

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

TASK OR ACTIVITY: Transporting Plant and Machinery - Trucks and Trailers

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:
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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.

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CLIENT OR PRINCIPAL CONTRACTOR DETAILS

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

ANY HIGH-RISK CONSTRUCTION WORK BEING CARRIED OUT

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

ANY HIGH-RISK MACHINERY OR EQUIPMENT NEARBY

<input type="checkbox"/> Forklift	<input type="checkbox"/> Crane/s	<input type="checkbox"/> Hoist/s	<input type="checkbox"/> Excavator	<input type="checkbox"/> Backhoe/Loader	<input type="checkbox"/> Boom Lift	<input type="checkbox"/> EWP	<input type="checkbox"/> Genie Lift
<input type="checkbox"/> Trencher	<input type="checkbox"/> Drilling Rig	<input type="checkbox"/> Trucks	<input type="checkbox"/> Formwork	<input type="checkbox"/> Bobcat	<input type="checkbox"/> Flammable Gas	<input type="checkbox"/> Fuel	<input type="checkbox"/> Dozer
<input type="checkbox"/> High Voltage	<input type="checkbox"/> Mulcher	<input type="checkbox"/> Tilt-up Panels	<input type="checkbox"/> Roller	<input type="checkbox"/> Scissor Lift	<input type="checkbox"/> Tractor	<input type="checkbox"/> Other -	

RISK MATRIX											
LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC	SCORE	ACTION	HEIRARCHY OF CONTROLS			
ALMOST CERTAIN	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE						
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEED				
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE	3H HIGH	Review before work starts.				
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	2M MODERATE	Ensure control measures in place.				
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	Monitor and keep records.				
<p>Notes on Hierarchy of Controls: Elimination methods are the most effective and preferred when controlling a hazard. Substitution is the second most effective method of controlling a hazard. Engineering by isolation is the third most effective, while Administrative Controls by changing the work is the fourth most effective method. PPE (Personal Protective Equipment) is the least effective method.</p>											
PERSONAL PROTECTIVE EQUIPMENT (PPE)											
FOOT PROTECTION	HAND PROTECTION	HEAD PROTECTION	HEARING PROTECTION	EYE PROTECTION	RESPIRATORY PROTECTION	FACE PROTECTION	HIGH-VIS CLOTHING	PROTECTIVE CLOTHING	FALL PROTECTION	SUN PROTECTION	HAIR/JEWELLERY SECURED
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Select the appropriate PPE above suitable for the equipment used or the job task being performed (if applicable).											
<p>Note: A SWMS must be reviewed regularly to make sure it remains effective. A SWMS must be reviewed (and revised if necessary) if relevant control measures are revised. The review process should be carried out in consultation with workers (including contractors and subcontractors) who may be affected by the operation of the SWMS and their health and safety representatives who represented that work group at the workplace.</p> <p>When a SWMS has been revised, the person conducting a business or undertaking must ensure all:</p> <ol style="list-style-type: none"> persons involved in the work are advised that a revision has been made and how they can access the revised SWMS; persons who will need to change a work procedure or system as a result of the review are advised of the changes in a way that will enable them to implement their duties consistently with the revised SWMS; and, workers that will be involved in the work are provided with the relevant information and instruction that will assist them to understand and implement the revised SWMS. 											

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR	RESPONSIBLE PERSON
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK	NAME OF PERSON
1. Preparation	Poor planning, inadequate vehicle condition	3H	<ul style="list-style-type: none"> - Develop a comprehensive plan outlining the transportation process, including loading, unloading, and route details to ensure safety at all stages. - Conduct a pre-transportation risk assessment to identify potential hazards and implement necessary control measures in response. - Ensure that the transporting vehicle is subject to regular inspections and maintenance to verify its safe operating condition. - Verify the appropriateness of the chosen vehicle for specific plant and machinery, taking into account weight, dimensions, and load distribution. - Provide adequate training for all personnel involved in the transportation process, including drivers, loading and unloading crew, and site supervisors. - Obtain all necessary permits, licenses, and authorizations for the transportation of the plant and machinery in accordance with local regulations and workplace standards. - Communicate clearly and effectively between all parties involved in the transportation process, addressing any information gaps or misunderstandings. - Implement a traffic management plan at loading and unloading sites to minimize congestion and reduce the risk of accidents. - Utilise appropriate personal protective equipment (PPE) by all personnel during loading and unloading activities, such as high visibility vests and safety footwear. - Establish designated loading and unloading zones, marked with clear signage and barriers, to maintain separation from other vehicles and pedestrians. - Prepare contingency plans for emergency situations, such as vehicle breakdowns or adverse weather conditions, and communicate these to all relevant personnel. - Verify securement and safe-loading strategies, utilising tie-down points, wheel chocks, and other restraints to prevent accidental movement of plant and machinery during transport. - Continuously monitor the transportation process, evaluating the effectiveness of control measures and making any necessary adjustments to improve safety outcomes. 	2M	
2. Loading	Incorrect loading, load instability	4A	<ul style="list-style-type: none"> - Properly assess the weight of each piece of plant and machinery before loading, ensuring that the vehicle's weight limitations are not exceeded. - Ensure that each load is properly placed on the truck or trailer bed, evenly distributed, and secured into position with appropriate restraining devices such as chains, cables, or straps. - Make certain that every loading and transport employee has received the proper training to safely operate forklifts and/or cranes during the loading process. 	3H	

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			<ul style="list-style-type: none"> - Conduct routine checks and inspections of all loading equipment before usage, including forklifts, cranes, rigging components, and restraining devices. - Implement a standardised communication protocol between drivers, loaders, and any other involved personnel to minimise misunderstandings and potential hazards during loading and unloading activities. - Use mechanical lifting aids such as gantries or cranes to help prevent overexertion when loading heavy plant and machinery onto trucks and trailers. - Clearly mark designated walkways and restricted zones within the loading facilities to separate pedestrians from potentially hazardous loading areas during the loading process. - Cross-check the information on documents like Loading Dock Worksheets, Transport Manifests, and Weight Distribution Charts to guarantee an accurate understanding of the loading requirements and restrictions. - Before moving the vehicle, double-check that all loads are secure and that none of the pieces of plant or machinery will interfere with the driver's visibility, signaling devices, or overall safe operation during transport. - Keep up to date with the latest regulations and guidelines in the Australian Code of Practice and industry standards related to transporting plant and machinery by conducting regular refresher training sessions for all employees. - Monitor environmental conditions like weather and ground stability at the loading facility to confirm that it is safe to proceed with the loading process; reschedule if necessary to avoid unsafe situations. - Ensure that workers adhere to a clear chain of responsibility, outlining the expectations and roles of each individual involved with the transportation process, from site supervisors to drivers and operators. - Continuously review and analyse past incidents, near misses, and industry developments to identify areas of improvement for your specific SWMS and implement more effective hazard control measures. 		
3. Securing	Loose attachments, unsecured equipment	3H	<ul style="list-style-type: none"> - Inspection of equipment and attachments before loading to ensure they are in good working condition with no visible defects that could compromise securing the machinery. - On-site training for all personnel involved in loading, securing, and transporting the plant and machinery, focusing on correct procedures and safety guidelines. - Utilization of appropriate Personal Protective Equipment (PPE) such as gloves, steel-toe boots, hard hats, and high-visibility vests during the entire process of securing machinery. - Carefully planning the positioning of equipment and machinery on the trailer, ensuring an even weight distribution to maximise stability and prevent shifting during transportation. 	1L	

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			<ul style="list-style-type: none"> - Installation of proper blocking, bracing, or cribbing beneath machinery to immobilize and secure it in place during transport, preventing potential slippage and movement. - Double-checking connections and securing devices, such as chains, tie-downs, and straps, ensuring that they are tightened appropriately and meet load rating requirements. - Regular inspection and maintenance of trailers, trucks, and securing devices, including timely replacement of worn-out or damaged parts that pose risks to the safe transportation of plant and machinery. - Implementing a lockout/tagout system to immobilize machinery and equipment during transportation, preventing any unintended activation that could lead to damage or injury. - Providing regular refresher training sessions and toolbox talks for personnel to review and reinforce the importance of following established procedures and staying vigilant at all times. - Establishing emergency response plans and procedures in case of incidents involving the unsecured load, with clear instructions for employees on how to react and rectify the situation safely. - Installing warning signs and labels on trucks and trailers to caution other road users about the presence of heavy equipment and machinery, encouraging them to maintain a safe distance. - Encouraging open communication among team members for reporting any hazards or issues related to securing the load, fostering a proactive approach to maintaining a safe work environment. - Regularly reviewing and updating the Safe Work Method Statement (SWMS) to address new equipment, procedures, or regulations and ensuring that all employees are familiar with the updated guidelines. 		
4. Vehicle Pre-operation	Vehicle defects, low fuel	2M	<ul style="list-style-type: none"> - Regularly inspect and maintain the vehicle to promptly detect and rectify any defects or malfunctions, ensuring it complies with manufacturer specifications and relevant Australian Standards. - Develop and implement a comprehensive pre-start checklist, incorporating an inspection of the vehicle's critical components such as brakes, tires, suspension and steering system, before commencing operation. - Ensure that operators are trained and familiarised with the specific plant and machinery being transported, including load securing requirements, weight distribution and the correct procedure for loading and unloading. - Implement a fuel management system to ensure vehicles have adequate fuel levels before commencing the work task, and have regular refuelling intervals scheduled. 	1L	

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			<ul style="list-style-type: none"> - Allocate sufficient time for drivers to perform thorough pre-start checks and adequately address any issues identified before proceeding. - Provide easy access to relevant vehicle documentation, including service and maintenance records, registration details, user manuals and safe working guidelines. - Maintain clear and open communication channels between transport operators and site managers or supervisors to effectively raise and resolve potential safety concerns. - Install visual and audible warning devices on vehicles to alert workers about potential defects (such as low tyre pressure or brake warnings) and reduce the likelihood of workplace incidents. - Confirm that all relevant licenses, permits and certifications are current and readily available for compliance audits, ensuring that operators meet the legal requirements for transporting plant and machinery. - Regularly seek feedback from drivers and operators to identify areas for improvement and implement changes accordingly to enhance safety and operational efficiency. - Establish an incident reporting system to document near-misses, accidents and hazard observations, enabling proactive risk management and promoting continuous improvement within the organisation. - Encourage a strong safety culture through employee engagement, open discussions, ongoing training and development opportunities, and positive reinforcement of safe work practices. - Monitor and review the implemented control measures routinely to ensure they remain effective in preventing hazards from materialising and continuously improve policies and procedures to uphold the highest level of safety in transporting plant and machinery. 		
5. Transporting	Collisions, rollovers	3H	<ul style="list-style-type: none"> - Proper route planning: Ensure all drivers are provided with planned routes, taking into account road conditions, width and height restrictions, and other relevant factors to avoid the potential for collisions and rollovers. - Conduct regular vehicle inspection and maintenance: Ensure that all trucks and trailers are in good working order, with properly functioning brakes, suspension, tyres and lighting systems, to reduce the risk of accidents due to mechanical failure. - Adhere to speed limits: Ensure drivers strictly adhere to posted speed limits and adjust their driving speed according to weather, traffic, and road conditions. - Implement defensive driving training programs: Train drivers to anticipate and react appropriately to potentially dangerous situations on the road, including manoeuvring to avoid collisions and recognising factors that increase the risk of rollovers. 	2M	

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			<ul style="list-style-type: none"> - Load securing and weight distribution: Ensure that all loads are secured appropriately following industry standards and guidelines, and are evenly distributed within the trailer to prevent unstable conditions leading to rollovers or loss of control. - Utilise safety technologies: Equip trucks with safety technologies such as backup cameras, electronic stability control systems, and collision warning systems to help drivers avoid potential hazards. - Establish communication protocols: Develop clear communication procedures between drivers and other involved personnel, ensuring any potential risks or issues can be reported and addressed promptly. - Fatigue management: Implement fatigue management strategies, such as scheduled rest breaks, limiting driving hours, and promoting healthy sleep habits to prevent driver fatigue-related accidents. - Weather monitoring: Monitor weather forecasts and adjust transportation plans accordingly, delaying or rerouting trips if necessary to ensure driver and cargo safety during adverse weather conditions. - Incident-reporting system: Implement an incident-reporting system that encourages drivers to report any near-misses or crashes, allowing you to identify trends and implement appropriate safety measures to prevent future incidents. 		
6. Unloading	Load shifting, improper lifting techniques	3H	<ul style="list-style-type: none"> - Properly secure and balance the load on the truck or trailer before unloading to prevent any shifting during transportation. - Ensure all drivers and unloaders are adequately trained in safe lifting and unloading techniques to minimise the risk of injury. - Use appropriate mechanical lifting aids, such as forklifts or cranes, to assist with heavy or awkward loads to reduce manual handling hazards. - Establish clear communication protocols between the driver and unloading personnel to coordinate the task efficiently and safely, avoiding misunderstandings that could lead to accidents. - Maintain a clean and obstruction-free unloading area to allow smooth movement of the plant and machinery, reducing the risk of materials shifting or tipping over during unloading. - Assess the ground conditions in the unloading area and ensure it is stable, level, and capable of supporting the weight of the plant and machinery being unloaded. - Implement a spotter system (a designated person guiding the driver) during unloading, directing the driver when backing up and ensuring there are no potential hazards or obstructions in their path. - Apply physical barriers, such as cones or barricades, to create a secure unloading zone and control access, thus minimising the risk of workers or bystanders getting injured during the process. 	1L	

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			<ul style="list-style-type: none"> - Inspect chains, slings, and other rigging equipment before use to ensure they are in good working condition, eliminating the risk of breakage or failure during unloading. - Create and follow an established unloading sequence to maintain stability of the load during the entire operation, ensuring that workers and surrounding structures are not put at unnecessary risk due to shifting or unstable loads. 		
7. Plant & Equipment Setup	Inadequate setup area, falling objects	2M	<ul style="list-style-type: none"> - Conduct a thorough inspection of the setup area beforehand to identify any uneven surfaces, obstacles, or inappropriate ground conditions that may pose a risk during plant and equipment setup. - Ensure that the designated setup area is large enough for the plant and equipment operations as well as providing sufficient space for the workers involved. - Develop a site-specific plan that outlines the appropriate setup layout for various types of plant and equipment machinery alongside their respective hazard zones. - Establish exclusion zones and clearly mark them on-site with barriers or spotters, restricting unauthorised access to only qualified and trained personnel. - Conduct routine maintenance checks on all rigging equipment to minimise the risk of falling objects due to mechanical failures or worn-out components. - Provide proper training to all workers in awareness of the hazards associated with this work step, ensuring they understand their roles and responsibilities. - Use proper rigging techniques and certified equipment when lifting heavy objects; taking extra care to ensure secure attachment points and minimising the risk of dropped loads. - Adhere to manufacturer guidelines and weight limits for each piece of plant or equipment being set up to reduce the risk of overloading or inappropriate use. - Implement a communication system between workers and operators which may include hand signals, radios, or visual cues to maintain safety and awareness throughout the process. - Encourage workers to wear appropriate personal protective equipment (PPE) including high visibility clothing, safety helmets, and steel-toed boots. - Assign personnel to act as spotters, who will keep an eye out for potential risks, such as people approaching exclusion zones or unexpected falling objects. - Plan and assess weather conditions before carrying out plant and equipment setup work, postponing if necessary to avoid extreme wind or rain which may increase the risk of falling objects. - Conduct regular reviews and updates to the SWMS to evaluate the effectiveness of the control measures in place, allowing for continuous improvement and alignment with industry best practices. 	1L	
8. Machinery operation	Untrained operators, equipment failure	4A		3H	

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			<ul style="list-style-type: none"> - Ensure all operators have completed a verified training course for the specific machinery they will be operating, and maintain records of their certifications. - Develop comprehensive Standard Operating Procedures (SOPs) for machinery operation, including pre-start checks, shut-down procedures, and emergency response plans. - Conduct regular equipment inspections and maintenance as per the manufacturer's guidelines to minimise the risk of equipment failure during operation. - Implement a structured communication system between machine operators and ground personnel, such as two-way radio or hand signals, to ensure any issues or delays are promptly communicated and addressed. - Provide ongoing refresher training courses for operators to update their knowledge and skills, ensuring they are always up-to-date with current best practices and safety standards. - Thoroughly investigate instances of equipment failure, looking for patterns or causes within the wider operational environment to identify potential areas for improvement in machinery maintenance and handling processes. - Develop and enforce a zero-tolerance policy for unauthorised use of machinery to ensure only trained and qualified personnel operate the equipment. - Establish designated travel paths and speed limits for machinery operation at the worksite to minimise the risk of accidental collisions or damage to surrounding structures or property. - Ensure all machines are equipped with appropriate safety features such as emergency stop buttons, audible alarms, and guardrails where necessary. - Limit operations under adverse weather conditions or low-visibility situations that could increase the likelihood of incidents or accidents occurring during machinery operation. - Encourage an open reporting culture for near-misses or observed safety concerns, allowing employees the opportunity to learn from these incidents and implement corrective actions. - Conduct regular safety briefings and toolbox talks to remind operators about the hazards associated with machinery operation, ensuring they remain aware of their responsibilities in maintaining a safe work environment. 		
9. Maintenance	Inadequate maintenance, accident hazards	2M	<ul style="list-style-type: none"> - Implement a regular maintenance schedule: Ensure that all trucks and trailers used for transporting plant and machinery undergo routine maintenance and inspection as per the manufacturer's recommendations, to identify any potential issues early and prevent accidents. - Maintenance workers training: Provide appropriate training to maintenance workers involved in handling trucks and trailers, ensuring they are competent in identifying and resolving hazards associated with the equipment. 	1L	

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			<ul style="list-style-type: none"> - Use of personal protective equipment (PPE): Workers should always wear proper PPE such as gloves, safety footwear, and high-visibility clothing when conducting maintenance work on trucks and trailers. - Proper housekeeping practices: Keep the maintenance work area clean, free from debris, grease or spills to minimise the risk of accidents during the maintenance process. - Clear documentation of maintenance history: Maintain accurate records of all maintenance activities for each truck and trailer, including dates and details of repairs or replacements, to ensure consistent upkeep of the equipment. - Lockout/tagout procedures: Follow standardised lockout/tagout procedures when performing maintenance tasks to prevent unintended activation of trucks and trailers during servicing. - Use of appropriate tools and equipment: Ensure maintenance workers use only suitable and well-maintained tools and equipment to perform their tasks, reducing the risk of accidents from tool failure or misuse. - Adequate lighting and ventilation: Provide sufficient lighting and ventilation within the maintenance area to allow workers to identify hazards and work safely while maintaining trucks and trailers. - Proper disposal of waste materials: Dispose of any waste materials generated during maintenance, such as oils, solvents or broken parts, in a safe and environmentally-friendly manner, following relevant regulations and guidelines. - Regular assessment and review of maintenance procedures: Continuously evaluate and improve the maintenance process, taking into account changes in equipment technology, industry standards, and other factors that may influence workplace health and safety. Conduct periodic reviews of the maintenance programme and make necessary adjustments to ensure its ongoing effectiveness in minimising hazards. 		
10. Emergency procedures	Unpreparedness, panic situation	2M	<ul style="list-style-type: none"> - Develop and implement an Emergency Response Plan that specifically addresses potential emergency situations during the transportation of plant and machinery on trucks and trailers. - Ensure all employees involved in the transportation process are trained and competent in following the established Emergency Response Plan. - Conduct regular toolbox talks, refresher training, and safety drills to ensure employees are well-versed in emergency procedures and can confidently handle any unpredictable scenarios. - Equip transport vehicles with appropriate safety devices such as fire extinguishers, first aid kits, and spill containment materials. Regularly inspect and maintain this equipment to ensure they remain in optimal condition. - Establish clear communication channels and protocols amongst all employees to ensure prompt reporting and swift action during emergencies. 	1L	

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			<ul style="list-style-type: none"> - Implement proper route planning and coordination with relevant authorities, such as traffic management agencies, to minimise potential hazards and emergency situations. - Always have backup plans for alternate routes and response measures should any obstacles or unforeseen incidents arise en route. - Foster a strong safety culture within the workplace by encouraging employees to actively participate in hazard identification, reporting, and discussion of any concerns that may impact their safety during transportation operations. - Train drivers and other employees in defensive driving techniques and situational awareness to reduce the likelihood of accidents, as well as provide them with the knowledge necessary to quickly act should an emergency occur. - Maintain open lines of communication with emergency services providers, such as local police, fire brigade, and ambulance services, to facilitate quick response times in the event of an incident. - Install GPS tracking and monitoring systems in transport vehicles to track the progress and location of the vehicle, enabling faster emergency response and assistance if needed. - Conduct post-emergency debriefs after each incident to review and evaluate existing emergency procedures, identify areas for improvement, and implement corrective actions to prevent similar incidents in the future. 		
11. Site Cleanup	Slippery surfaces, sharp objects	2M	<ul style="list-style-type: none"> - Conduct regular inspections and maintenance of the worksite to ensure all surfaces are safe, dry, and free from debris. - Clearly label and place signage around any slippery substances or materials that might cause slips or spills during site cleanup. - Provide appropriate non-slip footwear for all workers tasked with cleaning up the area. - Train personnel in the use of proper lifting techniques to avoid injuries when handling heavy or sharp objects. - Use equipment like brooms, vacuums, or pressure washers to efficiently clean and minimise the risk of slips and falls on slippery surfaces. - Keep pathways and walkways clear of obstacles and clutter to prevent tripping hazards. - Implement a waste management system that includes designated areas for disposal of sharp objects like broken glass, metal, or other hazardous materials. - Assign specific roles and responsibilities for site cleanup, ensuring all team members are aware of their tasks and expectations for maintaining a safe work environment. 	1L	

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			<ul style="list-style-type: none"> - Keep a well-stocked first aid kit on-site for immediate treatment of any minor cuts or injuries resulting from sharp objects. - Encourage ongoing communication between workers about potential hazards, allowing them to flag concerns and take action to address them as they arise. - Establish spill response procedures to manage any incidents involving liquids, oils, or chemicals that could create slippery surfaces. - Conduct post-cleanup inspections to verify that all hazards have been effectively addressed and the worksite is free of risks. 		
12. Equipment Storage	Unsafe storage conditions, theft	2M	<ul style="list-style-type: none"> - Clearly designate a safe and secure storage area for plant and machinery within the worksite, ensuring that it is well-lit and properly demarcated to prevent unauthorised access. - Develop and implement a Standard Operating Procedure (SOP) for equipment storage, which should include protocols for safely storing different types of machinery on trailers or in designated storage areas. - Conduct regular inspections of storage facilities to ensure all equipment is stored securely and according to the specific requirements outlined in the SOP. Immediately address any potential hazards or security risks identified. - Utilise a lockout-tagout system to deter tampering or theft by immobilizing large pieces of machinery when they are stored. Smaller accessories can be kept in locked cabinets or storage containers. - Equip storage areas with appropriate surveillance systems, such as CCTV cameras, motion sensors, and alarms connected to a control room operated by trained security personnel. - Provide adequate training for workers responsible for storing and transporting plant and machinery. Ensure they are knowledgeable about safety procedures, proper equipment handling, and the importance of securing equipment effectively to mitigate risks. - The key distribution process should be strictly controlled and monitored, with keys issued only to authorised personnel. A logbook should be maintained to record the issuing and return of keys to maintain accountability and reduce the risk of unauthorised access. - Install appropriate signage around storage areas to warn against unauthorised entry, instruct on proper storage techniques, as well as indicate potential hazards like high voltage equipment or fuels. - Establish an inventory management system to track the location and status of all plant and machinery within the storage facility. This system can help detect any theft attempts or identify cases where equipment might be inappropriately stored. - Engage local law enforcement or private security firms to provide periodic patrols of the storage area, especially during non-operational hours or periods of heightened 	1L	

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			security concerns. This added presence can discourage theft and help maintain a safe environment for the equipment.		

EMERGENCY RESPONSE – CALL 000 FOR EMERGENCIES

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

LEGISLATIVE REFERENCES

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

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

SIGNATORIES OF THE SAFE WORK METHOD STATEMENT

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

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

SAFE WORK METHOD STATEMENT MONITORING AND REVIEW

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

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

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

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

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

REVIEW NUMBER	<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"/>	
REVIEWED BY		DATE REVIEWED	
SIGNATURE		DATE COMPLETED	