

# Safe Work Method Statement (SWMS)

ACTIVITY: High Risk Activity, General Activities and Onsite Service and Repairs to Earthmoving Machinery & Equipment

SWMS NO: 008 – General Activities and Onsite Service and Repairs to Earthmoving Machinery & Equipment

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:

ONSITE ACTIVITIES AND REPAIRS

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:

ALL WORKERS

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.	Competency of workers to perform specified tasks.	Injuries to personnel that are not familiar with required procedures, correct use of equipment & are not aware of any Site Specific conditions or permits that may bear on safe task performance.	1	<ol style="list-style-type: none"> <li>1.Trade qualified service technicians trained or competent operator / driver trained in service &amp; repair procedures.</li> <li>2.Personnel to hold proof of current OH&amp;S Induction for Construction course.</li> <li>3.Workshop Specific Induction.</li> <li>4.Evidence that a JSA has been performed prior to start of work.</li> <li>5.Any permits required for special works obtained and complied with.</li> </ol>	3	Technician or Competent Plant Operator/Driver
2.	Arrival on the worksite	Accessing unfamiliar worksite. Collision with other plant. Failure to comply with site safety rules. Unaware of correct site communication procedures.	1	<ol style="list-style-type: none"> <li>1.On arrival always report to site office &amp; locate contact person.</li> <li>2.Attend site safety induction &amp; obtain all site safety procedures including Emergency Response and all other specific requirements relative to personnel &amp; any other plant.</li> <li>3.Ensure that all required documentation such as plant inspections, certificates of competency, insurances &amp; JSA's have been submitted to &amp; approved by the Principal Contractor.</li> <li>4.UHF radio must be used onsite check with supervisor which UHF channel is to be used.</li> <li>5.Use MACHINE MOVEMENTSOUND ALARMS before and on movement of machine.</li> </ol>	3	Technician or Competent Plant Operator/Driver

STEP	TASK / ACTIVITY	HAZARD/S	RISK CLASS (BEFORE CONTROLS)	CONTROLS AND SAFE WORK PROCEDURES	RISK CLASS (AFTER CONTROLS)	RESPONSIBLE PERSON
3.	Access around machine	Slips, trips and falls	1	<ol style="list-style-type: none"> <li>1.General access ways to be clear of hazards.</li> <li>2.Materials / equipment not to be stored in access ways.</li> </ol>	3	Technician or Competent Plant Operator/Driver
4.	Locate plant on a suitable level, hardstand area clear of any other mobile plant.	<p>Injury caused by runaway plant.</p> <p>Potential for injury to personnel if plant falls from jacks or stands due to poor ground conditions.</p> <p>Risk of personnel being struck by other mobile plant.</p>	1	<ol style="list-style-type: none"> <li>1.Ensure that wheel chocks are in place.</li> <li>2.If jacking machine ensure that all jacks &amp; stands are certified &amp; fit for task. Use appropriate jacking points as per service manual.</li> <li>3.Ensure that all other personnel in area are aware of work in progress, wear</li> <li>4.High Visibility garments.</li> <li>5.Complete and fit Out of Service Tag.</li> </ol>	3	Technician or Competent Plant Operator/Driver
5.	Access in / out plant	Slips / trips / falls	1	<ol style="list-style-type: none"> <li>1.Provision of adequate non-slip ladders, footholds, steps and grab rails so as to safely access cabins, tray areas, or bins.</li> <li>2.Correct use of these safeguards by technicians, plant operators / driver.</li> </ol>	3	Technician or Competent Plant Operator/Driver
6.	Follow procedure for service position. Shutdown, isolate and tag out.	<p>Potential for injury if machine attachment moves unexpectedly.</p> <p>If plant has articulated steering potential for crush injuries if plant articulates.</p> <p>Potential for injuries from high pressure hydraulic oil release.</p> <p>Potential for injury from unauthorized engine start.</p>	1	<ol style="list-style-type: none"> <li>1.Lower attachment to the ground or use the recommended work stands or supports.</li> <li>2.Fit steering articulation locking bar.</li> <li>3.Shut down engine &amp; completely bleed off any residual hydraulic system pressure.</li> <li>4.All personnel working on plant must attach Personal Danger Tag in highly visible location. Remove &amp; secure start key. Isolate plant at master isolation switch.</li> </ol>	3	Technician or Competent Plant Operator/Driver

STEP	TASK / ACTIVITY	HAZARD/S	RISK CLASS (BEFORE CONTROLS)	CONTROLS AND SAFE WORK PROCEDURES	RISK CLASS (AFTER CONTROLS)	RESPONSIBLE PERSON
7.	Carry out service or repair work.	Risk of slips, trips or falls from poor work practises. Potential for electrocution from faulty power tools or leads. Potential for injuries from using incorrect or faulty tools Potential for slips and environmental damage from oil spill. Possible burns from hot oil, hand or eye injuries. Potential fire hazard. Potential for manual handling injuries.	<b>1</b>	<ol style="list-style-type: none"> <li>1. Keep work area clean &amp; uncluttered. Where possible elevate leads, hoses etc on appropriate insulated hangers.</li> <li>2. All electrical tools &amp; leads must be tested and tagged as per State OHS legislation. A tested &amp; tagged Earth Leakage Protection Devices must be used at all times.</li> <li>3. Ensure that all tools are in good order &amp; fit for task.</li> <li>4. Ensure that waste oil containers are adequate for the task. Have appropriate Oil Spill Recovery Kit available. Clean up spills immediately.</li> <li>5. Wear long sleeved shirts &amp; appropriate PPE, e.g.: gloves, eye protection.</li> <li>6. Ensure that any Hot Work Procedures are followed &amp; that appropriate fire extinguishers are at hand. Fuel or oil fire use foam or dry chemical extinguisher.</li> <li>7. Whenever available always use mechanical aids &amp;/or assistance to lift heavy or awkward items.</li> </ol>	<b>3</b>	Technician or Competent Plant Operator/Driver
8.	Use of petrol / diesel driven generators	Potential for electrocution by faulty tool. Exposure to exhaust &/or fuel fumes	<b>1</b>	<ol style="list-style-type: none"> <li>1. Ensure that hand tools are in good working condition &amp; fit for task. Earth Leakage Detection Device must be used at all times with any electrical tool.</li> <li>2. Locate generator in well ventilated area. Do not refuel generator with the engine running. Have appropriate fire extinguisher available.</li> </ol>	<b>3</b>	Technician or Competent Plant Operator/Driver
9.	Use of compressed air.	Potential injuries from faulty compressor, hoses or tools. Potential injuries from incorrectly fitted hoses or tools. Potential for eye injuries & hearing damage. Potential pressure injection injuries.	<b>1</b>	<ol style="list-style-type: none"> <li>1. Ensure that compressor, hoses &amp; tools are all in good working order &amp; fit for task. Perform pre-start checks. At all times observe correct procedures for use of compressed air equipment e.g.: start up &amp; shut down.</li> <li>2. Always use locking clips on all connections.</li> <li>3. Appropriate PPE, safety glasses &amp; hearing protection must be worn at all times.</li> <li>4. Do not direct the air stream at any person at any time. Do not use air stream to blow dust off clothing etc.</li> </ol>	<b>3</b>	Technician or Competent Plant Operator/Driver

STEP	TASK / ACTIVITY	HAZARD/S	RISK CLASS (BEFORE CONTROLS)	CONTROLS AND SAFE WORK PROCEDURES	RISK CLASS (AFTER CONTROLS)	RESPONSIBLE PERSON
10.	Use of electric arc welding equipment.	Potential for electrocution from electric welding equipment. Exposure to burns &/or arc flash injuries. Exposure to welding fumes. Risk of explosion from welding drums or tanks. Potential fire hazard.	1	<ol style="list-style-type: none"> <li>1.Ensure that all welding equipment including leads, handpieces, clamps etc are in good working order and fit for task. Do not use electric welding equipment in wet or damp conditions.</li> <li>2.At all times wear appropriate PPE including full cover clothing with long sleeves, leather gauntlets &amp; apron, appropriate helmet with correct filters in good condition. Use eye protection when slag chipping. Use welding screens to protect other personnel from arc flash exposure.</li> <li>3.Ensure that welding operations are performed in a well ventilated area.</li> <li>4.Do not weld on any drum or tank unless appropriate purging &amp; cleaning has been performed.</li> <li>5.If required, observe Hot Work Procedures; ensure that the work area is free of any combustible materials. Have appropriate fire extinguisher available.</li> </ol>	3	Technician or Competent Plant Operator/ Driver
11.	Use of oxy – acetylene equipment.	Potential for explosions. Exposure to eye injuries & burns. Potential fire hazard.	1	<ol style="list-style-type: none"> <li>1.Ensure that all oxy – acetylene equipment including gas bottles, regulator/gauges, hoses, handpieces etc are in good condition &amp; fit for task. Ensure that Flash Back protectors are fitted at both the regulators and handpiece.</li> <li>2.Appropriate welding goggles with correct filters in good condition must be worn at all times. Wear leather welding gloves when handling hot parts.</li> <li>3.Observe Hot Work Procedures; ensure that the work area is free of any combustible materials. Have appropriate fire extinguisher available.</li> </ol>	3	Technician or Competent Plant Operator/ Driver

STEP	TASK / ACTIVITY	HAZARD/S	RISK CLASS (BEFORE CONTROLS)	CONTROLS AND SAFE WORK PROCEDURES	RISK CLASS (AFTER CONTROLS)	RESPONSIBLE PERSON
12.	Complete work, test plant.	Possible slips, trips or falls. Remove all isolations from machine. Start and test machine, potential for injuries to personnel.	1	<ol style="list-style-type: none"> <li>1.Ensure that all hoses, leads etc are removed &amp; correctly stored. Remove all tools, parts, and packing materials, cleaning rags etc are removed from machine &amp; correctly stored.</li> <li>2.All personnel working on machine to remove and dispose of their Personal Danger Tag. Re-energize the machine at master isolation switch.</li> <li>3.Ensure that all personnel are clear of machine. Observing correct start up procedure, start machine and perform all necessary test procedures.</li> <li>4.Remove completed Out of Service Tag</li> </ol>	3	Technician or Competent Plant Operator/ Driver
13.	Manual Handling of materials and equipment	Manual handling injuries Falling materials and equipment	1	<ol style="list-style-type: none"> <li>1.Lifting aids such as machines, trolleys, and barrows to be used wherever possible.</li> <li>2.Activities co-ordinated and correct positioning of materials to avoid over reaching and over stretching. Wherever possible work to be done at waist height.</li> <li>3.Where manual handling is required the following to be utilised:</li> <li>4.Minimise the weight of loads where possible so as excessive loads are not carried;</li> <li>5.Use of team lifting;</li> <li>6.Use of good lifting techniques as follows:</li> <li>7.A firm grip on the load</li> <li>8.Load close to the body</li> <li>9.Leg muscles to do the work when lifting</li> <li>10.Smooth lift avoiding twisting or jerking</li> <li>11.Weights that feel excessive or above workers capacity not to be lifted.</li> </ol>	3	All Workers
14.	Work in parallel with other trades	Falling materials and equipment	1	<ol style="list-style-type: none"> <li>1. Signage / barriers to be used where required to warn other trades and to create exclusion zones.</li> <li>2. Where necessary a spotter to be used to identify work zone to others.</li> <li>3. Lifting activities not to be performed over other trades</li> </ol>	3	All Workers

STEP	TASK / ACTIVITY	HAZARD/S	RISK CLASS (BEFORE CONTROLS)	CONTROLS AND SAFE WORK PROCEDURES	RISK CLASS (AFTER CONTROLS)	RESPONSIBLE PERSON
15.	Working near members of the public	Falling materials and equipment Slips / trips	1	<ol style="list-style-type: none"> <li>1. Work in public areas to be avoided.</li> <li>2. Where work in public areas is required the following controls will be used:</li> <li>3. Signage / barricading used to warn and create an exclusion zone.</li> <li>4. Where necessary spotter used to direct pedestrian and vehicle traffic.</li> <li>5. Lifting of loads to be avoided, where necessary public to be restricted from entering these areas.</li> <li>6. Particular attention paid to housekeeping and areas to be cleaned progressively</li> </ol>	3	All workers
16.	Work / accessing heights	Falls from heights	1	<ol style="list-style-type: none"> <li>1. Where potential fall height is 2 metres or more (or a lesser height if determined by a risk assessment) fall protection to be in place on leading edges, mobile plant access.</li> <li>2. Before using an inspection performed to ensure that it is configured correctly with guard railing in place.</li> <li>3. If defective request rectification from principal contractor where provided by principal.</li> <li>4. Edge protection / components not to be altered or removed.</li> </ol>	3	All workers
17.	Working in sun	Exposure to UV radiation	2	<ol style="list-style-type: none"> <li>1. Sunscreen to be applied before and regularly during work.</li> <li>2. Use hats, sunglasses and adequate clothing.</li> </ol>	3	All workers
18.	Fire Prevention and Equipment	Burns Explosion	2	<ol style="list-style-type: none"> <li>1. Do not smoke whilst refuelling or inspecting or maintaining machine.</li> <li>2. Use incombustible fluids for cleaning parts.</li> <li>3. An adequate dry power type extinguisher to be available in machine.</li> <li>4. Extinguisher to be maintained according to Australian Standard and evidence available of this maintenance.</li> <li>5. Training in the correct use of extinguishers.</li> </ol>	3	All workers

STEP	TASK / ACTIVITY	HAZARD/S	RISK CLASS (BEFORE CONTROLS)	CONTROLS AND SAFE WORK PROCEDURES	RISK CLASS (AFTER CONTROLS)	RESPONSIBLE PERSON
19.	Drugs and Alcohol		1	<ol style="list-style-type: none"> <li>1.Alcohol and illicit drugs are not to be taken onto site or consumed on site.</li> <li>2.Operators / drivers / workers to maintain a zero blood alcohol level.</li> <li>3.Persons are not to work affected by alcohol or drugs. Persons affected by alcohol or drugs will be removed from site and will face disciplinary action.</li> <li>4.Where prescribed or over the counter medicine is taken that may affect performance (eg. Drowsiness), operators are to advice Plant Manager immediately.</li> </ol>	3	All workers
20.	Other Weather Conditions	Falls from heights Personal Injury	1	<ol style="list-style-type: none"> <li>1.Work not to be started or will cease until weather conditions become suitable.</li> <li>2.Adverse conditions include:</li> <li>3.An increased risk due to wet and slippery surfaces.</li> <li>4.Materials being caught by the wind leading to falling objects</li> </ol>	3	All workers
21.	Lighting	Personal Injury	2	<ol style="list-style-type: none"> <li>1.Lighting to be provided or work to cease where lighting becomes inadequate.</li> </ol>	3	All workers
22.	First Aid	Personal Injury	2	<ol style="list-style-type: none"> <li>1.A first aid kit to be provided which is adequate for the type of injuries which may occur. This kit to be kept readily accessible at all times.</li> </ol>	3	All workers
23.	Personal Protective Equipment	Personal Injury	1	<ol style="list-style-type: none"> <li>1.Use of items of PPE where it is not practical to control risk of injury by other means.</li> <li>2.Head protection (hard hats) worn when there is a risk of injury to the head, when working outside cabins, underneath others.</li> <li>3.Protective footwear worn at all times.</li> <li>4.Hearing protection when excessive noise is generated, operating machinery / hammer.</li> <li>5.Reflective vests or clothing worn at all times.</li> <li>6.Respiratory protection where dust cannot be suppressed and excessive airborne dust is generated.</li> </ol>	3	All workers



STEP	TASK / ACTIVITY	HAZARD/S	RISK CLASS (BEFORE CONTROLS)	CONTROLS AND SAFE WORK PROCEDURES	RISK CLASS (AFTER CONTROLS)	RESPONSIBLE PERSON
24.	Use of Laser Level	Electric Shock Fire Eye Injury Burns	2	<ol style="list-style-type: none"> <li>1. Do not attempt to disassemble or repair laser level yourself.</li> <li>2. Never use laser level near flammable gas or liquid matter.</li> <li>3. Never attempt to use a wet battery in laser level.</li> <li>4. Do not dispose of battery in fire or heat.</li> <li>5. Do not stare into laser beam, avoid positioning it anywhere near eye level to avoid any possibility of it striking someone in the eye. Vision may be temporarily impaired causing disorientation should laser beam strike someone's eye.</li> <li>6. Do not allow skin or clothing to come into contact with acid from the batteries, should this occur wash with water for several minutes and seek medial advice.</li> </ol>	3	All workers
25.	Use of Vibrating Compaction Plate	Sprains Burns Noise Crush Injury Finger Injury from vibration	2	<ol style="list-style-type: none"> <li>1. Inspect prior to use for wear or deterioration, ensure plate is free of build up of material.</li> <li>2. Plant item generally used by worker in upright position Do not attempt to move the machine unless it is operating – use mechanical lift or other personnel.</li> <li>3. Be aware of uneven or slippery surfaces. Exercise care when working near unprotected holes or platforms.</li> <li>4. Wear appropriate hearing protection including workers in the vicinity Wear appropriate gloves Keep clear of hot parts of machine.</li> <li>5. Relieve operator at regular intervals Ensure wearing of appropriate safety footwear.</li> </ol>	3	All workers

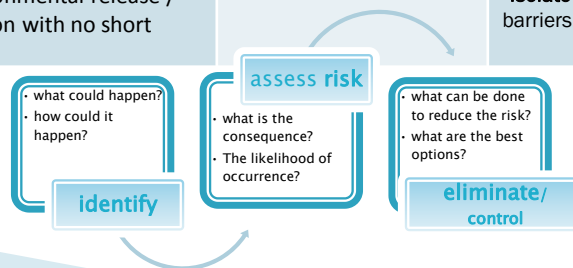
STEP	TASK / ACTIVITY	HAZARD/S	RISK CLASS (BEFORE CONTROLS)	CONTROLS AND SAFE WORK PROCEDURES	RISK CLASS (AFTER CONTROLS)	RESPONSIBLE PERSON
26.	Proof Rolling	Crush Injury Slips	2	<ol style="list-style-type: none"> <li>1. Remain clear of moving plant.</li> <li>2. Stay alert</li> <li>3. Do not assume driver is aware of your position, maintain visibility with driver or use UHF radio where possible.</li> <li>4. PPE must be worn.</li> </ol>	3	All workers
27.	Additional Issues	Multiple	2	<ol style="list-style-type: none"> <li>1. Should any additional health and safety issues not mentioned above be identified, a risk assessment will be performed. Control measures will be implemented and documented using a "Risk Assessment and Control" form or this SWMS amended. The principal contractor will be contracted if any uncontrolled risks remain.</li> </ol>	3	All workers
28.	Monitoring / Review	Multiple	2	<ol style="list-style-type: none"> <li>1. Monitoring / review of effectiveness of control measures will be performed by:</li> <li>2. Continuous evaluation by on site supervision and where required rectification; and</li> <li>3. Inspections and checks nominated as controls under specific hazards in the Safe Work Method Statements;</li> <li>4. Consultation with employees, contractors and others to maintain effectiveness of the measures and reduce the introduction of any new hazards.</li> </ol>	3	Directors Operations Manager All workers

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>						
29.						
30.						
31.						

### 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>Substitute</b> a less hazardous material, work process or item of equipment.
<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.		• <b>Redesign</b> the equipment or the work process to make it less hazardous.
<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.		• <b>Isolate</b> a person from the hazard by implementing barriers, guardrail, guarding.



Plant / Equipment / Materials Used:		Personal Protective Equipment Used:	
Roller	√	Safety Helmet (as required)	√
Float/Truck	√	Safety Boots	√
Excavator	√	High visibility clothing Long Pants & Long Sleeves	√
Skid Steer	√	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"> <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> <li>• Other forums as required.</li> </ul> <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 &amp; Communication</p>	

