

# Safe Work Method Statement (SWMS)

ACTIVITY: High Risk Activity, Operation of Water Truck

SWMS NO: 006 – Operation of Water Trucks

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:

PO Box 895, Capalaba Qld 4157

JOB DESCRIPTION:

WATER TRUCK OPERATIONS

T: 07 3245 4414

F: 07 3245 1027

[bookings@mandkplanthire.com.au](mailto:bookings@mandkplanthire.com.au)

PERIOD OF TIME:  
(MAX 12 MONTHS)

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: 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.	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	Site 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: <ul style="list-style-type: none"> <li>• Location of existing services including electricity and underground services;</li> <li>• General site terrain;</li> <li>• Intended location for loading.</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	Site 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"> <li>• Correct tyre pressure;</li> <li>• Park / foot brakes;</li> <li>• Steering</li> <li>• Warning devices – horn, flashing lights, reversing beeper, brake lights</li> <li>• Brake and other fluid levels</li> <li>• Seat belts, other safeguards as per manufacturer's recommendations.</li> </ul>	3	Driver
5.	Access in / out plant	Slips / trips / 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>	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	<ol style="list-style-type: none"> <li>1. Trucks only operated by appropriately classed license holder, experienced and competent person.</li> <li>2. Maintain safe travel speed on site, anticipate braking distances as well as other vehicles and person. – use defensive driving techniques.</li> <li>3. Observe statutory speeds and traffic rules whilst on roads.</li> <li>4. Seat belts are to be work at all times during haulage operations.</li> <li>5. Site rules and Site Traffic Management Plan to be adhered to at all times.</li> <li>6. Generally speaking overtaking should not occur on site.</li> <li>7. Area in direction of travel to be clear of people and obstructions. Use a spotter or Traffic Controller where required.</li> <li>8. Always have clear line of site with spotter, stop operation if you can not see the spotter.</li> <li>9. Maintain a safe distance from edge of embankments and other vehicles. Avoid trafficking on shoulders.</li> <li>10. During inclement weather e.g. poor visibility, rain – reduce travelling speeds to reflect conditions.</li> <li>11. Vehicles to be maintained in accordance with manufacturer. Evidence of maintenance to be available.</li> <li>12. 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.</li> <li>13. Safe vehicle mass not to be exceeded with loading of materials.</li> <li>14. Loads to be covered (and flagged where necessary) and maximum designated loads not to be exceeded.</li> <li>15. Upon shut down, engage park brake, chock wheels (if necessary) and remove keys from vehicle.</li> <li>16. 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.</li> </ol>	3	Driver

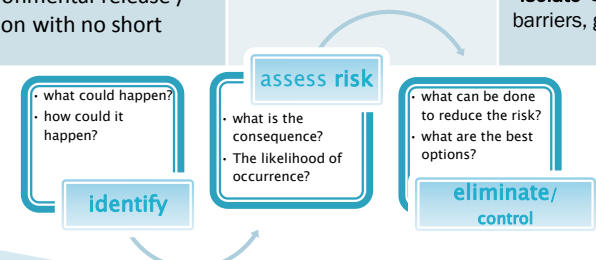
STEP	TASK / ACTIVITY	HAZARD/S	RISK CLASS (BEFORE CONTROLS)	CONTROLS AND SAFE WORK PROCEDURES	RISK CLASS (AFTER CONTROLS)	RESPONSIBLE PERSON
7.	Driving / operating vehicle	Falling objects and materials Collision Overturn	1	1.Do not carry others on trucks – only in designated passenger seats.	3	Driver
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"> <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	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"> <li>• Daily / pre-operational inspections;</li> <li>• Nominated manufacturer's servicing.</li> <li>• Inspections and maintenance to take place on level ground, with ignition off and wheels chocked if necessary.</li> <li>• Service log books kept and available.</li> </ul>	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	Site 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> (to be completed where review may determine necessary)						
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
<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:
<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>Substitute</b> a less hazardous material, work process or item of equipment.</li> <li>•<b>Redesign</b> the equipment or the work process to make it less hazardous.</li> <li>•<b>Isolate</b> a person from the hazard by implementing barriers, guardrail, guarding.</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.	



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 operator’s manual Safe Work Method Statements and Safe Work Procedures Training Applicable Class Drivers License (Driver) LR Licence (Light Rigid) This licence entitles you to drive a bus or truck that is more than 4.5t GVM but less than 8 tonne GVM. ... MR Licence (Medium Rigid) HR Licence (Heavy Rigid)	
Relevant Legislation, Applicable Codes of Practice (OHS and Environmental)	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 & Safety Risks 2021 Work Health and Safety Consultation, Co-operation and Co-ordination COP 2021 Managing respirable crystalline silica dust exposure in construction and manufacturing of construction elements Code of practice 2022	Electrical Safety COP 2021 Managing Noise & 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
Monitoring / Evaluation	Measurement and evaluation will be an ongoing process performed principally by: <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	M & K Plant Hire (AUST) actively consult with workers and subcontractors in the following forms: <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)	<input type="checkbox"/> Audits <input type="checkbox"/> Spot Checks <input checked="" type="checkbox"/> Suitably qualified supervisors for job <input type="checkbox"/> Direct on site supervision <input type="checkbox"/> Remote site – Communication systems for job	

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>	Years Experience	Signature	Date