to ensure they are functioning correctly and able to secure the equipment in place when parked. - Instruct all personnel to stay at a safe distance from the earthmoving plant during parking and shutdown procedures to avoid possible entanglement or collision incidents. - Provide personal protective equipment (PPE) like high-visibility vests, gloves, and steel-toed boots to all personnel involved in the maintenance and servicing of the earthmoving plant. - Continually review and update the Safe Work Method Statement (SWMS) for Earthmoving Plant - Maintenance and Service in response to changes in equipment, procedures, or worksite conditions that may impact the parking or shutdown process. 		
11. Disposal/Waste Management	Environmental impact, Inadequate storage	2M	<ul style="list-style-type: none"> - Segregate waste materials: Ensure that all waste materials, including hazardous and non-hazardous, are properly segregated according to their specific types, such as oils, chemicals, and solid debris. - Proper waste containment: Place appropriate containment devices around the work site to prevent accidental spillage or leakage of hazardous substances. - Use approved waste receptacles: Only use waste containers that meet regulatory requirements for storing hazardous wastes, and clearly label them with their content type. 	1L	

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			<ul style="list-style-type: none"> - Implement spill response plan: Establish a spill response plan for the worksite, complete with clear procedures for containment, clean-up, and reporting any spills or accidental leakage of hazardous substances. - Train employees in proper waste handling: Provide necessary training for all workers involved in maintenance and service tasks on how to safely handle, store, and dispose of different waste types. - Regular inspections of storage areas: Conduct periodic inspections of waste storage areas to ensure compliance with environmental regulations and identify potential issues before they escalate. - Correct disposal methods: Establish standard operating procedures (SOPs) for disposing of various waste materials, including recycling where possible and utilising licensed waste disposal facilities for hazardous materials. - Zero-impact target: Strive for a zero-impact approach by minimising the generation of waste and implementing environmentally friendly practices throughout the entire maintenance and service process. - Maintain records of waste disposal: Keep detailed logs of all waste management activities, including disposal methods, volume, and destination of all disposed materials, for both legal compliance and monitoring purposes. - Emergency preparedness: Equip the worksite with necessary tools and equipment to deal with emergencies related to waste management, such as spill kits, absorbent materials, and personal protective equipment (PPE). - Periodic review and improvement: Regularly review and assess current waste management practices for relevance and effectiveness, and make necessary adjustments based on continuous improvement principles. 		
12. Emergency Procedures	Delayed response, Inadequate communication	3H	<ul style="list-style-type: none"> - Develop an Emergency Response Plan (ERP) specific to the worksite that outlines all potential emergency scenarios, their corresponding response procedures, and communication protocols. - Provide regular training for all employees on the ERP and ensure that everyone is familiar with their roles and responsibilities during an emergency. - Ensure that emergency contact information is readily available and up-to-date, including contact details for site supervisors, key personnel, and emergency services such as fire, ambulance, and police. - Establish clear and effective communication channels between all team members, departments, and external stakeholders involved in the maintenance and service of earthmoving plant. - Implement a reliable two-way communication system, such as radios or mobile phones, to allow immediate communication between relevant parties during emergencies. 	2M	

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR	RESPONSIBLE PERSON
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK	NAME OF PERSON
			<ul style="list-style-type: none"> - Install visual and auditory warning systems, such as alarms, flashing lights, or sirens, to alert surrounding workers and drive appropriate response during emergencies. - Regularly inspect and maintain all emergency equipment, such as fire extinguishers, first aid kits, spill containment materials, and rescue tools, to ensure they are in good working order and easily accessible when needed. - Designate a suitable location for assembly points, clearly signposted and located away from potential hazards, where workers can gather and be accounted for during an emergency. - Conduct regular emergency drills to test response times, communication procedures, and the readiness of personnel to handle various incident scenarios. - Maintain minimum safe distance protocols between the earthmoving plant and other work areas to minimise the risk of secondary incidents during emergencies. - Encourage a culture of open reporting regarding any observed hazards or potential risks, ensuring that any issues are promptly addressed and mitigated. - Review and adjust the ERP periodically, based on lessons learned from emergency incidents, changes to the workplace environment, or updated industry standards and best practices. - In the event of an emergency, assign a designated person to communicate the situation to all affected parties, keeping them updated on ongoing developments and coordinating response efforts between the personnel involved. 		

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	