Truck Loading and Load Restraint | SAFE WORK METHOD STATEMENT (SWMS)

TASK OR ACTIVITY: Truck Loading and Load Restraint

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.

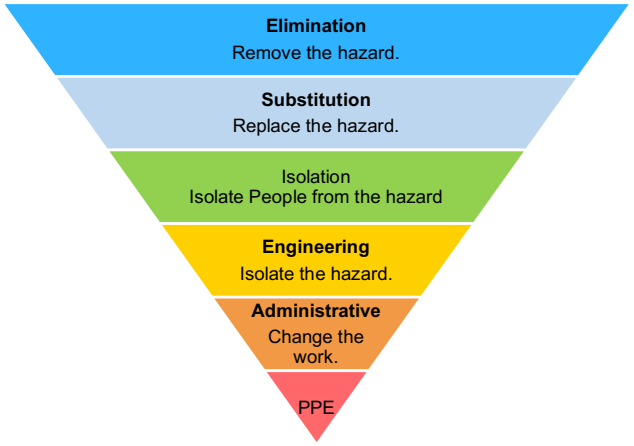
ANY HIGH-RISK MACHINERY OR EQUIPMENT NEARBY							
☐ Forklift	☐ Crane/s	☐ Hoist/s	☐ Excavator	☐ Backhoe/Loader	☐ Boom Lift	☐ EWP	☐ Genie Lift
☐ Trencher	☐ Drilling Rig	☐ Trucks	☐ Formwork	☐ Bobcat	☐ Flammable Gas	☐ Fuel	☐ Dozer
☐ High Voltage	☐ Mulcher	☐ Tilt-up Panels	☐ Roller	☐ Scissor Lift	☐ Tractor	☐ 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	Collision with other vehicles, Falls from heights	3H	- Ensure all personnel involved in the loading and unloading process are trained in proper procedures and relevant workplace health and safety regulations. - Implement a traffic management plan that clearly delineates designated loading and unloading zones, pathways for vehicle movement, and vehicle exclusion zones to minimize risks of collision with other vehicles or obstacles. - Use high-visibility vests, signs, and barricades to warn others of ongoing loading and unloading activities, and to control access to the work area. - Ensure the loading and unloading zone is well-lit and free from obstructions and debris; if needed, use a spotter to assist drivers in safely maneuvering their vehicles. - Regularly maintain and inspect trucks, trailers, and other equipment used in the loading process to ensure they are in good working order and meet regulatory requirements. - Develop and enforce standardized operating procedures (SOPs) for workers to follow during the truck loading process, which should include load stabilization, securement, and inspection. - Provide workers with appropriate fall protection equipment such as harnesses, lanyards, and anchor points when working at heights during loading and unloading processes. Train them on correct usage and perform regular inspections of the equipment. - Use mechanical lifting aids such as forklifts, pallet jacks, and cranes where possible to minimize manual handling risks and reduce the need for workers to climb onto truck beds. - Implement clear communication protocols between drivers, loaders, and spotters through the use of radios, hand signals, or other agreed-upon methods, to ensure coordination and prevent accidents. - Establish emergency response plans, including first aid supplies and training, as well as evacuation plans for workers in case of an incident involving a vehicle collision or a fall from height. - Perform ongoing risk assessments and audits, adjusting safety measures as needed to adapt to changing conditions and ensure continuous improvement in truck loading and load restraint safety.	2M	
2. Inspecting truck	Crushing or pinching injuries, Slips, trips and falls	2M	- Conduct pre-operational inspections: Ensure the truck is adequately inspected for any mechanical issues, tire pressure, and fluid levels before loading to minimize the risk of accidents during the loading process. - Selection of appropriate Personal Protective Equipment (PPE): Workers should wear safety footwear, high-visibility clothing, and gloves to reduce the risk of slips, trips, and falls, as well as crushing or pinching injuries.	1L	

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR	RESPONSIBLE PERSON
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK	NAME OF PERSON
			- Designated walkways and traffic zones: Clearly mark and maintain designated pedestrian walkways and vehicle traffic areas around the loading bay to keep workers safe from potential collisions with trucks and other equipment. - Proper training and communication: Ensure that all staff involved in the loading process have received adequate training and are aware of the risks, hazards, and best practices to avoid injuries while performing the task. - Maintain clean and organized loading area: Keep the area clean by removing any debris or obstacles that could be trip hazards or impede movement during the loading process. - Use appropriate equipment: Ensure that all equipment used for loading, such as pallet jacks or hand trucks, is in good working order and properly maintained to prevent breakdowns or malfunctions during use. - Proper load placement: Securely place items on the truck to distribute weight evenly and prevent shifting during transit, minimizing the risk of falling and causing injury. - Implement a spotter system: Utilize a spotter to aid truck drivers when parking, aligning their vehicles, and ensuring clearance between the truck being loaded and adjacent areas. - Load and unload during the daylight hours: Wherever possible, schedule loading and unloading tasks during daylight hours, when visibility is better and the likelihood of slips, trips, and falls is reduced. - Utilize safety devices and warning signs: Use safety barriers, cones, and caution tape to clearly identify work zones and hazardous areas, helping to prevent incidents stemming from human error. - Ensure regular safety briefings and drills: Conduct regular team safety meetings to discuss workplace risks, share strategies for mitigating those hazards, and ensure all workers are aware of emergency procedures in case of an incident. - Establish a protocol for reporting and responding to incidents: Create a clear process for staff to report hazards and accidents in the loading area, with swift follow-up action taken to remediate issues as soon as they arise. By implementing these control measures, warehouse managers can help to mitigate the risks associated with inspecting trucks and make the loading process safer and more efficient for all involved.		
3. Loading equipment	Struck by moving equipment, Overexertion injuries	4A	- Proper Training: Ensure that all workers involved in the loading and unloading process have received adequate training on how to operate the equipment safely and are aware of the potential hazards associated with their tasks. - Pre-Shift Inspection: Conduct necessary inspections of the equipment prior to each shift, including checking for any signs of wear, damage, or malfunction that may pose a safety risk during operation.	2M	

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR	RESPONSIBLE PERSON
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK	NAME OF PERSON
			- Maintain Clear Communication: Implement clear communication channels between workers handling the loading equipment, truck drivers, and spotters to ensure everyone is on the same page and alert in case of potential hazards. - Designated Loading Zones: Establish and clearly mark designated loading and unloading zones within the worksite to prevent pedestrian access and minimize the risk of accidents involving moving equipment. - Use Correct Lifting Techniques: Utilize proper lifting techniques, such as lifting with the legs and avoiding twisting motions to reduce the risk of overexertion injuries among workers handling heavy loads. - Implement Safe Work Procedures: Develop and implement safety procedures and protocols for handling and securing loads, including requirements for securing equipment and verifying load limits before commencing with the loading process. - Regular Equipment Maintenance: Ensure timely and routine maintenance of the loading equipment to not only prolong its life but also to provide safer use. - Personal Protective Equipment (PPE): Provide appropriate PPE for all workers involved in the loading process, including high-visibility clothing, gloves, and steel-toed boots, to minimize the risk of injury from struck-by incidents and overexertion. - Load Distribution and Stacking: Educate workers on proper and safe stacking methods, which include ensuring proper distribution of weight and using suitable restraint devices to prevent shifting and falling of loads. - Emergency Stop Procedures: Establish emergency stop procedures in the case of an incident involving moving equipment and ensure these procedures are clearly communicated to all workers involved in the loading process. Train the workers to recognize potential risks and react accordingly in an emergency situation.		
4. Securing the load	Falls from height, Manual handling injuries	3H	- Training and supervision: Ensure all workers involved in loading and securing the load are trained in the safe work procedure and are supervised by a competent person to prevent falls from height and manual handling injuries. - Fall prevention equipment: Provide and require the use of appropriate fall prevention equipment, such as safety harnesses or guardrails, for any worker who is working at height during the truck loading process. - Safe access platforms: Provide stable, slip-resistant platforms with edge protection to minimize the risk of falls from height while workers are loading and securing the load onto the truck. - Load restraints: Use appropriate load restraint systems (e.g., chains, straps, ratchets) that have been rated for the weight of the load being secured and are in good condition, to help prevent potential falls or manual handling injuries. - Team lifting: Implement team lifting techniques for heavy or awkward loads to reduce the risk of manual handling injuries among workers.	1L	

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR	RESPONSIBLE PERSON
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK	NAME OF PERSON
			- Mechanical lifting aids: Use mechanical lifting aids, such as forklifts or cranes, to assist with moving and positioning heavy or bulky loads, minimizing the need for manual handling efforts on behalf of workers. - Plan for even distribution of the load: Ensure that the load is distributed evenly on the truck platform, which can help reduce manual handling strain and the risk of falls while securing the load. - Clear communication: Maintain clear lines of communication among workers throughout the loading and securing process, using two-way radios, hand signals, or designated spotters to coordinate efforts effectively. - PPE: Make sure workers wear appropriate personal protective equipment (PPE), such as safety shoes, gloves, and high-visibility clothing, to minimize the risk of injury during the loading and securing process. - Pre-loading assessment: Conduct a pre-loading risk assessment to identify potential hazards related to the load characteristics and the surrounding environment, and implement appropriate control measures accordingly. - Regular breaks and rotation of tasks: Provide regular breaks for workers involved in the loading process to help combat fatigue and repetitive strain injuries, and rotate tasks among crew members to avoid overexertion on specific muscle groups. - Monitoring and review: Continuously monitor and review the effectiveness of control measures implemented during the truck loading and load securing process, making adjustments as needed to ensure a safe working environment.		
5. Testing restraints	Falling objects or equipment, Entanglement hazards	2M	- Proper Training: Ensure all workers involved in truck loading and load restraint activities receive adequate training in proper techniques and best practices for securing loads. - Regular Inspections: Perform regular checks on all restraint equipment to identify any signs of damage, wear, or defects. Promptly replace any faulty equipment. - Use Appropriate Equipment: Employ suitable equipment for restraining various types of loads, including chains, straps, webbing, ratchets, and purpose-built brackets. - Correct Load Placements: Distribute the load evenly across the truck bed to minimize the risk of uneven pressure on restraints and ensure no objects can easily fall off during transit. - Clear Communication: Establish clear communication among team members, such as hand signals or using two-way radios, to coordinate the testing of load restraints and prevent misunderstandings. - Safe Work Area: Keep the work area clean and free from unnecessary clutter, debris, or tripping hazards that may impact the safety of workers testing load restraints.	1L	

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR	RESPONSIBLE PERSON
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK	NAME OF PERSON
			- Personal Protective Equipment: Require all workers engaged in testing restraints to wear appropriate personal protective equipment (PPE), such as gloves, hard hats, and high-visibility vests. - Use Spotters During Testing: Designate a worker to watch for potential hazards and provide guidance during vehicle movement when testing load restraints, ensuring they maintain a safe distance from the loading zone at all times. - Implement Entanglement Prevention Measures: Routinely check that all restraint devices are correctly stowed and secured to avoid the chance of entanglement with loose straps or chains during transport. - Review and Update SOPs: Continuously review and update standard operating procedures to incorporate current industry best practices for testing truck load restraints, reducing risks associated with falling objects or equipment, and entanglement hazards.		
6. Final inspection	Crushing or pinching injuries, Tripping hazards	3H	- Conduct a thorough visual inspection of the loaded truck to ensure all items are properly secured and there are no loose materials that could cause tripping hazards. - Ensure workers conducting the final inspection have undergone appropriate training on load restraint techniques and safety requirements, as well as wearing appropriate personal protective equipment (PPE) such as gloves, steel-toed boots, and high visibility clothing. - Use a buddy system during inspections, with one worker observing from a safe distance, ready to provide assistance or call for help in case of any issues or emergencies. - Mark out designated walkways around the loading area and keep them free of obstructions to minimize the risk of tripping. - Provide adequate lighting around the loading area, especially during dusk or nighttime operations, to ensure clear visibility during inspections. - Communicate with truck drivers and other workers throughout the entire loading process to ensure proper understanding of load placement, security, and any specific risk factors that may have been identified during initial hazard assessments. - Establish clear work procedures and guidelines for securely mounting and dismounting the truck bed or trailer during inspection, designed to minimize the risk of crushing or pinching injuries. - Verify that all load binders, straps, and chains used for securing the load have been accurately tensioned and fastened according to manufacturer specifications. - In the event that loads require manual adjustments, use appropriate tools and lifting techniques to prevent straining or overexertion-related injuries during the final inspection.	1L	

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR	RESPONSIBLE PERSON
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK	NAME OF PERSON
			- Implement a checklist or standardized form to be completed by workers for each inspection, documenting necessary information such as load type, securement devices utilized, and any observed discrepancies or concerns. - Conduct regular safety meetings to remind workers of potential hazards associated with final inspections, emphasizing the importance of adhering to established safety protocols and reporting any discovered issues immediately. - Foster a safety-conscious work culture by encouraging workers to look out for one another and report any observed risks or hazards, taking swift action to address concerns and prevent accidents from occurring.		
7. Adjusting load distribution	Overexertion injuries, Falling objects	4A	- Provide training for workers on proper lifting techniques and body mechanics to avoid overexertion injuries. - Establish a maximum weight limit for manual handling tasks, ensuring that exceptionally heavy or awkward loads are managed using mechanical aids such as forklifts or crane trucks. - Encourage workers to utilize team lifting strategies when handling oversized or bulky items, sharing the load distribution among multiple individuals. - Plan work schedules with regular rest breaks to help prevent fatigue-related injuries due to overexertion. - Inspect loading equipment such as pallet jacks, hoists, and forklifts for any malfunctions or defects before use. - Ensure that objects are evenly distributed within the truck, according to manufacturers' guidelines, to reduce the likelihood of uneven load distribution. - Utilize appropriate restraining devices, such as straps, chains, and netting, to secure cargo and prevent cargo movement during transport. - Assign a competent person to supervise loading activities, ensuring that all safety procedures and guidelines are adhered to throughout the process. - Install barriers around the loading zone to protect workers from accidental contact with moving equipment or falling objects. - Provide adequate lighting in the loading area, enabling workers to see hazards and potential risks more clearly. - Maintain clear communication between machine operators and ground personnel to ensure safe operation of equipment and coordination of loading tasks. - Place warning signs around the loading area to inform other workers about ongoing loading operations, which may pose a risk of falling objects. - Conduct regular inspections of racking systems and shelving units used for storing loads before transportation, ensuring they are free from damage and properly secured.	2M	

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR	RESPONSIBLE PERSON
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK	NAME OF PERSON
			- Develop emergency response plans in case of incidents involving falling objects or overexertion injuries, and conduct regular drills to familiarize employees with these procedures.		
8. Sign-off and documentation	Miscommunication, Incomplete records	2M	- Clearly define roles and responsibilities for all team members involved in the truck loading and load restraint process to minimize the risk of miscommunication. - Establish a communication protocol, including verbal and written instructions as well as hand signals, to ensure consistency and avoid misunderstandings during the loading process. - Conduct toolbox talks or pre-shift meetings to discuss the SWMS and clarify any questions or concerns related to the work step before beginning the truck loading process. - Provide proper training to all staff involved in truck loading and load restraint procedures to promote a thorough understanding of the work steps. - Use checklists and standardized forms to document each stage of the truck loading and load restraint process, ensuring that all records are complete and accurate. - Implement regular audits of documentation to verify that the required information is being recorded and maintained correctly. - Encourage open lines of communication between all team members so they can promptly report any issues or discrepancies relating to the documentation or truck loading procedures. - Use signage and labels on the job site to remind workers about the importance of accurate record-keeping and encourage them to adhere to best practices when completing documentation. - Establish a clear procedure for reporting near misses, incidents, or breaches of workplace health and safety protocols, so that these experiences can be documented and used to improve processes in the future. - Regularly review and update the SWMS to make necessary improvements and incorporate new control measures based on changing conditions or lessons learned. - Make sure all team members have access to the most up-to-date version of the SWMS and other relevant documentation, so everyone is working with current information. - Provide ongoing training and refresher courses for the truck loading and load restraint workforce to maintain high competency levels, reinforce safe work practices, and ensure compliance with changing regulations. - Develop a strong safety culture by rewarding good safety performance, recognizing safe behaviors, and encouraging continued compliance with workplace health and safety guidelines.	1L	
9. Transporting the load	Traffic accidents, Rollover incidents	3H		2M	

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR	RESPONSIBLE PERSON
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK	NAME OF PERSON
			- Driver training and competency checks: Ensure all drivers operating vehicles for load transportation are adequately trained and have their competency evaluated regularly. - Vehicle maintenance schedules: Establish and maintain routine vehicle inspection and servicing schedules to ensure all components, including brakes, steering, and suspension, remain in optimal working condition. - Appropriate route planning: Implement comprehensive route planning that accounts for local traffic patterns, road conditions, weather forecasts, and construction zones to minimize potential hazards while transporting loads. - Load securing measures: Thoroughly inspect and confirm proper use of securing devices, such as straps or chains, before each journey to prevent shifting or detachment of loads during transportation. - Speed limit adherence: Ensure drivers strictly follow regulatory speed limits and adjust their driving speeds appropriately based on current road conditions. - Defensive driving techniques: Educate drivers on defensive driving practices to help them proactively anticipate and respond to potential traffic hazards. - Fatigue management: Implement strict rest breaks and maximum working hours for drivers to reduce the risk of fatigue-induced accidents. - In-cab communication systems: Equip trucks with hands-free communication devices to allow drivers to safely relay important information without distracting themselves from their primary focus—driving. - Incident reporting procedures: Establish clear processes for reporting any accidents, near-misses, or other pertinent incidents that occur during transportation to promote continuous improvement and hazard mitigation. - Emergency response plan: Develop a robust emergency response plan to address potential traffic accidents or rollover incidents, including first aid supplies and contact information for relevant emergency services. - Regular monitoring and supervision: Conduct regular on-site or remote supervision of driver performance and adherence to protocols to ensure continued compliance with established control measures. - Auxiliary lighting and signage: Equip trucks with appropriate flashing lights, warning signs, and reflective markings to increase visibility for other road users. - Load distribution and balance: Ensure proper weight distribution and balance of loads to minimize the risk of rollover incidents. - Weather monitoring: Continuously monitor weather conditions and adjust transport plans as necessary to avoid hazardous situations, such as heavy rain, high winds, or poor visibility due to fog.		
10. Arrival at destination	Risks at unloading area, Reckless driving behavior	4A	- Proper signage and markers: Ensure that the unloading area is clearly marked with proper signage to indicate restricted areas, safe zones, and potential hazards.	3H	

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
			- Designated waiting zones: Establish designated waiting areas for truck drivers while their vehicles are being unloaded, away from the immediate unloading zone, to prevent risks of collisions or incidents. - Traffic management plan: Develop and implement an effective traffic management plan, including directions, speed limits, and pedestrian access routes for the entire workplace, ensuring a safe environment during the unloading process. - Communication between staff: Maintain clear and consistent communication between truck drivers and unloading operators, using hand signals, radios, or other communication methods to ensure a smooth and safe unloading process. - Regular hazard inspections: Conduct routine inspections of the unloading area to identify any potential hazards or issues that may arise and address them promptly to maintain overall safety. - Incident reporting system: Encourage workers to report any unsafe or reckless driving behaviors immediately to ensure that corrective actions are taken, and future occurrences are minimized. - Driver education and training: Provide ongoing training to truck drivers on safe driving practices, hazard awareness, and the importance of adherence to the traffic management plan at the destination site. - Unloading procedures and protocols: Implement strict unloading procedures and protocols to minimize risks during the process, such as securing load restraints, maintaining a safe distance from the vehicle, and ensuring that only authorized personnel are present in the unloading area. - Personal protective equipment (PPE): Require all workers involved in the unloading process to wear appropriate PPE, including high-visibility vests, steel-toed boots, and hard hats, to reduce the risk of injury in case of an incident. - Emergency response plan: Develop and maintain an emergency response plan for the unloading area, detailing the steps to be taken in case of an accident or incident, ensuring that all staff are aware of their roles and responsibilities during an emergency situation.		
11. Unloading cargo	Falls from height, Struck by falling cargo	3H	- Appropriate fall protection: Ensure that workers who are unloading cargo from heights higher than 2 meters use appropriate fall protection equipment, such as harnesses and lanyards connected to suitable anchor points. - Safe working platforms: Provide safe working platforms with edge protection, such as guardrails or scaffolding, to prevent falls from height during unloading operations. - Ladder safety: Use secured ladders or step ladders with non-slip feet for accessing elevated areas of the truck while maintaining three points of contact when climbing. - Mechanical lifting aids: Utilize mechanical lifting aids, such as forklifts or cranes, to reduce the need for manual handling and minimize the risk of falling cargo.	2M	

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR	RESPONSIBLE PERSON
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK	NAME OF PERSON
			- Load securing devices: Check and carefully remove any securing devices, like straps, chains, or ropes, ensuring that they will not cause cargo to shift suddenly or fall during the unloading process. - Proper lifting techniques: Train workers on proper lifting techniques to reduce the risk of injuries related to manual lifting and handling, including maintaining a neutral spine position and using their legs rather than their back to lift. - Barricades and exclusion zones: Establish designated exclusion zones around the unloading area, marked by physical barriers or high-visibility tape, to protect workers from being struck by falling objects. - Communication: Maintain effective communication among team members throughout the unloading process, especially when coordinating actions such as releasing restraining devices or moving cargo. - Personal protective equipment (PPE): Require workers to wear appropriate PPE, such as hard hats, steel-toed footwear, and high-visibility vests, to reduce the risk of injury from falling cargo or other hazards. - Gradual and controlled unloading: Supervise and enforce a gradual and controlled unloading process to avoid sudden shifts in weight, which could cause cargo to topple or fall. - Emergency response plan: Develop and maintain a clear emergency response plan for incidents involving falls from height or falling cargo, including first aid provisions and specific rescue procedures, and train workers on their roles in the plan.		
12. Inspecting and servicing restraints	Entanglement hazards, Contact with dangerous materials	2M	- Regular training and awareness programs: Conduct ongoing training sessions for employees to ensure they fully understand the hazards associated with entanglement and contact with dangerous materials while working on inspecting and servicing restraints. - Proper use of personal protective equipment (PPE): Ensure all workers wear appropriate PPE such as gloves, safety goggles, and high-visibility clothing to protect themselves from potential hazards when handling restraints and hazardous materials. - Inspection and maintenance of equipment: Perform regular inspections and servicing of load restraint devices and related equipment to ensure they are in good working condition, thus reducing the risk of entanglement or exposure to hazardous materials. - Isolation and containment of dangerous materials: Segregate and secure any dangerous materials involved in the inspection and servicing process, ensuring that they are stored in appropriate containers and away from personnel when not required. - Clear signage and labeling: Mark areas where hazardous materials are present with clear signs, labels, and warnings to alert employees to the possible dangers and inform them of necessary precautions.	1L	

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR	RESPONSIBLE PERSON
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK	NAME OF PERSON
			- Housekeeping and organization: Maintain a clean and organized work area, keeping all tools and materials neatly stored away when not in use, to minimize the risk of entanglement or accidental contact with dangerous materials. - Tool and equipment selection: Only use appropriate and well-maintained tools or equipment for the specific task at hand, minimizing the risk of injury from equipment malfunction or misuse. - Ergonomic considerations: Design workstations and processes to reduce reach, bending, and twisting movements that may lead to entanglement hazards, taking into account worker comfort and posture. - Implement emergency procedures: Develop and communicate emergency response plans for incidents involving entanglement or hazardous material exposure, including rescue procedures, first aid administration, and hazard containment measures. - Continuous monitoring and evaluation: Regularly assess the effectiveness of control measures in place, making adjustments and improvements as required to minimize the risk of entanglement hazards and contact with dangerous materials during inspection and servicing restraints.		

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**	