

SAFE WORK METHOD STATEMENT		SWMS Working in an area with Movement of Powered Mobile Plant		
<b>Reference documents</b>	Work Health & Safety Act 2011, Work Health & Safety Regulation's 2017, How to Manage Work Health and Safety Risks: Codes of Practice 2011, P12 Managing Plant, P12.F01 Plant Pre – operation checklist, P12.F02 Crane pre-operation inspection checklist log book, P12.F03 Forklift – daily inspection checklist.			
<b>SWI:</b>	SWI3 – Backhoe, SWI5 – Bulldozer, SWI181 – Chipper, SWI13 – Dingo TM K9-4, SWI18 – EWP, SWI19 – Excavator, SWI21 – Forklift, SWI42 – Load Restraint, SWI43 – Loader – track, SWI44 – Loading and unloading small plant from trailer, SWI – Mowers, SWI - Trucks			
<b>Training and Competencies</b>	National licence to perform high risk work			
<b>Safety data Sheets</b>	As determined by risk assessment, to be supplied by manufacturer or available in chemwatch.			
<b>Personal Protective Equipment</b>	As determined by risk assessment, High visibility clothing, safety footwear, task appropriate gloves, eye protection.			
<b>Plant and Equipment</b>	As determined by the task to be carried out.			
<b>Inspection and Testing</b>	Pre start checks on all equipment			
<b>Hazardous Chemicals and Dangerous Goods</b>	As required			
<b>High Risk Work</b> <i>Indicate if any of the HIGH risk activities are performed by workers</i>	<input type="checkbox"/> Where there is a risk of a person falling more than two metres.	<input type="checkbox"/> On in or adjacent to roadways, railways, shipping lanes or other traffic corridor.	<input type="checkbox"/> In, over or adjacent to water or other liquids where there is a risk of drowning.	
	<input checked="" type="checkbox"/> At workplaces where there is any movement of powered mobile plant.	<input type="checkbox"/> Involving the use of explosives.	<input type="checkbox"/> In an area where there are artificial extremes of temperature.	
	<input type="checkbox"/> On or near energised electrical installations or services.	<input type="checkbox"/> Involving a trench or shaft if the excavated depth is more than 1.5 metres.	<input type="checkbox"/> On or near pressurised gas distribution mains or piping.	
	<input type="checkbox"/> Involves structural alterations or repairs that require temporary support to prevent collapse.	<input type="checkbox"/> Involving a confined space.	<input type="checkbox"/> On or near chemical, fuel or refrigerant lines.	
	<input type="checkbox"/> Involving tilt-up or precast concrete.	<input type="checkbox"/> On telecommunications towers.	<input type="checkbox"/> Involving diving.	
	<input type="checkbox"/> Involving removal or likely disturbance of asbestos	<input type="checkbox"/> In an area that may have a contaminated or flammable atmosphere.	<input type="checkbox"/> Involves demolition of an element of a structure that is load-bearing or otherwise related to the structural integrity of the structure.	
	<input type="checkbox"/> Involving a tunnel.			
<b>SWMS Prepared by:</b>	<b>Name and signature:</b>		<b>Date:</b>	

<b>Authorised by:</b>	<b>Name and signature:</b>	<b>Date:</b>
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**\*SWMS are to be reviewed as per the Document Control Procedure or when there has been a change to the Task / Process or Legislation.**

<b>Job Step</b>	<b>Hazard</b>	<b>Risk</b>	<b>Initial Risk Rating E,H,M,L</b>	<b>Control Measures <i>Controls have been identified using the hierarchy of controls</i></b>	<b>Responsibility <i>Who</i></b>	<b>Residual Risk Rating E,H,M,L</b>
<b>Pre-Start</b>	<ul style="list-style-type: none"> <li>Lack of information provided to workers</li> </ul>	Injury or illness.	H	<ul style="list-style-type: none"> <li>Pre-start tool box to ensure all staff are fully aware of the scope of work before work commences.</li> <li>Ensure all workers have undertaken a site specific induction.</li> </ul>	Supervisor	L
<b>Investigations, Inspections Viewing and Measuring</b>	<ul style="list-style-type: none"> <li>Being hit by vehicles</li> </ul>	Injury or death	H	<ul style="list-style-type: none"> <li>Spotter may be required for the activity.</li> <li>Park vehicle clear of roadway.</li> <li>Vehicle to have warning device</li> <li>Workers to wear Hi-Viz clothing.</li> <li>Perform a risk assessment.</li> <li>If crossing road in gaps there must be a sight distance</li> </ul>	Supervisor	L
<b>Plant - Safe and Maintained</b>	<ul style="list-style-type: none"> <li>Plant not safe resulting in injury/damage.</li> <li>Equipment breakdown.</li> <li>Unlicensed operators using equipment</li> </ul>	Injury or death	E	<ul style="list-style-type: none"> <li>Plant is to be safe for the purpose for which it is provided.</li> <li>The plant is to be inspected and serviced as per the manufacturer's requirements.</li> <li>The plant is to be effectively maintained. (Check last maintenance record ...../...../.....).</li> <li>Daily pre start checks are to be recorded on log books or check sheets.</li> <li>Ensure that only competent persons use plant.</li> <li>Tickets and licences are visually inspected, if not listed in supervisor's checklist.</li> </ul>	Supervisor, competent person and workers	M
<b>Falling Objects</b>	<ul style="list-style-type: none"> <li>Crushed or struck by falling objects</li> </ul>	Injury or death	E	<ul style="list-style-type: none"> <li>Use plant with FOPS (Falling Objects Protective Structure) if it is required for the type of work.</li> <li>Safety helmets to be worn.</li> <li>Seat belts to be worn.</li> </ul>	Competent person and workers	M

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	Falling rocks or debris disturbed by plant	Injury or death	E	<ul style="list-style-type: none"> <li>Use protective screens</li> </ul>	Operators and Supervisors	M
<b>Roll Over</b>	<ul style="list-style-type: none"> <li>Crush, shear or cutting injuries.</li> </ul>	Injury or death	E	<ul style="list-style-type: none"> <li>Use plant fitted with ROPS (Roll Over Protective Structure).</li> <li>Check ground is firm, and pathway is free of obstructions</li> <li>Seat belts to be worn.</li> <li>Check and comply with the manufactures' gradient requirements for use.</li> </ul>	Competent person and workers	M
<b>Being Struck by Plant</b>	<ul style="list-style-type: none"> <li>Crush, shear or cutting injuries.</li> </ul>	Injury or death	E	<ul style="list-style-type: none"> <li>Separate work activities and enforce exclusion zone around mobile plant. (use physical barriers where possible)</li> <li>Use warning devices and appropriate signage.</li> <li>Implement traffic controls.</li> <li>Use P.P.E (e.g. High Visibility Vests).</li> <li>Quick hitches to be locked &amp; buckets changed away from workers.</li> </ul>	Supervisor, competent person and workers	M
<b>Noise</b>	<ul style="list-style-type: none"> <li>Unable to hear approaching plant.</li> <li>Overexposure</li> </ul>	permanent hearing loss.	H	<ul style="list-style-type: none"> <li>All workers must wear adequate hearing protection (ear muffs or ear plugs) if in a hearing protection required zone.</li> <li>Schedule work to minimise impact of work on workers and environment</li> <li>Workers not involved in the job to be kept out of the area</li> <li>Operators to ensure cabin doors remain closed.</li> </ul>	Supervisor and workers	L
<b>Dust</b>	<ul style="list-style-type: none"> <li>permanent lung damage</li> <li>chronic injury</li> <li>impaired vision of</li> </ul>	Injury or illness	H	<ul style="list-style-type: none"> <li>Site Supervisor to consider water truck if large amounts of dust is being generated on site.</li> <li>Disposable face masks should</li> </ul>	Supervisor and	L

<b>Job Step</b>	<b>Hazard</b>	<b>Risk</b>	<b>Initial Risk Rating</b> E,H,M,L	<b>Control Measures</b> <i>Controls have been identified using the hierarchy of controls</i>	<b>Responsibility</b> <i>Who</i>	<b>Residual Risk Rating</b> E,H,M,L
	hazards on site			<ul style="list-style-type: none"> <li>also be worn if workers are exposed to dust.</li> <li>Sealed eye protection to be worn.</li> </ul>	workers	
<b>Overhead Powerlines</b>	<ul style="list-style-type: none"> <li>Electrocution.</li> <li>Interruption of services.</li> </ul>	Injury or death	E	<ul style="list-style-type: none"> <li>Refer to SWMS Worked performed with or near electricity services.</li> </ul>	Supervisor, competent person and workers	M
<b>Trenches &amp; Excavation</b>	<ul style="list-style-type: none"> <li>engulfment or collapse.</li> </ul>	Injury or death	E	<ul style="list-style-type: none"> <li>Refer to SWMS work deeper than 1.5 metres.</li> </ul>	Supervisor, competent person and workers	M
<b>Public Safety / Pedestrians</b>	<ul style="list-style-type: none"> <li>crush, shear or cutting injuries.</li> </ul>	Injury or death to member of the public.	E	<ul style="list-style-type: none"> <li>Keep unauthorised persons out of the work site.</li> <li>Instigate Traffic Management Plans and Traffic Control if necessary.</li> <li>Reduce vehicle speed around the work site.</li> <li>Pedestrian signage is to be installed.</li> <li>Where required, clearly signed alternative safe laneways shall be made available for pedestrians.</li> <li>Laneways crossing kerb and channelling shall have non slip ramps suitable for wheelchairs, baby strollers, pedestrian scooters and aged or disabled persons.</li> <li>Plan and use safe vehicle access.</li> <li>Schedule working hours so as to limit exposure to the public.</li> </ul>	Supervisor, competent person and workers	M
<b>Completion of work</b>  <b>Conduct debrief and sign off</b>	<ul style="list-style-type: none"> <li>Lack of communication</li> </ul>	Serious Injury or illness	H	<ul style="list-style-type: none"> <li>Debrief to all staff status of the work site</li> <li>All actions from the debrief are to be</li> </ul>	Supervisor, competent person and	L

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<p><b>Remove all staff, mobile plant and equipment from the site.</b></p> <p><b>Completion of work(continued)</b></p> <p><b>Remove all staff, mobile plant and equipment from the site</b></p>	<ul style="list-style-type: none"> <li>Vehicle and equipment movement</li> </ul>	Serious Injury or illness	H	<p>documented and communicated.</p> <ul style="list-style-type: none"> <li>Complete SCC Permit to work and return to Supervisor (if applicable)</li> <li>Inspect workplace. Remove all material / waste</li> <li>Plant and equipment is removed safely from the site.</li> <li>Continue to use safety observer until leaving workplace</li> <li>Maintain safe working clearances</li> <li>Faulty equipment is tagged out and reported.</li> <li>Ensure loads are restrained as per load restraint guidelines 2018.</li> </ul>	<p>workers</p> <p>Supervisor, competent person and workers</p>	L

LIKELIHOOD How likely is it to happen? ↓	E=EXTREME H=HIGH M=MEDIUM L=LOW				
	← CONSEQUENCES – How severely could it affect health and safety? →				
	CATASTROPHIC Kill or cause Permanent Disability	MAJOR Serious Illness or Injury	MODERATE Medical Attention, Time off Work	MINOR First Aid Required	INSIGNIFICANT No Injuries
<b>ALMOST CERTAIN</b> Is expected to occur	E	E	H	H	M
<b>LIKELY</b> Will probably occur	E	H	H	M	M
<b>POSSIBLE</b> Might occur	H	H	H	M	L
<b>UNLIKELY</b> Could occur	H	M	M	L	L
<b>RARE</b> May occur only in exceptional circumstances	H	M	M	L	L

Risk Level	Required Action
<b>Extreme</b>	<b>Act immediately:</b> The proposed task or process activity must not proceed. Steps must be taken to lower the risk level to as low as reasonably practicable using the hierarchy of controls.
<b>High</b>	<b>Act today:</b> The proposed activity can only proceed, provided that: The risk level has been reduced to as low as reasonably practicable using the hierarchy of controls. The risk controls must include those identified in legislation, Australian Standards, Codes of Practice etc. and The document has been reviewed and approved by the supervisor and A Safe Working Procedure or Safe Work Method has been prepared and The supervisor must review and document the effectiveness of the implemented risk controls
<b>Medium</b>	<b>Act this week:</b> The proposed task or process can proceed, provided that (i) The risk level has been reduced to as low as reasonably practicable using the hierarchy of controls and The document has been reviewed and approved by the supervisor and A Safe Working Procedure or Safe Work Method has been prepared.
<b>Low</b>	<b>Act this month:</b> Managed by local documented routine procedures which must include application of the hierarchy of controls.

**Acknowledgement register**

All workers are to sign this register to indicate they have read and understood this document prior to commencing work.

<b>Name</b>	<b>Signature</b>	<b>Date</b>	<b>Name</b>	<b>Signature</b>	<b>Date</b>