

Safe Work Method Statement (SWMS)

ACTIVITY: High Risk Activity, Operation of Truck

SWMS NO: 004 – Operation of Trucks

Company Name: M&K Plant Hire (Aust)

Address: 311 Redland Bay Road, Capalaba Qld 4157

ABN: 98 663 963 060

PROJECT DETAILS

PROJECT:

JOB ADDRESS:

JOB DESCRIPTION:

TRUCK AND TIPPER OPERATIONS

PERIOD OF TIME:
(MAX 12 MONTHS)



PO Box 895, Capalaba Qld 4157

T: 07 3245 4414

F: 07 3245 1027

Info@mandkplanthire.com.au

SWMS APPROVED BY: Peter McGhie, Director

RELEVANT WORKERS MUST BE CONSULTED IN THE DEVELOPMENT, APPROVAL AND COMMUNICATION OF THIS SWMS

SIGNATURE:

PERSON INVOLVED WITH WORKS:

DRIVER

DATE: 7 January 2020

SAFE WORK METHOD STATEMENT AND SAFE WORK PROCEDURES REVIEWED BY PRINCIPAL CONTRACTOR

PRINCIPLE CONTRACTOR NAME
AND POSITION:

PRINCIPLE CONTRACTOR

SIGNATURE:

DATE:

CONTACT PHONE NUMBER:



STEP	TASK / ACTIVITY	HAZARD/S	RISK CLASS (BEFORE CONTROLS)	CONTROLS AND SAFE WORK PROCEDURES	RISK CLASS (AFTER CONTROLS)	RESPONSIBLE PERSON
1.	Arrival on site	Site management unaware of works Incorrect machine / operator scheduled Non-compliance of machine	1	1.At time of booking / scheduling sufficient information gathered as to determine particular needs of the site and any lift/s to be made. 2.Type of machine selected to suit these particular needs addressing issues such as site terrain and conditions, rated capacity.	3	Project Manager Plant Manager Driver
2	Pre-site discussion and planning with principal contractor	Multiple	1	1.A pre-work discussion will be held and site specific induction attended with the principal contractor to determine: i. Location of existing services including electricity and underground services; ii. General site terrain; iii. Intended location for loading. iv. Anticipated scheduling and impact of other trades on site at the time of the works; v. Other issues to plan and allow for the safe performance of works	3	Project Manager Driver
3.	Access around site	Slips, trips and falls	1	1.General access ways to be clear of hazards. 2.Materials / equipment not to be stored in access ways.	3	Driver

STEP	TASK / ACTIVITY	HAZARD/S	RISK CLASS (BEFORE CONTROLS)	CONTROLS AND SAFE WORK PROCEDURES	RISK CLASS (AFTER CONTROLS)	RESPONSIBLE PERSON
4.	Pre-work inspection / assessment	Existing services Plant Failure Property Damage	1	<p>1. Prior to commencing work a pre-work inspection to be performed.</p> <p>2. Items assessed to include location of electrical hazards, site terrain, availability and condition of PPE and first aid equipment and adequacy of this SWMS.</p> <p>3. Pre-operational inspection performed to ensure machine/s if free from defects or faults. Inspection to include the following:</p> <ul style="list-style-type: none"> • Correct tyre pressure; • Park / foot brakes; • Steering • Warning devices – horn, flashing lights, reversing beeper, brake lights • Brake and other fluid levels • Seat belts, other safeguards as per manufacturer's recommendations. 	3	Site Manager Operator
5.	Access in / out plant	Slips, trips and falls	1	<p>1. Provision of adequate non-slip ladders, footholds, steps and grab rails so as to safely access cabins.</p> <p>2. Correct use of these safeguards by operators.</p> <p>3. 3 points of contact to be maintained at all times.</p>	3	Driver

STEP	TASK / ACTIVITY	HAZARD/S	RISK CLASS (BEFORE CONTROLS)	CONTROLS AND SAFE WORK PROCEDURES	RISK CLASS (AFTER CONTROLS)	RESPONSIBLE PERSON
6.	Driving / operating vehicle	Falling objects and materials Collision Overturn	1	<p>1.Trucks only operated by appropriately classed license holder, experienced and competent person.</p> <p>2.Maintain safe travel speed on site, anticipate braking distances as well as other vehicles and person. – use defensive driving techniques.</p> <p>3.Observe statutory speeds and traffic rules whilst on roads.</p> <p>4.Seat belts are to be work at all times during haulage operations.</p> <p>5.Site rules and Site Traffic Management Plan to be adhered to at all times.</p> <p>6.Generally speaking overtaking should not occur on site.</p> <p>7.Area in direction of travel to be clear of people and obstructions. Use a spotter or Traffic Controller where required.</p> <p>8.Maintain a safe distance from edge of embankments and other vehicles. Avoid trafficking on shoulders.</p> <p>9.During inclement weather e.g. poor visibility, rain – reduce travelling speeds to reflect conditions.</p> <p>10.Vehicles to be maintained in accordance with manufacturer. Evidence of maintenance to be available.</p> <p>11.Driver is to remain in cabin or away from machine work area whilst vehicle is being loaded. Direct contact is to be maintained with operator and the operations instructions followed.</p> <p>12.Safe vehicle mass not to be exceeded with loading of materials.</p> <p>13.Loads to be covered (and flagged where necessary) and maximum designated loads not to be exceeded.</p> <p>14.Upon shut down, engage park brake, chock wheels (if necessary) and remove keys from vehicle.</p> <p>15.Adequacy of the ground considered – rises and falls, existing or recently backfilled trenches, check and avoid sloughs and cracks approaching dump / loading edges on stockpiles and spoil piles.</p>	3	Driver

STEP	TASK / ACTIVITY	HAZARD/S	RISK CLASS (BEFORE CONTROLS)	CONTROLS AND SAFE WORK PROCEDURES	RISK CLASS (AFTER CONTROLS)	RESPONSIBLE PERSON
7.	Driving / operating vehicle	Falling objects and materials Collision Overturn	1	1.Do not carry others on trucks – only in designated passenger seats.	3	Driver
8.	Working near existing services	Electrocution Explosion	1	1.Existing services will be identified with the principal contractor prior to commencement. 2.An exclusion zone of 3 metres around overhead powerlines (up to 132kV) maintained which allows for sway and sag unless: <ul style="list-style-type: none"> • Documentation from the power supply authority confirms the lines have been de-energised; or • A suitably qualified safety observer is available when the crane could enter the exclusion zone and power supply authority has been as well as a documented safe system of work developed. 	3	Driver
9.	Inspection, Repairs and Maintenance	Plant Failure Damage to Property and Persons	1	1.Planned inspections and preventative maintenance programs for trucks in accordance with manufacturer's recommendations. 2.As a minimum this inspection program to include: <ul style="list-style-type: none"> • Daily / pre-operational inspections; • Nominated manufacturer's servicing. 1.Inspections and maintenance to take place on level ground, with ignition off and wheels chocked if necessary. 2.Service log books kept and available.	3	Driver
10.	Leave Site	Damage to property or plant Struck by moving objects	1	1.Areas left in a clean and tidy state. 2.Sign out procedures of principal contractor followed. 3.Environmental wash station / gravel driveways utilised. 4.All loads covered and secured. 5.Lock and secure site if required. 6.Traffic management procedures of principal contractor followed.	3	Project Manager Operator

STEP	TASK / ACTIVITY	HAZARD/S	RISK CLASS (BEFORE CONTROLS)	CONTROLS AND SAFE WORK PROCEDURES	RISK CLASS (AFTER CONTROLS)	RESPONSIBLE PERSON
Additional Hazards / Special Precautions / Control Measures <i>(to be completed where review may determine necessary)</i>						
11.						
12.						
13.						

Likelihood

LIKELIHOOD RATINGS		Risk Priority Table		Likely Could Happen frequently	Moderate Could happen occasionally	Unlikely Could happen but only in exceptional circumstances
Likely	Could happen frequently	Consequence	High (class 1)	1	1	2
Moderate	Could happen occasionally		Medium (class 2)	1	2	3
Unlikely	Could happen, but only in exceptional circumstances.		Low (class 3)	2	3	3

CONSEQUENCE RATINGS		Eliminate Exposure to the risk by removing the hazard completely	
High (Class 1)	Death or permanent disability or major structural failure / damage. Offsite environmental release / discharge not contained and significant long term environmental harm.	Minimise the risk by:	• Substitute a less hazardous material, work process or item of equipment.
Medium (Class 2)	Temporary disability or minor structural failure / damage. On-site environmental release / discharge contained, minor remediation required and short term environmental harm.		• Redesign the equipment or the work process to make it less hazardous.
Low (Class 3)	Incident requiring first aid treatment. On-site environmental release / discharge immediately contained, minor remediation with no short term environmental harm.		• Isolate a person from the hazard by implementing barriers, guardrail, guarding.



Plant / Equipment / Materials Used:		Personal Protective Equipment Used:	
Truck	√	Safety Helmet (as required)	√
Trailer	√	Safety Boots	√
		High visibility clothing Long Pants & Long Sleeves	√
		Safety Glasses	√
		Gloves (as required)	√
		SPF 30+ sunscreen	√
		Dust mask (as required)	√
Engineering Details / Approvals / Certificates	Certificate of Competency as required for prescribed work Applicable Class Drivers License (Driver)		
Maintenance Checks	Machine and vehicles – visual inspection prior to use and in accordance with manufacturer’s instructions and recommendations. Machine and vehicles – servicing and maintenance as per supplier’s instructions and relevant Australian Standards.		
Training / Competencies / Qualifications to perform work	General Safety Induction Training (Construction Industry) Site Specific Inductions (as required) Certificate of Competency for prescribed work Competency displayed by operator / assessed – with operators manual Safe Work Method Statements and Safe Work Procedures Training Applicable Class Drivers License (Driver)		
Relevant Legislation, Applicable Codes of Practice (OHS and Environmental)	Qld Workplace Health and Safety Act 2011 Environmental Protection Act 1994 Qld Workplace Health and Safety Regulation 2011 Environmental Protection Regulation 2008 Managing Risks of Plant In The Workplace COP 2013 Environmental Protection Water, Noise, Air Waste Policies Excavation Work COP 2013 How To Manage Work Health & Safety Risks 2011 Work Health and Safety Consultation, Co-operation and Co-ordination COP 2011	Electrical Safety COP 2010 Managing Noise & Prevention of Hearing Loss COP 2011 Managing the Risks of Hazardous Chemicals in The Workplace Managing Risks of Falls at Workplaces COP 2011 Workplace COP 2013 First Aid In The Workplace COP 2014 Hazardous Manual Tasks COP 2011 Labelling of Workplace Hazardous Chemicals COP 2011	
Monitoring / Evaluation	Measurement and evaluation will be an ongoing process performed principally by: <ul style="list-style-type: none"> On site monitoring by Operations Manager; Formal site safety inspections against pre-determined criteria; Formal incident investigations; and Consultation with employees and contractors. 		
Consultation & Communication	M & K Plant Hire (AUST) actively consult with workers and subcontractors in the following forms: <ul style="list-style-type: none"> Site visits by Supervisor, Operations Manager Directors; Staff meetings. Correspondence to subcontractors; Tool box talks used to induct employees and subcontractors; Other forums as required. <p>The persons detailed in the declaration contained in this SWMS have been involved in the preparation and been trained in the applicable procedures, processes and requirements contained in this SWMS.</p> <p>Consultation & Communication</p>		

Declaration by Employees and Contractors

- We, the undersigned, acknowledge that:
- This SWMS has been developed in consultation with us; and
- We have been trained in the contents of this SWMS and are fully conversant with the safety procedures and precautions; and
- We will work in accordance with the procedures listed in the SWMS

Name	Occupation <i>(plant operator, labourer)</i>	Years Experience	Signature	Date