

## Entering And Exiting Prime Mover Alighting | SAFE WORK METHOD STATEMENT (SWMS)

### TASK OR ACTIVITY: Entering And Exiting Prime Mover Alighting

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

### ANY HIGH-RISK CONSTRUCTION WORK BEING CARRIED OUT

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

### ANY HIGH-RISK MACHINERY OR EQUIPMENT NEARBY

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

RISK MATRIX											
LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC	SCORE	ACTION	HEIRARCHY OF CONTROLS			
ALMOST CERTAIN	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE						
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEED				
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE	3H HIGH	Review before work starts.				
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	2M MODERATE	Ensure control measures in place.				
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	Monitor and keep records.				
<p><b>Notes on Hierarchy of Controls:</b> Elimination methods are the most effective and preferred when controlling a hazard. Substitution is the second most effective method of controlling a hazard. Engineering by isolation is the third most effective, while Administrative Controls by changing the work is the fourth most effective method. PPE (Personal Protective Equipment) is the least effective method.</p>											
PERSONAL PROTECTIVE EQUIPMENT (PPE)											
FOOT PROTECTION	HAND PROTECTION	HEAD PROTECTION	HEARING PROTECTION	EYE PROTECTION	RESPIRATORY PROTECTION	FACE PROTECTION	HIGH-VIS CLOTHING	PROTECTIVE CLOTHING	FALL PROTECTION	SUN PROTECTION	HAIR/JEWELLERY SECURED
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Select the appropriate PPE above suitable for the equipment used or the job task being performed (if applicable).											
<p><b>Note:</b> A SWMS must be reviewed regularly to make sure it remains effective. A SWMS must be reviewed (and revised if necessary) if relevant control measures are revised. The review process should be carried out in consultation with workers (including contractors and subcontractors) who may be affected by the operation of the SWMS and their health and safety representatives who represented that work group at the workplace.</p> <p>When a SWMS has been revised, the person conducting a business or undertaking must ensure all:</p> <ol style="list-style-type: none"> <li>1. persons involved in the work are advised that a revision has been made and how they can access the revised SWMS;</li> <li>2. persons who will need to change a work procedure or system as a result of the review are advised of the changes in a way that will enable them to implement their duties consistently with the revised SWMS; and,</li> <li>3. workers that will be involved in the work are provided with the relevant information and instruction that will assist them to understand and implement the revised SWMS.</li> </ol>											

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR	RESPONSIBLE PERSON
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK	NAME OF PERSON
1. Preparation	Slips, trips and falls, Struck by moving vehicle	2M	<ul style="list-style-type: none"> <li>- Ensure proper housekeeping is maintained throughout the work area to keep walking surfaces free from debris, clutter, and any potential tripping hazards.</li> <li>- Provide employees with appropriate slip-resistant footwear suitable for the task, environment, and weather conditions when entering or exiting prime movers.</li> <li>- Conduct regular safety toolbox talks discussing the importance of remaining vigilant while alighting from vehicles and following proper procedures.</li> <li>- Establish designated parking areas or loading/unloading zones in well-lit locations, ensuring they have level ground and a non-slip surface for easy and safe access to prime movers.</li> <li>- Implement clearly marked pedestrian walkways that are separate from vehicle routes to minimise the risk of pedestrians being struck by moving vehicles.</li> <li>- Install handrails, footholds, and appropriately sized steps on all prime mover entrance points to help prevent slips and falls while accessing the vehicle cabin.</li> <li>- Train employees on the correct "three-point contact method" for entering and exiting prime movers, which involves maintaining three points of contact (e.g., two hands and one foot) at all times.</li> <li>- Use appropriate traffic control measures, such as warning signs, barricades, and spotters when necessary, to safely guide vehicles and reduce the risk of collisions.</li> <li>- Encourage workers to report any damaged or worn equipment, such as steps, handrails, or anti-slip surfaces, so they can be repaired or replaced immediately.</li> <li>- Communicate the safe working speed limits for prime movers in the relevant work environment to drivers, ensuring compliance through regular monitoring.</li> <li>- Enforce a no-distractions policy in the workplace, including the use of mobile devices and headphones, to enhance awareness and focus on potential hazards during ingress and egress tasks.</li> <li>- Incorporate fall prevention best practices, including minimising the necessity to climb onto prime movers or equipment trailers without proper fall arrest systems in place.</li> <li>- Perform regular hazard identification and risk assessments, ensuring that all control measures are in place, necessary maintenance is carried out, and updated safety protocols are communicated to employees.</li> </ul>	1L	
2. Approach Vehicle	Struck by moving vehicle, Collision with stationary objects	2M	<ul style="list-style-type: none"> <li>- Ensure all workers are familiar with the designated pedestrian walkways, paths, and safe zones within the workplace to avoid interaction with moving vehicles and equipment while approaching the prime mover.</li> <li>- Provide high visibility apparel for workers to wear while in vehicle operating areas, making them more visible to drivers and other workers.</li> </ul>	1L	

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			<ul style="list-style-type: none"> <li>- Implement a traffic management plan that includes appropriate signage, barriers, and designated routes for pedestrians and vehicles, reducing the chances of collisions and accidents.</li> <li>- Conduct routine safety audits to ensure compliance with traffic management plans and general site rules, addressing any concerns or violations promptly.</li> <li>- Train workers on safe approaching techniques when in proximity to the prime mover, such as establishing eye contact with the driver and receiving acknowledgment before proceeding.</li> <li>- Ensure the area around the prime mover is adequately lit, so all workers and drivers can see their surroundings clearly to prevent accidental collisions with stationary objects.</li> <li>- Schedule regular maintenance checks on prime movers and their safety features like mirrors, cameras, and light systems to guarantee their optimal performance in maintaining visibility for drivers.</li> <li>- Establish and enforce speed limits in work zones to minimise the risk of struck-by incidents involving moving vehicles.</li> <li>- Promote a strong safety culture by exchanging ideas and experiences among colleagues through regular safety meetings and toolbox talks, discussing potential risks and effective mitigation strategies for entering and exiting prime movers.</li> <li>- Encourage constant communication between vehicle operators, spotters, and pedestrians via radios or hand signals, ensuring everyone's awareness of each other's movements and actions, ultimately avoiding accidental collisions and struck-by incidents.</li> </ul>		
3. Inspect Vehicle	Slips, trips and falls, Contact with hot surfaces	1L	<ul style="list-style-type: none"> <li>- Ensure proper housekeeping around the vehicle, including removal of debris, tools, or other tripping hazards.</li> <li>- Provide and maintain non-slip footwear for staff engaging in this task, to reduce the risks associated with slips and falls.</li> <li>- Adequate lighting must be provided in the area where the vehicle is parked to ensure visibility during inspection.</li> <li>- Use handrails and grab handles when ascending or descending the prime mover; ensure they are in good condition and well-maintained.</li> <li>- Inspect steps, platforms, and ladders on the prime mover for any defects or damage that may compromise their integrity.</li> <li>- Keep walkways and steps on the vehicle clean and clear of any grease, oil, or contaminants to prevent slipping.</li> <li>- Perform inspections at a slow and steady pace, avoiding rushing, which could increase the risk of slips, trips, and falls.</li> </ul>	1L	

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			<ul style="list-style-type: none"> <li>- Train staff on proper techniques for safely entering and exiting the prime mover as part of their workplace health and safety induction.</li> <li>- Establish a designated path for workers to follow while inspecting the vehicle, limiting potential hazards associated with navigating through congested or cluttered areas.</li> <li>- Implement a system for reporting and promptly addressing any identified hazards, such as damaged steps or hot surfaces, to mitigate risks.</li> <li>- Require workers to wear appropriate Personal Protective Equipment (PPE), such as gloves, to minimise contact with hot surfaces during the inspection.</li> <li>- Install warning signs and/or barriers around hot surfaces, clearly indicating the potential hazard to workers.</li> <li>- Educate staff on proper procedures in the event of a slip, trip, or fall, including first aid response and incident reporting protocols.</li> </ul>		
4. Unlock Door	Pinch points, Incorrect posture when reaching	1L	<ul style="list-style-type: none"> <li>- Regular maintenance checks: Ensure regular inspection and maintenance of door locks, handles, and hinges to minimise the chances of pinch points or difficulty in unlocking doors.</li> <li>- Proper grip: Workers should be trained on how to properly hold and use door handles and other equipment to avoid the risk of incorrect posture or strain when reaching.</li> <li>- Implement ergonomic handles: Install ergonomic door handles that are at the correct height and easy to grasp, reducing strain on the worker's wrists and arms.</li> <li>- Control access to the prime mover: Only authorised and trained individuals should have access to the prime mover, reducing the chances of inexperienced workers facing hazards.</li> <li>- Pre-job training: Provide hands-on training for new workers on how to enter, exit, and operate prime movers properly and safely.</li> <li>- Provide Personal Protective Equipment (PPE): Supply gloves to help protect hands from potential pinch points and improve grip on door handles.</li> <li>- Safe surroundings: Maintain the area around the prime mover's doors free of obstructions and slippery surfaces, making it safer for workers to enter and exit.</li> <li>- Adequate lighting: Provide proper illumination around the door areas of the prime mover to help workers see any potential hazards more easily.</li> <li>- Safety posters and reminders: Display safety signs or posters near prime mover doors to remind workers of key safety procedures and the importance of good body mechanics when unlocking doors.</li> <li>- Encourage regular breaks: Ensuring workers take regular breaks can help alleviate muscle fatigue and promote good posture when unlocking doors. Fatigue often</li> </ul>	1L	

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			contributes to poor body posture and increases the chance of injuries in the workplace.		
5. Enter Vehicle	Falls from height, Caught between vehicle and other object	3H	<ul style="list-style-type: none"> <li>- Implement a 'three points of contact' rule while entering and exiting the vehicle, ensuring hands are free from objects and using steps, handrails, and other supports provided by the manufacturer.</li> <li>- Conduct a risk assessment before starting work to identify potential hazards, such as uneven or slippery surface conditions, and implement appropriate control measures.</li> <li>- Ensure that an appropriate parking area is designated for prime movers, with sufficient space around the vehicle to avoid incidents related to caught between vehicle and other objects.</li> <li>- Maintain vehicles in good working condition, keeping steps, handrails, and doors properly functioning and free from debris or obstructions that may increase the risk of falls or injuries.</li> <li>- Provide appropriate training for drivers on safe entry and exit procedures and discuss the importance of using three points of contact when alighting from the vehicle.</li> <li>- Encourage workers to report any concerns about the condition of steps, railings, or other access points immediately to management for prompt resolution.</li> <li>- Utilise warning signs or barriers to alert workers and visitors to the potential for hazards when entering or exiting prime movers during operation.</li> <li>- Implement proper lighting in work areas where prime movers will be parked, improving visibility and reducing the risk of slips, trips, and falls while entering or exiting the vehicle.</li> <li>- Encourage workers to wear appropriate Personal Protective Equipment (PPE), such as non-slip footwear, gloves, and high-visibility clothing or vests, to reduce the risk of falls and accidents.</li> <li>- Implement regular inspections of vehicles and surrounding work areas to identify hazards and ensure that appropriate controls are in place and effective.</li> <li>- Establish an emergency protocol for responding to incidents related to falls from height, caught between vehicle and other objects, and other associated hazards, including a communication system and trained first responders.</li> <li>- Communicate regularly with drivers and other workers about the importance of following safe work practices and adhering to established control measures.</li> <li>- Review and revise the Safe Work Method Statement (SWMS) as needed to ensure its effectiveness and incorporate any new hazards, control measures, or changes in work processes related to entering and exiting prime movers.</li> </ul>	2M	
6. Adjust Controls	Incorrect posture, Overexertion	1L		1L	

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			<ul style="list-style-type: none"> <li>- Ensure all operators are trained and competent in adjusting controls properly to minimise the risk of incorrect postures and overexertion.</li> <li>- Regularly inspect and maintain prime mover controls and components, ensuring they function as intended to provide the necessary ergonomic support.</li> <li>- Instruct workers to adjust the seat, steering wheel, pedals, and any other adjustable controls to achieve a comfortable and safe working position before initiating work.</li> <li>- Encourage workers to take regular breaks and stretch during their shift to reduce the chances of developing physical strain or discomfort from prolonged activities involving exertion.</li> <li>- Provide appropriate personal protective equipment (PPE) for workers, such as support belts or cushioned steering wheel covers if necessary, to offer extra comfort and decrease the potential for injury during operation.</li> <li>- Implement an ergonomics assessment for the prime mover workstation, focusing on potential causes of improper posture, overexertion, or discomfort. Utilise the findings to apply necessary corrective actions.</li> <li>- Prohibit workers from operating the prime mover if noticeable pain or discomfort occurs due to poor posture or overexertion, and ensure they seek medical advice before resuming work.</li> <li>- Establish clear communication channels for employees to report concerns related to the ergonomics of their workstations or suggestions for improvements to promote a culture of workplace health and safety.</li> <li>- Conduct regular refresher training sessions for workers on proper techniques in adjusting controls and maintaining optimal posture while operating prime movers, emphasising the importance of these factors in preventing injuries.</li> <li>- Develop and implement policies and procedures that explicitly address the requirements for safely entering and exiting prime movers, particularly focusing on the significance of correct posture and preventing overexertion during operations.</li> </ul>		
7. Ignition	Vehicle jumping forward, Noise exposure	2M	<ul style="list-style-type: none"> <li>- Perform a thorough pre-start inspection of the vehicle, ensuring all essential components are in good working condition before starting the ignition.</li> <li>- Confirm that the gear shift lever is in the "neutral" or "park" position prior to turning on the engine so that the vehicle doesn't inadvertently jump forward.</li> <li>- Engage the handbrake or parking brake before starting the ignition to minimise the risk of the vehicle moving unexpectedly.</li> <li>- Ensure that both feet are firmly on the ground when entering the prime mover and not accidentally placed on any pedal.</li> <li>- Check for pedestrians, cyclists, or other traffic in the vicinity of the vehicle before starting the ignition and alighting to avoid potential accidents.</li> </ul>	1L	

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			<ul style="list-style-type: none"> <li>- Use earplugs or noise-cancelling headphones to reduce noise exposure during the ignition process, especially for individuals who must work near vehicles for extended periods.</li> <li>- Implement time limits for workers in high-noise environments surrounding the prime mover, allowing them adequate breaks away from the noise source.</li> <li>- Educate and train drivers on proper ignition procedures, including double-checking safety measures before starting the engine.</li> <li>- Post visible warning signs in the area surrounding the prime mover to inform others of potential noise hazards and remind them to maintain a safe distance.</li> <li>- Establish a designated clear zone around the vehicle to minimise the risk of people getting too close during ignition and alighting.</li> <li>- Ensure that the driver's seat is adjusted correctly so the driver can easily reach the pedals, steering wheel, and controls before starting the ignition.</li> <li>- Create and follow a standard operating procedure (SOP) for entering and exiting the prime mover to prevent mishaps during ignition and alighting.</li> <li>- Encourage an open line of communication between team members to discuss potential hazards and improve overall safety awareness in the workplace.</li> <li>- Regularly review and update the SWMS to ensure control measures remain effective and relevant, addressing any newly identified hazards or changing working conditions.</li> </ul>		
8. Exiting Vehicle	Miscalculated steps, Falls from height, Inadequate use of handrails	3H	<ul style="list-style-type: none"> <li>- Conduct a thorough safety briefing and training for operators on proper techniques to exit the prime mover, emphasising the importance of using handrails, carefully stepping on designated footholds, and maintaining three points of contact at all times.</li> <li>- Inspect and maintain prime mover cab steps, surfaces, and handrails regularly to ensure they are in good condition, clean, and provide adequate grip.</li> <li>- Install slip-resistant material on all step surfaces and ensure there are designated areas for foot placement, clearly labelled and painted in a contrasting colour to enhance visibility.</li> <li>- Provide personal protective equipment (PPE) such as high visibility clothing, gloves with grip, and anti-slip footwear to reduce the risk of slipping or losing balance while exiting the prime mover.</li> <li>- Establish a "no rush" policy for exiting the vehicle, ensuring workers take their time and follow proper techniques without feeling pressured to move quickly, encouraging safe behaviour.</li> <li>- Ensure that the prime mover is parked on an even and stable surface when possible to minimise the risk of slipping, tripping, or falling during the alighting process.</li> </ul>	2M	

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			<ul style="list-style-type: none"> <li>- Encourage drivers to report any issues with access points such as damaged handrails, steps, or slippery surfaces so that corrective action can be taken promptly.</li> <li>- Promote situational awareness among workers by having them check for potential hazards in the immediate area – wet floor, debris, etc. – before alighting from the vehicle.</li> <li>- Implement regular monitoring and supervision to ensure drivers adhere to established safety protocols while exiting the vehicle, providing guidance and feedback as necessary.</li> <li>- Conduct ongoing refresher training sessions to reinforce safety rules and best practices for operators and other personnel involved in the alighting process.</li> <li>- Display safety signage and reminders prominently within the prime mover's cab, serving as a visual reminder to follow proper procedures while exiting the vehicle.</li> <li>- Develop a system for logging incidents related to exiting the vehicle, including near-misses, to identify trends and implement necessary improvements.</li> <li>- Periodically review and update the Safe Work Method Statement (SWMS) to ensure it remains relevant and effective in addressing risks associated with alighting from a prime mover.</li> </ul>		
9. Lock Door	Pinch points, Incorrect posture when reaching	1L	<ul style="list-style-type: none"> <li>- Regular maintenance checks: Ensure that the prime mover door locks are in good condition and functioning correctly through regular maintenance and inspection procedures.</li> <li>- Proper signage: Display appropriate warning signs or decals to increase awareness of pinch points and remind workers to maintain correct posture when reaching for the door lock.</li> <li>- Training and toolbox talks: Conduct thorough safety training sessions and frequent toolbox talks to educate staff on the correct method of locking and unlocking the prime mover's doors.</li> <li>- Use of proper footwear: Encourage workers to wear slip-resistant, steel-toed shoes to prevent potential foot injuries from pinch points when operating the door lock.</li> <li>- Door lock design: Utilise ergonomically designed door locks so that their operation involves minimal effort and strain, thus reducing the risk of injury from incorrect posture.</li> <li>- Alternating hands: Encourage workers to alternate between left and right hands when reaching for the door lock to reduce fatigue and avoid potential strain in one specific arm.</li> <li>- Stretching exercises: Promote the habit of regular stretching exercises for workers to minimise the risk of musculoskeletal disorders resulting from incorrect posture while approaching the door lock.</li> </ul>	1L	

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			<ul style="list-style-type: none"> <li>- Clean and clear access path: Identify any potential obstacles in the area surrounding the prime mover door and ensure they are removed, providing a clean and clear access for workers when locking or unlocking the door.</li> <li>- Reporting incidents: Implement an effective incident reporting mechanism, encouraging workers to report any issues or incidents related to door locks or other hazards promptly and without fear of repercussions.</li> <li>- Personal Protective Equipment (PPE): Ensure that workers wear appropriate PPE, such as gloves, to protect against pinch points when handling the door lock mechanism. It can help prevent injuries in case of sudden impact or closing of the door.</li> <li>- Risk assessment and review: Regularly evaluate and review work procedures and potential hazards. Identify emerging risks and implement necessary control measures to minimise those risks associated with locking and unlocking prime mover doors.</li> </ul>		
10. Inspect Exit Area	Slips, trips and falls, Collisions with low-hanging structures	2M	<ul style="list-style-type: none"> <li>- Regularly inspect and maintain the exit area to ensure it's free from any obstructions, debris, or slippery substances that may cause slips, trips, or falls.</li> <li>- Install proper lighting in the exit area to maximise visibility for workers, reducing the chances of accidents caused by limited visibility.</li> <li>- Provide handrails, steps, and non-slip surfaces on prime mover ladders and access points to assist workers in safely alighting from the vehicle.</li> <li>- Train workers in safe alighting procedures, including maintaining three points of contact during ingress and egress when using the ladder or access point.</li> <li>- Implement communication protocols between drivers and nearby personnel to coordinate movement around the prime mover, reducing the risk of collisions with low-hanging structures.</li> <li>- Designate and clearly mark specific areas around the prime mover as "pedestrian walkways" or "safe zones," keeping foot traffic clear from potential hazards.</li> <li>- Implement regular checks and inspections on the surrounding infrastructure, ensuring there are no low-hanging structures, branches, or debris posing a collision risk.</li> <li>- Conduct pre-start meetings and toolbox talks to remind workers about the importance of staying vigilant and aware of their surroundings, particularly when entering and exiting the prime mover.</li> <li>- Ensure all workers wear appropriate personal protective equipment (PPE), including high-visibility clothing and non-slip safety shoes, to minimise the risk of injury from slips, trips, or falls.</li> <li>- Establish an incident reporting system, encouraging workers to report any near misses or potential hazards they encounter while alighting from the prime mover.</li> </ul>	1L	

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			This information can then be used to continuously improve workplace safety measures.		
11. Move away from Vehicle	Collisions with other pedestrians or vehicles, Slips, trips, and falls	1L	<ul style="list-style-type: none"> <li>- Provide a well-designed pedestrian traffic management plan to separate pedestrians from vehicles and equipment while alighting.</li> <li>- Install high-visibility signage around the area to notify other pedestrians and vehicle operators about potential hazards.</li> <li>- Ensure workers are properly trained on safe practices when entering and exiting prime movers, including maintaining three points of contact and using designated handholds.</li> <li>- Encourage proper footwear with anti-slip soles to reduce the risk of slips, trips, and falls while moving away from the vehicle.</li> <li>- Implement a buddy system for workers to assist each other in double-checking the path is clear before stepping down from the vehicle.</li> <li>- Regularly inspect and maintain the immediate surrounding work environment to ensure it is free from debris and spillages.</li> <li>- Promote open communication among team members regarding potential hazards in the area that might impede their path when moving away from the vehicle.</li> <li>- Establish and enforce speed limits for all vehicles in the vicinity, reducing the chances of collisions.</li> <li>- Verify the presence of proper lighting in the area, enabling workers to see clearly while moving away from the prime mover.</li> <li>- Designate specific areas where smoking and use of mobile phones are prohibited to minimise distractions during work hours.</li> <li>- Conduct regular safety meetings to discuss possible risks and reinforce the importance of adhering to best practices when entering and exiting vehicles.</li> <li>- Maintain clean and dry walking surfaces to prevent slip and fall accidents while accessing or leaving the vehicle.</li> <li>- Position mirrors on the vehicle in such a way that drivers can easily observe activity around their vehicle and identify any obstructions or oncoming pedestrians.</li> <li>- Schedule frequent breaks for workers to keep fatigue levels low, ensuring that they remain alert and aware of their surroundings at all times.</li> </ul>	1L	
12. Report Any Hazards	Inadequate communication, Incorrect hazard reporting	1L	<ul style="list-style-type: none"> <li>- Regular Toolbox Talks: Conduct regular toolbox talks with all workers involved in the project to reinforce the importance of effective communication and proper hazard reporting.</li> <li>- Clear Communication Channels: Establish designated lines of communication among team members, such as two-way radios or a dedicated messaging platform, in order to streamline information sharing.</li> </ul>	1L	

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR	RESPONSIBLE PERSON
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK	NAME OF PERSON
			<ul style="list-style-type: none"> <li>- Hazard Identification Training: Provide comprehensive training for all workers on how to identify potential hazards associated with entering and exiting prime movers.</li> <li>- Incident Reporting Procedures: Develop and implement clear and concise incident reporting procedures to ensure that any identified hazards are immediately reported to the appropriate personnel.</li> <li>- Designated Safety Officers: Assign specific individuals with relevant experience to act as safety officers, responsible for monitoring compliance with hazard reporting protocols.</li> <li>- Visual Aids: Display visual aids, such as posters and signage, at relevant locations to remind workers about their responsibility to report hazards and maintain clear lines of communication.</li> <li>- Supervision: Ensure adequate supervision is provided throughout the work site, particularly during high-risk activities involving the use of prime movers.</li> <li>- Use of Personal Protective Equipment (PPE): Require workers to wear suitable PPE, such as reflective vests and sturdy footwear, when working in close proximity to prime movers.</li> <li>- Risk Assessments: Perform thorough risk assessments prior to commencing each new work step, with an emphasis on identifying potential communication breakdowns or inadequacies in hazard reporting.</li> <li>- Emergency Response Plan: Develop an emergency response plan that outlines the appropriate steps to be taken in response to various potential incidents, including those related to hazard reporting.</li> <li>- Periodic Audits: Conduct periodic audits of worker performance to ensure that they are adhering to established communication and hazard reporting protocols.</li> <li>- Continuous Improvement: Foster a culture of continuous improvement by encouraging workers to provide feedback on their experiences in relation to communication and hazard reporting, and then using this feedback to refine existing policies and procedures.</li> </ul>		

## EMERGENCY RESPONSE – CALL 000 FOR EMERGENCIES

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

## LEGISLATIVE REFERENCES

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

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

## SIGNATORIES OF THE SAFE WORK METHOD STATEMENT

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

Worker Name	Position	Signature	Date	Time	Supervisor
			Date:		

## SAFE WORK METHOD STATEMENT MONITORING AND REVIEW

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

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

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

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

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

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

## SAFE WORK METHOD STATEMENT REVIEW CHECKLIST

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

ITEMS WHICH MUST BE INCLUDED IN THE SWMS	COMPLETED	TO BE DONE	COMMENTS				
The company details have been entered, including the project name and address.	<input type="checkbox"/>	<input type="checkbox"/>					
Names and signatures of all relevant personnel consulted during the development of the SWMS.	<input type="checkbox"/>	<input type="checkbox"/>					
Name, signature, position and date signed of the person approving the SWMS.	<input type="checkbox"/>	<input type="checkbox"/>					
Specific personnel and qualifications, experience is noted in the SWMS.	<input type="checkbox"/>	<input type="checkbox"/>					
Provides a step-by-step process of tasks required to carry out the activity or task.	<input type="checkbox"/>	<input type="checkbox"/>					
Adequate risk assessment of any identified hazards has been completed.	<input type="checkbox"/>	<input type="checkbox"/>					
Foreseeable hazards are identified and documented for each step.	<input type="checkbox"/>	<input type="checkbox"/>					
Any hazards listed in any site risk assessments have been added to the SWMS.	<input type="checkbox"/>	<input type="checkbox"/>					
SWMS initial risk (IR) column as well as residual risk (RR) columns completed.	<input type="checkbox"/>	<input type="checkbox"/>					
Check control measures added to the SWMS are the most effective selections.	<input type="checkbox"/>	<input type="checkbox"/>					
Responsible person is assigned and listed on the SWMS for the implementation of control measures.	<input type="checkbox"/>	<input type="checkbox"/>					
Permit requirements specified, such as Hot Work, Electrical Work, Work at Heights etc.	<input type="checkbox"/>	<input type="checkbox"/>					
SWMS identifies plant and equipment to be used.	<input type="checkbox"/>	<input type="checkbox"/>					
Details of inspection checks required for any equipment listed are noted on the SWMS.	<input type="checkbox"/>	<input type="checkbox"/>					
Describes any mandatory qualifications, experience, training or skills required to perform the work.	<input type="checkbox"/>	<input type="checkbox"/>					
Applicable personal protective equipment is selected on the SWMS.	<input type="checkbox"/>	<input type="checkbox"/>					
Lists any required permits or licenses.	<input type="checkbox"/>	<input type="checkbox"/>					
Reflects and documents any legislative references and/or Australian Standards.	<input type="checkbox"/>	<input type="checkbox"/>					
Identifies any hazardous substances used with specific control measures in line with any SDS.	<input type="checkbox"/>	<input type="checkbox"/>					
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"><b>REVIEWED BY</b></td> <td style="width: 50%; border: none;"><b>DATE REVIEWED</b></td> </tr> <tr> <td style="border: none;"><b>SIGNATURE</b></td> <td style="border: none;"><b>DATE COMPLETED</b></td> </tr> </table>				<b>REVIEWED BY</b>	<b>DATE REVIEWED</b>	<b>SIGNATURE</b>	<b>DATE COMPLETED</b>
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