

Earthmoving Plant Workshop Procedure | SAFE WORK METHOD STATEMENT (SWMS)

TASK OR ACTIVITY: Earthmoving Plant Workshop Procedure

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 and trips, Insecure working area	2M	<ul style="list-style-type: none"> - Clearly mark designated work areas with proper signage and barriers to limit unauthorised access. - Inspect the workshop floor daily for potential slip, trip, and fall hazards like oil spills, debris, or uneven surfaces. - Install appropriate non-slip flooring in key locations such as entrances and exits, frequently used pathways, and workshop stations. - Establish and maintain good housekeeping practices by promptly addressing any oil spills or debris and regularly cleaning the workspace. - Implement a system for regular inspection of tools and equipment to ensure they are in good working condition to minimise potential malfunction hazards. - Ensure sufficient lighting is available in all work areas to make potential hazards easily visible and provide task-specific lighting where necessary. - Provide adequate training and instruction on safe work procedures and the use of personal protective equipment (PPE), such as safety boots with slip-resistant soles, gloves, and high-visibility vests. - Establish designated storage areas for tools, materials, and other items when not in use to minimise clutter and ensure a clear working area. - Make sure extension cords and power cables are secured and routed properly to avoid tripping hazards or accidental contact with machinery. - Utilise anti-fatigue mats in standing workstations to help reduce worker fatigue and the subsequent risk of slips and trips due to tiredness. - Implement an incident reporting system to identify recurring problems and track progress in reducing workplace accidents related to slips and trips. - Conduct regular safety briefings and toolbox talks to highlight the importance of maintaining a secure working area and addressing potential hazards immediately. - Develop and enforce a colour-coded system for identifying potential hazards, such as marking wet floors with yellow cones or cordoning off restricted areas with red tape. - Encourage open communication channels for employees to report any concerns related to workplace safety, enabling prompt response to resolving hazardous situations. 	1L	
2. Maintenance of Plant	Mechanical hazards, Noise exposure	3H	<ul style="list-style-type: none"> - Regular inspection and maintenance: Conduct routine inspections and maintenance of the earthmoving plant to ensure all moving parts, safety guards, and warning signals are in place and functioning correctly. - Appropriate PPE: Provide and require workers to wear appropriate personal protective equipment (PPE) including safety gloves, earplugs or earmuffs for noise reduction, safety glasses, and steel-toed boots. 	1L	

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			<ul style="list-style-type: none"> - Secure the workspace: Establish a secure perimeter around the work area to prevent unauthorised access and minimise the risk of collisions or accidental injuries. - Qualified personnel: Ensure that only trained and competent personnel operate and maintain the earthmoving plant. - Adequate lighting: Provide sufficient lighting in the workshop to enable safe and efficient work operations. - Noise control: Maintain and repair noisy machinery to minimise noise exposure, and implement noise barriers where possible. - Tool safety: Use the right tools for the job and ensure they are in good working order before use. - Lockout/tagout procedures: Implement lockout/tagout procedures to ensure the earthmoving plant is properly shut down and secured before any maintenance work begins. - Keep a clean workspace: Regularly clean and maintain the workshop floor and surrounding areas to minimise slip, trip, and fall hazards. - Clear communication: Communicate effectively with other workers in the area, using clear hand signals, signage, or radios if necessary, to avoid miscommunications that could lead to accidents. - Safe handling of hazardous materials: Follow designated procedures for safely handling, storing, and disposing of hazardous materials used in the maintenance process, such as fuels or lubricants. - Fall protection: When working at heights, provide adequate fall protection measures, including guardrails, safety nets, or personal fall arrest systems. - Emergency preparedness: Develop and implement an emergency response plan that includes procedures for evacuating the workshop in case of a fire or other emergencies. Regularly review and update the plan, and conduct drills to ensure worker readiness. 		
3. Engine Inspection	Burns from hot surfaces, Crushing injury	2M	<ul style="list-style-type: none"> - Provide adequate personal protective equipment (PPE) such as heat-resistant gloves, long-sleeved shirts, and appropriate eye protection to workers handling hot surfaces. - Establish clear signage and warning labels where hot surfaces are present in the workshop to ensure that workers are aware of potential burn hazards. - Ensure regular maintenance and inspections of earthmoving plant engines for any signs of overheating, leaks, or malfunctions that may increase the risk of burns from hot surfaces. - Implement lockout/tagout (LOTO) procedures to isolate the engine from any sources of power during inspection and maintenance tasks, eliminating the risk of accidental activation and subsequent crushing injuries. 	1L	

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			<ul style="list-style-type: none"> - Train all employees on proper lifting techniques and use of mechanical lifting aids such as hoists and jacks to prevent manual handling-related injuries during engine component handling and inspection. - Conduct pre-work safety briefings to discuss potential hazards, control measures, and emergency procedures related to engine inspection tasks. - Implement a buddy system for complex and heavy lifts, ensuring that at least two qualified personnel are present to coordinate the lift and minimise the likelihood of crushing injuries. - Regularly inspect workshop floors and surrounding areas for clutter or obstructions that may increase the risk of trip hazards leading to contact with hot surfaces or falling onto the earthmoving plant. - Enforce good housekeeping practices and organisation within the workplace to minimise the risk of slips, trips, and falls near hot surfaces and moving machinery. - Ensure that all employees are provided with comprehensive task-specific training that includes hazard identification, risk assessment, and appropriate control measures related to engine inspections. - Allocate sufficient break periods for employees to prevent fatigue-related incidents and errors which could lead to accidents around the workshop and earthmoving plant. - Develop and enforce policies discouraging horseplay or unprofessional behaviour in the workshop, focusing on maintaining a safe and respectful work environment for all. - Conduct regular monitoring and evaluation of safety practices and control measures, making adjustments where necessary to continuously improve the safety culture within the workplace. - Implement an incident reporting system that allows employees to report hazards or safety concerns without fear of reprisal, ensuring patterns can be identified, and additional safety measures can be put in place as required. 		
4. Changing tires	Falling objects, Manual handling injuries	2M	<ul style="list-style-type: none"> - Providing appropriate personal protective equipment (PPE), such as hard hats, safety goggles, gloves, and steel-toe boots, for protection from falling objects and injuries related to manual handling. - Ensuring that the earthmoving plant is secured and stable prior to beginning work, through the use of wheel chocks, jacks/jack stands or other stabilising devices, to prevent unintended movement or displacement. - Utilising mechanical lifting aids, such as hoists or tyre changing machines, to reduce manual handling risks and minimise potential injuries associated with lifting and handling heavy tires. - Training staff on proper lifting techniques and the proper use of mechanical lifting aids to minimise the risk of manual handling injuries during tyre changes. 	1L	

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			<ul style="list-style-type: none"> - Implementing a buddy system, where two or more workers assist in the changing of tires, to help balance loads and reduce the potential for injury due to falls and strains. - Routinely inspecting equipment and tools for faults and wear, ensuring that all devices are in good working condition before starting any tyre changes. - Clearly marking out designated work areas around the earthmoving plant, with barriers or signs if needed, to prevent unauthorised access and potential hazards from other workshop activities. - Developing and implementing a clear communication protocol among team members during the tyre change process, with emphasis on teamwork and awareness of each other's actions. - Avoiding overexertion by scheduling regular breaks and rotating tasks among team members, to reduce the risk of injury from muscle strain or fatigue. - Regularly maintaining and servicing the earthmoving plant to proactively identify and address potential issues that could lead to increased hazards during tyre changes. - Ensuring the workplace floor and surrounding area is clean, dry, and free from debris, oil or spills to reduce slipping hazards during tyre change procedures. - Conducting regular risk assessments and hazard identification exercises with staff to continuously improve safety awareness and encourage the reporting of potential hazards in the workshop. - Reviewing and updating standard operating procedures (SOPs) as needed, incorporating feedback from staff experiences and incidents or near-misses during tyre changes to consistently improve workplace health and safety practices. 		
5. Electrical system check	Electrical shock, Fire risk	3H	<ul style="list-style-type: none"> - Regular inspection and maintenance: Ensure periodic inspections and scheduled maintenance of the electrical system are performed to detect and address any potential hazards before an incident occurs. - Training and supervision: Provide proper training, guidance, and supervision to workers handling the electrical checks and repairs, ensuring they are competent in managing risks associated with electricity. - Use of appropriate Personal Protective Equipment (PPE): Workers must wear appropriate PPE such as insulated gloves, safety glasses, and steel-toe boots while performing electrical system checks to reduce the risk of injury. - Lockout/Tagout procedures: De-energise and secure all power sources before working on any electrical components of the earthmoving equipment to prevent accidental re-energising that could result in electric shock. - Proper ventilation: Ensure that the workshop has adequate ventilation, especially if there is a potential for hazardous fumes or smoke to accumulate from welding processes or improper connections within the electrical system. 	1L	

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			<ul style="list-style-type: none"> - Appropriate fire prevention measures: Have functional fire extinguishers readily available, and implement stringent housekeeping practices to reduce the probability of fires spreading in the event of ignition. - Test equipment: Verify the functionality and calibration of relevant testing equipment, including using procedures such as continuity and insulation resistance tests, to help identify potential issues accurately and safely. - Safe work practices: Establish and enforce safe work practices when dealing with electrical systems, including keeping the workspace tidy, avoiding wet conditions, and utilising the correct tools for each task. - First aid and emergency response preparedness: Ensure that workers are trained in first aid and are familiar with emergency response protocols specific to addressing incidents involving electrical hazards. - Communication and signage: Employ clear communication among team members, and display visible signs and warnings in the workshop area to remind workers of the hazards present and precautionary measures to be taken while performing the electrical system check. 		
6. Hydraulic system inspection	High-pressure release hazards, Pinch points	2M	<ul style="list-style-type: none"> - Proper training and certification: Ensure all personnel working on hydraulic systems are appropriately trained and have the necessary certifications in operating, maintaining, and servicing earthmoving plant machinery. - Lockout/Tagout procedures: Implement a lockout/tagout (LOTO) procedure for isolating the hydraulic system from its energy source before conducting inspections, maintenance, or repairs. - Pressure release: Before opening any part of the hydraulic system, ensure the pressure is adequately released by safely venting it to avoid accidental high-pressure release hazards. - Personal Protective Equipment (PPE): Workers inspecting hydraulic systems should be equipped with appropriate PPE, such as safety glasses, gloves, and protective clothing, to protect against potential hydraulic fluid injection injuries, spills and leaks. - Area workspace management: Keep the work area clean and well-lit to minimise trip, slip, and fall hazards during inspection and maintenance tasks. - Tools and equipment inspection: Regularly inspect and maintain tools and equipment used for hydraulic system inspection, ensuring they are in good working condition and fit for purpose. - Spill containment: Use drip trays, absorbent mats, or other spill containment measures to capture any leaking hydraulic fluid during inspection and maintenance tasks. - Warning signage: Clearly display warning signs around the work area, including reminders of high-pressure release hazards and pinch points to inform workers and visitors of the potential risks. 	1L	

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			<ul style="list-style-type: none"> - Pinch point awareness: During the inspection process, workers should be vigilant about identifying pinch points and taking necessary precautions, such as utilising guards, keeping hands clear, and using appropriate tools for the task. - Two-person operation: Assign two workers for hydraulic system inspections, allowing for a second pair of eyes on potential hazards and assistance in preventing injury due to unexpected equipment movement or high-pressure release. - Emergency response procedures: Establish and train all personnel on emergency response procedures, including steps to take in case of a hydraulic fluid injection injury, high-pressure release event, or other workplace incidents. 		
7. Fluid Levels	Chemical exposure, Spill risks	1L	<ul style="list-style-type: none"> - Proper training: Ensure all personnel handling fluids are adequately trained on the correct handling, use, and disposal of hazardous chemicals and substances. - Personal Protective Equipment (PPE): Provide appropriate PPE such as gloves, safety goggles, and long-sleeved clothing to reduce the risk of chemical exposure during fluid level checks and maintenance. - Storage and labeling: Clearly label all containers storing hazardous chemicals and store them in designated areas according to relevant regulations and guidelines. - Spill containment: Have spill containment equipment such as absorbent materials, spill kits, and drain covers readily available to respond quickly to any spills or leaks. - Check equipment regularly: Inspect equipment and machinery for potential leaks or damage that could result in hazardous fluid discharge. - Proper ventilation: Ensure adequate ventilation in the workshop area to minimise the concentration of fumes and vapors from potentially harmful chemicals and substances. - Safety Data Sheets (SDS): Always have updated SDS for all chemicals onsite, and ensure personnel understands how to read and interpret information from these documents. - First Aid facilities: Maintain up-to-date first aid facilities in the workshop, including eyewash stations and emergency showers, to cater for possible chemical exposure incidents. - Waste management: Develop and implement proper waste management procedures, including disposal and recycling of used fluids adhering to environmental regulations and best practices. - Use of drip trays: Place drip trays under machinery and earthmoving plant when carrying out fluid checks, to reduce spill risks on workshop floor and prevent potential slip hazards. - Emergency response plan: Develop and communicate an emergency response plan to all personnel outlining the steps to take in the event of a chemical spill or exposure. 	1L	

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			<ul style="list-style-type: none"> - Avoid ingestion: Encourage workers not to eat, drink or smoke near hazardous substances to avoid possible ingestion or inhalation. - Review and update: Regularly review and update control measures to ensure their effectiveness in addressing hazards associated with fluid levels in the Earthmoving Plant Workshop Procedure. 		
8. Safety System checks	Inadequate safety systems, Equipment malfunction	2M	<ul style="list-style-type: none"> - Ensure proper inspection and maintenance of safety systems in the equipment, as per the manufacturer's guidelines. - Conduct regular training sessions to educate workers on safe work practices while operating earthmoving equipment. - Establish a clear communication system for workers to report any issues with the equipment's safety systems, and address them promptly. - Implement strict protocols for checking all safety systems before commencing work, including alarms, warning signs, lockout/tagout devices, and other protective mechanisms. - Maintain up-to-date documentation and records of all safety system checks, repairs, and replacements for each piece of equipment. - Conduct weekly toolbox talks to discuss any concerns or incidents involving inadequate safety systems, and promote awareness among the workforce. - Use only authorised and certified technicians for conducting repairs and maintenance on safety systems, ensuring that they meet regulatory standards. - Regularly assess the performance of safety systems, and upgrade or replace them if they do not provide adequate protection to workers and the environment. - Always follow the equipment manufacturer's specifications and guidelines when installing or modifying safety systems. - Ensure that all operators hold the appropriate licenses and competencies to use earthmoving plant machinery and are familiar with its safety systems. - Encourage open lines of communication between workers, supervisors, and management to continuously improve workplace health and safety practices. - Develop contingency plans for responding to emergencies involving equipment malfunction or failure of safety systems, including evacuation procedures and first-aid measures. - Frequently perform audits and risk assessments to identify potential hazards related to inadequate safety systems or equipment malfunction, and develop appropriate control measures to mitigate these risks. - Foster a strong safety culture within the organisation, emphasising the importance of maintaining well-functioning safety systems and adhering to best practices for workshop procedures involving earthmoving plant operations. 	1L	

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9. Testing and calibration	Incorrect equipment settings, Operator injury	3H	<ul style="list-style-type: none"> - Proper training: Ensure all operators receive comprehensive training on the use and handling of equipment, as well as safety procedures to mitigate the risk of incorrect equipment settings and operator injury. - Regular maintenance checks: Conduct routine checks on the equipment before and after use to ensure that they are functioning correctly and efficiently, reducing the likelihood of incorrect equipment settings. - Use of PPE: Enforce the proper usage of personal protective equipment such as gloves, safety glasses, and steel-capped footwear to minimise the chances of operator injury during the testing and calibration process. - Clear communication: Promote open communication among team members, ensuring that everyone is informed about their role and understands any changes made to the equipment settings. - Checklists and manuals: Provide easily accessible checklists and instruction manuals for each specific piece of equipment to aid workers in ensuring correct equipment set-up and calibration procedures. - Safe work zones: Allocate designated safe work areas, cordon off hazardous locations, and prohibit unauthorised access to prevent accidents and minimise operator injuries. - Emergency stop mechanisms: Ensure all equipment has an easily accessible emergency stop button or mechanism to reduce the risk of operator injury in case of malfunction. - Providing signage and labels: Clearly mark all controls, switches, and dials with appropriate labels and warnings to avoid confusion and errors when adjusting equipment settings. - Scheduled calibration: Establish a regular schedule for calibrating and testing equipment under the supervision of qualified personnel, preventing incorrect settings from emerging over time. - Monitoring equipment usage: Appoint a responsible person to monitor the testing and calibration process, identifying abnormal behaviour early and intervening if necessary. - Reporting incidents: Encourage all employees to report any issues or hazards they may encounter during the testing and calibration process so that immediate action can be taken. - Proper tool usage: Ensure that appropriate tools are being used for each specific procedure, making sure those tools are clean and well-maintained, decreasing the probability of error during the calibration process. - Pre-work safety briefing: Conduct a safety briefing before beginning any testing and calibration procedure to inform all team members of potential hazards, relevant control measures, and the importance of following established safety protocols. 	1L	

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10. Cleaning and housekeeping	Manual handling injuries, Exposure to hazardous chemicals	2M	<ul style="list-style-type: none"> - Appropriate personal protective equipment (PPE) should be worn at all times during the cleaning and housekeeping process, including gloves, safety glasses, and closed-toe shoes to minimise the risk of injury and exposure to chemicals. - Workers must be trained in correct manual handling techniques, such as bending knees while lifting objects, keeping loads close to their bodies, and using mechanical aids like trolleys or forklifts when necessary to reduce the risk of injuries. - Implement a regular cleaning schedule and assign designated responsibilities to ensure that all areas of the workshop are maintained and cleaned regularly, reducing potential hazards from accumulated dust, dirt, or debris. - Provide proper storage facilities for hazardous chemicals, including appropriate containers, cabinets, or shelves with clear labels and secure closures to minimise the risk of accidental exposure or spillage. - Always use appropriate cleaning solutions specifically designed for the workshop environment and materials, following the manufacturer's instructions to prevent any harmful effects on workers or the workplace. - Regular inspection and maintenance of cleaning tools and equipment, such as brooms, vacuum cleaners, and pressure washers, should be conducted to ensure they are in good working order and not posing any additional risks to operators. - Work areas should be well-lit to enable effective cleaning and hazard identification, and workers must use the correct tools and equipment for the task, avoiding makeshift solutions that might cause accidents. - Develop emergency procedures to handle chemical spills, with readily accessible spill response kits and clearly communicated protocols for containment, cleanup, and reporting instances where hazardous chemicals are involved. - Encourage a culture of cleanliness and organisation throughout the workshop by promoting ongoing communication and teamwork amongst employees, conducting regular meetings or toolbox talks to discuss best practices and reinforce the importance of health and safety in the workplace. - Review and update the Safe Work Method Statement (SWMS) regularly, incorporating feedback from workers and any changes to the workplace or procedures, to ensure that control measures remain relevant and effective in mitigating risks associated with cleaning and housekeeping tasks. 	1L	
11. Refueling	Fire or explosion risk, Chemical exposure	3H	<ul style="list-style-type: none"> - Properly store fuel: Ensure that all fuel storage containers are specifically designed for containing and storing flammable liquids, are adequately sealed and securely stored in designated areas with proper signage indicating the potential hazard. - Use appropriate personal protective equipment (PPE): Workers handling fuel should be wearing appropriate PPE such as chemical-resistant gloves, safety goggles, and face shields to minimise the risk of chemical exposure and protect against potential splashes or spills during refueling. 	1L	

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SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK	NAME OF PERSON
			<ul style="list-style-type: none"> - Restrict smoking and open flames: Implement a strict no-smoking policy in the refueling area and ensure that sources of ignition, such as open flames, hot tools, or sparks, are kept away from the worksite. - Maintain clean and tidy worksites: Regularly inspect and clean the refueling area to remove any debris, spills, or combustible materials that could contribute to a fire hazard. - Implement spill control measures: Keep suitable spill containment materials, such as absorbent pads or granules, on hand and readily accessible in case of any accidental spills during the refueling process. - Correctly ground and bond equipment: Ensure that appropriate bonding and grounding techniques are used during the refueling process to prevent static electricity build-up and reduce the risk of fire or explosion. - Train staff in safe refueling procedures: Provide comprehensive training for all workers responsible for refueling tasks so they are aware of potential hazards, safe practices, and appropriate emergency response actions in case of incidents. - Supervise refueling activities: Assign responsible individuals to supervise and monitor fueling operations, ensuring that all safety protocols are being followed and accidents can be promptly addressed if they occur. - Regular maintenance of fuel stations: Inspect and maintain fuel dispensing equipment according to the manufacturer's guidelines to reduce the likelihood of leaks, spills or malfunctions that could lead to a fire or explosion risk. - Clearly mark refueling areas: Provide clear signage and delineation of refueling stations, including information on fire hazards, emergency equipment locations, and the maximum occupancy for the area to ensure worker awareness and adherence to safety protocols. - Prepare for emergencies: Develop an emergency response plan specific to potential incidents that may occur during refueling activities. Regularly conduct drills and simulations to ensure all workers are familiar with steps to take in case of fire or chemical exposure incidents. - Regular hazard assessments: Conduct thorough risk assessments for all aspects of the earthmoving plant workshop, making sure to address potential hazards, and adjust workplace procedures as necessary to minimise the risks associated with refueling tasks. 		
12. Documentation and reporting	Incorrect documentation, Miscommunication between team members	1L	<ul style="list-style-type: none"> - Implement a standardised documentation process: Develop and enforce a clear documentation procedure to ensure that all relevant information is consistently documented by all team members. This can include the use of checklists and templates, which can help minimise inaccuracies and streamline processes. - Train employees on the importance of accurate documentation: Provide regular training sessions for staff to emphasise the value of correctly documenting all aspects of workshop procedures, highlighting the potential risks associated with incorrect documentation. 	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"> - Establish clear lines of communication: Encourage open and transparent communication between team members regarding any discrepancies or concerns about documentation. This will help identify any potential errors before they escalate into larger issues. - Employ digital tools for documentation: Utilise digital platforms like management software for improved organisation of documentation. These tools can also reduce the likelihood of human errors and enhance overall accuracy. - Assign dedicated personnel: Designate specific individuals who are responsible for overseeing and reviewing documentation to ensure that it is accurate and up to date. - Conduct regular audits and reviews: Implement periodic checks of documentation to verify its accuracy and completeness, making any necessary changes as needed. - Create a reporting system for errors and revisions: Institute a clear process by which team members can report any issues relating to documentation, allowing for swift corrections. - Provide guidelines for effective communication: Deliver clear, concise guidelines outlining expectations for communicating necessary information between team members, reducing misunderstandings and ensuring everyone remains on the same page. - Encourage teamwork and collaboration: Foster an environment in which team members work together to ensure documentation accuracy, sharing the responsibility and ensuring any potential issues are addressed quickly. - Post signage and reminders throughout the workplace: Display visual cues, such as posters or signs, reminding employees of the importance of accurate documentation and reporting practices. This can serve as a constant reminder, reinforcing good habits and maintaining vigilance. 		

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	