Transporting Plant and Machinery - Tilt Tray Trucks | SAFE WORK METHOD STATEMENT (SWMS)

TASK OR ACTIVITY: Transporting Plant and Machinery - Tilt Tray Trucks

Business Name: Coastal Hire And Sales Pty Ltd	ABN: 70114481408	SWMS#
Business Address:		
Contact Person:	Phone:	Email:

THIS SAFE WORK METHOD STATEMENT IS APPROVED BY THE PCBU OF THE PROJECT

Under the Work Health and Safety Regulation (WHS Regulation), a person conducting a business or undertaking (PCBU) is required to ensure that a safe work method statement (SWMS) is prepared before the proposed work starts.

Full Name:		
Signature:	Title:	Date:

Details of the person(s) responsible for ensuring implementation, monitoring and compliance of the SWMS as well as reviews and modifications of the SWMS.

Full Name:	Title:	Phone:

ALL PERSONNEL PARTICIPATING IN ANY ACTIVITY ON THIS SWMS MUST HAVE THE FOLLOWING COMMUNICATED	NAME AND DATED SIGNATURE OF ALL RELEVANT PERSONNEL WHO HAVE BEEN CONSULTED AND COMMUNICATED TO IN THE DEVELOPMENT AND APPROVAL OF THIS SWMS		
	NAME	SIGNATURE	DATE
Safety meetings or toolbox talks will be scheduled in accordance with legislative requirements to first identify any site hazards, secondly to communicate those hazards and then to further take steps to either eliminate or control each hazard.			
If an incident or a near miss occurs, all work must stop immediately. Depending on the severity of the incident, a meeting will be called with all workers to amend the SWMS if required. The meeting may also be an educational opportunity.			
Any changes made to the SWMS after an incident or a near miss must be approved by the Person Conducting Business or Undertaking and communicated to all relevant personnel.			

The SWMS must be kept and be available for inspection at least until the work is completed. Where a SWMS is revised, all versions should be kept. If a notifiable incident occurs in relation to which the SWMS relates, then the SWMS must be kept for at least two years from the occurrence of the notifiable incident.			

CLIENT OR PRINCIPAL CONTRACTOR DETAILS	
Client:	SCOPE OF WORKS
Project Name:	Provide a detailed description of the specific work being carried out (otherwise known as a scope of works).
Project Address:	
Project Manager:	
Contact Phone:	
Project Manager Signature:	
Date SWMS supplied to Project Manager:	

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

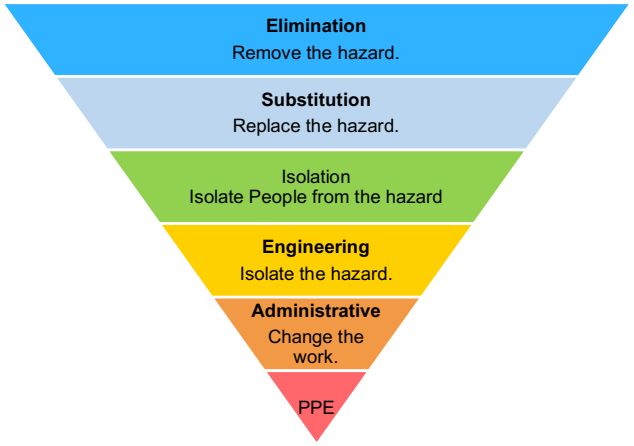
ANY HIGH-RISK MACHINERY OR EQUIPMENT NEARBY							
☐ Forklift	☐ Crane/s	☐ Hoist/s	☐ Excavator	☐ Backhoe/Loader	☐ Boom Lift	☐ EWP	☐ Genie Lift
☐ Trencher	☐ Drilling Rig	☐ Trucks	☐ Formwork	☐ Bobcat	☐ Flammable Gas	☐ Fuel	☐ Dozer
☐ High Voltage	☐ Mulcher	☐ Tilt-up Panels	☐ Roller	☐ Scissor Lift	☐ Tractor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

RISK MATRIX

LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC	SCORE	ACTION
ALMOST CERTAIN	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE		
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEED
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE	3H HIGH	Review before work starts.
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	2M MODERATE	Ensure control measures in place.
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	Monitor and keep records.

Notes on Hierarchy of Controls: Elimination methods are the most effective and preferred when controlling a hazard. Substitution is the second most effective method of controlling a hazard. Engineering by isolation is the third most effective, while Administrative Controls by changing the work is the fourth most effective method. PPE (Personal Protective Equipment) is the least effective method.

HEIRARCHY OF CONTROLS



PERSONAL PROTECTIVE EQUIPMENT (PPE)

FOOT PROTECTION	HAND PROTECTION	HEAD PROTECTION	HEARING PROTECTION	EYE PROTECTION	RESPIRATORY PROTECTION	FACE PROTECTION	HIGH-VIS CLOTHING	PROTECTIVE CLOTHING	FALL PROTECTION	SUN PROTECTION	HAIR/JEWELLERY SECURED
											
☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

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

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

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

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

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR	RESPONSIBLE PERSON
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK	NAME OF PERSON
1. Preparation	Poorly maintained equipment, Inadequate training	3H	- Conduct regular equipment maintenance checks and keep a record to ensure all equipment is functioning properly before use. - Replace or repair any faulty equipment promptly, to prevent accidents caused by poorly maintained machinery. - Develop a comprehensive and enforceable training programme for staff, including beginner, intermediate, and advanced levels, to ensure all employees have the relevant skills for their designated tasks. - Provide refresher courses and workshops for experienced team members, ensuring they stay up-to-date with new safety regulations and protocols. - Ensure adequate supervision during the transportation of plant and machinery to maintain a high level of safety-awareness among employees. - Create a clear chain of command, making it easy for employees to report potential hazards or concerns to management. - Establish a thorough pre-transportation checklist that identifies potential hazards, such as weather conditions, traffic patterns, or load distribution within the truck. - Implement strict weight limitations on tilt tray trucks to prevent overloading and potential equipment failure. - Ensure drivers are well-rested and adhere to driving hour restrictions to lower the chance of fatigue-related incidents. - Promote open communication between team members, encouraging them to voice concerns or questions regarding safety procedures or potential hazards. - Provide personal protective equipment (PPE) to all employees involved in the transportation process and enforce their proper usage to miniimise injury risk. - Develop and implement a system of penalties or disciplinary measures for employees who violate safety protocols, fostering a culture of accountability and compliance. - Keep abreast of changes in industry safety standards, updating internal protocols as necessary to remain compliant with local laws and best practices. - Conduct post-transportation audits to assess the effectiveness of existing safety measures and highlight areas for improvement, adapting control measures as needed.	2M	
2. Loading Plant	Miscalculating load capacity, Operator error	3H	- Before starting the loading process, ensure that operators have a clear understanding of the load capacity and limitations of the tilt tray truck and the equipment being loaded. - Offer training sessions for operators to enhance their knowledge and skills in handling plant and machinery, with a specific focus on tilt tray trucks.	1L	

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			- Regularly inspect and maintain the tilt tray trucks as per manufacturer guidelines to ensure optimal functioning and avoid any potential breakdowns or malfunctions during the loading process. - Install warning signs and labels at strategic points around the loading zone, clearly indicating load limits and any other precautions necessary to ensure safe operations. - Encourage communication between team members involved in the loading process to avoid operator error and ensure that everyone understands their roles and responsibilities. - Utilise weighing scales and monitoring systems to accurately measure the weight of the plant and machinery to be transported, ensuring it does not exceed the load capacity of the tilt tray truck. - Assign qualified and competent individuals to supervise the entire loading process and intervene if they spot an impending hazard or situation that might compromise safety. - Develop and implement standardised loading procedures and checklists to miniimise the risk of miscalculations, operator error, and accidents during the loading process. - Instruct operators to use appropriate Personal Protective Equipment (PPE) such as gloves, safety boots, high-visibility vests, and hard hats to reduce the risk of injury while handling heavy equipment during the loading process. - When possible, incorporate mechanical aids such as forklifts or cranes to reduce manual handling hazards when loading plant and machinery onto tilt tray trucks. - Keep the loading area free from any obstructions, debris, or slippery surfaces, ensuring a safe and secure environment for workers to operate in. - Conduct regular toolbox talks and safety meetings, reinforcing key information and safe practices associated with loading plant and machinery onto tilt tray trucks. - Establish a clear chain of command and reporting structure in case of any incidents or near misses during the loading process, promoting transparency and continuous improvement in workplace health and safety practices. - Periodically review and update SWMS to reflect any changes in equipment, technology, or work practices to ensure that all control measures remain relevant and effective for managing the hazards associated with loading plant and machines onto tilt tray trucks.		
3. Securing Load	Improper tie-downs, Insufficient anchor points	3H	- Conduct pre-operational checks on the tilt tray truck to ensure all components, including anchor points and tie-down mechanisms, are in good working condition and free from defects or damage. - Provide training and information to operators on the correct techniques for securing loads on tilt tray trucks, including proper use of tie-downs and anchor points.	1L	

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			- Establish loading limits for the tilt tray truck based on its specific capacity, and never exceed these limits when transporting plant and machinery. - Inspect all tie-downs and restraints to make sure they are in good condition with no signs of wear or damage before using them to secure a load. - Utilise an adequate number of suitable anchor points to properly distribute the load's weight and secure it effectively on the tilt tray truck. - Ensure that heavy items are placed evenly across the tilt tray to maintain effective weight distribution and prevent overloading on one side or area of the truck. - Use additional load restraint equipment, such as chains, slings, load binders, and straps, to provide extra support and security for the load being transported. - Regularly inspect and maintain all load-restricting devices and equipment, such as ratchets and ropes, ensuring that they remain in good condition and fit for use. - Implement procedures and processes that include cross-checking to confirm that all loads are secured adequately before transport begins. - Develop an emergency plan in case the load becomes unstable during transit. This plan should include stopping in a safe location, contacting necessary personnel, and taking steps to safely rectify the situation.		
4. Transporting	Load shift, Road hazards	3H	- Conduct a pre-transport inspection to ensure all equipment and machinery are in good working condition, free of visible defects, and properly maintained. - Ensure tilt-tray truck operators hold appropriate licenses and training qualifications for transporting plant and machinery. - Develop and implement standard operating procedures (SOPs) for safely loading, securing, and unloading plant and machinery on tilt-tray trucks, including steps for addressing potential hazards. - Utilise suitable and compliant load restraint systems to prevent load shifts during transport, such as chains, webbing straps, load binders, or other industry-approved methods. - Regularly inspect load restraint equipment for signs of wear or damage, and replace or repair as needed. - Ensure that the load does not exceed the weight limit of the tilt-tray truck or trailer, to miniimise the risk of load shift or structural damage. - Use warning signs and/or beacons on the truck and/or trailer to alert other road users of wide, long, or high loads. - Plan routes ahead of time, considering factors such as road conditions, traffic patterns, and potential hazards, including low-height structures or narrow pathways. - Communicate with team members about identified road hazards and regularly update route plans or transport schedules as necessary to accommodate unexpected changes or challenges.	2M	

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			- Provide adequate training and information to all relevant personnel regarding safe work practices for emergency situations, such as breakdowns or vehicle collisions. - Brief all workers involved in the transport task on their roles and responsibilities, including communication protocols and contingency measures. - Confirm that all workers understand and adhere to regulations and restrictions pertaining to road transport, such as curfews, speed limits, and required documentation. - Conduct regular toolbox talks and safety meetings to review and reinforce safe work practices, procedures, and policies related to transport tasks. - Establish ongoing monitoring and assessment processes to identify areas for improvement or potential issues requiring attention, and ensure appropriate measures are taken to mitigate risks.		
5. Unloading at Site	Uneven terrain, Obstacles in the unloading area	3H	- Perform a thorough inspection of the unloading area before beginning work to identify any potential hazards, such as uneven terrain or obstacles that may be present. - Create a designated unloading zone with clear boundaries to ensure that the work area remains free from unrelated equipment or personnel during the unloading process. - Develop and implement a detailed site-specific plan for unloading plant and machinery, which takes into account the specific hazards and conditions of the area. - Use appropriate signage and barriers to restrict access to the unloading area, ensuring that only authorised personnel are permitted to enter the space during the unloading process. - Ensure operators have received adequate training on the safe operation of tilt tray trucks and are aware of the specific hazards associated with unloading in potentially hazardous areas. - Utilise appropriate personal protective equipment (PPE) for all team members involved in the unloading process, including protective footwear, high-visibility clothing, and head protection. - Implement a buddy system or ensure continuous communication between the truck driver and a spotter on the ground to monitor and address any emerging hazards during the unloading process. - Maintain safe speeds and apply caution when maneuvering the tilt tray truck to miniimise risks posed by uneven terrain or obstacles in the unloading area. - Regularly check the weather conditions and take necessary precautions if rain, heavy winds, or extreme temperatures pose additional hazards during the unloading process.	2M	

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			- Regularly inspect and maintain the tilt tray truck and all associated equipment to ensure it is in good working condition, reducing the risk of malfunction or failure during unloading. - Use wheel chocks, outriggers or other stabilization devices, if necessary, to help stabilise the tilt tray truck while unloading plant and machinery on uneven terrain. - In case of large or difficult-to-maneuver loads, use additional equipment like cranes, skates, or dollies to aid in the safe and efficient unloading of plant and machinery. - Conduct a thorough debriefing after each unloading operation to identify any potential areas for improvement in the process, and promptly address these concerns to ensure that future operations are as safe and efficient as possible.		
6. Positioning Machinery	Inadequate communication, Collision risk	3H	- Establish clear communication protocols: Ensure that all workers involved in the transportation and positioning of machinery are well-informed about the communication procedures, such as the use of two-way radios, hand signals, or designated spotters. - Utilise qualified personnel: Make certain that only trained and qualified personnel operate tilt tray trucks and related equipment to miniimise the risk of collisions and mishandling of machinery. - Implement a traffic management plan: Coordinate with stakeholders to establish and implement a traffic management plan that outlines the movement and flow of vehicles and equipment during the transportation process. - Conduct regular pre-operational checks: Carry out routine maintenance and inspection of tilt tray trucks and associated equipment to ensure they are functioning properly, reducing the risk of malfunctions and potential collisions. - Maintain visible signage and markings: Ensure that the work area is properly marked with hazard signs, cones, or barriers to alert personnel and other vehicle operators of the ongoing activity and potential hazards. - Employ a safety observer or spotter: Assign a designated safety observer or spotter to guide the operator during the positioning of machinery, improving situational awareness and minimising the likelihood of collisions. - Allocate exclusion zones: Establish clearly defined exclusion zones in which no unauthorised personnel or vehicles are permitted, effectively reducing the risk of accidents caused by inadequate communication and lack of awareness. - Create a contingency plan: Develop an emergency response plan that outlines the procedures to be followed in case of incidents, allowing for swift action and efficient management of accidents or emergencies. - Provide ongoing training sessions: Conduct regular safety training and refresher courses for all personnel involved in the transportation and positioning of machinery, ensuring they remain up-to-date on best practices in workplace health and safety.	1L	

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			- Encourage reporting of unsafe conditions: Cultivate a safety-conscious work environment where employees feel empowered to report any observed risks, incidents, or unsafe practices, enabling timely action to address potential hazards.		
7. Set-up and Inspection	Defective machinery, missed defects during inspection	2M	- Conduct thorough pre-operational checks for tilt tray trucks, ensuring all moving parts and major components, such as hydraulic systems, brakes, engine, and tires, are in optimal condition before use. - Ensure that qualified technicians perform regular preventive maintenance and repairs on the tilt tray trucks to miniimise the risk of defects and malfunctions during operation. - Develop and implement an inspection and maintenance check schedule, which outlines periodic monitoring and various checkpoints to ensure the ongoing safety and effectiveness of tilt tray trucks. - Provide adequate training for operators in conducting visual inspections and identifying potential defects in the tilt tray trucks. Encourage open communication between operators and managers about any concerns or issues identified. - Equip tilt tray trucks with warning devices and operational indicators, such as gauges and compressed air/hydraulic pressure monitors, to help operators identify and address potential issues during operations. - Establish a clear reporting system for operators to communicate defects, incidents, or near-misses related to machinery malfunctions or compromised equipment. This will enable prompt intervention and correction to prevent accidents. - Implement a robust incident investigation and response process to analyse the root cause(s) of any detected defects or missed inspection points. Utilise this information to improve the overall operating procedures and training methods. - Consider using technologies such as telematics and sensors within the tilt tray trucks to monitor critical systems remotely, allowing early detection of any anomalies and enabling timely preventative action. - Frequently review and update the Standard Work Method Statements (SWMS) to accommodate new equipment, changes in job tasks, or the implementation of innovative safety features. Communicate these changes to all relevant personnel. - Promote a strong safety culture within the organisation by providing comprehensive health and safety training, emphasising the importance of hazard awareness, proactive reporting, and adherence to machinery inspection processes.	1L	
8. Operating Machinery	Operator fatigue, lack of concentration	2M	- Implement regular breaks and rest periods for operators to reduce the risk of developing fatigue while operating the machinery. - Encourage operators to maintain a healthy sleep routine and avoid working excessively long hours without sufficient recovery time.	1L	

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			- Assign multiple trained operators per shift to allow sharing of the workload and prevent individual operator exhaustion. - Rotate operator tasks and responsibilities regularly to miniimise monotony and increase concentration levels throughout the workday. - Provide appropriate training for all operators to ensure effective operation of the machinery, as well as an understanding of the risks and hazards associated with prolonged exposure to operating heavy machinery. - Install ergonomic seating and controls within the workstation to promote comfort and maintain operator alertness during extended periods in the machinery. - Promote open communication between managers, supervisors, and operators to discuss and address any concerns of fatigue or mental proximity throughout the workday. - Foster a company culture that gives priority to the health, safety, and overall well-being of its employees. - Ensure proper lighting and visibility around the machinery to help maintain operator vigilance during machinery operation. - Develop a hazard awareness programme specific to tilt tray trucks to educate operators on the importance of staying alert and focused while handling plant & machinery.		
9. Traversing Rough Terrain	Loss of control, Overturn risk	4A	- Conduct a thorough pre-start inspection of the transport vehicle, focusing on tires, brakes, suspension, and steering components to ensure proper functioning. - Regularly perform routine maintenance checks of the transport vehicle in order to prevent any malfunctions or issues that may arise during traversing rough terrain. - Utilise appropriate Personal Protective Equipment (PPE) for drivers and any accompanying personnel, such as high visibility vests and appropriate footwear with slip-resistant soles. - Ensure the plant and machinery being transported are properly secured with appropriate restraints, bracing, or chocking, according to manufacturer guidelines and applicable regulations. - Develop and implement a Journey Management Plan to assess risk factors associated with the route, including rough terrain, weather conditions, and expected traffic flow patterns. - Conduct a risk assessment before traversing rough terrain, identifying potential hazards and determining appropriate controls to mitigate risks associated with loss of control and overturn situations. - Ensure drivers and accompanying personnel receive adequate training in safe driving techniques for traversing rough terrain, as well as emergency response procedures in the event of an incident.	3H	

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			- Plan routes carefully to miniimise the need to traverse rough terrain, utilising detailed maps or GPS navigation systems to identify potential hazards and alternate, safer routes when necessary. - Implement strict speed limits throughout the journey with additional, low-speed restrictions when traversing rough terrain, allowing drivers enough time to react to changes in road conditions, obstacles, or other hazards encountered. - Adopt a "two-vehicle" rule when transporting plant and machinery in challenging terrains, providing added support during difficult passages and assistance in the event of an emergency. - Encourage regular communication between drivers and team members to discuss possible risks, hazards, and challenges during the journey while providing each other with tips and solutions to overcome such difficulties. - Establish clear guidelines and procedures for load management during periods of inclement weather, adjusting straps and restraints accordingly to prevent shifting or dislodging of equipment. - Evaluate the implementation and effectiveness of control measures routinely through periodic assessments, making necessary adjustments as needed to ensure the ongoing safety of drivers and equipment during transport over rough terrain.		
10. Lifting Loads	Overloading, instability of machine	4A	- Implement regular load inspections, ensuring the weight of the cargo is within the tilt tray truck's safe operating capacity to prevent overloading and instability. - Provide thorough training for all operators on proper lifting procedures, including how to accurately estimate loads and how to secure them in place, reducing the overall risk of overloading and machine instability. - Conduct routine checks on the vehicle's suspension, braking system, and other critical components, ensuring that they are in good working order and capable of handling the load. - Establish clear communication channels between the truck operator and other workers involved in loading and unloading materials to ensure seamless operations while adhering to relevant health and safety guidelines. - Utilise high-quality securing equipment, such as chains, straps, and ropes, to fasten loads securely during transportation, thereby minimising the potential for shifting loads or falling debris causing instability. - Implement operational guides and checklists that outline proper loading and unloading procedures, ensuring operators follow a standardised approach when dealing with various types of loads to maintain stability and prevent overloading. - Review and regularly update hazard identification and risk assessment processes to include specific controls around transporting plant and machinery using tilt tray trucks.	2M	

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			- Provide appropriate safety gear, such as gloves, hard hats, high-visibility vests, and steel-toed boots, to all team members working with or around tilt tray trucks to ensure effective hazard visibility and personal protection. - Implement regular audits and reviews of tilt tray truck systems and operating procedures, continuously assessing their performance in mitigating hazards related to lifting loads, and making necessary changes to improve work safety. - Educate all team members about emergency procedures addressing potential scenarios, such as truck instability or overloading, and stage periodic drills so they are comfortable responding quickly and effectively if and when an issue arises.		
11. Safety Checks	Bypassed/not performed on schedule, Incomplete checks	3H	- Develop a comprehensive safety inspection checklist for tilt tray trucks, including all systems and parts that need to be checked for safe operation. - Implement a maintenance schedule for the regular inspection and servicing of transport machinery to ensure their optimal condition at all times. - Train operators on the importance of performing pre-start safety checks to identify any potential hazards or issues with equipment prior to use. - Assign responsibility for monitoring compliance with safety check procedures to a designated person within the workplace. - Provide clear instructions for reporting any identified hazards, damage or issues with equipment, ensuring that these are dealt with promptly and efficiently. - Ensure that all required safety equipment, such as mirrors, lights, emergency stop devices and signage are in good working order prior to starting work. - Conduct periodic audits to evaluate the effectiveness of safety check procedures and identify areas for improvement. - Establish a system for recording and tracking safety checks performed on machinery, ensuring that this information is easily accessible and up-to-date. - Clearly communicate the consequences of non-compliance with safety check procedures, including disciplinary action, to all team members. - Encourage a culture of open communication and collaboration, where team members feel comfortable discussing safety concerns and possible improvements. - Regularly review industry best practices and legislation to ensure that safety standards are being met and exceeded within the workplace. - Consider implementing technology solutions, such as digital checklists or automated reminders, to aid in the timely completion of safety checks. - Engage in ongoing training and education opportunities for both management and staff, to encourage continuous improvement in workplace safety practices.	1L	
12. Maintenance & Repairs	Working on running machine, improper lockout/tagout	2M		1L	

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			- Implement a comprehensive lockout/tagout (LOTO) system to isolate and secure all energy sources, including electrical, mechanical, hydraulic, or pneumatic systems before beginning maintenance and repair work. - Ensure that all workers involved in maintenance and repairs are thoroughly trained in safe working procedures and understand the importance of using LOTO when working on running machines. - Regularly inspect tilt tray truck equipment, such as hydraulic cylinders, winches, chains, and straps, to identify any possible damages or wear and tear that may require immediate attention. - Designate a safety observer to oversee maintenance and repair work, ensuring that safe working practices and LOTO procedures are being followed at all times. - Use appropriate personal protective equipment (PPE) during maintenance and repair activities, including safety glasses, gloves, and steel-toed boots to protect against potential hazards. - Utilise preventive maintenance schedules and regular equipment inspections to help miniimise the need for unexpected maintenance and reduce the risk associated with working on running machines. - Set up a designated area for maintenance & repair activities, away from busy worksites and pedestrian traffic, to miniimise potential exposure to hazards. - Maintain proper records of all maintenance and repair activities, including risk assessments, SWMS, training records, and equipment inspection logs, to demonstrate compliance with workplace health and safety regulations. - If maintenance and repair work requires re-entry into a danger zone surrounding the machine, always ensure that the correct LOTO procedures are in place and effective communication is occurring between workers and safety observers. - Incorporate adequate rest breaks and rotation schedules, if necessary, for staff engaged in ongoing or repetitive maintenance and repair tasks to prevent physical or mental fatigue that can lead to accidents. - Promote a safety culture within the workplace by encouraging open communication and reporting of safety-related issues, conducting regular safety meetings, and providing continuous training for staff on relevant safety regulations and best practices.		
13. Stowing Equipment	Incorrect stowing procedures, insufficient storage space	2M	- Establish and implement standard operating procedures for stowing equipment, which specify the correct methods for securing plant and machinery on tilt tray trucks. - Provide comprehensive training for all personnel involved in transporting plant and machinery to ensure they are familiar with the correct stowing procedures and can proficiently use necessary equipment such as chains, straps, and load binders.	1L	

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			- Verify that there is adequate storage space on the tilt tray truck to safely accommodate all plant and machinery items being transported, taking into account their dimensions and weight. - Conduct a thorough pre-stow inspection of the tilt tray, ensuring it is clean, free of debris and damage, and properly functioning before loading any plant and machinery. - Utilise appropriate load restraint systems that meet Australian Standards (AS 4344) when stowing equipment to prevent movement during transport. - Ensure that all heavy or oversized loads are properly distributed across the tilt tray to avoid overloading one side and creating potential hazards during transport. - Label all equipment items with relevant safety information, including weight, dimensions, and specific handling requirements, to ensure proper stowing procedures are followed. - Periodically monitor and inspect stowed equipment during transit, checking for signs of shifting or disturbance, and make necessary adjustments if needed. - Assign a competent person to supervise the stowing process, ensuring that all employees follow established protocols and work within their scope of training and capabilities. - Regularly review the effectiveness of existing control measures for stowing equipment and introduce improvements when necessary, based on changes in industry standards, lessons learned from previous incidents, or the introduction of new technology.		
14. Clean Up	Rushing procedures, inadequate disposal of waste materials	2M	- Implement a clean-up procedure: Develop and implement a detailed clean-up procedure to ensure all workers are aware of their responsibilities and the steps required in maintaining a safe work environment during the clean-up process. - Regular toolbox talks: Conduct regular toolbox talks to remind workers of the importance of following established clean-up procedures and not to rush through them, thereby reducing the risk of accidents and injuries. - Adequate waste disposal facilities: Provide appropriate waste disposal facilities for different types of waste materials (e.g., recycling bins, hazardous waste containers), and ensure they are clearly labelled and easily accessible. - Personal Protective Equipment (PPE): Ensure workers wear suitable PPE (e.g., gloves, safety glasses) when handling waste materials during clean-up, providing protection against potential injuries or exposure to hazardous substances. - Appropriate training: Train all workers in correct waste disposal methods, including how to dispose of hazardous substances safely and in compliance with relevant regulations.	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
			- Supervision and monitoring: Assign a competent person to supervise and monitor the clean-up process, ensuring workers adhere to safety guidelines and correctly follow established procedures. - Designated clean-up times: Schedule specific times for clean-up activities during the day, fostering a routine that reduces the chances of workers rushing through clean-up procedures at the end of the shift. - Spill management plan: Establish a spill management plan that includes clear instructions for the containment, clean-up, and disposal of spills involving hazardous substances or other potentially harmful materials. - Reporting incidents: Create a process for reporting of any clean-up-related incidents, near misses, or hazards, allowing for the prompt identification and resolution of issues to prevent future occurrences. - Periodic reviews and updates: Review and update clean-up procedures and control measures periodically, ensuring they remain relevant and effective in reducing risks associated with clean-up activities. - Encourage a culture of safety: Promote a strong safety culture within the workplace that emphasizes the value of safety and encourages workers to take the necessary time and precautions during clean-up tasks.		
15. Communication	Lack of proper communication regarding shifting loads or hazards	2M	- Implement a clear communication protocol: Establish and maintain a standardised communication procedure for all workers involved in the transporting of plant and machinery using tilt tray trucks to ensure everyone understands their roles and responsibilities during the operation. - Use of two-way radios: Equip workers with two-way radios to facilitate quick and efficient communication regarding shifting loads or any potential hazards that may arise during the transportation process. - Dedicated communication personnel: Assign a dedicated team member to oversee and coordinate all communication efforts during the operation, ensuring everyone is on the same page and aware of any updates or changes. - Pre-task briefing: Conduct a pre-task briefing session to discuss and review the planned work process, highlight key safety considerations, and ensure adequate communication methods are used effectively. - Employ visual signals: Implement the use of visual signals, such as hand gestures and colored flags, to communicate effectively with workers who may be at a distance or in noisy environments. - Regular check-ins: Encourage workers to conduct regular check-ins with the designated communication personnel, providing updates on work progress, identifying any potential issues, and seeking assistance when necessary. - Emergency communication plan: Develop and implement an emergency communication plan to ensure all workers are aware of the appropriate response measures in case of an incident involving shifting loads or hazards.	1L	

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			- Adequate training: Provide thorough training on effective communication strategies and expectations for all workers engaged in the transportation process, including refresher training courses and toolbox talks as needed. - Bilingual communication support: Arrange bilingual communication support if necessary, to ensure all workers can effectively understand and follow instructions. - Display signage and posters: Post signage and posters around the job site as reminders for workers about key communication procedures, emphasising the importance of maintaining communication throughout the project. - Encourage open feedback culture: Cultivate an environment where workers feel comfortable communicating concerns and observations related to shifting loads or hazards, without fear of retribution. - Regular review and updates: Continually review the effectiveness of communication measures, implementing improvements as needed to ensure optimal safety during the transporting of plant and machinery using tilt tray trucks.		
16. Traffic Coordination	Poor coordination with other vehicles, unaware of clearing path	3H	- Develop a traffic management plan: Before starting any transport operations, create a comprehensive traffic management plan that outlines the routes, identifies any potential hazards, and details coordination strategies with other road users to ensure smooth and efficient travel. - Communication between drivers: Ensure all drivers are in constant communication with each other, either through two-way radios or mobile phones. This will help coordinate transportation efforts and be aware of each other's whereabouts and progress. - Use appropriate signage: Utilise proper signage on the Tilt Tray Trucks to indicate their size, weight, and load type, as well as any specific traffic control measures required (such as slow-moving vehicle signs). - Escort vehicles: Employ escort vehicles when necessary, especially if the route is complex or high-risk. These vehicles can assist in coordinating traffic movements, ensuring safe passage for the Tilt Tray Trucks carrying plant and machinery. - Pre-plan routes: Assess and decide on the safest and most efficient route before starting any transportation. Take into consideration any restrictions, potential obstacles, and road conditions. - Provide training to drivers: All drivers should be adequately trained to manage and coordinate their work. They should be familiar with the route being taken and have good communication skills for coordinating with other drivers or escort vehicles. - Establish exclusion zones: Create clear exclusion zones around the Tilt Tray Trucks while they are loading, unloading, and travelling to reduce the risk of collisions with other vehicles. - Utilise spotters: Employ spotters to guide drivers through tight spots, tricky turns, or other challenging areas, helping to maintain overall traffic control along the route.	1L	

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			- Planning for emergency situations: Have a robust response plan in place for any unexpected issues or emergencies, such as breakdowns or accidents, ensuring minimal disruption to traffic flow and overall safety. - Monitor weather conditions: Be mindful of changing weather conditions that could affect visibility, road conditions, or pose additional risks. Alter transportation schedules or routes as necessary to accommodate these changes, ensuring driver and road user safety. - Regular maintenance checks: Perform regular maintenance on all Tilt Tray Trucks to ensure they are in working order, reducing the chances of a malfunction that may affect traffic coordination efforts. - Encourage patience and better driving habits: Educate all drivers on best practices for transporting plant and machinery, emphasising the importance of patience, coordination, and understanding that the priority is the safe transportation of valuable equipment. - Briefing non-transport personnel: Make sure all non-transport personnel, such as construction site employees, are briefed on the transport operation timings and routes. This will help them steer clear of potential hazards while allowing a smoother flow for the Tilt Tray Trucks.		
17. Weather Conditions	Limited visibility, slippery surfaces	3H	- Regularly monitor weather forecasts from reliable sources before and during the transportation process to ensure safe conditions for carrying out the task. - Ensure all personnel involved are trained and aware of the procedures to follow in case of sudden changes in weather conditions, such as heavy rainfall, strong winds, or fog. - Install high-visibility lighting, reflective signage and marking on the tilt tray trucks, accommodating for the potential reduction in visibility due to adverse weather conditions. - Implement communication channels (such as radio communication devices) for the transportation team to be informed of any real-time weather updates and to share road safety information amongst each other. - Make sure the tilt tray truck's windshield wipers, defoggers, and window demisters are in good working condition prior to every transport. This will help maintain clear visibility for the driver during unfavorable weather conditions. - Instruct drivers to maintain a safe speed limit, increase following distance and apply defensive driving techniques to accommodate for reduced visibility, slippery surfaces, and other potential hazards caused by adverse weather conditions. - Schedule regular inspections and maintenance for the machinery's tires; ensuring they have appropriate traction for wet surfaces, replacing them if the tread is worn down or damaged. - Employ the use of temporary slip-resistant surfaces or anti-slip mats where plant and machinery are loaded or off-loaded during wet or slippery conditions.	2M	

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			- Perform regular checks of the transportation route (especially at known problematic areas), assessing for potential hazards such as flash floods, fallen trees, and landslides. - Designate a meeting point and emergency plan for the transportation team in case of severe weather situations, where continuing would pose an unnecessary risk to the personnel and equipment. - Promote a culture of openness within the transportation team, encouraging workers to voice their concerns and halt operations if they believe weather conditions have become too hazardous to continue safely.		
18. Emergency Response	Inappropriate response to an emergency situation, insufficient training for emergency situations	3H	- Provide comprehensive emergency response training to all employees involved in work activities involving tilt tray trucks, ensuring they are fully aware of correct procedures during emergencies. - Establish clear communication channels and reporting mechanisms throughout the workplace to ensure immediate reporting of an emergency situation. - Maintain a well-stocked first aid kit on-site and trained first aid personnel that are easy to access and have up-to-date knowledge on administering appropriate treatment for potential injuries related to the transportation of plant and machinery. - Develop and implement written emergency response plans for various scenarios, including hazardous material spills, fires, or vehicular accidents, to facilitate smooth and effective response to any emergency. - Regularly review and update emergency response plans to ensure they remain current and in line with industry best practices and regulatory requirements. - Conduct regular emergency drills to familiarise team members with appropriate actions required in emergency situations and provide opportunities to practice these actions in a simulated environment. - Display clear signage and instructions on what to do in case of an emergency to remind staff and visitors of proper procedures in a crisis situation. - Ensure that all equipment used in transporting plant and machinery is regularly inspected and maintained, minimising the likelihood of equipment failure leading to an emergency. - Equip tilt tray trucks with necessary safety features such as fire extinguishers, spill kits, and emergency stop buttons, enabling quick response in emergency situations. - Provide clear instructions on the safe use, transport, and storage of hazardous materials to miniimise risk associated with spills, leaks, or other emergencies involving hazardous substances. - Establish designated assembly points and evacuation routes within the worksite to promote quick and orderly movement during emergency situations.	2M	

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			- Provide personal protective equipment (PPE) to all employees involved in the transportation of plant and machinery to mitigate potential injury during emergency situations. - Designate responsible individuals to act as emergency coordinators to take charge during an emergency, ensuring everyone is accounted for and that appropriate actions are taken. - Encourage open communication among team members, allowing them to share knowledge and concerns related to emergency situations or individual experiences, promoting a safer work environment overall.		
19. Site Inspection	Missing potential hazards during site inspection, no proper documentation	2M	- Conduct a thorough site inspection before initiating transport activities, by identifying and evaluating potential hazards specific to the site or environment. - Ensure that all workers involved are trained in site inspection procedures and hazard identification processes. - Utilise a standardised site inspection checklist, detailing the specific hazards to look for while inspecting plant and machinery transportation sites, to ensure consistency in inspections. - Maintain proper documentation of the site inspection results, including identified hazards and action plans to address them. - Have multiple team members participate in the site inspection process, as this ensures a comprehensive assessment and mitigates risks associated with overlooking any potential hazards. - Utilise experienced safety consultants, when needed, to help identify risks and hazards in the site and recommend appropriate control measures. - Make sure all workers follow standard operating procedures and wear appropriate personal protective equipment (PPE) during the site inspection process. - Communicate the findings from the site inspection to all relevant personnel, ensuring they are aware of potential hazards and implement the necessary control measures. - Assess weather conditions before site inspection, postponing the inspection if necessary, to ensure a safe environment for conducting the inspection. - Establish clear communication channels among team members throughout the inspection process to encourage open communication about potential hazards and concerns. - Regularly review and update the site inspection checklist and related documents, incorporating new hazards and techniques known from within the industry. - Verify that all required permits, licenses, and certifications are obtained before commencing any work on site.	1L	

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			- Carry out periodic re-inspections of the site during the transport operation to ensure that control measures remain effective and updated as necessary. - Develop an incident management plan to ensure timely reporting, investigation, and corrective actions to address any incidents that may occur during the site inspection process.		
20. Operator Skill Assessment	Overestimating skill level, unfamiliarity with specific machinery	3H	- Conduct pre-employment screenings and interviews to verify candidate's experience, qualifications, and familiarity with plant and machinery transport operations. - Perform thorough background and reference checks for potential operators to ensure they have previous experience in transporting plant and machinery using tilt tray trucks. - Provide extensive orientation and training sessions for newly hired operators to familiarise them with the specific equipment, controls, and safety features of the tilt tray trucks they will be operating. - Implement a skills assessment test for all tilt tray truck operators to demonstrate their competency and proficiency in performing required tasks. - Develop a comprehensive on-the-job training (OJT) programme with experienced and skilled supervisors for continuous skill development and improvement. - Establish a mentoring system that pairs less experienced drivers with seasoned tilt tray truck operators to encourage knowledge sharing and safety best practices. - Regularly update and maintain operator training records to track progress and identify areas where further training or instruction may be necessary. - Clearly communicate expectations regarding safe work practices and performance standards for operators during team meetings and ongoing communication. - Evaluate the success of training initiatives through regular monitoring, workplace inspections, and performance reviews. - Foster an open-line of communication between operators and supervisors, encouraging drivers to honestly report concerns about their skill level or unfamiliarity with specific machinery. - Ensure all tilt tray truck operators attend refresher courses every few years to keep updated on the latest industry practices, equipment advancements, and safety guidelines. - Encourage participation in industry associations or networking events to help operators expand their knowledge of transportation techniques and stay current in skill development. - Plan regular toolbox talks to reinforce safety topics and provide an opportunity for operators to share experiences and learn from one another.	1L	

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			- Implement a gradual increase of responsibility and complexity in job tasks as operators gain more experience and demonstrate an appropriate level of skill and confidence in their abilities.		

EMERGENCY RESPONSE – CALL 000 FOR EMERGENCIES

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

LEGISLATIVE REFERENCES

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

Queensland & Australian Capital Territory
Work Health and Safety Act 2011
Work Health and Safety Regulations 2011
Legislation QLD: https://www.worksafe.qld.gov.au/laws-and-compliance/work-health-and-safety-laws
Codes of Practice QLD: https://www.worksafe.qld.gov.au/laws-and-compliance/codes-of-practice
Legislation ACT: https://www.worksafe.act.gov.au/laws-and-compliance/acts-and-regulations
Codes of Practice ACT: https://www.worksafe.act.gov.au/laws-and-compliance/codes-of-practice

New South Wales
Work Health and Safety Act 2011
Work Health and Safety Regulations 2017
Legislation NSW: https://www.safework.nsw.gov.au/legal-obligations/legislation
Codes of Practice NSW: https://www.safework.nsw.gov.au/resource-library/list-of-all-codes-of-practice

Northern Territory
Work Health and Safety (National Uniform Legislation) Act 2011
Work Health and Safety (National Uniform Legislation) Regulations 2011
Legislation NT: https://worksafe.nt.gov.au/laws-and-compliance/workplace-safety-laws
Codes of Practice NT: https://worksafe.nt.gov.au/forms-and-resources/codes-of-practice

South Australia
Work Health and Safety Act 2012 (SA)
Work Health and Safety Regulations 2012 (SA)
Legislation for SA: https://www.safework.sa.gov.au/resources/legislation
Codes of Practice for SA: https://www.safework.sa.gov.au/workplaces/codes-of-practice#COPs

Tasmania
Work Health and Safety Act 2012
Work Health and Safety (Transitional and Consequential Provisions) Act 2012
Work Health and Safety Regulations 2012
Work Health and Safety (Transitional) Regulations 2012
Legislation for TAS: https://worksafe.tas.gov.au/topics/laws-and-compliance/acts-and-regulations
Codes of Practice for TAS: https://worksafe.tas.gov.au/topics/laws-and-compliance/codes-of-practice

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

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

Victoria
Occupational Health and Safety Act 2004
Occupational Health and Safety Regulations 2017
Legislation VIC: https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and-regulations
Codes of Practice VIC: https://www.worksafe.vic.gov.au/compliance-codes-and-codes-practice

Western Australia
Work Health and Safety Act 2020
Work Health and Safety Regulations 2022
Legislation Western Australia: https://www.commerce.wa.gov.au/worksafe/legislation
Codes of Practice WA: https://www.commerce.wa.gov.au/worksafe/codes-practice

Safe Work Australia Links
Law and Regulation (All States): https://www.safeworkaustralia.gov.au/law-and-regulation
Model Codes of Practice: https://www.safeworkaustralia.gov.au/resources-publications/model-codes-of-practice

Model Codes of Practice

- Managing noise and preventing hearing loss at work
- Confined spaces
- Labelling of workplace hazardous chemicals
- Managing risks of hazardous chemicals in the workplace
- Welding processes
- First aid in the workplace
- Managing the risk of falls at workplaces
- Hazardous manual tasks
- Managing the risk of falls in housing construction
- Managing electrical risks in the workplace
- Demolition work
- Excavation work
- Work health and safety consultation, cooperation and coordination
- Managing the work environment and facilities
- How to manage work health and safety risks
- Managing risks of plant in the workplace
- Construction work

SIGNATORIES OF THE SAFE WORK METHOD STATEMENT

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

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

SAFE WORK METHOD STATEMENT MONITORING AND REVIEW

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

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

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

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

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

REVIEW NUMBER	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5	☐ 6	☐ 7
NAME							
INITIALS							
DATE							

SAFE WORK METHOD STATEMENT REVIEW CHECKLIST

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

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

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