

Forklift Gas And Fuel | SAFE WORK METHOD STATEMENT (SWMS)

TASK OR ACTIVITY: Forklift Gas And Fuel

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	Inadequate operator training, Unsafe work area	2M	<ul style="list-style-type: none"> - Ensure all forklift operators have completed a certified and recognized training course before they begin operation. - Conduct regular refresher courses and competency assessments to keep operators' skills up-to-date and in line with industry standards. - Implement a thorough induction process when introducing new operators into the workplace, covering specific hazards, workplace policies, and emergency procedures. - Define clear boundaries for the work area, using appropriate signage and barriers to restrict access to trained personnel only. - Keep the work area clean, dry, and free from obstacles, spillages, or debris that may increase the risk of accidents, slips, or falls. - Conduct regular inspections of the work area to identify any potential hazards, such as uneven surfaces or poorly-maintained equipment. - Develop and implement a system for reporting hazards or incidents, ensuring staff are aware of their responsibility to report any unsafe conditions or procedures immediately. - Provide adequate personal protective equipment (PPE) to all workers operating within the work area, including high-visibility clothing, hearing protection, and safety footwear. - Regularly review operating procedures, maintaining a strong emphasis on safe working practices and hazard control. - Ensure adequate supervision is provided at all times during forklift operation and maintain an open communication line between operators and their supervisors, encouraging discussion about potential risks and solutions. - Continuously assess the overall safety culture within the organisation, providing ongoing education and training opportunities to drive improvement and encourage a proactive approach to workplace health and safety. 	1L	
2. Pre-operational inspection	Malfunctioning components, Damaged equipment	2M	<ul style="list-style-type: none"> - Conduct a comprehensive pre-operational inspection of the forklift, ensuring all components are in good working condition and free from any visible damage or wear that could affect performance. - Verify that gas and fuel lines are securely connected, with no leaks or loose fittings, and that fuel levels are sufficient for the intended work duration. - Inspect tires for any signs of damage, such as cuts, punctures, or excessive wear, and ensure they are properly inflated to the recommended pressure. - Test all forklift controls, including steering, brakes, lifting mechanisms, and warning devices for proper functioning and responsiveness. Report and address any issues immediately. 	1L	

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			<ul style="list-style-type: none"> - Check the condition of the battery and charging system to ensure there is adequate power to operate the forklift safely for the entire shift. - Examine the operator's compartment for cleanliness, obstructions, or any items that could pose a risk to the safe operation of the forklift. Make necessary adjustments as needed. - Review the relevant safety documentation, such as the Safe Work Method Statement (SWMS) and manufacturer guidelines, before proceeding with the tasks. - Regularly maintain and service the forklift in accordance with the manufacturer's recommendations and Australian standards, keeping a detailed record of maintenance activities. - Provide comprehensive training to all personnel responsible for operating the forklift, specifically addressing the hazards associated with malfunctioning components and damaged equipment, as well as the appropriate control measures to be implemented. - Ensure that only competent and authorised personnel are permitted to operate the forklift, and that their competency is regularly reassessed to guarantee safe and efficient operation. - Implement an ongoing reporting system for workers to communicate any potential hazards or issues related to the equipment, and have a process in place for promptly addressing these concerns. - Establish an emergency response plan in case of accidents or incidents involving the forklift, including procedures for notifying appropriate authorities, securing the area, and conducting an investigation to identify and mitigate any similar risks in the future. 		
3. Refueling/Changing gas cylinder	Gas leaks, Fire or explosion	3H	<ul style="list-style-type: none"> - Conduct regular inspections of gas cylinders and connections to ensure they are in good condition without any signs of wear or damage. - Ensure that only trained and certified personnel are allowed to refuel or change gas cylinders on forklifts. - Store gas cylinders in a well-ventilated area away from open flames, heat sources, or areas with high risk of static electricity discharge. - Always shut down the forklift engine before refueling or changing the gas cylinder. - Follow manufacturer guidelines for handling and storage of gas cylinders, including ensuring they are stored and transported upright. - Equip forklifts with appropriate fire extinguishers and ensure all operators are trained in their use. - Provide personal protective equipment (PPE) like gloves, eye protection, and face shields for workers involved in refueling or changing gas cylinders. 	2M	

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			<ul style="list-style-type: none"> - Educate workers on the hazards and risks associated with gas leaks, fire, and explosion and provide training in emergency procedures. - Implement a routine maintenance schedule for all forklifts, focusing on the fuel system, including gas lines, valves, and seals. - Develop clear procedures for identifying and reporting gas leaks, and train employees on how to safely respond to these situations. - Display appropriate safety signage around gas storage and refueling areas, reminding workers of the hazards and necessary precautions. - Ensure the presence of adequate ventilation systems in areas where gas refueling or cylinder changes take place, to reduce the accumulation of potentially dangerous gases. - Have readily accessible spill kits, containing non-sparking tools and absorbent materials, in case of accidental gas spills during refueling or cylinder changes. - Regularly review and update the Safe Work Method Statements (SWMS) for working with forklifts, gas, and fuel to ensure current best practices are being followed and to identify potential improvements in safety. 		
4. Load handling	Overloading, Poorly stacked materials	3H	<ul style="list-style-type: none"> - Ensure forklift operators receive proper training and certification, including understanding of load handling and assessing maximum load capacity. - Ensure operators always refer to the forklift's data plate or manufacturer's guidelines to verify its maximum load capacity before commencing any lifting operation. - Develop a loading plan that accounts for the dimensions, weight distribution, and properties of the materials being handled, ensuring there is no overloading risk. - Conduct a pre-start inspection to ensure all relevant parts of the forklift are in good condition, especially checking the forklift mast, tines, hydraulic system, and tires for any defects, wear, or damage. - Stack materials in a stable configuration. Place heavier items on the bottom and lighter items on top, using appropriate pallets, skids, or stacking aids if necessary. - When loading/unloading trucks or containers, secure the vehicle or container effectively with wheel chocks, parking brakes, or other stabilization methods. - Encourage adequate communication between the forklift operator and workers in the vicinity during the loading process. This can involve verbal instructions, hand signals, or two-way radios to maintain clear lines of communication. - Limit travel speeds with loaded forklifts, particularly around corners or across uneven surfaces, to reduce the risk of load shifting or tipping. - Avoid sudden starts or stops, as well as fast or jerky movements when handling loads, to minimise potential forces generated by the load that could lead to accidents. 	2M	

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			<ul style="list-style-type: none"> - Periodically assess the risk associated with changes to load handling tasks, such as handling unfamiliar materials or working in new environments, and adjust control measures accordingly. - Regularly review and update procedures for load handling to ensure they adequately address risks and hazards. Additionally, make sure employees are kept up-to-date with training on any new guidelines, equipment, or safety measures. 		
5. Travelling without load	Pedestrian collisions, Obstructed view	3H	<ul style="list-style-type: none"> - Implement clear and well-marked pedestrian walkways and crossing points to separate forklift travel paths from pedestrian movement areas. - Install mirrors at blind spots or turns within the workplace to increase visibility for both forklift operators and pedestrians. - Provide adequate lighting in all forklift operation areas, particularly at intersections and in areas with high pedestrian foot traffic. - Ensure forklift operators receive proper training and certification, emphasising safe driving practices when travelling without a load. - Establish and enforce a reasonable speed limit for forklifts travelling within the worksite, taking into account potential pedestrian interaction. - Display signage and warnings around forklift operation zones to remind both pedestrians and forklift operators of potential hazards. - Develop and implement a communication system between forklift operators and pedestrians, such as using horns or verbal cues to signal respective movements and intentions. - Equip forklifts with audible reverse alarms and flashing lights, ensuring they are working in good condition for heightened visibility and awareness. - Encourage and maintain a clean and organised work environment, keeping pathways clear of clutter and obstacles that could obstruct views or cause accidents. - Periodically assess and review forklift routes, adjusting layout and procedures as necessary to minimise risks and improve safety conditions. - Foster an open and proactive safety culture within the workplace, encouraging all employees to report hazardous situations or near-miss incidents to management promptly. - Conduct regular safety audits and inspections, identifying potential hazards or areas for improvement related to forklift travel without loads and implementing corrective actions accordingly. - Provide ongoing training and refresher courses for all staff members, instilling the importance of collaboration, carefulness, and responsible conduct when navigating shared spaces involving forklifts and pedestrians. 	2M	
6. Picking up a load	Falling loads, Unstable load	3H		1L	

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			<ul style="list-style-type: none"> - Ensure that forklift operators are properly trained and certified to handle loads in accordance with the licensing regulations and workplace requirements. - Regularly inspect and maintain the forklift, including its attachments and safety devices, to detect and address any wear or damage that may compromise load handling. - Limit the load weight, size, and height to within the safe working limits of the forklift as specified by the manufacturer's guidelines. - Utilise appropriate lifting techniques and tools, such as pallets, load lifters, or specialised fork extensions, to aid in stabilising loads during transport and prevent them from falling. - Establish and clearly mark designated traffic lanes, pedestrian walkways, and exclusion zones to separate forklifts from other workers and avoid collisions. - Implement a procedure for pre-dismissible start checks, ensuring that the load is correctly aligned on the forks and adequately secured before lifting it off the ground. - Operate the forklift at recommended speeds and maintain a safe distance between other vehicles, equipment, and moving parts while carrying a load to minimise the risk of toppling over or losing control. - Avoid sudden turns, stops, or accelerations that could cause the load to shift or become unstable during transport. - Routinely assess and monitor the workplace environment for potential hazards, such as uneven surfaces, obstacles, or poor visibility, which could compromise load stability and safety when using the forklift. - Implement a clear communication system among workers and forklift operators, including hand signals, radios, or warning devices, to coordinate movements and avoid accidents. - Use load-stabilising accessories or devices like straps, netting, or clamps if necessary to ensure the load remains secure and balanced during transport, avoiding any risk of dropping or tipping over. 		
7. Travelling with a load	Collision with objects, Pedestrian injuries	2M	<ul style="list-style-type: none"> - Pre-shift inspections: Before operating the forklift, conduct a thorough inspection to ensure that all components such as brakes, steering, lights, and audible warning devices are in proper working condition. - Implement designated travel paths: Clearly mark the specific routes for forklifts when travelling with loads, minimising interaction with pedestrians and objects. - Use spotters when required: Utilise a trained spotter to observe forklift movement and help avoid potential collisions or pedestrian injuries when operating in high-traffic areas. - Proper load handling: Ensure operators are trained in appropriate load-handling procedures, including lifting and lowering properly, maintaining visibility, and keeping forks at the right height while travelling. 	1L	

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			<ul style="list-style-type: none"> - Maintain safe travel speeds: Implement and enforce speed limits within the workplace to reduce the risk of accidents caused by excessive speed. - Enforce pedestrian safety protocols: Manage areas where workers need to be on foot and train them in appropriate safety measures, such as using designated walkways and paying attention to surroundings when navigating around forklifts. - Use proper communication methods: Operators should utilise clear hand signals, warning lights, horns, or two-way radios to communicate their intentions to other personnel within the area. - Provide adequate lighting and visibility: Ensure the workspace is well-lit and free from obstructions that could hinder visibility for both forklift operators and pedestrians. - Ongoing training and certification: Regularly provide training for operators to ensure they stay up-to-date on safe practices and maintain required certifications for operating forklifts. - Monitor and enforce adherence to safety protocols: Supervisors should closely monitor operations and address any violations or unsafe behaviors they identify. - Perform regular hazard assessments: Evaluate the worksite regularly to identify any new risks or changes in existing conditions, and adjust safety protocols as necessary. - Emergency preparedness and response plan: Develop and implement an emergency action plan in case of accidents, including procedures for securing the area, notifying emergency services, and conducting investigations to identify causes and prevent future incidents. <p>By implementing these control measures, you can help reduce the risk of collisions and pedestrian injuries while maintaining a safe and efficient workplace environment for all employees.</p>		
8. Placing a load	Crushed hands/fingers, Falling loads	3H	<ul style="list-style-type: none"> - Ensure all forklift operators have successfully completed the required certification and training courses and are fully competent in operating the machinery. - Provide clear guidelines to forklift operators regarding safe load handling, including ensuring that loads are balanced and secured properly before moving. - Establish designated loading and unloading zones, clearly marked and away from pedestrian walkways or high-traffic areas. - Implement a visual inspection of the load before lifting, checking for any loose, broken or unsecured elements that could fall during transportation. - Ensure forklift operators always wear appropriate personal protective equipment (PPE) such as gloves, safety boots, and a high-visibility vest when working with loads. 	2M	

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			<ul style="list-style-type: none"> - Introduce a safe communication system between forklift operators and other workers in the area, such as the use of specific hand signals or warning devices like horns or alarms, to avoid potential accidents involving pedestrians or other vehicles. - Set and enforce a maximum load limit for all forklifts in operation, which should never be exceeded. - Regularly inspect and maintain forklifts according to manufacturer's recommendations, including checking for issues with lifting mechanisms or hydraulic systems that could cause sudden drops or malfunctions. - Utilise additional equipment or tools, such as pallets or skids, to support and stabilise loads during transport, reducing the likelihood of dropped objects or spilling. - Instruct operators to lift loads slowly, maintaining an even pace, and avoiding sudden movements that might cause loads to become destabilised. - Encourage a "two hands-on" approach when handling and placing loads, keeping fingers and hands clear of potential crush zones. - Establish protocols for handling irregularly shaped or oversized loads, including seeking assistance from a team member or supervisor if needed. - Conduct regular toolbox talks and safety meetings focusing on safe forklift usage and handling practices to reinforce safety measures and remind workers of potential hazards. - In the event of a dropped load or near miss, perform an incident report and safety review to identify root causes and implement necessary changes to improve the safety practices in place. 		
9. Parking and shut down	Poor parking location, Accidental movement	2M	<ul style="list-style-type: none"> - Proper signage and demarcation: Ensure that proper signs are displayed indicating designated parking zones for forklifts, and clearly demarcate the area to prevent confusion. - Training and competency: Provide regular training to forklift operators on the correct vehicle shut down and parking procedures, ensuring they understand the hazards involved and are skilled in mitigating them. - Fault reporting and maintenance: Encourage workers to report any faults or damages to forklifts immediately to prevent accidental movement during parking and shutdown, and ensure maintenance is conducted regularly. - Parking brake application: Ensure forklift operators always apply parking brakes when leaving the equipment unattended, limiting the risk of unintended movement. - Chocking wheels when parked: Instruct forklift operators to chock the wheels of the forklift when parking on an incline, reducing the potential for accidental movement. - Adherence to parking protocols: Implement specific parking and shutdown protocols, such as ensuring the forks are lowered and clear of any obstructions, and the key is removed after shut down. 	1L	

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			<ul style="list-style-type: none"> - Visual inspections before parking: Require that forklift operators conduct visual checks around the vehicle before parking to identify any potential hazard areas, pedestrians, or other equipment. - Use of hazard lights and audible warning devices: Activate hazard lights and beep the horn before parking and shutting down the forklift, alerting others in the vicinity to the vehicle's presence. - Regular housekeeping: Keep designated parking areas clean and free of debris, ensuring adequate space for safe parking and maneuverability of the forklift. - Restricted access to parking areas: Limit pedestrian and vehicular traffic near the forklift parking area, reducing the chance of accidental interactions and collisions between vehicles or people. - Monitoring and supervision: Assign a supervisor to regularly monitor and inspect the forklift parking and shut down process, identifying potential hazards or non-compliance with established procedures and implementing corrective actions as needed. 		
10. Battery charging/maintenance	Battery acid spills, Electrical shock	3H	<ul style="list-style-type: none"> - Proper Training and Certification: Ensure that all personnel handling battery charging/maintenance tasks have undergone comprehensive forklift safety training and possess a valid certificate to perform such tasks. - Use of Personal Protective Equipment (PPE): Employees must wear appropriate PPE for the job, including goggles, gloves, aprons, and safety boots to protect against battery acid spills and electrical hazards. - Implement Charge and Maintenance Schedules: Establish and maintain regular battery charging and maintenance schedules, making sure that employees adhere strictly to these schedules to prevent overcharging and damage to batteries. - Adequate Ventilation: Ensure proper ventilation in the battery charging area; this will aid in dissipating hazardous fumes emitted by the batteries, reducing the risk of toxic gas inhalation. - Emergency Spill Response Kits: Provide spill response kits at accessible locations close to the battery charging stations, which include neutralising agents, absorbent materials, and personal protective equipment for rapid response to battery acid spills. - Electrical Inspections and Maintenance: Schedule routine inspections of electrical systems, connections, and components related to battery charging to identify any potential faults or damage that may result in electrical shocks or accidents. - Clear and Visible Signage: Install clear and visible warning signs near the battery charging station, indicating potential hazards and the necessary precautions to be taken while working in the area. - Isolation and Containment: Ensure battery charging areas are segregated from other sections of the workplace to prevent accidental contact with battery acids or exposure to electrical shock hazards. 	2M	

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			<ul style="list-style-type: none"> - Safety Switches and Circuit Breakers: Equip all battery charging equipment with safety switches and circuit breakers that are designed to interrupt the flow of electricity in the event of an overload, short circuit or ground fault, minimising the risk of electrical shock. - Emergency Procedures and First Aid: Develop and implement well-defined emergency procedures for incidents involving battery acid spills or electrical shock. Train employees on these procedures and ensure readily available first aid kits containing appropriate materials, such as eyewash stations and burn treatments. 		
11. Forklift maintenance	Crushing injuries, Caught in moving parts	3H	<ul style="list-style-type: none"> - Conduct regular inspections: Schedule and perform routine inspections of the forklift to identify any faults or defects before they can cause harm. - Follow manufacturer's guidelines: Adhere to the manufacturer's recommendations for proper maintenance, including regular servicing and appropriate replacements of parts. - Implement Lockout/Tagout procedures: Utilise appropriate lockout/tagout procedures to isolate the forklift from all energy sources during maintenance activities to ensure it cannot be inadvertently activated. - Wear appropriate PPE: Ensure that maintenance personnel are outfitted with proper personal protective equipment (PPE), such as safety gloves, eye protection, and steel-toed boots, to mitigate potential injuries. - Use correct tools and equipment: Only use approved tools and equipment designed for specific maintenance tasks to minimise accidental damage to the forklift or injury to workers. - Train maintenance staff: Provide comprehensive training on safe working practices to all operators and maintenance staff, emphasising hazard identification, risk management, and utilization of safety controls. - Establish designated work zones: Create designated areas for forklift maintenance to occur, keeping these spaces clear of unrelated objects and removing unauthorised personnel to minimise risk. - Employ safety devices: Utilise safety devices such as wheel chocks, jack stands, and support blocks when needed to stabilise the forklift and prevent sudden movement during maintenance. - Implement a Safe Work Method Statement (SWMS): Develop a detailed SWMS, outlining the procedures and safety controls undertaken during forklift maintenance to help reduce the likelihood of accidents. - Use caution around moving parts: Remind maintenance staff to remain vigilant and exercise extreme caution when working near moving parts or mechanisms to avoid becoming caught or entangled. - Encourage communication and reporting: Foster an environment where employees feel comfortable discussing their concerns about workplace hazards and reporting 	2M	

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			incidents in order for management to address them effectively and improve overall safety measures.		
12. Emergency response	Inadequate communication, Delayed response	2M	<ul style="list-style-type: none"> - Clearly establish communication protocols and procedures to ensure that all team members are aware of their responsibilities during an emergency. - Provide accessible and easy-to-understand emergency response guidelines and instructions, including evacuation routes and meeting points. This information should be posted in prominent locations throughout the worksite. - Regularly conduct emergency response drills and training sessions to improve team preparedness and ensure that everyone knows how to respond efficiently and effectively during an emergency. - Ensure that all staff and workers are familiar with the use and operation of emergency equipment such as fire extinguishers and first aid supplies, and have a clear understanding of emergency shut-down procedures for any machinery or equipment in use. - Maintain a listing of emergency contact numbers, including on-site supervisors, management personnel, and local emergency responders such as police and ambulance services. Make sure that these numbers are easily accessible to all staff located across the worksite. - Utilise appropriate signage and visual aids, such as flags or strobe lights, to signal emergencies quickly and effectively across the worksite, ensuring rapid identification and response to unfolding incidents. - Establish regular check-ins and communication points between team members throughout the day, so that any emerging issues or concerns can be quickly detected and escalated where necessary. - Develop a robust crisis management plan outlining roles, responsibilities, and actions for all personnel in the event of an emergency, ensuring efficient decision-making and minimization of risk. - Encourage a workplace culture that values open and honest communication, proactively addressing any barriers or potential problems related to communication during an emergency. - Continuously review and update emergency response plans based on lessons learned from past incidents or changes in the work environment, ensuring that the most up-to-date information and best practices are consistently applied. 	1L	

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	□ 1	□ 2	□ 3	□ 4	□ 5	□ 6	□ 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	