

## Tip Truck | SAFE WORK METHOD STATEMENT (SWMS)

### TASK OR ACTIVITY: Tip Truck

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
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK	NAME OF PERSON
1. Preparation	Slips, trips and falls, Struck by moving vehicle	3H	<ul style="list-style-type: none"> <li>- Implement a designated walkway for workers, ensuring it's clear of debris and obstacles, to minimise the chances of trips and falls.</li> <li>- Provide mandatory training sessions on safe maneuvering around vehicles and equipment to all personnel assigned to work near the tip trucks.</li> <li>- Install appropriate safety signage, like cautionary notices and restricted access indications, at strategic locations near the tipping area.</li> <li>- Establish strict guidelines on parking and vehicle movement, including enforcing a speed limit for the tip trucks in the work zone.</li> <li>- Use high-visibility vests and other protective clothing for workers to highlight their presence while operating around the tip truck.</li> <li>- Frequently inspect and maintain the work site surface to ensure it remains level, dry, and free from hazards that can cause slips or falls.</li> <li>- Adopt a buddy system where workers are paired up to monitor each other's safety around the moving vehicles and report any risks they encounter.</li> <li>- Install rearview cameras or mirrors on tip trucks to enhance driver visibility, reducing the risk of inadvertently hitting workers during operation.</li> <li>- Conduct regular toolbox talks with all employees emphasising the importance of adhering to safety protocols and staying vigilant while working around heavy machinery.</li> <li>- Employ a trained spotter who uses hand signals or radio communication to guide tip truck drivers during parking, reversing, and other potentially dangerous maneuvers to prevent accidents and collisions.</li> </ul>	2M	
2. Tip truck inspection	Falls from height, Contact with chemicals	3H	<ul style="list-style-type: none"> <li>- Conduct a thorough pre-start inspection of the tip truck, including checking for any signs of fluid leaks or damage that could indicate potential issues with the vehicle's hydraulic system or tipping mechanism.</li> <li>- Ensure all workers involved in the task have received appropriate training and hold relevant competencies or licenses to operate a tip truck, as well as being aware of any regulations and standards related to working at heights and handling hazardous chemicals.</li> <li>- Provide appropriate personal protective equipment (PPE), such as safety harnesses, helmets, gloves, and eyewear, for workers who may be exposed to hazards while performing tip truck inspections.</li> <li>- Install guardrails or edge protection around the tip truck's platform or work areas where there is a risk of falls from height while carrying out inspections.</li> <li>- Use signage to clearly communicate hazard zones and restricted areas, making sure that only authorised personnel are permitted access to the tip truck during the inspection process.</li> </ul>	1L	

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			<ul style="list-style-type: none"> <li>- Keep the workspace clean and organised as part of good housekeeping practices, ensuring that all tools, equipment, and materials are properly stored when not in use, reducing the risk of slips, trips, and falls.</li> <li>- Instruct workers to maintain proper communication with each other during the inspection process, using hand signals or two-way radios to avoid misunderstandings and minimise distractions.</li> <li>- Ensure that appropriate spill containment measures, such as drip trays or absorbents, are in place around the tip truck to contain any potential chemical leaks and make cleanup easier in case of an incident.</li> <li>- Store hazardous chemicals in clearly marked, secure containers and only transport them on the tip truck after conducting a thorough risk assessment and securing the containers to prevent spills, leaks, or losses during transport.</li> <li>- Develop and regularly review emergency response procedures for incidents involving falls from height or contact with hazardous chemicals, ensuring that all workers are trained in these procedures and understand their roles and responsibilities.</li> <li>- Monitor weather conditions and suspend the inspection if adverse weather conditions, such as heavy rain, strong winds, or poor visibility, pose an increased risk to worker safety.</li> <li>- Establish a system for regular equipment maintenance and inspection, documenting any repairs or issues identified and ensuring these are addressed before the tip truck is used again for work tasks.</li> <li>- Encourage workers to report any perceived hazards, incidents, or near misses related to tip truck inspections, fostering a proactive safety culture and continuously improving workplace health and safety practices.</li> </ul>		
3. Loading tip truck	Overloading, Unsecured load causing spillage	4A	<ul style="list-style-type: none"> <li>- Provide comprehensive training to tip truck operators on proper loading procedures and recognizing potential hazards.</li> <li>- Establish, communicate, and enforce weight restrictions for each tip truck, ensuring these limitations are displayed on or near the vehicle.</li> <li>- Utilise load scales or other weight measurement devices to monitor the actual weight of materials being loaded into tip trucks, preventing overloading situations.</li> <li>- Assess the terrain and work area conditions prior to loading materials into the tip truck, adjusting operations and load positioning as necessary to accommodate any uneven ground, slopes, or hazard zones.</li> <li>- Ensure loads are evenly distributed within the tip truck's bed, avoiding excessive stress on a single side or specific areas of the vehicle.</li> <li>- Use proper equipment, such as front-end loaders or excavators, to handle and transfer heavy loads into the tip truck safely and efficiently.</li> </ul>	2M	

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			<ul style="list-style-type: none"> <li>- Regularly inspect and maintain loading equipment, attachments, and accessories involved in tip truck operations to reduce the risk of malfunctions, structural failures, and other potential issues leading to hazards during loading activities.</li> <li>- Install and maintain appropriate guards, barriers, or enclosures around loading areas to prevent accidental spillage or debris from falling onto workers, equipment, or surrounding areas during operations.</li> <li>- Routinely monitor and inspect the condition and security of tip truck bed covers, tarpaulins, nets, and other protective containment systems to ensure they are intact and functioning effectively.</li> <li>- Employ communication protocols, signals, and signage between loading supervisors, machine operators, and truck drivers to coordinate the safe and efficient completion of each loading task.</li> <li>- Implement and enforce a regular inspection schedule for tip trucks to assess for wear and tear, maintenance needs, or potential damage that could compromise their load-bearing capacity or overall safety.</li> <li>- Foster a strong safety culture among all personnel involved in tip truck operations, encouraging open communication and collaboration in identifying, reporting, and addressing hazards and at-risk behaviors during loading tasks.</li> </ul>		
4. Driver safety training	Inadequate training, Fatigue	3H	<ul style="list-style-type: none"> <li>- Mandatory comprehensive driver safety training programme: Ensure all drivers undergo a mandatory, extensive safety training programme that includes both theoretical and practical hands-on sessions to equip them with essential driving skills and knowledge about the safe operation of tip trucks before they are allowed to operate the vehicles.</li> <li>- Regular refresher courses: Schedule periodic refresher training for all drivers to maintain and enhance their knowledge and skill set and update them on new safety requirements, regulations, and best practices in the transport industry.</li> <li>- Fatigue management policies: Implement strategies to address fatigue-related risks, such as by limiting the number of hours drivers can work per day, mandating rest periods during shifts, encouraging healthy sleep habits, and providing adequate breaks between shifts.</li> <li>- Pre-employment screening: Conduct thorough background checks on all potential drivers, including checking previous driving records, ensuring they possess a valid and appropriate license, and verifying any relevant certifications or qualifications.</li> <li>- Risk assessment and communication: Provide safety briefings to drivers on any potential hazards they may encounter during their shifts, including specific workplace risks, weather conditions, and other environmental factors that could impact their ability to safely operate a tip truck.</li> <li>- In-vehicle monitoring systems: Install and utilise telematics devices and other monitoring systems within trucks to monitor driver performance, track vehicle usage, identify unsafe driving behaviors, and detect signs of fatigue to help manage risk proactively.</li> </ul>	1L	

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			<ul style="list-style-type: none"> <li>- Ergonomic vehicle design: Ensure that all tip trucks are designed to minimise physical strain on drivers and provide comfortable and ergonomic seating, controls, and other features to support long periods of driving.</li> <li>- Emergency response procedures: Develop and communicate protocols for drivers to follow in case of an emergency situation or accident, such as who to contact, what information to provide, and what steps to take to secure the scene and prevent further harm.</li> <li>- Maintenance and inspection schedules: Enforce rigorous maintenance programs for all tip trucks to ensure they are regularly serviced, inspected, and maintained in accordance with manufacturer guidelines, regulatory requirements, and industry best practices.</li> <li>- Visibility enhancements: Equip tip trucks with ample lighting, high-visibility markings or paint, and other visual aids to increase visibility and help prevent accidents, particularly during low-light conditions or inclement weather.</li> <li>- Safety performance monitoring and feedback: Track individual driver safety performance on an ongoing basis using key performance indicators (KPIs) and provide regular feedback to drivers on their performance, highlighting areas for improvement and recognizing exemplary safety behaviors.</li> </ul>		
5. Starting the engine	Vehicle runaway, Exhaust fumes	3H	<ul style="list-style-type: none"> <li>- Regular vehicle inspections: Ensure all components of the tip truck are regularly inspected and maintained, paying particular attention to the brake systems, accelerator, steering, and transmission. This will help prevent a runaway vehicle situation.</li> <li>- Proper engine start procedure: All drivers must follow proper engine start procedures, such as ensuring the tip truck is in neutral, the parking brake is engaged, and they are fully seated with their seatbelt fastened before turning the ignition on.</li> <li>- Training and competency: Drivers should receive adequate training regarding the safe operation of tip trucks. They should also demonstrate their competence to operate the equipment before being granted permission to use it in a workplace setting.</li> <li>- Exhaust system checks: Ensure that the truck's exhaust system is inspected and maintained as needed, minimising excessive exhaust fumes and ensuring proper venting away from the driver and other workers.</li> <li>- Appropriate PPE: Workers should be provided with and required to wear appropriate personal protective equipment (PPE) to protect from hazards related to exhaust fumes, including respiratory protection when needed.</li> <li>- Work area isolation: Establish an isolated work area where the tip truck will operate, ensuring no unauthorised personnel or pedestrians can accidentally enter the vicinity while the engine is running.</li> <li>- Ventilation: Ensure that the workspace has adequate natural or mechanical ventilation, allowing for a safe dissipation of exhaust fumes.</li> </ul>	2M	



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			<ul style="list-style-type: none"> <li>- Emergency procedures: Develop clear and concise emergency procedures, outlining specific actions to take in case of a runaway vehicle or exposure to hazardous exhaust fumes. Ensure all workers are trained in these procedures.</li> <li>- Communication: Implement a robust communication process between workers on-site, utilising means such as two-way radios or hand signals, to alert each other about any potential hazards or concerns related to tip truck operations.</li> <li>- Safe parking location: When not in use, ensure the tip truck is parked in a designated area free of people, vehicles, or obstacles. This will minimise the risk of accidental engagements or vehicle runaways.</li> <li>- Proper shut-down procedures: All drivers must follow proper engine shut-off procedures, ensuring the tip truck is in neutral, the parking brake is engaged, and they have exited the vehicle before turning off the ignition. This will minimise the risk of accidental movement or release of hazardous exhaust fumes.</li> </ul>		
6. Travelling to work site	Driving accidents, Reversing accidents	3H	<ul style="list-style-type: none"> <li>- Driver training: Ensure all drivers have the appropriate licenses, experience, and have gone through comprehensive training on safe driving practices, vehicle maintenance, and accident prevention protocols.</li> <li>- Route planning: Plan the most efficient and safest routes to minimise travel distance and avoid high traffic areas or hazardous road conditions whenever possible.</li> <li>- Vehicle inspections: Regularly inspect and maintain tip trucks to ensure they are in optimal operating condition.</li> <li>- Reversing cameras: Install reversing cameras or other assistive devices to provide additional visibility and reduce the risk of reversing accidents.</li> <li>- Fatigue management: Monitor drivers' hours and provide regular breaks to prevent fatigue-related accidents.</li> <li>- Safety signage: Clearly display safety signs on all vehicles to inform other road users of potential hazards and encourage cautious driving behaviour.</li> <li>- Communication: Maintain effective communication channels between drivers, site supervisors, and other workers to ensure everyone is aware of planned movements and any changes in work processes.</li> <li>- Traffic control: Implement temporary traffic management measures, such as flagmen or signage, when necessary to ensure safe navigation around the worksite.</li> <li>- Speed limits: Enforce strict adherence to posted speed limits and implement lower speed limits on-site as warranted by site conditions and activities.</li> <li>- Pre-start meetings: Conduct daily pre-start meetings to communicate current work plans, potential hazards, and risk mitigation strategies.</li> <li>- Incident reporting: Establish a robust reporting system for near-miss or accident incidents, allowing for quick identification and rectification of problematic areas.</li> </ul>	2M	

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			<ul style="list-style-type: none"> <li>- Vehicle load management: Train drivers on proper loading and unloading techniques and compliance with weight restrictions.</li> <li>- Designated parking areas: Clearly mark designated parking areas within the site for improved visibility and easier navigation.</li> <li>- Emergency preparedness: Develop an emergency response plan that includes driver training on what to do in case of an accident, procedures for notifying authorities, and guidelines for dealing with injuries or hazardous situations.</li> </ul>		
7. Approaching work area	Collision with other vehicles or objects, Workers on foot struck by vehicle	4A	<ul style="list-style-type: none"> <li>- Ensure all drivers have completed proper training and have the necessary licenses and certifications to operate tip trucks in Australia.</li> <li>- Implement a designated traffic management plan for the work area that outlines the correct pathways, travel directions, and specified approach routes for tip trucks.</li> <li>- Set up appropriate signage and barriers or markings around the work area to clearly indicate vehicle paths, speed limits, and pedestrian exclusion zones, helping reduce the risk of collisions or workers being struck.</li> <li>- Equip tip trucks with operational safety features such as reverse alarms, flashing lights, and proximity sensors to alert drivers to potential collision hazards and the presence of pedestrians.</li> <li>- Establish and enforce communication protocols between truck operators and ground personnel, such as handheld radios or hand signals. This will ensure clear communication and improve overall spatial awareness.</li> <li>- Require drivers to perform thorough checks on their vehicles' brakes, mirrors, tires, and other essential components before approaching the work area, ensuring they function correctly and minimise potential hazards.</li> <li>- Stagger truck arrival times or limit the number of tip trucks in the work area at any one time to decrease the likelihood of collisions and significantly increase overall visibility.</li> <li>- Organise regular toolbox talks with all involved workers to reinforce safety procedures and discuss potential hazards, highlighting the crucial intersection between pedestrian and vehicle safety.</li> <li>- Clearly mark pedestrian-only areas and implement exclusion zones around designated areas in which tip trucks are operating. Require all workers on foot to wear high-visibility clothing and use additional PPE if necessary.</li> <li>- Regularly review and update the tip truck safety protocols as necessary to ensure risks are minimised and workplace health and safety standards are continually upheld.</li> </ul>	2M	
8. Positioning for unloading	Incorrect positioning, Unstabilized tipper vehicle	4A	<ul style="list-style-type: none"> <li>- Conduct a thorough risk assessment prior to positioning for unloading, considering the specific site conditions and any potential hazards.</li> </ul>	2M	

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			<ul style="list-style-type: none"> <li>- Ensure that the operators have current qualifications and necessary training for operating tip trucks with precision and accuracy.</li> <li>- Designate clearly marked areas where the tip truck is allowed to position for unloading, taking into consideration the truck's dimensions and the unique conditions of the work site.</li> <li>- Develop and implement standard operating procedures for all personnel involved in the unloading process, to ensure everyone is aware of their roles and responsibilities.</li> <li>- Install and maintain appropriate safety signage and barriers to restrict access to the immediate area surrounding the tip truck during operation, preventing the entry of unauthorised personnel and reducing the risk of hazards.</li> <li>- Provide proper support mechanisms, such as chocks or wheel stops to stabilise the tipper vehicle, preventing accidental movement during the unloading process.</li> <li>- Utilise ground control coordinators or spotters to guide the tip truck operator when maneuvering and positioning the vehicle; this will help avoid incorrect positioning and minimise potential risks.</li> <li>- Enforce a zero tolerance policy for vehicle speed limits within the work sites, significantly lowering the chances of vehicle incidents.</li> <li>- Frequently inspect and conduct maintenance on the tip truck's systems and components to ensure optimal functionality throughout the duration of the project.</li> <li>- Regularly review and update workplace health and safety guidelines and protocols to incorporate new industry best practices and stay compliant with relevant laws and regulations.</li> <li>- Encourage open communication amongst all team members to quickly address and resolve any concerns or issues related to the positioning and unloading of tip trucks.</li> <li>- Implement emergency response plans, which include initial response steps and instructions for contacting emergency responders in case of incidents or accidents.</li> <li>- Provide regular toolbox talks and safety training to reinforce safe operating procedures and keep workers informed about the importance of maintaining a safe work environment.</li> </ul>		
9. Dumping material	Tipper truck overturning, falling debris	4A	<ul style="list-style-type: none"> <li>- Ensure all drivers have been adequately trained and are competent in operating tipper trucks, including awareness of the dangers associated with dumping material.</li> <li>- Develop a comprehensive risk assessment and safety management plan that addresses potential hazards and emergency response procedures specific to tip truck operations.</li> <li>- Regularly inspect, maintain, and certify all tip trucks for safe operation, including checking hydraulic systems, mechanical components, tires, and brakes.</li> </ul>	3H	

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			<ul style="list-style-type: none"> <li>- Clearly define the dumping area and establish exclusion zones around it, using barriers, signage, and/or spotters to keep unauthorised personnel at a safe distance during the dumping process.</li> <li>- Conduct pre-dumping checks on the ground conditions and slope stability of the designated area to ensure it can support the weight of the loaded truck without causing a tip-over incident.</li> <li>- Confirm that the material being dumped is evenly distributed within the truck bed and does not exceed the maximum load capacity, as uneven or overloading can cause tipping hazards.</li> <li>- Establish clear communication protocols among tip truck operators, spotters, and site supervisors to provide real-time information and updates about the dumping area and any obstacles or changes encountered during the process.</li> <li>- Instruct drivers to engage appropriate mechanisms such as locking differentials, power divider lockout, or differential locks when operating on slopes or uneven terrain, to minimise the risk of tip-overs.</li> <li>- Enforce the use of personal protective equipment (PPE) - hard hats, steel-toed boots, high-visibility clothing - by all personnel in proximity to the truck and dumping area, to protect against injury from falling debris.</li> <li>- Implement a strict "no-go-zone" policy for other vehicles and mobile plant or equipment in an active dumping area to prevent accidental collisions or entrapment.</li> <li>- Ensure the truck's tailgate is securely fastened prior to beginning the dump cycle and monitor progress to prevent material buildup or jamming, which could lead to dangerous weight distribution issues.</li> <li>- Establish tipper-specific emergency response procedures, including immediate shutdown and evacuation protocols in the event of a truck rollover or tipping incident.</li> <li>- Regularly review and revise site safety plans and processes to incorporate new information, lessons learned from past incidents, and industry best practices for safely operating tip trucks in varying conditions and environments.</li> </ul>		
10. Lowering the tipper	Mechanical failure, Sudden release of pressure	3H	<ul style="list-style-type: none"> <li>- Regular maintenance and inspection: Ensure that the tip truck undergoes regular maintenance checks and inspections, as per the manufacturer's guidelines to reduce the risk of mechanical failure.</li> <li>- Training and competency: Ensure that all operators are adequately trained and competent in using the tip truck equipment properly, including lowering the tipper safely, maintaining awareness of potential safety risks, and following established procedures.</li> <li>- Hydraulic system check: Before lowering the tipper, operators should verify the integrity of the hydraulic system and check for any visible signs of malfunction or damage.</li> </ul>	1L	

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			<ul style="list-style-type: none"> <li>- Clear communication: Establish clear communication protocols between operators and ground personnel throughout the work process, to ensure all parties are aware of potential risks and actions being taken.</li> <li>- Work area clearance: Verify that the work area surrounding the tip truck is clear of personnel, other vehicles, and equipment prior to lowering the tipper.</li> <li>- Warning and safety devices: Ensure that all warning and safety devices are in working order before lowering the tipper. These may include audible alarms, flashing lights, or barriers to cordon off the area.</li> <li>- Emergency procedure training: Train all relevant personnel in appropriate emergency procedures, in the event of a mechanical failure or sudden release of pressure.</li> <li>- Proper vehicle support: Check and ensure that the tip truck is positioned on solid, stable ground to prevent any potential tipping incidents during the lowering process.</li> <li>- Slow and controlled lowering: Instruct operators to lower the tipper in a slow and controlled manner to minimise the risk of sudden release of pressure or mechanical failure.</li> <li>- Correct body positioning: Remind operators to position themselves away from potential hazard zones (i.e., not under the tipper) when operating the truck.</li> <li>- Escalation plan: Develop and communicate an escalation plan that details steps to be taken in the case of a hazardous incident, such as mechanical failures or sudden releases of pressure. This plan should include instructions on how to safely stop operations, isolate the affected areas, and seek professional assistance.</li> </ul>		
11. Travelling back to loading area	Road accidents, Pedestrians struck by vehicle	3H	<ul style="list-style-type: none"> <li>- Implement and enforce a site-specific traffic management plan, including designated travel routes, maximum speed limits, warning signs, and access restrictions for the tip truck.</li> <li>- Ensure that all drivers are fully trained and competent in the safe operation of tip trucks, hold valid licenses, and are aware of any potential hazards within the work area.</li> <li>- Install and maintain appropriate vehicle safety features, such as mirrors, reversing cameras, and proximity sensors, to reduce the risk of road accidents and pedestrian collisions.</li> <li>- Utilise a banksman or spotter to guide the tip truck during its journey back to the loading area, particularly in areas with limited visibility or high pedestrian activity.</li> <li>- Enforce strict adherence to the established speed limits, ensuring that the tip truck driver remains vigilant and maintains a safe distance from nearby objects and people.</li> <li>- Implement safe practices around pedestrian walkways, including proper signage to warn pedestrians of approaching vehicles, and requiring workers to wear high-visibility clothing within the work zone.</li> </ul>	2M	

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			<ul style="list-style-type: none"> <li>- Regularly inspect and maintain the tip truck to ensure that all safety features, tires, brakes, lights, and other essential components are in good working order.</li> <li>- Establish communication protocols between the tip truck driver and other team members on-site, using two-way radios or hands-free devices to coordinate movement and minimise blind spots.</li> <li>- Clearly mark designated loading and unloading zones to prevent unauthorised personnel from entering potentially hazardous areas while the tip truck is in operation.</li> <li>- Schedule regular breaks for the truck driver to avoid fatigue, which can impair their judgment and reaction times while on the road.</li> <li>- Conduct toolbox talks and safety briefings to reinforce safe work practices, raise awareness of common hazards, and promote a strong safety culture within the workplace.</li> <li>- Continually monitor and review the effectiveness of implemented control measures, making any necessary adjustments to protect the safety of workers, pedestrians, and the public.</li> </ul>		
12. End of shift parking	Hitting stationary object, Unauthorised use of vehicle	2M	<ul style="list-style-type: none"> <li>- Ensure all operators have completed adequate training and are fully authorised to park tip trucks in designated spots at the end of a shift, minimising the risk of unauthorised use or improper parking procedures.</li> <li>- Set up clear and visible directional signs that guide the tip truck drivers to designated parking areas within the worksite, reducing the likelihood of hitting stationary objects during the parking process.</li> <li>- Implement a clearly defined parking protocol that requires drivers to follow a set route and park their tip trucks in an organised manner, avoiding potential obstacles and hazards that could lead to collisions with stationary objects.</li> <li>- Require drivers to perform a walk-around safety inspection of their tip truck before parking, identifying any possible hazards or obstructions around the parking area, and reporting them to a supervisor to be addressed prior to parking the vehicle.</li> <li>- Install safety devices such as wheel chocks, parking brakes, or wheel restraints to prevent unauthorised movement of parked tip trucks and protect against potential accidents or thefts during off-work hours.</li> <li>- Components such as mirrors, cameras, and audible alarms should be installed in tip trucks to increase visibility and awareness of surrounding obstacles and potential hazards while parking.</li> <li>- Regularly communicate with team members to update them on current hazardous conditions and required precautionary measures, reinforcing the importance of proper parking techniques for maintaining workplace safety.</li> </ul>	1L	

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			<ul style="list-style-type: none"> <li>- Utilise nightly security patrols or surveillance systems to monitor the tip truck parking area during off-work hours, ensuring unauthorised access or usage of vehicles is minimised.</li> <li>- Implement a strict maintenance schedule for tip trucks, ensuring that all components, including the braking system, are functioning optimally to avoid accidents during parking.</li> <li>- Promote the reporting of any incidents or near misses that occur during the parking procedure, encouraging a culture of ongoing improvement and up-to-date hazard assessment, leading to heightened overall safety for workers and equipment within the construction site.</li> </ul>		
13. Cleaning and maintenance	Manual handling injuries, Exposure to hazardous substances	2M	<ul style="list-style-type: none"> <li>- Providing appropriate training: Ensure that all workers involved in the cleaning and maintenance process receive adequate training on proper manual handling techniques, correct use of tools and equipment, and safe handling of hazardous substances.</li> <li>- Regular inspections and maintenance of tip trucks: Conduct periodic checks to identify any potential hazards, such as leaks or damaged parts, and rectifying them promptly to prevent possible exposure to hazardous substances.</li> <li>- Use of appropriate Personal Protective Equipment (PPE): Workers should wear appropriate PPE while performing cleaning and maintenance tasks, including gloves, safety goggles, masks, and protective clothing.</li> <li>- Implementing ergonomic practices: Incorporate ergonomic principles in the workplace to reduce manual handling injuries, such as using lifting aids, adjusting work heights, and promoting frequent breaks or rotation of tasks.</li> <li>- Providing Material Safety Data Sheets (MSDS): MSDS should be made readily available to workers for all hazardous substances used in the cleaning and maintenance process, allowing them to understand the potential risks and take necessary precautions.</li> <li>- Implementing a hazardous materials management plan: Develop a structured plan for the storage, handling, and disposal of hazardous substances, ensuring they are managed safely and prevent unnecessary exposures.</li> <li>- Encouraging proper hygiene practices: Establish routines and guidelines for handwashing and other hygiene practices, specifically after handling hazardous substances or performing maintenance tasks.</li> <li>- Conducting risk assessments: Regularly undertake risk assessments to identify potential hazards associated with cleaning and maintenance activities, taking action to mitigate identified risks where possible.</li> <li>- Safe lifting methods and mechanical aids: Promote the use of safe lifting techniques and encourage workers to utilise mechanical aids, such as trolleys or hoists, whenever possible to minimise the risk of injury.</li> </ul>	1L	

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			<ul style="list-style-type: none"> <li>- Establishing emergency procedures: Create clear and well-communicated emergency procedures in case of accidents, injuries, or spills involving hazardous substances, providing workers with a course of action during such situations.</li> <li>- Monitoring and review: Continuously monitor and assess the effectiveness of implemented control measures, making necessary adjustments as required to ensure workers' ongoing safety during cleaning and maintenance tasks.</li> </ul>		
14. Emergency response training	Inadequate preparedness, Panic	3H	<ul style="list-style-type: none"> <li>- Regular emergency response training: Conduct regular training sessions for all personnel involved in tip truck operations to ensure they are up-to-date with the latest emergency procedures.</li> <li>- Clear communication channels: Establish effective and clear communication channels between team members and site supervisors to quickly relay information in case of an emergency.</li> <li>- Emergency drills: Perform periodic emergency response drills simulating different scenarios, including tip truck accidents and equipment failures, to test and improve preparedness.</li> <li>- Evacuation plans: Develop, communicate and display comprehensible evacuation plans at strategic locations around the worksite, catering to various emergencies that may arise during tip truck operations.</li> <li>- First aid training: Provide first aid training for staff members and ensure access to fully stocked first aid kits on the worksite.</li> <li>- Calm leadership: Designate a responsible person or persons to take charge in case of an emergency, guiding workers through appropriate steps, and maintaining calm under pressure.</li> <li>- Panic prevention strategies: Train staff on suitable panic prevention methods such as focused breathing, grounding techniques, and focusing on tasks rather than the stress of the situation.</li> <li>- Personal protective equipment (PPE): Ensure that all workers wear appropriate PPE according to the specific task being performed, reducing the likelihood of injuries in case of an emergency.</li> <li>- Emergency contact information: Compile and maintain a list of emergency contact numbers, including local authorities and medical facilities, easily accessible to all workers on-site.</li> <li>- Reporting and documenting incidents: Provide a system for reporting and documenting all incidents, near misses, and hazards relating to tip truck operations to identify patterns and areas for improvement.</li> <li>- Ongoing hazard identification: Regularly assess the worksite for new hazards and update SWMS accordingly, ensuring that workers are well-informed about any changes in safety protocols.</li> </ul>	1L	



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			<ul style="list-style-type: none"> <li>- Equipment inspections: Schedule regular inspections and maintenance checks for the tip truck and other related equipment to ensure safe operation and minimise the risk of mechanical failures.</li> <li>- Pre-job briefings: Conduct pre-job briefings for all workers involved in tip truck operations, outlining the work plan, hazards, control measures, and any changes to the SWMS to ensure that they are prepared for potential emergencies.</li> </ul>		
15. Documentation completion	Incorrect information, Miscommunication	2M	<ul style="list-style-type: none"> <li>- Provide clear and concise written instructions for the completion of documentation related to Tip Truck operations.</li> <li>- Ensure that all workers receive adequate training on Workplace Health and Safety guidelines, as well as the correct procedures for filling out documentation.</li> <li>- Implement a thorough document review process where at least one other trained individual double-checks the information provided by the worker initially completing the documents.</li> <li>- Utilise consistent standardised templates for documentation, which clearly indicate what information is required and where it should be inputted.</li> <li>- Maintain open lines of communication among workers, supervisors, and management to ensure any required changes or updates to documentation can be promptly addressed.</li> <li>- Conduct regular refresher training sessions for staff members on the importance of accurate documentation and reporting in maintaining safety standards and compliance.</li> <li>- Encourage a culture of accountability, teamwork, and collaboration among workers when reviewing and checking documentation.</li> <li>- Provide easy access to relevant references, guides, and resources to assist workers in completing documentation accurately.</li> <li>- Implement electronic recordkeeping systems as an additional measure to reduce the risk of incorrect information being recorded.</li> <li>- Develop and maintain a centralized document repository to ensure that all workers have access to up-to-date information and can easily refer to completed documents as needed.</li> <li>- Periodically audit existing documentation to identify areas for improvement and highlight discrepancies or areas of concern.</li> <li>- Foster an environment that prioritizes open communication and feedback, allowing for workers to ask questions or clarify any confusion around documentation requirements without fear of repercussion.</li> <li>- In the event of incomplete or incorrect documentation being discovered, work with involved workers to address the issue and initiate corrective action measures to prevent future occurrences.</li> </ul>	1L	

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16. Reporting defects or hazards	Untimely reporting, Incomplete information	2M	<ul style="list-style-type: none"> <li>- Implement a user-friendly reporting system to simplify the process of reporting defects and hazards, making it more accessible for workers.</li> <li>- Conduct regular safety meetings and training sessions to educate workers on the importance of timely and accurate reporting of defects and hazards.</li> <li>- Establish clear communication channels within the organisation and designate responsible personnel for receiving and addressing reports.</li> <li>- Encourage open communication culture where workers feel comfortable raising safety concerns without fear of reprisal or criticism.</li> <li>- Develop detailed reporting guidelines and include them in employee handbooks, safety manuals, and new-hire orientations.</li> <li>- Incorporate visual aids such as posters, safety boards, and flowcharts in the work area to remind workers of the reporting process.</li> <li>- Implement a hazard identification and risk assessment programme to ensure proactively identifying potential hazards before they result in incidents or injuries.</li> <li>- Encourage workers to report not just major defects or hazards, but also near misses and minor issues which could escalate if left unaddressed.</li> <li>- Establish a close-out system to track reported hazards and defects, ensuring their satisfactory resolution and providing feedback to the concerned individuals.</li> <li>- Promote anonymous reporting options for workers who may feel hesitant to voice their concerns publicly.</li> <li>- Monitor the effectiveness of control measures through periodic audits and inspections, to ensure that the procedures are being followed correctly.</li> <li>- Implement hazard recognition and reporting training programs specific to tip trucks, focusing on common hazards and potential risks associated with the equipment.</li> <li>- Foster an organizational commitment to safety, promoting leadership-led initiatives that emphasise the importance of timely reporting and comprehensive information sharing.</li> </ul>	1L	
17. Vehicle servicing	Exposure to chemicals, Mechanical injury	3H	<ul style="list-style-type: none"> <li>- Regular inspection and maintenance: Ensure that tip trucks are routinely serviced, maintained, and thoroughly inspected for any defects or potential hazards to minimise the risk of mechanical injury.</li> <li>- Proper training: Provide all operators and service personnel with appropriate training on safe techniques for handling, lifting, and servicing the vehicle to prevent accidents and injuries.</li> <li>- Use of personal protective equipment (PPE): Enforce the usage of safety gloves, goggles, and steel-toed boots during servicing tasks to protect workers from exposure to harmful chemicals and potential mechanical injury.</li> </ul>	1L	

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			<ul style="list-style-type: none"> <li>- Hazardous substance storage: Store hazardous substances like diesel, gasoline, oil, and coolant in designated areas with proper ventilation and away from sources of ignition.</li> <li>- Spill containment: Implement spill containment procedures and provide kits and materials to clean and contain spills promptly.</li> <li>- Correct disposal of waste: Dispose of used filters, fluids, and other hazardous wastes according to local environmental regulations to minimise harm to workers and the environment.</li> <li>- Ergonomic equipment: Utilise hydraulic lifts and proper tools designed for servicing tip trucks to reduce the risk of back strain, slips, and falls.</li> <li>- Clear workspace: Maintain a clutter-free workspace by properly storing tools and items not in use, reducing trip and fall hazards.</li> <li>- Safe lifting practices: Train workers in proper manual lifting and carrying techniques when moving heavy components during servicing to avoid strains and other muscular injuries.</li> <li>- Vehicle stability: Utilise chocks and other equipment to ensure tip trucks are secured and stable during servicing, minimising the risk of accidents and damage.</li> <li>- Safety signage: Post clear signs indicating the presence of potentially hazardous materials or situations and their corresponding control measures to inform workers about the dangers.</li> <li>- Emergency response plan: Develop and implement an emergency response plan outlining the necessary steps to be taken in case of chemical exposure, mechanical injury, or environmental pollution.</li> <li>- Continuous improvement: Actively review and update SWMS based on internal assessments, industry best practices, and employee feedback to continuously improve safety standards in the workplace.</li> </ul>		
18. Waste disposal	Environmental contamination, Spread of disease	3H	<ul style="list-style-type: none"> <li>- Environmental impact assessment: Conduct a thorough environmental impact assessment prior to waste disposal activities to identify potential risks and appropriate control measures.</li> <li>- Waste segregation: Ensure proper segregation of waste materials according to the type, such as hazardous, non-hazardous, recyclable, and non-recyclable, to prevent cross-contamination or environmental pollution.</li> <li>- Waste storage: Store waste materials in designated areas with clearly marked signs, using appropriate containment systems like covered skips or sealed drums to prevent leakage and escape of contaminants.</li> <li>- Waste handling: Provide training to workers on safe handling and transport of waste materials, including the use of appropriate personal protective equipment (PPE) such as gloves, eye protection, and coveralls.</li> </ul>	2M	

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			<ul style="list-style-type: none"> <li>- Decontamination procedures: Implement decontamination procedures for tools, equipment, vehicles, and work areas involved in waste management activities to minimise the spread of pathogens and contamination.</li> <li>- Proper disposal methods: Dispose of waste materials using approved methods, ensuring compliance with local and national regulations pertaining to waste management, including landfill requirements, incineration, or recycling where feasible.</li> <li>- Use of licensed waste carriers: Contract only licensed waste carriers with a good track record for the collection, transportation, and disposal of waste materials to minimise the risks associated with improper disposal.</li> <li>- Emergency spill response plan: Develop an emergency spill response plan and ensure all personnel are trained in its implementation, including immediate containment and cleanup of any accidental spills during waste handling or transport.</li> <li>- Routine inspections: Conduct regular inspections of waste storage and handling areas, ensuring proper maintenance of containment facilities and addressing any identified issues promptly.</li> <li>- Biosecurity measures: Implement biosecurity measures such as disinfection mats and wash stations at site entry and exit points to reduce the risk of disease transmission between different locations.</li> <li>- Pest control: Maintain an effective pest control programme to minimise the risk of disease vectors, such as rodents and insects, spreading pathogens through the waste materials.</li> <li>- Recordkeeping and reporting: Maintain comprehensive records of all waste disposals, including quantities, types, disposal methods, and relevant documentation for regulatory compliance and auditing purposes.</li> <li>- Staff training: Provide ongoing training and education for staff on workplace health and safety protocols, proper waste management practices, and any updates to relevant legislation or disposal requirements.</li> <li>- Review and continuous improvement: Regularly review waste management procedures and SWMS, conducting internal and external audits to identify areas for improvement, and implement any necessary changes to maintain a safe working environment and minimise risks associated with waste disposal.</li> </ul>		
19. Site inspection following unloading	Remaining hazards, Damage to infrastructure	2M	<ul style="list-style-type: none"> <li>- Perform a thorough visual inspection of the unloading area following unloading, ensuring all remaining hazards are promptly identified and addressed. This may include spills, loose materials or objects, and any potential trip or slip hazards.</li> <li>- Ensure truck drivers and site personnel are equipped with appropriate personal protective equipment (PPE), including hard hats, high visibility vests, and steel-capped boots, to mitigate hazards during post-unloading site inspections.</li> </ul>	1L	

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			<ul style="list-style-type: none"> <li>- Establish a regular cleaning and maintenance schedule for the unloading area to prevent accumulation of debris or hazardous materials that could cause harm to workers or pose risk to infrastructure.</li> <li>- Implement clear communication protocols between tip truck operators and site personnel to coordinate safe movement around unloading areas and to alert relevant parties of any hazards encountered during the site inspection.</li> <li>- Identify and mark any damaged infrastructure resulting from unloading activities with temporary barriers or warning signs, and notify site supervisors or project managers immediately to arrange for proper assessment and repair.</li> <li>- Provide site-specific training for tip truck operators and site personnel to ensure they understand specific hazards and risk controls associated with unloading at each worksite.</li> <li>- Conduct toolbox talks before commencing work to review potential hazards, discuss lessons learned from previous experiences, and introduce new or updated control measures pertinent to the unloading process.</li> <li>- Separate pedestrian and vehicle traffic in the unloading area with clearly defined paths, barricades, or other designated boundaries to minimise the risks of accidental collisions, falls, or injury from moving equipment.</li> <li>- Implement a formal reporting system for hazards and incidents during unloading operations to facilitate continuous improvement of safety practices and to maintain compliance with workplace health and safety regulations.</li> <li>- Apply a buddy system or assign a designated spotter for tip truck operators during unloading and site inspections, providing them with an extra set of eyes to identify hazards and monitor the integrity of surrounding infrastructure.</li> </ul>		
20. Post-work debrief	Missed hazards, Unreported issues	2M	<ul style="list-style-type: none"> <li>- Conduct thorough risk assessments prior to work commencement, ensuring all potential hazards are identified and appropriate control measures are put in place.</li> <li>- Provide regular training for staff on hazard identification and reporting procedures, emphasising the importance of accurate and timely reporting of any issues or concerns.</li> <li>- Implement a clear communication system between team members and management regarding any hazards, incidents, or near-misses that occur during the course of work.</li> <li>- Establish a dedicated team responsible for managing and addressing any reported issues or hazards, ensuring prompt resolution of problems.</li> <li>- Maintain accurate records of all reported hazards and incidents, including proactive tracking to identify patterns or trends in workplace safety issues.</li> <li>- Regularly review and update SWMS and other relevant documentation to reflect any changes in the workplace or job tasks and ensure ongoing effectiveness of established control measures.</li> </ul>	1L	

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			<ul style="list-style-type: none"> <li>- Facilitate ongoing dialogue with workers to encourage open feedback regarding hazards or issues, allowing for adaptation and improvement of workplace safety procedures in real-time.</li> <li>- Engage in continuous improvement initiatives to identify areas where existing control measures may need to be enhanced or new strategies implemented.</li> <li>- Perform scheduled audits and inspections to ensure compliance with established health and safety protocols and identify any gaps in safeguards.</li> <li>- Recognise and reward positive safety behaviour among employees, reinforcing the significance of maintaining a safe work environment.</li> <li>- Incorporate new technologies or tools, when feasible, to positively impact workplace safety outcomes, such as mobile apps for hazard reporting or digital forms for data collection and analysis.</li> <li>- Liaise with relevant regulatory bodies and industry organizations to continually stay informed of leading practices and emerging trends in workplace health and safety.</li> <li>- Hold regular post-work debrief sessions with team members involved in task execution, providing opportunities for discussion, reflection, and learning from experiences encountered on the job site. This can lead to the identification of missed hazards or unreported issues and ensure their prompt resolution.</li> </ul>		

## EMERGENCY RESPONSE – CALL 000 FOR EMERGENCIES

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

## LEGISLATIVE REFERENCES

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

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

## SIGNATORIES OF THE SAFE WORK METHOD STATEMENT

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

Worker Name	Position	Signature	Date	Time	Supervisor
			Date:		
			Date:		
			Date:		
			Date:		
			Date:		
			Date:		
			Date:		

## SAFE WORK METHOD STATEMENT MONITORING AND REVIEW

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

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

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

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

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

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



## SAFE WORK METHOD STATEMENT REVIEW CHECKLIST

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

ITEMS WHICH MUST BE INCLUDED IN THE SWMS	COMPLETED	TO BE DONE	COMMENTS
The company details have been entered, including the project name and address.	<input type="checkbox"/>	<input type="checkbox"/>	
Names and signatures of all relevant personnel consulted during the development of the SWMS.	<input type="checkbox"/>	<input type="checkbox"/>	
Name, signature, position and date signed of the person approving the SWMS.	<input type="checkbox"/>	<input type="checkbox"/>	
Specific personnel and qualifications, experience is noted in the SWMS.	<input type="checkbox"/>	<input type="checkbox"/>	
Provides a step-by-step process of tasks required to carry out the activity or task.	<input type="checkbox"/>	<input type="checkbox"/>	
Adequate risk assessment of any identified hazards has been completed.	<input type="checkbox"/>	<input type="checkbox"/>	
Foreseeable hazards are identified and documented for each step.	<input type="checkbox"/>	<input type="checkbox"/>	
Any hazards listed in any site risk assessments have been added to the SWMS.	<input type="checkbox"/>	<input type="checkbox"/>	
SWMS initial risk (IR) column as well as residual risk (RR) columns completed.	<input type="checkbox"/>	<input type="checkbox"/>	
Check control measures added to the SWMS are the most effective selections.	<input type="checkbox"/>	<input type="checkbox"/>	
Responsible person is assigned and listed on the SWMS for the implementation of control measures.	<input type="checkbox"/>	<input type="checkbox"/>	
Permit requirements specified, such as Hot Work, Electrical Work, Work at Heights etc.	<input type="checkbox"/>	<input type="checkbox"/>	
SWMS identifies plant and equipment to be used.	<input type="checkbox"/>	<input type="checkbox"/>	
Details of inspection checks required for any equipment listed are noted on the SWMS.	<input type="checkbox"/>	<input type="checkbox"/>	
Describes any mandatory qualifications, experience, training or skills required to perform the work.	<input type="checkbox"/>	<input type="checkbox"/>	
Applicable personal protective equipment is selected on the SWMS.	<input type="checkbox"/>	<input type="checkbox"/>	
Lists any required permits or licenses.	<input type="checkbox"/>	<input type="checkbox"/>	
Reflects and documents any legislative references and/or Australian Standards.	<input type="checkbox"/>	<input type="checkbox"/>	
Identifies any hazardous substances used with specific control measures in line with any SDS.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>REVIEWED BY</b>		<b>DATE REVIEWED</b>	
<b>SIGNATURE</b>		<b>DATE COMPLETED</b>	