

## Skid Steer Loader | SAFE WORK METHOD STATEMENT (SWMS)

### TASK OR ACTIVITY: Skid Steer Loader

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><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>persons involved in the work are advised that a revision has been made and how they can access the revised SWMS;</li> <li>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>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
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1. Preparation	Poor visibility, Slips and trips	2M	<ul style="list-style-type: none"> <li>- Thoroughly inspect the workplace area before starting work to identify any potential obstacles or hazards that could obstruct the Skid Steer Loader operator's view.</li> <li>- Ensure the operator is well-trained and competent in operating Skid Steer Loaders, including proper communication techniques with spotters or traffic controllers.</li> <li>- Use high-visibility clothing, flashing lights, and warning signs to alert pedestrians and other workers of the presence and movement of the Skid Steer Loader.</li> <li>- Designate clear walkways for pedestrians and separate them from the Skid Steer Loader's working area to minimize the risk of slips and trips caused by uneven surfaces.</li> <li>- Implement a regular cleaning schedule to remove debris, spills, and other potential tripping hazards around the work area.</li> <li>- Keep windows and mirrors clean to improve visibility for the Skid Steer Loader operator, and make sure all lights are functional to illuminate the work area effectively.</li> <li>- Establish an efficient communication system between ground personnel and the Skid Steer Loader operator, using radios, hand signals, or other agreed-upon methods.</li> <li>- Reduce or eliminate blind spots by positioning spotters strategically within the work zone and equipping the Skid Steer Loader with cameras and sensors if possible.</li> <li>- Limit the speed at which the Skid Steer Loader operates during high pedestrian traffic times or poor visibility to ensure the safety of workers.</li> <li>- Regularly maintain and check the functionality of safety features on the Skid Steer Loader, such as brakes and stability systems, to minimize the risk of accidents due to equipment failure.</li> <li>- Provide appropriate Personal Protective Equipment (PPE) for all workers, including non-slip footwear and hard hats, to mitigate the risk of injury in case of a slip or trip incident.</li> <li>- Hold daily toolbox talks and safety briefings to reinforce safe operating procedures and provide updates regarding any identified hazards or ongoing concerns in the work environment.</li> </ul>	1L	
2. Pre-Operation Checks	Faulty equipment, Operator error	3H	<ul style="list-style-type: none"> <li>- Conduct a visual inspection of the Skid Steer Loader, checking for any visible damage or defects that may impact its safe operation.</li> <li>- Ensure that operators have been adequately trained and possess valid certification for operating Skid Steer Loaders in the workplace.</li> <li>- Review operator manuals for specific pre-operation checks recommended by the equipment manufacturer, and integrate these checks into daily routine inspections.</li> </ul>	1L	

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			<ul style="list-style-type: none"> <li>- Confirm that all mechanical components of the Skid Steer Loader are functioning properly, including the braking system, steering, power source (e.g., engine, battery), and hydraulic system.</li> <li>- Inspect safety devices and warning signals, such as emergency stop buttons, backup alarms, and horns, to ensure they are operational and clearly visible.</li> <li>- Check the condition and inflation of tires to ensure adequate traction and stability while operating the Skid Steer Loader.</li> <li>- Examine the attachment mechanism for correct functionality, ensuring that attachments can be securely fastened and adjusted as needed.</li> <li>- Implement a lockout/tagout procedure to prevent unauthorised access or use of the Skid Steer Loader during maintenance and repair tasks.</li> <li>- Document pre-operation check results in a logbook or electronic system, maintaining records of past inspections for future reference and potential incident investigations.</li> <li>- Encourage open communication between operators and management regarding any observed hazards or concerns, fostering a safety-conscious work environment.</li> <li>- Provide training on how to recognise and appropriately respond to common fault indicators displayed by the Skid Steer Loader's monitoring systems.</li> <li>- Regularly maintain and service the Skid Steer Loader according to the manufacturer's guidelines or Australian Standard AS 2865-2009 Safe Working at Heights.</li> <li>- Establish an operator buddy system where experienced operators can observe and mentor less experienced operators, reinforcing appropriate procedures and safe practices.</li> <li>- Ensure all personal protective equipment (PPE) is inspected regularly for signs of wear, and is appropriately sized and available to operators, such as safety glasses, gloves, and high-visibility vests.</li> </ul>		
3. Loading Materials	Overloading, Falling materials	3H	<ul style="list-style-type: none"> <li>- Ensure operators have the appropriate training and certification to handle skid steer loaders before allowing them to perform any loading activities.</li> <li>- Follow the manufacturer's guidance on maximum load capacity for the specific skid steer loader model being used, strictly adhering to weight limitations to prevent overloading.</li> <li>- Implement a pre-load inspection routine to check for any potential issues, such as loose or broken parts, in the skid steer loader that could impact the safety of loading materials.</li> <li>- Familiarise operators with the proper methods for stabilising the skid steer loader during loading procedures, including using the right positioning and maintaining an even distribution of weight.</li> </ul>	2M	

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			<ul style="list-style-type: none"> <li>- Clearly communicate all loading plans and processes with all team members involved, making sure everyone is informed about the order of operations and potential hazards associated with the loading process.</li> <li>- Require the use of appropriate Personal Protective Equipment (PPE) for all workers in proximity of the loading area, including hard hats, safety glasses, and high-visibility vests.</li> <li>- Establish a designated exclusion zone around the skid steer loader's working area to minimise the risk of accidents involving falling materials, only allowing authorised personnel access.</li> <li>- Regularly inspect and maintain attachments, such as forks and buckets, to ensure they are functioning properly and securely fastened, minimising the risk of falling materials during loading procedures.</li> <li>- Develop an emergency response plan to address potential incidents of overloading or falling materials, including guidelines for evacuating the area, reporting the incident, and handling any resulting injuries.</li> <li>- Enforce a rigid communication protocol between the skid steer loader operator and other site workers, using standardised hand signals or two-way radios to coordinate activities and prevent misunderstandings.</li> <li>- Schedule regular breaks for skid steer loader operators to reduce the risks associated with fatigue-related incidents and maintain a high level of vigilance during the loading process.</li> <li>- Keep the work area clean and organised to reduce the risk of tripping hazards or other obstacles that might cause instability during loading operations.</li> <li>- Create a system for regularly reviewing and updating the Skid Steer Loader Safe Work Method Statement (SWMS) to ensure all control measures remain relevant and effective in mitigating risks associated with loading materials.</li> </ul>		
4. Transporting Load	Uneven terrain, Pedestrians	3H	<ul style="list-style-type: none"> <li>- Conduct a pre-start inspection of the work area to identify and address any uneven terrain that could pose a risk during the transportation of loads.</li> <li>- Use appropriate signage and barriers to clearly delineate the designated path of travel for the skid steer loader, ensuring that it avoids areas with excessive slopes or undulations.</li> <li>- Provide clear communication channels for operators and pedestrians in the area, such as radios or hand signals, to ensure everyone is aware of the movement of the skid steer loader.</li> <li>- Enforce strict speed limits for the skid steer loader while transporting loads to minimise the risk of accident due to sudden changes in velocity.</li> <li>- Brief workers on the importance of maintaining a safe distance from the skid steer loader while it is operating, and ensure they know how to respond appropriately if they find themselves too close to the machine.</li> </ul>	2M	

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			<ul style="list-style-type: none"> <li>- Require operators of the skid steer loader to have adequate training and experience in navigating different terrain and carrying loads in a safe manner.</li> <li>- Utilise spotters to guide the skid steer loader operator through tight spaces or around busy pedestrian areas, ensuring full situational awareness.</li> <li>- Plan the least congested route for the skid steer loader to transport the load, thereby minimising interactions with pedestrians.</li> <li>- Equip the skid steer loader with safety features such as audible alarms, warning lights, and rollover protection systems to mitigate the risks associated with uneven terrain and pedestrians.</li> <li>- Schedule transportation activities during periods of low pedestrian traffic when possible, reducing the likelihood of incidents involving workers or bystanders.</li> <li>- Regularly maintain the skid steer loader's tires, suspension system, and braking components to ensure optimal performance and safety on uneven terrain.</li> <li>- Conduct toolbox talks and safety briefings outlining the required procedures and best practices for safely operating the skid steer loader in areas with uneven terrain and pedestrians, reinforcing these measures regularly as needed.</li> </ul>		
5. Unloading Materials	Tip over, Struck by falling material	3H	<ul style="list-style-type: none"> <li>- Conduct a pre-start safety assessment for the Skid Steer Loader, ensuring that it is in proper working condition and has no defects or issues that could lead to tip-overs or accidents.</li> <li>- Ensure that all operators are properly trained and competent in operating a Skid Steer Loader, with emphasis on understanding the correct way to unload materials and maintain machine stability.</li> <li>- Implement a clear communication plan between the Skid Steer Loader operator and ground personnel to signal when materials are unloaded and safe to approach.</li> <li>- Establish a designated unloading zone that is level, stable and free of obstacles, to minimise the risk of tip-over during material handling procedures.</li> <li>- Utilise appropriate attachments and equipment specifically designed for unloading materials, such as pallet forks or buckets, in order to optimise safety and efficiency.</li> <li>- Observe safe loading limits and weight capacities for the Skid Steer Loader, making sure not to exceed the manufacturer's recommendations to prevent instability or tip-over hazards.</li> <li>- Ensure materials are evenly balanced and secured before initiating unloading, using straps or other load retention devices where necessary.</li> <li>- Keep bystanders and non-essential personnel at a safe distance from the Skid Steer Loader and unloading area until the process is completed and the area is deemed safe.</li> </ul>	1L	



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			<ul style="list-style-type: none"> <li>- Require all personnel involved in the unloading process to wear appropriate personal protective equipment (PPE), such as high visibility clothing, hard hats, steel-toed boots and gloves, to minimise potential injuries from falling materials.</li> <li>- Regularly inspect and maintain the Skid Steer Loader's hydraulic systems, tires, and mechanical components to ensure optimal performance and prevent any unforeseen issues during unloading operations.</li> <li>- Review and update your workplace health and safety policies and procedures regularly, to ensure ongoing adherence to best practices and address new risks that might arise within your organisation's operation of Skid Steer Loaders.</li> </ul>		
6. Maneuvering in tight spaces	Obstructed vision, Striking objects	2M	<ul style="list-style-type: none"> <li>- Conduct a pre-start inspection of the worksite to identify and assess any potential hazards or obstructions in the tight space.</li> <li>- Establish clearly marked exclusion zones around the work area to prevent unauthorised personnel from entering the operator's blind spots.</li> <li>- Install a rearview camera or mirrors on the skid steer loader to improve visibility for the operator during maneuvering in tight spaces.</li> <li>- Ensure that the operator receives proper training in maneuvering the skid steer loader, specifically in handling the equipment in tight spaces with limited visibility.</li> <li>- Use a spotter who is equipped with a two-way radio, high visibility vest, and other necessary Personal Protective Equipment (PPE) to guide the operator while maneuvering in tight spaces.</li> <li>- Develop and implement a communication system between the operator and spotter, such as hand signals or verbal cues, to convey essential information swiftly and precisely.</li> <li>- Remove or safely secure any loose objects in the immediate vicinity of the work area that may be struck or displaced during maneuvering.</li> <li>- Plan the maneuvering path to avoid sharp turns or sudden movements that could lead to striking objects, considering factors like slopes, curbs, and uneven ground.</li> <li>- Create a site-specific emergency response plan in case of an incident involving the skid steer loader, outlining the appropriate actions for workers, supervisors, and emergency services.</li> <li>- Perform regular maintenance checks on the skid steer loader to ensure all safety features, including lights, cameras, and warning devices, are functioning correctly.</li> <li>- Implement regular toolbox meetings for the skid steer loader operators to reinforce correct operating techniques, emphasising working in tight spaces and best practices for managing the identified hazards.</li> <li>- Continuously review and update the Safe Work Method Statement (SWMS) to reflect any changes in procedures, equipment, or environmental conditions that could affect the safe operation of the skid steer loader during maneuvering in tight spaces.</li> </ul>	1L	

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7. Parking and Shutting down	Roll away, Unintended movement	3H	<ul style="list-style-type: none"> <li>- Ensure the skid steer loader is parked on a flat and level surface, minimising the risk of unintentional movement or roll away.</li> <li>- Set the parking brake firmly before shutting down the machine, preventing it from rolling or moving unexpectedly.</li> <li>- Turn off the engine and remove the key from the ignition when not in use, ensuring that the machine cannot be started accidentally.</li> <li>- Engage safety locks, pins, or other devices designed to prevent the unintended movement of the loader arms and attachment.</li> <li>- Lower all attachments to the ground, relieving any hydraulic pressure and reducing the potential for sudden movement.</li> <li>- Communicate with nearby workers and establish a designated parking area for the skid steer loader, helping to keep them safe from unexpected vehicle movement.</li> <li>- Chock the wheels if necessary, especially when parking on an incline or uneven surface, providing extra stability and security against roll away accidents.</li> <li>- Regularly inspect and maintain the machine's tires, brakes, and other components, ensuring they are in proper working condition and able to effectively prevent unintended movement.</li> <li>- Utilise flaggers and signage to warn approaching pedestrians and workers about the presence of a parked skid steer loader, increasing their situational awareness and safety around the worksite.</li> <li>- Establish a pre-start checklist and standard operating procedures for safely parking and shutting down the skid steer loader, reinforcing best practices among machine operators.</li> <li>- Train operators thoroughly on the proper procedures and precautions to take when parking and shutting down the machine, ensuring that all workers understand how to minimise risks associated with unintentional movement or roll away incidents.</li> <li>- Encourage workers to report any observed issues or concerns related to the skid steer loader's parking and shut down capabilities – fostering open communication can help prevent accidents and promote a safer work environment.</li> </ul>	1L	
8. Refueling the Loader	Fire, Spill damages	3H	<ul style="list-style-type: none"> <li>- Ensure the skid steer loader is switched off, the ignition key removed and parked on a level surface before refueling.</li> <li>- Conduct a thorough inspection of the fuel system, including hoses, connectors, and tanks, identifying any signs of wear, damage or leaks.</li> <li>- Only use approved fuel containers that comply with Australian standards for storing and transporting flammable liquids.</li> <li>- Store fuel containers at an appropriate distance from sources of ignition, in well-ventilated areas, and away from direct sunlight and extreme heat.</li> </ul>	1L	

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			<ul style="list-style-type: none"> <li>- Make sure a fully serviced and well-maintained fire extinguisher is readily accessible near the refueling area.</li> <li>- Designate a no-smoking zone around the refueling area and enforce strict compliance among workers.</li> <li>- Always use proper personal protective equipment (PPE), such as gloves and safety goggles, when handling fuel to minimise skin and eye exposure.</li> <li>- Refuel the loader using a suitable funnel to prevent spills, filling fuel tanks to a maximum of 95% capacity to allow for fuel expansion.</li> <li>- Have a spill containment kit and absorbent materials available in the event of accidental spills or leaks.</li> <li>- In case of a spill incident, promptly clean and dispose of contaminated materials according to local environmental regulations and guidelines.</li> <li>- Provide regular training and education for operators on the proper procedures for refueling and managing hazardous substances.</li> <li>- Regularly inspect and maintain the surrounding environment, ensuring that sufficient lighting, ground stability, and drainage systems are in place.</li> <li>- Establish clear communication protocols amongst team members during refueling operations, using hand signals or radios as necessary.</li> <li>- Develop a clear emergency response plan for potential incidents involving fire or major spills, ensuring all staff are familiar with the steps involved and can react quickly in case of an emergency.</li> </ul>		
9. Attachment Swap	Pinching hazards, Incorrect installation	2M	<ul style="list-style-type: none"> <li>- Performing a thorough risk assessment: Prior to initiating the attachment swap process, conduct a comprehensive risk assessment to identify and mitigate possible pinching hazards and ensure correct installation.</li> <li>- Proper selection of attachments: Ensure that only compatible attachments are used with the Skid Steer Loader in order to prevent any discrepancy in the installation process, which helps minimise the risk of accidents.</li> <li>- Adequate training and supervision: Provide proper training for operators on various aspects including safe handling, installation, and removal of Skid Steer Loader attachments. Additionally, competent supervisory personnel should oversee the swap to ensure a seamless and risk-free procedure.</li> <li>- Personal protective equipment (PPE): Equip workers with appropriate PPE, such as gloves and safety footwear, to lessen the chances of sustaining injuries during the attachment swap process.</li> <li>- Equipment inspection and maintenance: Regularly inspect and maintain the Skid Steer Loader and its attachments to ensure they are in good working condition and prevent faults or malfunctions that could lead to hazards.</li> </ul>	1L	

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			<ul style="list-style-type: none"> <li>- Following manufacturer guidelines: Adhere strictly to the Skid Steer Loader's manufacturer recommendations and guidelines when carrying out attachment swaps to prevent incorrect installations.</li> <li>- Implementing engineering controls: Utilise appropriately designed tools and equipment to aid in detachment and installation processes, reducing the chance of pinching hazards and improper installations.</li> <li>- Clear communication and signage: Use clear communication between all team members involved in the attachment swap, and display relevant warning signs around the work area to warn passerby about potential risks.</li> <li>- Safe work procedures: Establish and implement standardised work procedures for all employees to follow during the attachment swap process, which outlines specific steps, roles, and responsibilities to minimise risks.</li> <li>- Designated attachment swap zones: Set up designated areas for attachment swaps where adequate space is available, limiting unnecessary movements and disturbances that could contribute to potential hazards.</li> <li>- Emergency preparedness: Have an emergency action plan in place, along with readily available first aid kits and evacuation procedures, in case of accidents or incidents during the attachment swap process.</li> </ul>		
10. Regular Maintenance	Mechanical failure, Electrical hazard	3H	<ul style="list-style-type: none"> <li>- Establish a routine maintenance schedule in accordance with the manufacturer's recommendations for all Skid Steer Loaders, ensuring that all maintenance tasks are performed at appropriate intervals.</li> <li>- Ensure operators have completed proper training and hold valid certification for Skid Steer Loader operation, understanding its specific maintenance procedures, and how to identify potential hazards during regular maintenance.</li> <li>- Provide operators with clear instructions on correct shutdown and isolation procedures, including disconnecting the battery or engaging equipment locks before commencing any maintenance work.</li> <li>- Conduct thorough visual inspections of the Skid Steer Loader prior to commencing maintenance tasks. Check for any signs of wear, visible damage, or missing components that may affect the machine's safe operation and immediately address any identified issues.</li> <li>- During maintenance tasks, use the appropriate Personal Protective Equipment (PPE) such as safety gloves, protective eyewear, and hearing protection as required.</li> <li>- Implement a lockout-tagout system for the Skid Steer Loader during maintenance. This will ensure that the equipment is safely isolated from power sources to prevent accidental activation.</li> <li>- Regularly inspect electrical components for signs of wear, frayed wiring, or loose connections. Tighten and repair any damaged components as necessary.</li> </ul>	1L	

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SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK	NAME OF PERSON
			<ul style="list-style-type: none"> <li>- Utilise factory recommended lubricants, filters, and replacement parts to ensure optimal performance of the Skid Steer Loader and minimise the risk of mechanical failure or electrical hazards.</li> <li>- Ensure all fluid levels are checked and maintained at their recommended levels, including hydraulic fluid, engine oil, coolant, and fuel.</li> <li>- Clean and inspect air and fuel filters regularly to prevent clogging, which can lead to poor engine performance and increase the risk of mechanical failure.</li> <li>- Check for any signs of leaks around hoses, cylinders, and motors. Repair or replace worn components as needed to reduce the likelihood of hydraulic or mechanical failure.</li> <li>- Inspect tires for proper inflation, wear, and damage. Rotate or replace tires as needed to maintain optimal traction and stability, reducing the risk of accidents during Skid Steer Loader operation.</li> <li>- Maintain a detailed log of all maintenance tasks performed on the Skid Steer Loader, including dates, specific actions taken, and any parts replaced. This documentation will help keep track of the equipment's maintenance history and provide evidence of proper care in the event of an incident or inspection.</li> </ul>		
11. Emergency Response	Inadequate training, Panic-induced injuries	2M	<ul style="list-style-type: none"> <li>- Provide comprehensive and regular emergency response training to all operators, ensuring they are well-informed about the potential hazards and appropriate actions to take in case of an emergency.</li> <li>- Develop and implement a clear, written Emergency Action Plan (EAP) detailing the steps to be followed during an emergency situation involving skid steer loaders, including communication protocols and designated emergency contacts.</li> <li>- Establish designated evacuation areas and display clear signage directing employees to these locations in case of an emergency.</li> <li>- Conduct regular drills simulating emergency scenarios involving skid steer loaders, so that workers can practice their response under controlled conditions and become more familiar with emergency procedures.</li> <li>- Regularly inspect and maintain first aid kits, emergency response equipment, and fire extinguishers in and around work areas where skid steer loaders are operated.</li> <li>- Ensure that all workers have access to a functioning communication system (e.g., walkie talkies, mobile phones), which can be used effectively to alert others in case of an emergency.</li> <li>- Appoint an emergency response coordinator responsible for overseeing and coordinating any emergency situations that may arise while using skid steer loaders. This individual should have extensive knowledge and training in dealing with emergencies and panic-induced injuries.</li> <li>- Train workers on techniques to remain calm and control their anxiety levels during an emergency to prevent worsening the situation by inducing panic in others.</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>- Encourage ongoing discussions and sharing of experiences among employees to identify potentially unsafe practices and continuously improve emergency preparedness and response.</li> <li>- Regularly review and update emergency response plans and procedures based on changes in workplace settings, equipment, technology, or new potential hazards identified through incident reports and investigations.</li> </ul>		
12. Site Clean-up	Uneven surface, Debris	2M	<ul style="list-style-type: none"> <li>- Conduct a thorough pre-cleaning site inspection to identify any uneven surfaces and potential debris hazards.</li> <li>- Ensure that all operators and workers on-site have received proper training in safe operation and hazard identification related to Skid Steer Loaders and debris removal.</li> <li>- Provide a clearly marked designated site clean-up area for easy identification by all workers.</li> <li>- Utilise the appropriate attachments and tools for Skid Steer Loaders, such as brooms, buckets, and grapple forks, for efficient debris removal and minimising hazards.</li> <li>- Establish and communicate an agreed-upon route for transporting debris from the worksite to the clean-up area, avoiding areas of high foot traffic or uneven surfaces where possible.</li> <li>- Clearly mark and signpost identified uneven surfaces and other potential hazards to enhance awareness among workers.</li> <li>- Implement a regular maintenance schedule for the Skid Steer Loader to ensure optimal performance and minimise the risk of mechanical failure during site clean-up activities.</li> <li>- Deploy safety barriers or warning signs around the working area to keep unauthorised personnel out of the danger zone.</li> <li>- Encourage open communication between workers to report any new hazards or unsafe conditions found during the clean-up process.</li> <li>- Instruct workers to wear appropriate Personal Protective Equipment (PPE), such as high visibility vests, sturdy work boots, and hard hats, during clean-up operations.</li> <li>- Keep an updated Emergency Response Plan and first aid kit readily available on-site to respond quickly to any incidents that might occur during site clean-up.</li> <li>- Schedule regular breaks for workers during the clean-up process to minimise the risk of fatigue-related injuries or accidents.</li> <li>- Once the site clean-up has been completed, conduct a final inspection to ensure that all debris has been removed and any identified hazards have been adequately addressed before resuming regular work operations.</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

## 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:		
			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"/>	
<b>REVIEWED BY</b>		<b>DATE REVIEWED</b>	
<b>SIGNATURE</b>		<b>DATE COMPLETED</b>	