Mini Skid Steer Equipment | SAFE WORK METHOD STATEMENT (SWMS)

TASK OR ACTIVITY: Mini Skid Steer Equipment

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		
	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.			

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

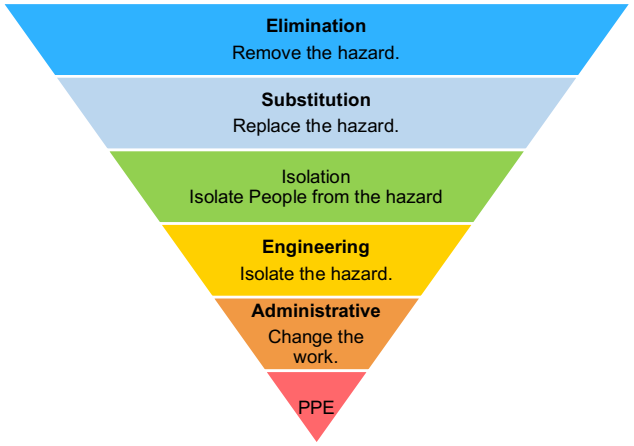
ANY HIGH-RISK MACHINERY OR EQUIPMENT NEARBY							
☐ Forklift	☐ Crane/s	☐ Hoist/s	☐ Excavator	☐ Backhoe/Loader	☐ Boom Lift	☐ EWP	☐ Genie Lift
☐ Trencher	☐ Drilling Rig	☐ Trucks	☐ Formwork	☐ Bobcat	☐ Flammable Gas	☐ Fuel	☐ Dozer
☐ High Voltage	☐ Mulcher	☐ Tilt-up Panels	☐ Roller	☐ Scissor Lift	☐ Tractor	☐ Other -	

RISK MATRIX

LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC	SCORE	ACTION
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.

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.

HEIRARCHY OF CONTROLS



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
											
☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

Select the appropriate PPE above suitable for the equipment used or the job task being performed (if applicable).

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.

When a SWMS has been revised, the person conducting a business or undertaking must ensure all:

1. persons involved in the work are advised that a revision has been made and how they can access the revised SWMS;
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,
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.

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, Falling Objects	2M	- Prior to starting the work, ensure that proper housekeeping is conducted in the area, removing debris and potential tripping hazards. - Designate a clear path for the movement of the mini skid steer and establish barricades to prevent unauthorised access, protecting workers from vehicle-related incidents. - Inspect the skid steer equipment, ensuring that all safety features are operational and guards are in place to protect operators from falling objects. - Conduct a comprehensive toolbox talk before commencing the work, emphasising the importance of vigilance against slip, trip, and fall risks. - Provide workers with appropriate personal protective equipment (PPE), such as steel-toed boots and high-visibility vests to miniimise the risk of injury during transportation and handling of the mini skid steer. - Maintain an organised and clutter-free workspace by stacking materials neatly, providing adequate storage for tools, and clearly marking work zones. - Implement a strict 'no loads over people' policy for the mini skid steer, lowering the risk of dropped object incidents while lifting or moving materials. - Encourage regular breaks for operators and laborers to help maintain focus, reduce fatigue, and prevent careless accidents. - Install anti-slip coverings on elevated surfaces like ramps or walkways when necessary, reducing the likelihood of accidents related to slips and trips. - Monitor weather conditions for rain, wind, or other factors that may increase the risk of slips, trips, and falls; take appropriate action to counteract any potential hazardous change in conditions. - Regularly review and update the SWMS to reflect any changes in the work process or new hazards, keeping workers informed and trained on the latest control measures.	1L	
2. Inspection	Unauthorised access, Moving parts hazards	3H	- Restricted access: Ensure that only authorised personnel with necessary qualifications and training are permitted to operate the Mini Skid Steer Equipment. - Clear signage: Install appropriate warning signs around the work area to alert workers and others of potential hazards related to moving parts and unauthorised access. - Regular inspection: Conduct regular equipment checks to identify any potential risks, wear or component failure, and address them immediately to prevent accidents. - Safety barriers: Erect safety barriers, such as temporary fencing or rope barriers, around the work area to contain the risks associated with moving parts, and to prevent any unauthorised entry.	2M	

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			- Lockout/tagout procedures: Implement a proper lockout/tagout system for the Mini Skid Steer Equipment to ensure it is not accidentally started by someone who is not authorised or trained to use it. - Emergency stop button: Ensure the Mini Skid Steer Equipment is equipped with a readily accessible and operational emergency stop button or similar device in case of an emergency. - PPE provision: Provide appropriate personal protective equipment (PPE) for all authorised personnel operating the Mini Skid Steer Equipment, such as safety shoes, gloves, eye protection, and high visibility clothing. - Training programs: Provide ongoing training and education programs for all workers involved in the operation of the Mini Skid Steer Equipment, ensuring they are familiar with its functions, potential hazards, and control measures. - Pre-operation inspections: Require operators to perform a thorough pre-operation inspection, checking for any visible defects, loose components, or other potential hazards before commencing work with the Mini Skid Steer Equipment. - Communication systems: Establish a clear communication system among workers and supervisors on-site, including the use of radios, hand signals, and designated spotters to help prevent incidents involving unauthorised access or moving parts hazards. - Incident reporting and investigation: Encourage workers to report any near misses or incidents involving the Mini Skid Steer Equipment, and conduct thorough investigations to identify root causes and implement corrective actions to prevent future occurrences.		
3. Load Materials	Manual handling hazards, Unstable loads	3H	- Proper training and instructions: Ensure all workers involved in the task have received adequate training on proper manual handling techniques, including lifting, carrying, and lowering loads without causing strain. - Assess the weight and nature of materials: Evaluate the type, size, and weight of the load before attempting to move it. If necessary, use mechanical aids or divide the load into smaller manageable parts. - Plan the route and work area: Arrange a clear and unobstructed path for moving the load. Keep the work area clean, organised, and free from trip hazards. - Use correct lifting techniques: Encourage workers to use their legs rather than their back to lift heavy or bulky objects, keeping the load close to the body, and avoiding twisting movements. - Provide regular breaks for workers: Schedule frequent rest periods to help prevent fatigue and strain caused by heavy or repetitive lifting tasks. - Promote team lifting: When feasible, advocate for team lifting as an effective way to miniimise the risk of injury while distributing the load's weight evenly among the group.	1L	

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			- Employ mechanical aids: Utilise appropriate mechanical equipment such as pallet trucks, hoists, forklifts, or trolleys to aid with material movement. - Inspect the Mini Skid Steer Equipment: Conduct routine equipment checks, ensuring that all parts are functioning correctly and securely attached. - Conduct pre-use safety checks: Assess the Mini Skid Steer Equipment before each task to confirm it is safe to operate and appropriately serviced and maintained. - Stabilise loads properly: Secure and balance the loads using appropriate restraints or netting to ensure stable transportation. - Implement a buddy system: Pair up workers who can assist one another with manual handling tasks, providing support, guidance, and reducing the risk of injury. - Develop emergency procedures: Create and communicate clear emergency plans to address any incidents involving unstable loads or material handling incidents. - Maintain Open Communication: Encourage workers to communicate any concerns regarding workload or safety, allowing for adjustments as needed. - Ensure adequate supervision: Supervise manual handling activities closely, providing feedback and support when necessary, and intervening when unsafe practices are observed.		
4. Equipment Operation	Collision with pedestrians or structures, Dust and noise exposure	2M	- Implement a designated walkway for pedestrians, clearly marked with signage and barriers, to miniimise the possibility of collision between the mini skid steer and workers on foot. - Conduct routine safety briefings informing all site personnel about the presence of the mini skid steer equipment, its operation zone, and potential hazards. - Establish a communication protocol between the mini skid steer operator and ground crew members (e.g., use of hand signals or radio communication) to decrease the risk of misunderstandings during the maneuver of the equipment. - Require the mini skid steer operator to have valid and up-to-date training and certification, ensuring that they are skilled in operating the equipment safely and efficiently. - Regularly inspect the mini skid steer for any damages or faults, such as worn tires or malfunctioning safety features, and conduct maintenance when needed to ensure optimal performance and safety. - Equip the mini skid steer with working lights and warning devices like audible alarms or flashing lights when the machine is in motion, to increase visibility and alert nearby workers. - Miniimise dust exposure by implementing wetting down work areas, using dust suppression tools like water mist spraying, or applying appropriate dust masks and eye protection for workers on site.	1L	

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			- Monitor noise levels on-site and enforce the use of appropriate hearing protection (such as ear plugs or earmuffs) for workers exposed to excessive noise due to the mini skid steer operations. - Schedule the noisiest work to be carried out during times when fewer workers are present on site, if possible, to miniimise their cumulative noise exposure. - Implement speed limits for the mini skid steer when operating within designated work zones to reduce the risk of collision with structures or other equipment. - Establish exclusion zones around the mini skid steer's operating area using barricades or safety tape, restricting access only to authorised personnel who are involved in its operation. - Ensure all team members working in proximity to the mini skid steer equipment are wearing high-visibility clothing or vests to increase their visibility for the operator. - Encourage and enforce a thorough workplace safety culture where workers feel empowered to report hazards, near misses, and other safety concerns immediately, thus contributing to an ongoing conversation about hazard reduction on-site.		
5. Maintenance	Electrical shock hazards, Sharp edges hazards	3H	- Regular Inspections: Conduct routine inspections and maintenance checks to identify any potential electrical or sharp edge hazards on the mini skid steer equipment, documenting all findings. - Safety Training: Provide comprehensive safety training to all operators and maintenance personnel, ensuring they are well-informed about risks involved with electrical shocks and sharp edges while working with the equipment. - Proper Lockout/Tagout Procedures: Implement lockout/tagout procedures to ensure the machinery is shut down and isolated from all energy sources before performing any maintenance work, preventing accidental activation and reducing the risk of electrical shock. - Personal Protective Equipment (PPE): Ensure that all workers wear appropriate PPE, such as gloves, safety goggles, and steel-toed boots, to protect against sharp edges and electrical hazards during maintenance tasks. - Use of Non-conductive Tools: Equip maintenance workers with non-conductive tools made of materials like plastic or fiberglass to miniimise the risk of electrical shock while working on the equipment. - Clear Signage and Labels: Place clear signage and labels around the mini skid steer equipment warning users about potential electrical shock and sharp edge hazards. - Safe Work Procedures: Develop and implement detailed safe work procedures for all maintenance tasks involving the mini skid steer equipment, emphasising hazard identification, control measures, and proper documentation.	1L	

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			- First Aid Training: Provide first aid training to workers, focusing on the treatment of electrical burns and cuts caused by sharp edges, ensuring prompt and appropriate response in case of an incident. - Immediate Reporting and Incident Investigation: Encourage workers to report any potential hazards or incidents immediately, facilitating thorough investigations to identify root causes and implement corrective actions. - Dealing with Damaged Equipment: Establish a protocol for dealing with damaged equipment, such as damaged cords or jagged edges, ensuring that these hazards are addressed promptly and appropriately, either by repairing or replacing the equipment. - Continuous Improvement: Regularly review and update the SWMS to ensure its effectiveness in managing electrical shock and sharp edge hazards during maintenance tasks, using information gathered from inspections, incident investigations, and worker feedback to make improvements as needed.		
6. Refueling	Fire risks, Fuel spills	4A	- Designate a refueling zone away from ignition sources and restrict smoking or open flames within the area. - Ensure that the mini skid steer equipment is switched off during refueling, with operators standing at an appropriate distance to miniimise contact with moving parts or hot surfaces. - Use a grounding system to miniimise the risk of static electricity leading to a fire while refueling; this should include connecting the nozzle, dispensing fuel, and keeping a ground wire in place throughout the process. - Conduct regular equipment maintenance to ensure any potential leaks, wear or damage does not pose a hazard during the refueling process. - Store fuel containers in a safe, ventilated location following manufacturer's guidelines and industry best practices when not in use. - Use personal protective equipment (PPE) such as gloves, spill containment materials, and fire-extinguishing devices for added safety during fuel handling and refueling operations. - Train employees on proper refueling procedures, emergency response plans, to recognise and report fuel-related hazards, and promote a culture of safety in the workplace. - Implement a regular inspection and maintenance schedule for fuel storage tanks, pipelines, and dispensing equipment to prevent potential leaks or spills that could lead to a hazardous situation. - Keep adequate supplies of spill containment materials and clean-up equipment readily available in case of accidental spills during refueling.	2M	

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			- Develop and implement standard operating procedures for filling, including guidance on limiting access to the refueling area, ensuring the equipment is properly grounded and the fuel source is approved for use with mini skid steer equipment. - In the event of a fire or fuel spill, follow established emergency response procedures, including alerting appropriate personnel, evacuating the area if necessary, and promptly addressing the emergency using fire extinguishers or other designated means.		
7. Site Clean-up	Airborne hazard exposure, Struck by moving vehicle	2M	- Ensure all workers involved in the site clean-up are trained on safety procedures and are aware of potential airborne hazards, as well as the risk of being struck by moving vehicles. - Schedule regular toolbox talks to communicate any changes in safety procedures or new hazards that may arise during the site clean-up process. - Provide appropriate personal protective equipment (PPE) such as dust masks, safety goggles, and high-visibility vests to miniimise the risk of exposure to airborne hazards and being struck by moving vehicles. - Implement a traffic management plan to ensure the safe passage of vehicles within the worksite, including designated routes, exclusion zones, and speed limits. - Utilise warning signs, barricades, or physical barriers to separate work areas from vehicle traffic. - Maintain an up-to-date register of all workers on-site, specifying their roles and responsibilities related to site clean-up tasks. - Implement a buddy system for workers tasked with clean-up duties, ensuring they can look out for each other's safety and report any hazards to supervisors. - Use wet suppression techniques, like spraying water or using dust suppressants, to reduce airborne debris during site clean-up activities. - Regularly inspect and maintain all air filtration systems present on the mini skid steer equipment to miniimise the release of airborne particles. - Encourage proper waste disposal practices by providing designated containers for different types of waste materials, including hazardous waste. - Develop an emergency response plan for incidents involving vehicle-related accidents or unexpected exposure to airborne hazards, ensuring all staff understands their roles during such events. - Conduct ongoing risk assessments throughout the site clean-up process to identify emerging hazards and modify control measures accordingly. - Monitor the effectiveness of implemented control measures by conducting regular safety audits and encouraging employee feedback on potential improvements.	1L	

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			- Instruct workers to take breaks and rotate tasks frequently to prevent fatigue – a contributing factor in workplace accidents – and ensure they know how to respond effectively in case of an emergency.		
8. Transporting Mini Skid Steer	Traffic Accidents, Unsecured load	2M	- Conduct pre-transport inspections: Before transporting the Mini Skid Steer, perform a thorough inspection of the equipment and the vehicle used for transportation to ensure everything is in proper working condition, eliminating mechanical failure risks during transit. - Properly secure the equipment: Ensure that the Mini Skid Steer is safely positioned on the transporting vehicle and secured using appropriate tie-downs or securing devices, such as chains or straps that meet relevant load restraint guidelines. - Check load weight distribution: Make sure that the weight of the Mini Skid Steer and any additional equipment or materials being transported is distributed evenly across the vehicle, reducing the likelihood of unsecured load hazards or vehicle instability. - Implement traffic management protocols: Develop and enforce a traffic management plan for the transportation process, including designated routes, safe travel speeds, and communication methods for drivers and site personnel. - Provide driver training: Ensure that all workers responsible for transporting the Mini Skid Steer receive adequate training on safely operating the transport vehicle, proper load securement techniques, and relevant road safety laws. - Regularly maintain transportation vehicles: Schedule regular maintenance checks and servicing for the vehicles used to transport the Mini Skid Steer to identify and address any potential mechanical issues before they become hazardous. - Use appropriate personal protective equipment (PPE): Require workers involved in the transporting process to wear appropriate PPE, such as high-visibility clothing, to miniimise the risk of traffic accidents involving personnel. - Implement proper signaling and signage: Equip the transportation vehicle with appropriate warning signs, flags, and lighting to alert other road users of the large or slow-moving vehicle. - Monitor weather conditions: Keep track of local weather forecasts and adjust transportation schedules or routes accordingly, avoiding hazardous conditions that could increase the risk of traffic accidents, such as heavy rain or high winds. - Encourage open communication and reporting: Foster an environment where workers feel empowered to report any safety concerns or incidents regarding the transportation of the Mini Skid Steer, and address those issues promptly to prevent future hazards.	1L	
9. Loading/Unloading Equipment	Crushing injuries, Pinch points	3H	- Ensure only appropriately trained and competent operators are authorised to perform loading/unloading of mini skid steer equipment.	1L	

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			- Establish and clearly mark designated loading/unloading areas that are level, stable, and free of obstructions, debris, and pedestrians. - Develop and communicate standard operating procedures for loading/unloading of the mini skid steer equipment, including guidance on safe distances from other work activities, proper placement of the ramps, and correct securing of the machine. - Inspect chains, slings, hooks, ramps, and other equipment used in the loading/unloading process for wear, damage, or defects before each use. - Use appropriate personal protective equipment (PPE) such as safety boots, gloves, high visibility clothing, and hard hats during the loading/unloading process. - Conduct regular toolbox talks on the risks associated with the loading/unloading of equipment, as well as the necessary safety measures required by relevant WHS regulations. - Properly position support equipment, such as outriggers or stabilizers, and adhere to manufacturer's weight limits and specifications when using any loading/unloading equipment. - Use a spotter to communicate with the operator and guide them throughout the loading/unloading process, ensuring they maintain clear line-of-sight. - Implement lockout/tagout procedures for the mini skid steer during loading/unloading procedures to prevent accidental operation of the equipment. - Observe proper speed limits and avoid sudden movements while maneuvering the mini skid steer during the loading/unloading process. - Monitor weather conditions closely and cease loading/unloading operations if strong winds, rain, or other adverse weather conditions pose potential risks. - Regularly review and evaluate your loading/unloading procedures and update your SWMS as required, incorporating incident reports and worker feedback to ensure continuous improvement. - Maintain a clear and tidy loading/unloading area, removing any spillages or hazardous materials promptly to prevent slips, trips, and falls.		
10. Excavation Work	Underground utility strikes, Trench collapse	3H	- Prior to commencing excavation work, obtain utility plans and maps to identify the location of underground utilities such as gas, water, electricity, and communication lines. - Use ground penetrating radar or similar tools to confirm the accuracy of utility plans and identify any potential obstructions that may have been missed. - Clearly mark the identified utility lines on-site with flags or spray paint to ensure operators are aware of their locations during excavation work. - Consult with utility providers to discuss how to safely conduct the excavation work around their assets and to determine whether utility isolation is required.	1L	

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			- Implement exclusion zones around the excavation area to prevent unauthorised personnel from entering the workspace, reducing the risk of injury in case of a utility strike or trench collapse. - Establish barricades and proper signage around the excavation site, warning workers and pedestrians of the potential hazards and directing them to safe walking routes. - Identify appropriately trained and licensed personnel to operate the mini skid steer equipment, ensuring they are competent in their ability to navigate around the marked utilities safely. - Conduct pre-operation checks on the mini skid steer equipment, including assessing the bucket, hydraulics, and other essential components for signs of wear or damage, minimising the risk of mechanical failure while working near sensitive utilities. - Monitor environmental factors such as rain or wind that may destabilise the soil structure, increasing the likelihood of a trench collapse, and adjust work practices accordingly. - Implement a sloping or benching system when digging trenches deeper than 1.5 meters (or according to local regulations) to reduce the risk of trench collapse and provide additional stability to the excavated walls. - Equip workers within the excavation zone with proper personal protective equipment (PPE), such as hard hats, high-visibility vests, sturdy footwear, and hearing protection where applicable. - Conduct regular toolbox talks with all team members to review proper excavation techniques, emphasise the importance of hazard awareness, and establish clear communication protocols. - In case of utility strikes or trench collapse, have an emergency response plan in place, including immediate evacuation procedures, key contact information for utility providers and emergency services, and first aid kits on-site.		
11. Grading and Leveling	Exposure to extreme temperatures, Roll-over hazards	2M	- Ensure all workers undergo proper training in operating mini skid steer equipment before commencing grading and leveling tasks to miniimise roll-over risks and increase overall safety. - Regularly maintain and inspect the mini skid steer equipment for any malfunctions or defects that may contribute to potential hazards, such as unbalanced tires or hydraulic issues. - Implement a daily pre-start checklist to ensure that all safety components of the mini skid steer are functioning properly, including checking for any damage or wear on tires and tracks. - Require operators to wear appropriate personal protective equipment (PPE) while working with mini skid steer equipment, including safety footwear, high visibility clothing, gloves, and hearing protection.	1L	

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			- Establish and enforce safe speeds and operating practices for using mini skid steers, particularly during grading and leveling tasks, to miniimise the risk of roll-overs and other accidents. - Develop and implement site-specific procedures for managing temperature-related hazards, such as regular breaks in shaded areas, drinking water accessibility, and altering work schedules to avoid extreme temperatures when possible. - Use barriers like cones or caution tape to cordon off the work area to prevent unauthorised personnel from entering, thereby reducing the risk of injury from potential roll-overs. - Encourage open communication among team members regarding any concerns about the operating conditions or potential hazards associated with grading and leveling tasks, enabling prompt identification and resolution of hazards. - Ensure proper lighting is in place when working during low-light or nighttime conditions, so that all workers can clearly see their surroundings and the mini skid steer's controls. - Assign a designated spotter to watch for potential hazards in the work zone, such as uneven terrain or obstacles, and to communicate any observations to the mini skid steer operator. - Incorporate rollover protective structures (ROPS) into the design of the mini skid steer to help protect operators in case of a roll-over accident. - Place warning signage near the work area to alert workers and site visitors of the hazards associated with grading and leveling tasks, including extreme temperatures and roll-over risks. - Implement a buddy system in which workers monitor each other's well-being during grading and leveling tasks, particularly when it comes to signs of heat exhaustion or dehydration. - Conduct regular toolbox talks to review safety procedures for operating mini skid steers during grading and leveling tasks, addressing any concerns or questions from team members and reinforcing the importance of adhering to safe work practices.		
12. Slope and Hill work	Rollover risk, Loss of control	4A	- Proper training and familiarization: Ensure that all operators of the Mini Skid Steer have completed appropriate training courses and are familiar with the equipment's controls, safety features, and load limits. - Inspection of work area: Before commencing work on slopes or hills, inspect the terrain for any potential risks such as uneven surfaces, loose soil, or hidden obstacles that could cause a loss of control or rollover. - Adherence to manufacturer guidelines: Always adhere to the manufacturer's guidelines specific to slope and hill work, including maximum incline angles and operating procedures.	2M	

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR	RESPONSIBLE PERSON
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK	NAME OF PERSON
			- Securing loads: Ensure that all loads are securely fastened to the Mini Skid Steer before undertaking work on slopes or hills to reduce the risk of load shift and loss of control. - Correct tyre inflation: Check and maintain proper tyre inflation according to manufacturer recommendations to maximise stability and grip when working on slopes or hills. - Select the right attachment: Use specialised attachments designed for slope and hill work, such as a grader blade or a bucket with a self-leveling feature, to miniimise the risk of rollovers or loss of control. - Maintain safe travel speed: Operate machinery at a safe and controlled speed while working on slopes and hills, taking into account factors such as load weight, terrain conditions, and visibility. - Dedicated spotter: Assign a dedicated worker to act as a spotter during slope and hill work, using clear communication methods (such as hand signals or two-way radios) to help the operator navigate safely. - Safe start and stop procedures: Follow proper start and stop procedures when starting or stopping on an incline or decline, ensuring the machine is stabilised and engaged in the correct gear to avoid rolling or lurching. - Emergency preparedness: Have an emergency action plan in place and ensure that all workers are familiar with it. Make certain that rescue and first aid equipment is readily available on site to respond quickly in case of a rollover or any other incident.		

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

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

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

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

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

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

Details of permits, licenses or access required by regulatory bodies (add or delete as required):

- Permits from local council
- Authorisation to commence work
- Any required documents.

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

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

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

Model Codes of Practice

- 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

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.	☐	☐	
Names and signatures of all relevant personnel consulted during the development of the SWMS.	☐	☐	
Name, signature, position and date signed of the person approving the SWMS.	☐	☐	
Specific personnel and qualifications, experience is noted in the SWMS.	☐	☐	
Provides a step-by-step process of tasks required to carry out the activity or task.	☐	☐	
Adequate risk assessment of any identified hazards has been completed.	☐	☐	
Foreseeable hazards are identified and documented for each step.	☐	☐	
Any hazards listed in any site risk assessments have been added to the SWMS.	☐	☐	
SWMS initial risk (IR) column as well as residual risk (RR) columns completed.	☐	☐	
Check control measures added to the SWMS are the most effective selections.	☐	☐	
Responsible person is assigned and listed on the SWMS for the implementation of control measures.	☐	☐	
Permit requirements specified, such as Hot Work, Electrical Work, Work at Heights etc.	☐	☐	
SWMS identifies plant and equipment to be used.	☐	☐	
Details of inspection checks required for any equipment listed are noted on the SWMS.	☐	☐	
Describes any mandatory qualifications, experience, training or skills required to perform the work.	☐	☐	
Applicable personal protective equipment is selected on the SWMS.	☐	☐	
Lists any required permits or licenses.	☐	☐	
Reflects and documents any legislative references and/or Australian Standards.	☐	☐	
Identifies any hazardous substances used with specific control measures in line with any SDS.	☐	☐	

REVIEWED BY		**DATE REVIEWED**	
SIGNATURE		**DATE COMPLETED**	