

## Trucks and Heavy Vehicles | SAFE WORK METHOD STATEMENT (SWMS)

### TASK OR ACTIVITY: Trucks and Heavy Vehicles

Business Name: Coastal Hire And Sales Pty Ltd

ABN: 70114481408

SWMS#

Business Address:

Contact Person:

Phone:

Email:

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

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

Full Name:

Signature:

Title:

Date:

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

Full Name:

Title:

Phone:

**ALL PERSONNEL PARTICIPATING IN ANY ACTIVITY ON THIS SWMS MUST HAVE THE FOLLOWING COMMUNICATED**

**NAME AND DATED SIGNATURE OF ALL RELEVANT PERSONNEL WHO HAVE BEEN CONSULTED AND COMMUNICATED TO IN THE DEVELOPMENT AND APPROVAL OF THIS SWMS**

Safety meetings or toolbox talks will be scheduled in accordance with legislative requirements to first identify any site hazards, secondly to communicate those hazards and then to further take steps to either eliminate or control each hazard.

NAME

SIGNATURE

DATE

If an incident or a near miss occurs, all work must stop immediately. Depending on the severity of the incident, a meeting will be called with all workers to amend the SWMS if required. The meeting may also be an educational opportunity.

Any changes made to the SWMS after an incident or a near miss must be approved by the Person Conducting Business or Undertaking and communicated to all relevant personnel.

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

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### CLIENT OR PRINCIPAL CONTRACTOR DETAILS

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

### ANY HIGH-RISK CONSTRUCTION WORK BEING CARRIED OUT

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

### ANY HIGH-RISK MACHINERY OR EQUIPMENT NEARBY

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

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

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR	RESPONSIBLE PERSON
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK	NAME OF PERSON
1. Preparation	Slips, trips, and falls, Manual handling injuries	2M	<ul style="list-style-type: none"> <li>- Conduct a thorough site inspection before starting work to identify potential hazards, such as uneven surfaces or obstacles that may cause slips, trips, and falls.</li> <li>- Maintain clear walkways and work areas by promptly removing or relocating any obstacles, debris, or materials that pose a risk to workers.</li> <li>- Install appropriate safety signage around the work area to warn workers of potential hazards and remind them of safe work practices.</li> <li>- Provide workers with suitable personal protective equipment (PPE), such as non-slip footwear, safety gloves, and high-visibility clothing, to reduce the risk of injury.</li> <li>- Implement a buddy system for manual handling tasks that require heavy lifting or awkward positioning, ensuring that workers have assistance when needed.</li> <li>- Review and update risk assessments regularly to ensure all hazards are identified and adequately addressed.</li> <li>- Ensure all workers have received proper training in manual handling techniques and are aware of the risks associated with their tasks.</li> <li>- Encourage workers to practice good housekeeping habits, keeping their work area tidy and free from potential hazards.</li> <li>- Monitor weather conditions closely; take steps to address potentially slippery surfaces caused by rain or other wet conditions, such as using absorbent materials and/or providing appropriate footwear.</li> <li>- Establish a procedure for reporting hazards and near misses, ensuring that all workers are aware of their responsibilities in maintaining a safe environment.</li> <li>- Schedule regular breaks for workers engaged in physically demanding tasks, allowing time for rest and recovery to prevent overexertion injuries.</li> <li>- Limit the amount of time workers spend on repetitive tasks that can lead to manual handling injuries; rotate tasks among workers to avoid excessive strain on muscles and joints.</li> <li>- Maintain all equipment, tools, and vehicles according to manufacturer recommendations, ensuring they're in good working order and capable of supporting required loads.</li> <li>- Create and implement an emergency response plan that provides guidance for workers in the event of an accident or injury, ensuring that prompt medical attention is available when needed.</li> </ul>	1L	
2. Vehicle Inspection	Struck by moving vehicle, Fluid leaks or spills	2M	<ul style="list-style-type: none"> <li>- Implement a designated vehicle inspection area, ensuring it is clearly marked and free from obstructions to reduce the risk of moving vehicle-related accidents during inspection.</li> </ul>	1L	

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			<ul style="list-style-type: none"> <li>- Ensure all workers involved in the vehicle inspection process are adequately trained and competent, including having a good understanding of company safety procedures and relevant safety legislation.</li> <li>- Conduct toolbox talks or safety briefings before starting the inspection process to discuss potential hazards and control measures, reinforcing the importance of working safely.</li> <li>- Limit access to the vehicle inspection area for unauthorised personnel, minimising the risk of struck-by incidents.</li> <li>- Develop and enforce a traffic management plan, incorporating speed limits, signage, and one-way systems to assist in reducing the risk of being struck by a moving vehicle.</li> <li>- Utilise high-visibility vests or clothing for workers conducting vehicle inspections, increasing their visibility to other workers and vehicle operators.</li> <li>- During inspection, the vehicle should be secured with wheel chocks, parking brake, or another form of immobilization to limit the risk of unexpected movement.</li> <li>- Implement an ongoing maintenance schedule to reduce the likelihood of fluid leaks or spills from vehicles, ensuring any identified issues are promptly addressed.</li> <li>- Regularly inspect and maintain onboard spill kits within trucks and heavy vehicles, so they are readily available for emergency clean-ups when required.</li> <li>- Follow the company's standard operating procedures (SOPs) for handling hazardous materials (if applicable), which could include proper storage, disposal, and training on spill response.</li> <li>- If a fluid leak or spill is detected, immediately cordon off the affected area and follow appropriate cleanup procedures as outlined by site-specific and regulatory guidelines.</li> <li>- Implement double-checking protocols where a second qualified individual reviews the inspection results, further mitigating the potential for overlooked safety issues.</li> <li>- Establish and reinforce regular communication between vehicle inspectors, operators, and supervisors, providing opportunities for open discussion, feedback, and reporting of potential risks or hazards associated with the vehicle inspection process.</li> </ul>		
3. Plan Vehicle Route	Collision with other vehicles, Getting lost	2M	<ul style="list-style-type: none"> <li>- Conduct a thorough route assessment before starting the journey, including identifying high-traffic areas, roadworks, and narrow roads to minimise the chances of collisions.</li> <li>- Ensure proper training for all drivers on route planning, traffic regulations, and defensive driving techniques, to enhance their abilities in navigating safely among other vehicles on the road.</li> <li>- Provide up-to-date maps or use GPS devices with real-time traffic updates to prevent getting lost and guide drivers through alternative routes when necessary.</li> </ul>	1L	

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			<ul style="list-style-type: none"> <li>- Consider adjusting work schedules to avoid peak traffic times to reduce the risk of collisions with other vehicles.</li> <li>- Utilise two-way communication systems such as walkie-talkies or mobile phones to maintain constant contact with drivers and monitor their progress throughout their route.</li> <li>- Incorporate hazard recognition and avoidance as part of the ongoing driver training programme, addressing potential issues that can arise while navigating a specific route.</li> <li>- Implement vehicle maintenance checks focusing on the brakes, tires, lights, and mirrors to ensure optimal functioning and performance for safe navigation.</li> <li>- Require mandatory rest breaks during long-distance journeys to prevent driver fatigue which could lead to decreased reaction time and difficulty making quick judgments when dealing with hazards.</li> <li>- Develop detailed contingency plans for emergencies such as breakdowns, accidents, and extreme weather events, ensuring drivers know how to follow these plans effectively.</li> <li>- Encourage an open reporting culture for any safety concerns from drivers or staff concerning specific routes, so corrective actions can be taken promptly.</li> <li>- Establish a well-defined system to restrict unauthorised personnel from operating the heavy vehicles, ensuring only competent and qualified individuals are allowed to do so.</li> <li>- Collaborate with local authorities and communities when applicable for improved understanding of local traffic patterns, potential hazards, and preferred routes.</li> <li>- Regular review and update of route plans based on new information regarding construction projects, road conditions, and other relevant factors to continually improve the safety of planned routes.</li> <li>- Promote a safety-first mindset among all employees, especially drivers, by emphasising the importance of cautious and defensive driving throughout their route planning and execution.</li> </ul>		
4. Load Heavy Equipment	Falling objects, Strain from lifting	3H	<ul style="list-style-type: none"> <li>- Conduct a pre-start safety inspection of the area, ensuring that the ground is stable, level, and clear of any debris or obstructions that could pose a risk during loading and unloading activities.</li> <li>- Establish designated loading and unloading zones with appropriate signage to ensure all personnel are aware of potential hazards in these areas.</li> <li>- Provide proper personal protective equipment (PPE) such as hard hats, gloves, and high visibility vests for workers involved in loading and unloading heavy equipment.</li> <li>- Utilise mechanical aids like cranes and forklifts, where possible, to reduce the amount of manual lifting and minimise the risk of strain injuries.</li> </ul>	2M	

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			<ul style="list-style-type: none"> <li>- Train all employees involved in loading heavy equipment on safe lifting techniques, appropriate use of equipment, and teamwork.</li> <li>- Implement a buddy system where no worker is permitted to lift or move heavy equipment alone, ensuring that all team members communicate clearly and effectively throughout the process.</li> <li>- Regularly maintain and inspect equipment (such as trucks, ramps, and tie-downs) to ensure they are secure, well-maintained, and fit for purpose.</li> <li>- Ensure all loads are properly centered, balanced, and secured using the correct size and strength of straps, chains, or other tie-down devices.</li> <li>- Establish exclusion zones around the loading area to keep unauthorised personnel at a safe distance from falling objects and other potential hazards.</li> <li>- Develop and enforce clear procedures for reporting near misses, accidents, and incidents related to loading and unloading, and use this information to identify lessons learned and make improvements where needed.</li> <li>- Encourage open communication among team members during the loading process, and encourage workers to report any concerns or potential hazards without fear of retribution.</li> <li>- Regularly review and update the Safe Work Method Statement (SWMS) to ensure it remains current, relevant, and reflective of best practices in workplace health and safety.</li> </ul>		
5. Secure Equipment	Insecure load, Equipment damage	3H	<ul style="list-style-type: none"> <li>- Implement regular inspections and maintenance of all load securing equipment, including straps, chains, and binders, to identify any potential damages or defects.</li> <li>- Conduct thorough pre-start checks on vehicles and their loading mechanisms to ensure they are in proper working condition before use.</li> <li>- Develop and provide comprehensive training for workers involved in loading and securing operations to promote understanding of appropriate techniques and safety precautions.</li> <li>- Provide clear instructions and guidelines on the proper method to secure and transport loads, including weight limits, restraint types, and equipment required.</li> <li>- Implement regular supervision and monitoring of loading activities by experienced personnel to ensure equipment is secured correctly and to rectify any issues promptly.</li> <li>- Use appropriate load-bearing surfaces, such as anti-slip mats or rubberized flooring, to reduce the risk of load movement during transportation.</li> <li>- Ensure that loads are evenly distributed across the vehicle bed to prevent uneven pressure on securing devices or the tipping of the truck.</li> <li>- Utilise containment systems, like cargo nets and side gates, to minimise the potential for objects falling from the vehicle during transit.</li> </ul>	1L	



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			<ul style="list-style-type: none"> <li>- Apply appropriate warning labels and signage to inform other road users of the presence of a heavy or oversized load.</li> <li>- Perform regular audits on the organisation's equipment securing practices to identify areas for improvement and develop effective action plans.</li> <li>- Establish an incident reporting and investigation process to identify the underlying causes of any accidents involving insecure loads and to implement corrective measures to prevent reoccurrence.</li> <li>- Regularly review and update relevant standard operating procedures and guidelines related to load securing and equipment handling to maintain compliance with current industry standards and best practices.</li> <li>- Promote open communication between team members and encourage workers to voice safety concerns or suggest improvements in equipment securing processes.</li> <li>- Maintain an up-to-date inventory of available securing devices and equipment, ensuring there are sufficient resources available for all workers to perform their tasks safely and effectively.</li> </ul>		
6. Pre-Start Checks	Fire risk, Unexpected movement of controls	2M	<ul style="list-style-type: none"> <li>- Regular equipment inspection and maintenance: Conduct routine checks on all truck and heavy vehicle systems, including engines, brakes, electrical wiring, and hydraulic controls to minimise the risk of malfunctions that could lead to fires or unexpected movements.</li> <li>- Fire extinguisher availability: Ensure functional fire extinguishers are onboard at all times, readily accessible to the driver, and checked regularly for proper operation.</li> <li>- Proper storage of flammable materials: Store flammable liquids, such as fuel and oil, away from heat sources and ignition points to reduce the risk of fire.</li> <li>- Lockout/tagout procedures: Implement lockout/tagout procedures to ensure any unexpected movement of controls does not lead to accidents during maintenance activities.</li> <li>- Driver training: Provide adequate driver instruction and ongoing refresher training to ensure they understand and follow safe operating procedures and can identify potential risks associated with the pre-start process.</li> <li>- Pre-start meetings: Conduct daily pre-start meetings to discuss site-specific hazards, control measures, and emergency procedures relevant to the day's tasks.</li> <li>- Vehicle manuals: Keep up-to-date copies of vehicle manuals on hand and clearly indicate which sections pertain to fire prevention, control system inspections, and other pre-start processes.</li> <li>- Dedicated pre-start checklists: Develop comprehensive pre-start checklists addressing potential hazards and control measures, ensuring they are followed by operators each day.</li> </ul>	1L	

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			<ul style="list-style-type: none"> <li>- Personal protective equipment (PPE): Ensure truck drivers and workers in direct contact with heavy vehicles wear appropriate PPE, including high-visibility clothing, hard hats, steel-toed boots, and gloves as required.</li> <li>- Wheel chocks: Use wheel chocks or parking brakes to prevent vehicle movement during the pre-start process, reducing the likelihood of unexpected movement.</li> <li>- Safe work areas: Clearly designate safe work areas and exclusion zones around trucks and heavy vehicles, minimising the risk of injury due to unexpected vehicle movement.</li> <li>- Communication protocols: Establish an effective communication system to promptly report and resolve hazards, including potential fire risks or equipment malfunctions that could result in unexpected control movement.</li> <li>- Emergency response plan: Develop and regularly review an emergency response plan that includes evacuation routes, assembly points, and training on how to respond effectively in case of fires or other onsite emergencies.</li> </ul>		
7. Driving on Roadway	Traffic accidents, Fatigue	3H	<ul style="list-style-type: none"> <li>- Conduct a thorough pre-start inspection of the truck or heavy vehicle to identify and address any existing mechanical issues, damaged parts, or other safety concerns before commencing the journey on public roads.</li> <li>- Ensure regular servicing, maintenance and necessary repairs are performed to keep trucks and heavy vehicles in compliance with legal requirements, manufacturer specifications, and industry standards for safe operation on roadways.</li> <li>- Implement route planning and scheduling methods to consider factors such as traffic conditions, weather forecasts, road closures, and special events that may impact travel time and create potential hazards.</li> <li>- Provide appropriate training and licensure to all drivers, emphasising defensive driving techniques, decision-making skills, and emergency response strategies to minimise the potential for traffic accidents.</li> <li>- Enforce strict adherence to applicable speed limits, road rules, and regulations to minimise risks associated with high speed, unsafe lane changes, or dangerous maneuvers.</li> <li>- Equip trucks and heavy vehicles with modern safety features, including anti-lock braking systems (ABS), electronic stability control (ESC), and advanced driver assistance systems (ADAS) to reduce the likelihood of accidents caused by human error.</li> <li>- Use reflective materials or hazard lights/signage to improve the visibility of trucks and heavy vehicles to other road users, especially in low light or adverse weather conditions.</li> <li>- Establish mandatory break periods and maximum work hours for drivers to ensure they remain alert and focused on the task at hand, minimising the risk of fatigue-related accidents.</li> </ul>	2M	

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			<ul style="list-style-type: none"> <li>- Encourage drivers to take responsibility for their physical and mental wellbeing by promoting healthy habits such as proper nutrition, hydration, and restorative sleep practices.</li> <li>- Develop an effective communication system between drivers and dispatchers to maintain real-time information on road conditions, potential hazards, and schedule adjustments, allowing drivers to make informed decisions and anticipate risks.</li> <li>- Promote a company culture of focus on safety, with management leading by example and fostering an environment where employees feel comfortable voicing concerns or reporting unsafe conditions or practices that could contribute to traffic accidents.</li> <li>- Ensure emergency response procedures and equipment are in place, including onboard fire extinguishers, first aid kits, and communication devices to contact emergency services in case of an accident or breakdown.</li> <li>- Perform regular audits, risk assessments, and reviews of the SWMS for trucks and heavy vehicles to identify opportunities for continuous improvement and adaptation to changes in legislation, industry best practices, or emerging technologies.</li> </ul>		
8. Reversing Truck	Rear-end collision, Blind spots, Exposure to diesel fumes	3H	<ul style="list-style-type: none"> <li>- Implement a clearly marked designated reversing area, restricting movement of pedestrians or other vehicles while the truck is reversing.</li> <li>- Install appropriately-sized convex mirrors at key areas to minimise blind spots when reversing.</li> <li>- Equip the truck with a rear-view camera system to provide visual assistance for the driver.</li> <li>- Ensure that audio and visual alarms are functioning correctly on the truck before each work shift, alerting nearby workers when the truck is reversing.</li> <li>- Set up traffic management plans including signage, barriers, or cones to manage the movements and access within the working area.</li> <li>- Train all drivers and ground personnel in proper communication and use of hand signals when guiding trucks through a reversing maneuver.</li> <li>- Use designated spotter(s), wearing high-visibility clothing, who can communicate directly with the driver during the reversing process.</li> <li>- Routinely conduct safety meetings and remind workers about the importance of maintaining a safe distance from heavy vehicles.</li> <li>- Continuously assess and maintain the vehicle's exhaust system to ensure minimum exposure to diesel fumes for all workers.</li> <li>- Encourage drivers to limit idling time, reducing overall exposure to diesel fumes.</li> <li>- Install proper ventilation systems or adopt outdoor work practices if possible, to reduce the exposure to diesel fumes.</li> </ul>	2M	

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			<ul style="list-style-type: none"> <li>- Regularly inspect and maintain the braking systems of the trucks and heavy vehicles to ensure they remain in optimal condition, minimising the risk of rear-end collisions.</li> </ul>		
9. Park & Isolate Equipment	Unauthorised access, Vandalism	2M	<ul style="list-style-type: none"> <li>- Implement a secure perimeter around the parking area, such as fencing or barricades, to prevent unauthorised access and deter potential vandals.</li> <li>- Install security cameras in the parking and isolation areas to monitor and record activities, ensuring they cover all possible entry points.</li> <li>- Provide adequate lighting around the parking area during night hours to discourage unauthorised access and vandalism.</li> <li>- Establish a formal check-in/check-out system for vehicles and equipment, and ensure all personnel are trained and aware of the procedure.</li> <li>- Assign designated parking spots for trucks and heavy vehicles within the parking area, clearly marking reserved spaces for authorised staff only.</li> <li>- Apply visible identification tags or labels to all trucks and heavy vehicles that indicate the owner, company, or department responsible.</li> <li>- Develop and enforce a strict key control system, limiting access to keys only for authorised members of the project team and maintenance staff who require it for their work duties.</li> <li>- Conduct regular inspections of parked trucks and heavy vehicles to maintain their functionality, correct any observed issues, and report acts of vandalism immediately.</li> <li>- Establish a schedule for security personnel patrols, paying particular attention to high-risk periods, such as evenings, weekends, and public holidays.</li> <li>- Regularly communicate with staff members about the importance of following security procedures and reporting any suspicious activity when parking and isolating equipment.</li> <li>- Display clear signage around the parking area warning against unauthorised access, indicating the consequences of trespassing, and providing contact information for reporting incidents.</li> <li>- Encourage employees to keep valuables and sensitive materials secured inside locked vehicle compartments, storage boxes, or removed from the vehicle altogether when not in use.</li> </ul>	1L	
10. Unload Heavy Equipment	Slips, trips, and falls, a Dropped load during removal	3H	<ul style="list-style-type: none"> <li>- Properly trained and certified operators: Ensure that only qualified personnel with appropriate training and certification operate heavy equipment during the unloading process.</li> <li>- Inspection of the equipment: Regularly inspect trucks, cranes, and other lifting equipment to ensure they are in proper working condition and safe to use for unloading operations.</li> </ul>	2M	

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			<ul style="list-style-type: none"> <li>- Load stability checks: Verify that the load is properly secured and balanced before unloading, to prevent any unexpected shifts or movements that could lead to a dropped load.</li> <li>- Designated exclusion zones: Set up designated areas around the unloading zone to keep unauthorised workers and bystanders at a safe distance while the operation is in progress.</li> <li>- Safe work procedures: Develop, communicate and enforce standardised safety protocols, such as using signalers, proper loading/unloading techniques, and routine inspections for potential hazards.</li> <li>- Personal protective equipment (PPE): Provide and mandate the use of appropriate PPE, such as hard hats, safety shoes, high-visibility vests, and gloves, for all workers involved in the unloading process.</li> <li>- Clear communication: Establish clear communication protocols between operators and workers on the ground, including the use of hand signals, radios, or horns for alerts and instructions.</li> <li>- Adequate lighting: Ensure sufficient lighting is available in the unloading area to help workers see potential hazards more clearly and reduce the risk of slips, trips, and falls.</li> <li>- Housekeeping: Keep the unloading area clean and free of debris, liquids, and other obstacles that could pose a trip hazard or interfere with the safe operation of heavy equipment.</li> <li>- Emergency response plan: In case of an incident, have an emergency response plan in place that includes first aid kits, fire extinguishers, and designated evacuation routes, and regularly review and update it as necessary.</li> </ul>		
11. Post-Operations Inspection	Burns from hot surfaces, Exposure to hazardous materials	2M	<ul style="list-style-type: none"> <li>- Proper Personal Protective Equipment (PPE): Ensure that all workers are wearing appropriate PPE, such as gloves and safety glasses, to protect against burns and exposure to hazardous materials during the post-operation inspection.</li> <li>- Cool-down period: Implement a mandatory cool-down period after the operation of trucks and heavy vehicles before any inspection takes place, minimising the risk of burns from hot surfaces.</li> <li>- Hazardous Material Handling Training: Provide training for workers on handling hazardous materials safely, including correct storage, disposal, and emergency response procedures.</li> <li>- Use of heat-resistant tools and equipment: Equip workers with heat-resistant tools and equipment during the inspection process to avoid direct contact with hot surfaces.</li> <li>- Clear signage for hazardous materials: Display clear signage warning of the presence and risks associated with exposure to hazardous materials in the inspection area.</li> </ul>	1L	

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			<ul style="list-style-type: none"> <li>- Ventilated workspace: Ensure proper ventilation in the work area to disperse fumes or vapors that may have built up during the operation of trucks and heavy vehicles.</li> <li>- Safety data sheets: Make readily available safety data sheets for all hazardous materials present in the workplace in case of accidental exposure or spillage.</li> <li>- Emergency response plan: Develop and communicate an emergency response plan to workers for incidents involving burns or hazardous materials exposure, including the location of first-aid kits, eyewash stations, and spill kits.</li> <li>- Regular equipment maintenance: Conduct regular maintenance of trucks and heavy vehicles to minimize the likelihood of leaks, spills, or other issues that could result in worker exposure to hazardous materials.</li> <li>- Safe disposal of waste materials: Establish a system for the safe disposal of waste materials generated during the inspection process, such as used cleaning rags, to prevent accidental exposure to hazardous materials.</li> <li>- Supervision and communication: Provide ongoing supervision to ensure that workers follow established safety protocols and encourage open communication about potential hazards or concerns during the post-operation inspection process.</li> </ul>		
12. Store Equipment Safely	Miscommunication, Damage to equipment	2M	<ul style="list-style-type: none"> <li>- Clear signage: Display clear signage in storage areas and on equipment to ensure everyone understands the appropriate storage procedures for trucks and heavy vehicles.</li> <li>- Designated storage areas: Establish designated storage areas for specific types of equipment, minimizing confusion during storage and retrieval processes.</li> <li>- Proper training and supervision: Ensure all workers are trained in correct storage procedures and supervisors are present to consistently enforce these measures.</li> <li>- Two-way communication devices: Provide two-way communication devices such as radios or mobile phones to all personnel involved in storing equipment, ensuring clear communication lines and immediate reporting of any issues.</li> <li>- Correct labeling: Accurately label all equipment with relevant information, such as weight, dimensions, or any special handling requirements.</li> <li>- Regular inspections: Conduct regular inspections to confirm that all equipment is stored safely and securely, and address any identified issues immediately.</li> <li>- Safe lifting techniques: Train workers in proper lifting techniques to minimize the risk of injury while handling and storing heavy equipment.</li> <li>- Use of proper tools and aids: Utilise appropriate tools, such as trolleys or pallet jacks, to aid in the transportation and storage of heavy equipment, reducing physical strain on workers.</li> <li>- Equipment maintenance logs: Maintain up-to-date equipment maintenance logs to help ensure that any damaged or faulty equipment is identified and repaired promptly.</li> </ul>	1L	

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			<ul style="list-style-type: none"> <li>- Housekeeping protocols: Implement and enforce strict housekeeping protocols, including regular cleaning and organisation of storage areas, to maintain a safe and orderly environment.</li> <li>- Limited access: Limit access to designated storage areas only to those who have been adequately trained and authorised, reducing the risk of miscommunication and mishandling.</li> <li>- Spill containment measures: Equip storage areas with necessary spill containment and cleanup materials to ensure any spills or leaks can be promptly dealt with.</li> <li>- Emergency response plan: Develop and communicate an emergency response plan for any incidents related to the storage of equipment, including coordination with emergency services if necessary.</li> <li>- Ongoing review and improvement: Continually evaluate and monitor current storage practices, and make any necessary adjustments or improvements to enhance workplace safety around equipment storage.</li> </ul>		
13. Complete Documentation	Paperwork errors, Lost documents	1L	<ul style="list-style-type: none"> <li>- Implement strict documentation control measures, such as standardised forms and templates, to ensure consistency across all paperwork.</li> <li>- Use a document management system to store and track electronic versions of all necessary documents, reducing the risk of lost or misplaced items.</li> <li>- Regularly train staff on proper documentation procedures, ensuring that all team members understand the recording requirements and potential hazards associated with incomplete or incorrect paperwork.</li> <li>- Establish clear reporting lines and communication channels within the organisation, so all employees are aware of their responsibility for accurate record-keeping.</li> <li>- Put in place a systematic filing process for hard copies, including properly labelled folders and storage cabinets, making it easier to locate and access specific documents.</li> <li>- Introduce regular audits to check the accuracy and completeness of records and identify areas for improvement in the documentation process.</li> <li>- Use electronic signatures and secure timestamp features to prevent tampering and maintain a clear chain of custody for sensitive documents, reducing the chances of errors and mismanagement.</li> <li>- Encourage open communication and feedback between team members, enabling them to report any issues or concerns regarding documentation to relevant supervisors.</li> <li>- Set up a corrective action plan to identify potential solutions in case of discrepancies or missing information, mitigating the risk of any adverse consequences from documentation errors.</li> </ul>	1L	

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			<ul style="list-style-type: none"> <li>- Allocate sufficient time for tasks involving document preparation, review, and completion, thereby decreasing the likelihood of errors due to time pressures or rushed work processes.</li> <li>- Develop a contingency plan in case of lost or misplaced documentation, outlining steps to reproduce, recover, or obtain alternative copies to ensure continuity of operations.</li> </ul>		
14. Communicate Job Completion	Failed communication, Misunderstanding between team members	1L	<ul style="list-style-type: none"> <li>- Implement a clear and concise communication protocol to be followed by all team members, detailing the specific steps and requirements for communicating job completion.</li> <li>- Provide all team members with training on the adopted communication protocols and techniques to ensure they are well-versed in communicating effectively and consistently.</li> <li>- Regularly review and update the communication protocol as needed based on feedback from team members and new industry best practices.</li> <li>- Designate a specific person or team responsible for overseeing and managing all communication related to job completion, ensuring that all messages are properly conveyed and understood.</li> <li>- Encourage an open line of communication between all team members, allowing them to voice concerns or clarify any misunderstandings if required.</li> <li>- Consider implementing technology solutions, such as communication apps or software, to streamline communication and reduce the likelihood of mistakes or confusion.</li> <li>- Clearly outline the importance of accurate and effective communication during safety briefings, emphasising the risks associated with miscommunication and misunderstandings within the workplace.</li> <li>- Conduct regular team meetings or toolbox talks to discuss job progress, including clearly stated expectations for how job completion information is to be communicated and disseminated within the team.</li> <li>- Ensure all written communication regarding job completion, such as emails or written reports, are proofread and verified for accuracy before being sent to relevant recipients.</li> <li>- Establish a system of communication audits to ensure ongoing compliance with established communication protocols and identify areas for improvement, helping to maintain and improve overall communication effectiveness within the team.</li> </ul>	1L	
15. Dispose of Waste Materials	Uncontrolled release of chemicals, Cross-contamination	2M	<ul style="list-style-type: none"> <li>- Provide adequate training to all staff involved in waste disposal processes, ensuring they are fully aware of the specific protocols for handling and disposing waste materials.</li> </ul>	1L	



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			<ul style="list-style-type: none"> <li>- Clearly label all waste containers with their contents and hazard classifications to reduce the risk of incorrect handling or cross-contamination.</li> <li>- Store waste materials in appropriately designed and sealed containers, reducing the potential for leaks or the uncontrolled release of chemicals.</li> <li>- Implement a regular inspection routine to check for damaged waste storage containers and schedule immediate repairs or replacements as needed.</li> <li>- Ensure trucks and heavy vehicles are equipped with spill kits specifically designed for the type of hazardous waste being transported and adequately stocked replenishing supplies after each use.</li> <li>- Allocate segregated storage areas for different types of waste materials, reducing the risk of cross-contamination during transportation and disposal.</li> <li>- Implement a waste management plan that clearly defines procedures for responding to spills or leaks during loading, unloading, and transportation of waste materials.</li> <li>- Utilise personal protective equipment (PPE) for all staff who handle waste materials, including gloves, goggles, and overalls, to protect against accidental exposure to hazardous substances.</li> <li>- Establish designated routes for waste transportation, minimising the risk of environmental contamination should an accident occur en route to the disposal facility.</li> <li>- Communicate regularly with disposal facilities to confirm their capacity for accepting waste and to ensure adherence to regulatory requirements for disposal.</li> <li>- Schedule regular maintenance and inspections of trucks and heavy vehicles to identify and rectify any defects, contributing to the safe handling of waste material during transportation.</li> <li>- Enforce staggered work schedules to minimise the number of persons working in waste disposal areas at any given time, reducing the potential for accidents caused by overcrowding.</li> <li>- Encourage incident reporting among employees, sharing lessons learned from any accidents or near-misses to improve overall safety practices in waste disposal and transportation.</li> <li>- Promote a safety-first culture within the organisation that encourages open communication, hazard identification, and proactive risk management in waste disposal procedures.</li> </ul>		
16. Appropriate PPE	Inadequate or no Personal Protective Equipment (PPE)	3H	<ul style="list-style-type: none"> <li>- Conduct a thorough risk assessment to identify the specific PPE requirements for each task involved in working with trucks and heavy vehicles, taking into consideration the potential hazards associated with the work environment, equipment, and materials.</li> </ul>	1L	

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			<ul style="list-style-type: none"> <li>- Provide all workers with adequate training on the proper use and maintenance of their designated PPE, including how to inspect, wear, remove, clean, and store it correctly to ensure its effectiveness and longevity.</li> <li>- Ensure that all workers wear the necessary PPE according to the established guidelines at all times when engaged in tasks with trucks and heavy vehicles, such as safety boots, high visibility vests, protective eyewear, gloves, hard hats, and hearing protection.</li> <li>- Regularly inspect and maintain PPE to ensure that it is in good working condition and free from damage or defects that may compromise its protective qualities.</li> <li>- Replace damaged or worn-out PPE immediately and provide workers with appropriate alternatives while new equipment is being sourced.</li> <li>- Consult with workers and involve them in the selection process for PPE to ensure that it is comfortable, fits well, and meets their individual needs and preferences, which will encourage compliance and effective use.</li> <li>- Develop and implement clear procedures and guidelines outlining the minimum standards for PPE usage and expectations for worker compliance, including any consequences for non-adherence.</li> <li>- Designate a dedicated person, such as a supervisor or safety officer, to monitor the use of PPE on the worksite regularly, ensuring that all workers are following established guidelines and protocols.</li> <li>- Display clear visual reminders, such as signage, posters or labels, throughout the worksite, reminding workers of the required PPE for specific tasks or areas and the importance of its proper use.</li> <li>- Communicate with suppliers and manufacturers to ensure that the PPE provided meets or exceeds relevant Australian Standards and regulatory requirements, guaranteeing the highest level of protection for workers.</li> <li>- Review and update PPE policies and procedures regularly, taking into account any changes in legislation, industry best practices or advancements in technology, as well as feedback from workers and lessons learned from incidents or near misses.</li> </ul>		
17. Conduct Safety Observation	mishandling hazards, Inadequate hazard identification	2M	<ul style="list-style-type: none"> <li>- Regular safety training: Provide all staff and drivers with regular training on hazard identification, safe handling of heavy vehicles, and the correct response in emergency situations to avoid mishandling hazards.</li> <li>- Pre-work risk assessments: Conduct thorough risk assessments prior to every shift or operation, ensuring all possible hazards are identified and documented.</li> <li>- Visual inspection: Require drivers and workers to perform visual inspections of their vehicles and equipment before use, checking for any signs of wear, damage, or other issues that could lead to mishandling and accidents.</li> </ul>	1L	

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			<ul style="list-style-type: none"> <li>- Equipment maintenance: Implement a strict maintenance programme for all trucks and heavy vehicles, following manufacturer guidelines to ensure that all components are functioning properly and minimising potential hazards from equipment failure.</li> <li>- Correct signage and labeling: Ensure that all potentially hazardous areas and equipment are clearly marked with appropriate signage and labels, warning workers of the risks they may encounter and how to mitigate them.</li> <li>- Communication and consultation: Establish open lines of communication between employees, supervisors, and managers, encouraging the reporting of any observed hazards and concerns as well as discussing potential solutions.</li> <li>- Safe work procedures: Develop and implement standard operating procedures (SOPs) for handling trucks and heavy vehicles, specifying proper techniques and protocols to minimise mishandling hazards.</li> <li>- Emergency response planning: Create an emergency response plan tailored to potential incidents involving trucks and heavy vehicles, including accidental collisions, chemical spills, and fire events.</li> <li>- Personal protective equipment (PPE): Ensure that all staff are provided with and correctly using required PPE, such as hard hats, gloves, high-visibility vests, steel-toed boots, and hearing protection, when necessary.</li> <li>- Traffic management plan: Develop a traffic management plan that includes designated travel routes, speed limits, buffer zones, and restrictions on vehicle movement during specific hours or conditions to reduce the likelihood of accidents.</li> <li>- Incident reporting and investigation: Establish a system for reporting and investigating any accidents or near misses involving trucks and heavy vehicles, identifying the root causes of the incident and implementing remedial actions to prevent future occurrences.</li> <li>- Periodic safety audits: Conduct regular safety audits, inspecting work sites, practices, and equipment for compliance with outlined safety standards and recommending improvements where needed to enhance overall workplace health and safety within the organisation.</li> </ul>		
18. Safe Work Procedures	Unsafe work practices, Workers' ignorance of procedures	3H	<ul style="list-style-type: none"> <li>- Comprehensive Training: Implement a structured and thorough training programme for all workers involved in the operation of trucks and heavy vehicles, focussing on safe work practices and procedures.</li> <li>- Clear Communication: Ensure that requirements, responsibilities, and expectations are communicated effectively through verbal or written instructions to all workers.</li> <li>- Regular Toolbox Talks: Conduct regular toolbox talks or safety meetings with site personnel to raise awareness of potential hazards associated with trucks and heavy vehicles and discuss best practices.</li> <li>- Display Safety Procedures: Post easy-to-understand signs or posters that outline the safe work procedures prominently near the work area, serving as a continuous reminder for the workers.</li> </ul>	1L	

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			<ul style="list-style-type: none"> <li>- Designate Qualified Supervision: Assign experienced and qualified supervisors to oversee task execution, ensuring compliance with all safety regulations.</li> <li>- Zero-Tolerance Policy: Develop and enforce a strict zero-tolerance policy for engaging in unsafe work practices or failing to follow the established procedures, to send a strong message that non-compliance will not be tolerated.</li> <li>- Periodic Refresher Courses: Provide frequent refresher courses to reiterate essential safety protocols, updating employees on any new modifications to the work processes and reiterating the importance of adherence to safety guidelines.</li> <li>- Well-Maintained Equipment: Ensure that all trucks and heavy vehicles are regularly inspected and maintained, this way, potential defects or mechanical issues can be identified and resolved before they contribute to any accidents.</li> <li>- Encourage Reporting: Foster a positive safety culture by encouraging workers to report any incidents, near misses, or unsafe practices, helping to identify areas where improvements can be made.</li> <li>- Personal Protective Equipment (PPE): Implement mandatory use of appropriate PPE such as hi-visibility vests, hard hats, safety glasses, gloves, and steel toe cap boots for all workers operating or working around trucks and heavy vehicles.</li> <li>- Emergency Response Plan: Establish a sound emergency response plan and ensure that all workers are trained and aware of their responsibilities in case of an accident, fire, or other emergencies.</li> <li>- Continuous Improvement: Periodically assess the effectiveness of the implemented control measures and update the safe work procedure as needed based on feedback from workers and supervisors, continuously working on improving the safety standards on-site.</li> </ul>		
19. Site Clean-Up & Demobilization	Exposure to hazardous materials, Spreading of hazardous materials	2M	<ul style="list-style-type: none"> <li>- Proper Waste Disposal: Ensure appropriate waste disposal techniques are used to prevent hazardous materials from contaminating the worksite or surrounding areas during clean-up and demobilization.</li> <li>- Designated Clean-Up Areas: Establish designated clean-up zones for disposing of hazardous materials safely, isolated from other work activities.</li> <li>- Personal Protective Equipment (PPE): Ensure workers wear appropriate PPE such as gloves, safety goggles, and protective coveralls when handling hazardous materials during clean-up tasks.</li> <li>- Training: Provide all personnel with proper training on how to handle and dispose of hazardous materials found at the site.</li> <li>- Spill Response Plan: Develop and implement a spill response plan that outlines actions to be taken in the event of accidental release of hazardous materials.</li> <li>- Material Storage: Store hazardous materials in clearly labelled, secure containers and store them away from general work areas to minimise the risk of contamination.</li> </ul>	1L	

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			<ul style="list-style-type: none"> <li>- Hazard Communication: Display clear signage and warnings around identified hazardous materials and clean-up zones to ensure that workers are aware of potential risks.</li> <li>- Supervision: Assign a trained supervisor to oversee site clean-up and demobilization tasks, ensuring that safety protocols are followed correctly.</li> <li>- Use of Anti-Spread Materials: Implement measures like containment barriers, absorbent pads, and covers to prevent hazardous materials from spreading beyond designated clean-up areas.</li> <li>- Vehicle Inspection: Inspect trucks and heavy vehicles thoroughly before leaving the site to ensure they are hazard-free and not carrying any hazardous materials off-site.</li> <li>- Safe Work Procedures: Follow predetermined safe work procedures for each type of hazardous material being handled, ensuring consistency across teams involved in clean-up activities.</li> <li>- Documentation: Maintain accurate records of collected hazardous materials, their locations, and their approved disposal methods.</li> <li>- Incident Reporting: Encourage workers to report incidents involving hazardous materials immediately to the site supervisor, who will then initiate an investigation and take necessary corrective actions.</li> <li>- Regular Site Audits: Conduct periodic site audits to identify potential hazards, review how control measures are being implemented, and provide refresher training for workers if necessary.</li> </ul>		
20. Report Near Misses or Incidents	Failure to report near misses, Non-compliance with regulations	2M	<ul style="list-style-type: none"> <li>- Implement a clear "Near Misses and Incidents Reporting Policy" that outlines the process for reporting such events, specifying the chain of communication and required documentation.</li> <li>- Train all employees on the importance of reporting near misses and incidents, emphasising the benefits of learning from these events to prevent future accidents and improve overall workplace safety.</li> <li>- Designate a specific team member or supervisor as the point-of-contact for receiving and managing near miss and incident reports. Ensure that their contact information is readily available to all staff.</li> <li>- Develop an accessible system for recording near misses and incidents, such as online forms or paper-based logbooks maintained in a central location on the worksite.</li> <li>- Encourage open communication and create a no-blame culture for reporting near misses and incidents, ensuring employees are not hesitant or fearful to report their experiences.</li> <li>- Establish regular safety meetings and toolbox talks where discussions on near misses and incidents can be shared, analysed, and learned from without judgment or blame.</li> </ul>	1L	

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			<ul style="list-style-type: none"> <li>- Set up a system for monitoring and tracking trends in near miss and incident reports, identifying areas where additional training or procedural adjustments may be needed.</li> <li>- Integrate near miss and incident analysis into your ongoing risk assessments and safety audits, allowing for continuous improvement in workplace health and safety practices.</li> <li>- Develop and implement clear guidelines for compliance with relevant laws, regulations, and standards related to truck and heavy vehicle operations.</li> <li>- Conduct spot checks and regular inspections to ensure that employees are following established protocols and adhering to safety regulations when operating trucks and heavy vehicles.</li> <li>- Clearly communicate the potential consequences of non-compliance with regulations, including fines, penalties, and other disciplinary actions.</li> <li>- Provide regular refresher training on regulatory requirements and updates, ensuring employees remain knowledgeable about their responsibilities and potential risks associated with non-compliance.</li> <li>- Foster a culture of accountability and personal responsibility among employees, emphasising the importance of contributing to a safe work environment by adhering to regulations and reporting near-miss or incident occurrences.</li> <li>- Regularly review and update your company's SWMS to ensure it remains current, relevant, and effective in managing the risks associated with trucks and heavy vehicles, as well as promoting a culture of safety and compliance on site.</li> </ul>		

## EMERGENCY RESPONSE – CALL 000 FOR EMERGENCIES

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

## LEGISLATIVE REFERENCES

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

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

## SIGNATORIES OF THE SAFE WORK METHOD STATEMENT

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

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

## SAFE WORK METHOD STATEMENT MONITORING AND REVIEW

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

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

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

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

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

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



## SAFE WORK METHOD STATEMENT REVIEW CHECKLIST

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

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