

# Safe Work Method Statement (SWMS)

ACTIVITY: High Risk Activity, Operation of Roller

SWMS NO: 005 – Operation of Roller

Company Name: M&K Plant Hire Services Pty Ltd

Address: 311 Redland Bay Road, Capalaba Qld 4157

ABN: 65 676 448 543

## PROJECT DETAILS

PROJECT:

JOB ADDRESS:

JOB DESCRIPTION:

ROLLER OPERATIONS

PERIOD OF TIME:  
(MAX 12 MONTHS)



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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:

MACHINE OPERATOR

DATE: 24.05.24 Next Rev 24.05.25 Rev 3.1

## 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.	Pre-site planning and arrival on site	Site management unaware of works Incorrect machine / operator scheduled Non-compliance of machine	<b>L+M=1</b>	<ol style="list-style-type: none"> <li>At time of booking / scheduling sufficient information gathered as to determine particular needs of the site and any lift/s to be made.</li> <li>Type of machine selected to suit these particular needs addressing issues such as site terrain and conditions, existing services, rated capacity and characteristics.</li> <li>Evidence of Design Registration available and evidence of current Plant Registration with OHS authority clearly marked.</li> <li>Operators manual kept and applicable load charts in cabin at all times.</li> <li>Manufacturer's data plates in clear view.</li> </ol>	<b>U+M=3</b>	Project Manager Plant Manager Operator
2	Delivery / float / unloading of machine	Collision Crush Injuries Property damage	<b>1</b>	<ol style="list-style-type: none"> <li>Clear and safe access way provided for float / trucks to unloading area.</li> <li>Ramps are checked and secured in place</li> <li>Pre start check of plant including movement alarms and hazard lights are working.</li> <li>Principal Contractor Traffic Safety Management Plan to be adhered to.</li> <li>Spotter used to assist truck drivers to reverse. Spotter to always remain in driver's vision.</li> <li>Persons are not to position themselves between a reversing truck and equipment / materials / structures.</li> <li>Safety instructions of driver to be followed at all times.</li> <li>Inspection of ramps ensuring ramps are locked in position/ equipment prior to unloading.</li> <li>Safe unloading speed to be maintained.</li> </ol>	<b>1</b>	Transport or Plant Operator
3.	Access around site	Slips, trips and falls	<b>1</b>	<ol style="list-style-type: none"> <li>General access ways to be clear of hazards.</li> <li>Materials / equipment not to be stored in access ways.</li> </ol>	<b>3</b>	Operator

STEP	TASK / ACTIVITY	HAZARD/S	RISK CLASS (BEFORE CONTROLS)	CONTROLS AND SAFE WORK PROCEDURES	RISK CLASS (AFTER CONTROLS)	RESPONSIBLE PERSON
4.	Pre-site discussion and planning with principal contractor	Multiple	1	<p>1.A pre-work discussion will be held and site specific induction attended with the principal contractor to provide information on:</p> <ul style="list-style-type: none"> <li>• Location of existing services including electricity and underground services;</li> <li>• Areas allocated for storage of materials and equipment;</li> <li>• Intended location for spoil and waste;</li> <li>• Anticipated scheduling and impact of other trades on site at the time of the works;</li> <li>• Other issues to plan and allow for the safe performance of works.</li> </ul>	3	Project Management Operator
5.	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"> <li>• Correct tyre pressure / drums;</li> <li>• Park / foot brakes;</li> <li>• Steering</li> <li>• Warning devices – horn, flashing lights, reversing beeper, brake lights</li> <li>• Hydraulics and other fluid levels</li> <li>• Roll over protective structures</li> <li>• Locking pins</li> <li>• Seat belts, other safeguards as per manufacturer's recommendations.</li> </ul>	3	Operator

STEP	TASK / ACTIVITY	HAZARD/S	RISK CLASS (BEFORE CONTROLS)	CONTROLS AND SAFE WORK PROCEDURES	RISK CLASS (AFTER CONTROLS)	RESPONSIBLE PERSON
6.	Access in / out plant	Slips / trips / falls	<b>1</b>	1.Provision of adequate non-slip ladders, footholds, steps and grab rails so as to safety access cabins. 2. Correct use of these safeguards by operators.	<b>3</b>	Operator
7.	Roll / Compact Material	Falling objects and materials Collision Overturn	<b>1</b>	1.Machine positioned level or where this cannot be achieved near level at an incline not exceeding the manufacturer's recommendations. 2.Operator to ensure seat belt worn where fitted as part of manufacturers specification 3.Check the strength and adequacy of the ground – consider rises and falls, existing or recently backfilled trenches. 4.Machines to be only operated by certified persons. 5.Do not carry others on machine and machine only driven from operators seat. 6.Travel parallel with ay slopes. Do not drive diagonally up or down a slope. 7.Machines operated and maintained in accordance to manufacturers instructions. 8.Unauthorised persons kept away from the mobile plant. Do not pass bucket or loads over others. 9.Underground services to be identified with principal contractor prior to works commencing. 10.Area clearly marked and barricaded where necessary to make safe from other traffic. 11.Principal Contractor Traffic Safety Management Plan to be adhered to. 12.A safe travel speedy maintained at al times 13.Machine/s not to be left unattended. Disengage controls, apply the park brake, switch off engine and remove key when not in use. 14.When excavating trenches maximum bench is 1.5m recommended 1m and the width of bench must be greater than the height .	<b>3</b>	Operator



STEP	TASK / ACTIVITY	HAZARD/S	RISK CLASS (BEFORE CONTROLS)	CONTROLS AND SAFE WORK PROCEDURES	RISK CLASS (AFTER CONTROLS)	RESPONSIBLE PERSON
8.	Working near existing services	Electrocution Explosion	1	<p>1.Existing services will be identified with the principal contractor prior to commencement.</p> <p>2.An exclusion zone of 3 metres around overhead powerlines (up to 132kV) maintained which allows for sway and sag unless:</p> <ul style="list-style-type: none"> <li>• Documentation from the power supply authority confirms the lines have been de-energised; or</li> <li>• 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.</li> </ul>	3	Operator
9.	Inspection, Repairs and Maintenance	Plant Failure Damage to Property and Persons	1	<p>1.Planned inspections and preventative maintenance programs for plant in accordance with manufacturer's recommendations and relevant Australian Standards. (AS2250)</p> <p>2.As a minimum this inspection program to include:</p> <ul style="list-style-type: none"> <li>• Daily / pre-operational inspections;</li> <li>• Routine weekly, monthly, quarterly and annual maintenance and independent inspections.</li> <li>• Inspections and maintenance to take place on level ground, and machine turned off. Chock drums if working under the machine.</li> <li>• Do not attempt to maintain moving parts; plant must be isolated before commencement of maintenance. Two or more persons should work jointly. Correct PPE must be worn to avoid entanglement.</li> <li>• Records kept of all repair / replacement action required and taken in the form of a log book.</li> <li>• Instruction manuals giving sufficient information for operation, repairs and maintenance to be available at site of operation.</li> <li>• Up to date log books and inspection reports also available for inspection at site of operation.</li> </ul>	3	Operator

STEP	TASK / ACTIVITY	HAZARD/S	RISK CLASS (BEFORE CONTROLS)	CONTROLS AND SAFE WORK PROCEDURES	RISK CLASS (AFTER CONTROLS)	RESPONSIBLE PERSON
10.	Loading of machine	Collision Crush Injuries Property damage	1	<ol style="list-style-type: none"> <li>1.Clear and safe access way provided for float / trucks to loading area.</li> <li>2.Principal Contractor Traffic Safety Management Plan to be adhered to.</li> <li>3.Spotter used to assist truck drivers to reverse. Spotter to always remain in driver's clear line of site</li> <li>4.Operator to stop works until spotter is in site</li> <li>5.Persons are not to position themselves between a reversing truck and equipment / materials/ structures.</li> <li>6.Safety instructions of driver to be followed at all times.</li> <li>7.Inspection of ramps / equipment prior to loading.</li> <li>8.Safe loading speed to be maintained.</li> </ol>	3	Project Manager Operator
11.	Leave Site	Damage to property or plant Struck by moving objects	1	<ol style="list-style-type: none"> <li>1.Areas left in a clean and tidy state.</li> <li>2.Sign out procedures of principal contractor followed.</li> <li>3.Environmental wash station / gravel driveways utilised.</li> <li>4.Lock and secure site if required.</li> <li>5.Traffic management procedures of principal contractor followed.</li> </ol>	3	Project Manager Operator
12.	Controlling silica dust	Inhalation of silica dust	1	<p>Keep the cab doors, and windows closed at all times when the machine is in operation</p> <p>Monitor the performance of the air conditioning system during use</p> <p>Look for signs of dust build-up on the surfaces of the cab; The air filter may be in poor condition</p> <p>Ensure additional control measures taken to reduce exposure to respirable crystalline silica if a problem exists with filtering</p> <p>Keep the interior of the cabin clean</p> <p>Use, maintain and store any respiratory protective equipment provided per instructions</p> <p>Covered / air-filtered truck cabins.</p>	3	Project Manager Operator

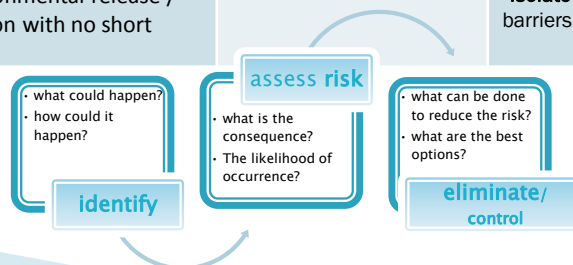


STEP	TASK / ACTIVITY	HAZARD/S	RISK CLASS (BEFORE CONTROLS)	CONTROLS AND SAFE WORK PROCEDURES	RISK CLASS (AFTER CONTROLS)	RESPONSIBLE PERSON
<b>Additional Hazards / Special Precautions / Control Measures</b> <i>(to be completed where review may determine necessary)</i>						
12.						
13.						
14.						

### 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	
<b>High (Class 1)</b>	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:	<ul style="list-style-type: none"> <li>•<b>Substitute</b> a less hazardous material, work process or item of equipment.</li> </ul>
<b>Medium (Class 2)</b>	Temporary disability or minor structural failure / damage. On-site environmental release / discharge contained, minor remediation required and short term environmental harm.		<ul style="list-style-type: none"> <li>•<b>Redesign</b> the equipment or the work process to make it less hazardous.</li> </ul>
<b>Low (Class 3)</b>	Incident requiring first aid treatment. On-site environmental release / discharge immediately contained, minor remediation with no short term environmental harm.		<ul style="list-style-type: none"> <li>•<b>Isolate</b> a person from the hazard by implementing barriers, guardrail, guarding.</li> </ul>



Plant / Equipment / Materials Used:		Personal Protective Equipment Used:	
Roller	√	Safety Helmet (as required)	√
Float/Truck	√	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) LR – Road Roller	
Relevant Legislation, Applicable Codes of Practice (OHS and Environmental)	<p>Qld Workplace Health and Safety Act 2011 /2024 Environmental Protection Act 1994 Qld Workplace Health and Safety Regulation 2011 Environmental Protection Regulation 2019 Managing Risks of Plant In The Workplace COP 2021 Environmental Protection Water, Noise, Air Waste Policies 2019 Excavation Work COP 2021 How To Manage Work Health &amp; Safety Risks 2021 Work Health and Safety Consultation, Co-operation and Co-ordination COP 2021 <b>Managing respirable crystalline silica dust exposure in construction and manufacturing of construction elements Code of practice 2022</b></p>	<p>Electrical Safety COP 2021 Managing Noise &amp; Prevention of Hearing Loss COP 2021 Managing the Risks of Hazardous Chemicals in The Workplace 2021 Managing Risks of Falls at Workplaces COP 2021 First Aid In The Workplace COP 2021 Hazardous Manual Tasks COP 2021 Labelling of Workplace Hazardous Chemicals COP 2021 Working near overhead and underground electric lines – Electrical safety code of practice 2020 Traffic management for construction or maintenance work Code of Practice 2008</p>
Monitoring / Evaluation	<p>Measurement and evaluation will be an ongoing process performed principally by:</p> <ul style="list-style-type: none"> <li>• On site monitoring by Operations Manager;</li> <li>• Formal site safety inspections against pre-determined criteria;</li> <li>• Formal incident investigations; and</li> <li>• Consultation with employees and contractors.</li> </ul>	
Consultation & Communication	<p>M &amp; K Plant Hire (AUST) actively consult with workers and subcontractors in the following forms:</p> <ul style="list-style-type: none"> <li>• Site visits by Supervisor, Operations Manager Directors;</li> <li>• Staff meetings.</li> <li>• Correspondence to subcontractors;</li> <li>• Tool box talks used to induct employees and subcontractors;</li> </ul>	
Supervisory Arrangements (tick all that apply)	<ul style="list-style-type: none"> <li><input type="checkbox"/> Audits</li> <li><input type="checkbox"/> Spot Checks</li> <li><input checked="" type="checkbox"/> Suitably qualified supervisors for job</li> <li><input type="checkbox"/> Direct on site supervision</li> <li><input type="checkbox"/> Remote site – Communication systems for job</li> </ul>	



This SWMS has been developed in consultation and cooperation with employee/workers and relevant Employer/Persons Conducting Business or Undertaking (PCBU). I have read the above SWMS and I understand its contents. I confirm that I have the skills and training, including relevant certification to conduct the task as described. I agree to comply with safety requirements within this SWMS including risk control measures, safe work instructions and PPE described.

Name	Occupation <i>(plant operator, labourer)</i>	RTO / Licence number	Signature	Date