



Company Name: Ovannah Group PTY LTD
 Company Address: 86 Broughton Street, West Kempsey
 ABN/NZBN: 85 653 599 396

TIPPER AND DOG SAFE WORK METHOD STATEMENT (SWMS)

Business Contact:	Phone #:	Principal Contractor (PC):	
Responsible person (for monitoring SWMS and work):		PC Address:	
Signature:	Date:	PC Phone #:	Date SWMS provided to PC:
Contact Phone #:		Job Site Address:	

SITE MANAGEMENT PLAN	Is the work associated with a Construction Project? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes – This SWMS must align with requirements of the Site Management Plan in place for the Construction Project.
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THIS WORK ACTIVITY INVOLVES THE FOLLOWING “HIGH-RISK CONSTRUCTION WORK” (HRCW - IDENTIFIED IN THE JOB TASK COLUMN)

<input type="checkbox"/> Confined spaces	<input checked="" type="checkbox"/> Mobile plant movement	<input type="checkbox"/> Demolition of a load-bearing structure	<input type="checkbox"/> Asbestos disturbance
<input type="checkbox"/> Using explosives	<input type="checkbox"/> Diving work	<input type="checkbox"/> Artificial extremes of temperature	<input type="checkbox"/> Tilt-up or pre-cast concrete
<input checked="" type="checkbox"/> Pressurised gas distribution mains or piping chemical, fuel or refrigerant lines energised electrical installations or services			
<input type="checkbox"/> Structures or buildings involving structural alterations or repairs that require temporary support to prevent collapse			
<input type="checkbox"/> Involves a risk of a person falling from 2m or more, including work on telecommunications towers		<input type="checkbox"/> Work in a ceiling space (W.A. Only)	
<input type="checkbox"/> Working at depths greater than 1.5 metres, including tunnels or mines		<input checked="" type="checkbox"/> Work in an area that may have a contaminated or flammable atmosphere	
<input checked="" type="checkbox"/> Work carried out adjacent to a road, railway or shipping lane, traffic corridor		<input type="checkbox"/> In or near water or other liquid that involves the risk of drowning	













WORKING WITH A RISK OF A FALL OVER 2 METRES. Select the fall from height 'hierarchy of control level' considered when establishing controls:

<input type="checkbox"/> L 1: Work on the ground or solid construction	<input type="checkbox"/> L 4: Use a fall arrest system e.g., safety harness, catch platforms
<input type="checkbox"/> L 2: Use a passive fall restraint system e.g., guard rails, scaffolding, EWP	<input type="checkbox"/> L 5: Implement administrative controls e.g., signage, or instruction
<input type="checkbox"/> L 3: Use a work positioning system e.g., travel restraint, rope access	<input type="checkbox"/> Other?

More than one of these measures to reduce risk can be used. For example, engineering controls like edge protection can be implemented with administrative controls like training and use of this SWMS, while wearing PPE (non-slip shoes). Please describe why it is not reasonably practicable to use higher-order control measures. E.g. The job is less than 5 minutes on a ladder.

Planning/Preparation	<ul style="list-style-type: none"> • Liaise with Principal Contractor to identify on-site safety systems and procedures • Establish supervisory and communication arrangements • Principal contractor to confirm emergency response procedures are in place.
Hold Points	<ul style="list-style-type: none"> • Hold points identified and signed off before continuing work. <i>Specify?</i>
Training/Licence	<ul style="list-style-type: none"> • All workers to have a General Construction Induction Card • Relevant workers have relevant certificates of competency, licenses, and training. Specify on the SWMS Sign-off for each worker. • Trained First Aider on site • All workers trained in site-specific emergency and evacuation procedures, SWMS, safe work procedures, and safety data sheets.
Worker duties and responsibilities	<ul style="list-style-type: none"> • Fit condition for work, i.e., no signs of fatigue, alcohol or drugs • Attend all site inductions/briefings • Comply with all site requirements, e.g. PPE, Traffic Management Plans (TMP) • Only carry out work related to the contract • Inspect completed work and report possible safety, environmental and quality matters to the supervisor.
Monitor/Review	<ul style="list-style-type: none"> • All people involved in the task must have this SWMS communicated to them before work commences • SWMS to be reviewed and amended if necessary, in consultation with relevant people after any near miss or incident • If additional site hazards identified, review this SWMS and amend control measures to suit • People, including workers, contractors and sub-contractors, affected by the revisions to this SWMS, must be informed ASAP • Give the principal contractor a copy of the revised SWMS • The site supervisor to monitor works against the controls stated in this SWMS • SWMS must be kept on-site and made available for inspection or review • Keep a record of this SWMS until the job is complete or for two years if involved in a notifiable incident • Regardless of any other factor, the person in control of the workplace must review this SWMS at least annually.
Site-Specific Notes:	<p>Act, Regulations, Codes of Practice References:</p> <ul style="list-style-type: none"> • Work Health and Safety (Transitional and Consequential Provisions) Act 2011 • Work Health and Safety Act 2011 • Work Health and Safety Regulations 2017 • Work Health and Safety (First Aid in the Workplace) Code of Practice 2015 • Work Health and Safety (Hazardous Manual Tasks) Code of Practice 2015 • Work Health and Safety (How to Manage Work Health and Safety Risks) Code of Practice 2015 • Work Health and Safety (Labelling of Workplace Hazardous Chemicals) Code of Practice 2015 • Work Health and Safety (Managing Electrical Risks in the Workplace) Code of Practice 2015 • Work Health and Safety (Managing Noise and Preventing Hearing Loss at Work) Code of Practice 2015 • Work Health and Safety (Managing Risks of Hazardous Chemicals in the Workplace) Code of Practice 2015 • Work Health and Safety (Managing the Risk of Falls at Workplaces) Code of Practice 2015

	<ul style="list-style-type: none"> • Work Health and Safety (Managing the Work Environment and Facilities) Code of Practice 2015 • Work Health and Safety (Work Health and Safety Consultation, Co-operation, and Co-ordination) Code of Practice 2015 • Work Health and Safety Amendment (Penalty Notices) Regulation 2022 • Work Health and Safety Amendment Act 202 • First Aid in the workplace code of practice 2020 • Hazardous manual tasks code of practice 2019 • How to manage work health and safety risks code of practice 2019 • Managing electrical risks in the workplace code of practice 2019 • Managing noise and preventing hearing loss at work code of practice 2022 • Managing the risk of falls at workplace code of practice 2019 • Managing the work environment and facilities code of practice 2019 • Managing risks of hazardous chemicals in the workplace code of practice 2022 • Managing the risks of plant in the workplace code of practice 2022 • Work health and safety consultation, co-ordination, and co-operation code of practice 2022
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Personal Protective Equipment (PPE)											
FOOT PROTECTION	HEARING PROTECTION	HIGH VISIBILITY	HEAD PROTECTION	EYE PROTECTION	FACE PROTECTION	HAND PROTECTION	PROTECTIVE CLOTHING	BREATHING PROTECTION	SUN PROTECTION	SAFETY HARNESS	SEAT BELT
											
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
JOB TASK	HAZARDS	IR	CONTROL MEASURES						RR	RESPONSIBLE PERSON	
			<i>INHERENT RISK-RATING (IR) BEFORE CONTROLS - RESIDUAL RISK-RATING (RR) AFTER CONTROLS</i>								
1. Check weather conditions & prepare	Extreme weather	3H	<ul style="list-style-type: none"> • Check weather conditions – do not work in extreme conditions • Reschedule works to work in more moderate temperatures. 						2M	Supervisor to maintain awareness of weather conditions Operator to follow controls	
	Hyperthermia Hypothermia	3H	<ul style="list-style-type: none"> • Ensure vehicle cabin is air-conditioned • Workers trained to recognise the symptoms of hyperthermia and hypothermia • <u>Hot conditions. Ensure:</u> <ul style="list-style-type: none"> ○ Suitable protective clothing ○ Sun brim on hard hats ○ Safety glasses - UV rated ○ Use 30+ sunscreen on exposed skin • <u>Cold conditions. Ensure:</u> <ul style="list-style-type: none"> ○ Schedule warm-up breaks ○ Hold breaks inside ○ Dress warmly in layers ○ Stay dry (wet clothing chills the body rapidly) 						2M		

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			<ul style="list-style-type: none"> ○ Adequate drinking water ○ Access to shade on breaks ○ Adequate breaks. ○ Workers must get out of the cold as soon as they can if starting to feel symptoms ○ Alcohol, cigarettes, caffeine and certain medications increase susceptibility to cold. 		
2. Working alone	Emergency	4A	<ul style="list-style-type: none"> • Ensure a second person knows your location and expected time of return • Use mobile phone, telephone or radio to periodically check-in • Communication equipment within easy reach at all times • Take extra care to work safely and methodically • Have first aid kit readily available and stocked appropriately • Where the risk assessment has identified particularly high-risk tasks, utilise a second person (buddy) to assist or backup <ul style="list-style-type: none"> ○ Do not expose both people to the hazard simultaneously. The second person should be within sight, but safely removed from the immediate area ○ The 'buddy' must be trained in the specific activities the worker he/she is observing for is undertaking, be properly equipped with emergency equipment, and be capable of undertaking pre-planned rescue or emergency operations where needed and it is safe to do so. 	2M	Operator to maintain call log ins
3. HRCW Coupling/ uncoupling trailers	<ul style="list-style-type: none"> • Roll away • Crush injuries • Entrapment • Fatality 	4A	<ul style="list-style-type: none"> • Ensure a suitable location and terrain. No slopes • Coupling: <ul style="list-style-type: none"> ○ Follow manufacturer's instructions for truck/trailer combination ○ Ensure no people in the vicinity ○ If using Spotters, ensure they do not stand between truck and trailer – maintain visual contact at all times ○ Reverse slowly ○ Attach airlines and electrical cables in the correct positions –ensure secured ○ Check brake/indicator lights functions • Safety Chains: <ul style="list-style-type: none"> ○ Comply with AS/NZS ○ Rated for load mass ○ Short as possible and connected to the tow vehicle • Uncoupling: <ul style="list-style-type: none"> ○ Chock wheels or ensure trailer will not move/slide ○ Apply the trailer parking brake ○ Wind down dolly legs (if used on trailer model) ○ Uncouple safety connections, airlines and electrical cables 	2M	Operator to follow controls

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			<ul style="list-style-type: none"> ○ Carefully pull away from the trailer ○ Check trailer is fully supported/stable before leaving. • <u>Effective Wheel Chock Usage:</u> <ul style="list-style-type: none"> ○ Exercise caution during installation and removal to avoid being in the wheel's trajectory in the event of a roll-away. ○ Position chocks centrally and perpendicular to the tyre. ○ Maintain a minimal gap between the chock and wheel to monitor vehicle movement, except in scenarios with nearby personnel, like during repairs. ○ Always inspect for vehicle movement before chock removal. ○ Avoid forcibly extracting a chock; a jammed chock suggests vehicle movement and potential continued rolling post-removal. ○ Stay out of the potential roll path while setting or removing chocks. ○ Refrain from re-entering or obstructing the path of a rolling vehicle. 		
4. HRCW Arrival on-site & assess onsite conditions	Personal injury, property damage &/or environmental incident	3H	<ul style="list-style-type: none"> • The vehicle should be positioned in a safe location, clear of traffic/vehicles/pedestrians during equipment delivery and materials removal (deploy physical barriers, caution signs as necessary) • Do not park illegally • Identify and obey all safety-related signage (check site entry requirements) • Report to Site Supervisor • Ensure site-specific induction undertaken • Assess mobile phone reception • The worksite is exactly as detailed in Terms of Agreement or contract • Complete a JSA specifying the control measures for unanticipated hazards. 	2M	Operator to check the site and conduct JSA where necessary
	Contact & damage to overhead electric lines	4A	<ul style="list-style-type: none"> ▲ Reference the applicable State/Territory regulations and guidelines when undertaking work near overhead assets ✚ Carry out a risk assessment for work within 3m of Energised Electrical Installations or Services • Refer to your State/territory Guidance Material for working distances. i.e., No Go Zones. ▲ Never use a contact method to determine the height. If the height of the overhead electric lines cannot be accurately estimated, seek advice from the electricity supply authority. ▲ Never use metal tapes or other material to physically touchlines to measure height. • Always work within the terms of the permit. Always have a copy of the permit on-site 	2M	

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			<ul style="list-style-type: none"> • Ensure the operator does not commence operations in the authorisation zone without a spotter • Assume all electrical lines as energised unless the following is sighted: <ul style="list-style-type: none"> ○ An access authority confirming the electric lines have been de-energised, or ○ Another written document from the Electricity Supply Authority that allows people to work in a no go zone • Inspect visual indicators on electric lines like tiger tails before starting operations each day • Ensure emergency equipment is readily accessible including first aid kits and fire-fighting equipment suitable for electrical fires • Ensure compliance with all conditions imposed by the Electricity Supply Authority. Take note of the following factors: <ul style="list-style-type: none"> ○ All parts of the mobile plant ○ Any loads moved including slings, chains and other lifting gear • All booms/extensions folded down to their lowest point when the mobile plant is in transit • The highest point of the plant item is at least 3 metres from the line when in transit • The distance between the plant and power lines should be continually re-assessed to ensure the relevant approach distances are maintained. Take consideration of changing ground levels. 		
5. HRCW Work area set-up	Adjacent to traffic/public	4A	<ul style="list-style-type: none"> • If loading/unloading/setting-up roadside – comply with local laws and permits • Barricading controls are implemented and authorised as part of the safe work system to protect people from hazards • Establish exclusion zones to stop people from entering the area • Signage in place to caution people not to enter • Public footpath or roadway exclusion zone: <ul style="list-style-type: none"> ○ Seek approval from the relevant authority (<i>Safely direct people to an alternative footpath where required</i>) ○ Lane closures and other operations requiring barricades and signs must meet local road traffic authority, local government authorities' requirements • Use a spotter as required - designate a responsible person for controlling the immediate area where the operation is occurring • Responsible person to authorise entry into the area • The barricade must be far enough to keep observers safe. 	2M	Operator to ensure control measures followed

JOB TASK	HAZARDS	IR	CONTROL MEASURES <i>INHERENT RISK-RATING (IR) BEFORE CONTROLS - RESIDUAL RISK-RATING (RR) AFTER CONTROLS</i>	RR	RESPONSIBLE PERSON
	Powered mobile plant movement at night	4A	<ul style="list-style-type: none"> • Ensure the site Traffic Management Plan includes additional control measures for work at night, in particular for the use of mobile plant • Check all plant and vehicles are adequately illuminated, and all flashing warning lights/signals are operational • Including - headlights, flashing beacons, beepers, cabin lights. • Luminous (fluoro) triangles/bollards positioned to assist with traffic management and worker zones wherever possible. For example, mark out the perimeter of the load/unload area to help guide drivers and to warn workers on the ground of moving vehicles. 	2M	
6. Environment	Environmental impact	3H	<ul style="list-style-type: none"> • Noise & vibration - Only operate within your approved operating hours • Be aware of maximum noise levels at the site • The plant is maintained to minimise noise • No noise produced outside council approved hours of operation. • Cultural heritage - Comply with the conditions of any licence, approval or permit issued by the relevant planning authorities relating to cultural heritage • Stop work and notify Site Manager if an unknown condition arises e.g. cultural heritage relic unearthed • Air quality - Cover Incoming and outgoing truckloads of spoil during transport • To prevent material from being tracked onto external roads, trucks are to be clean, focusing on drawbar and tailgate, • Clean up any spillages or dust accumulation on driveways or sealed roads • Reduce pollutants by ensuring the vehicle is tuned regularly • Waste - Place all wastes and rubbish in bins or other appropriate containers • Separate recycle waste from general waste • Do not mix waste with spoil. • Fuels, oils & chemicals - Minimum amounts of hazardous substances are kept on site • Labelled and securely stored • Refuelling of vehicles/equipment will be undertaken at least 6m from drains and waterways • Follow SDS directions for disposal of chemicals in approved waste containers • A spill kit is available at all times & spills will be cleaned up immediately follow SDS directions • Waterways & soils - Do not wash plant where residue can enter and sensitive areas such as drains and waterways • Vehicle movement - Follow the TMP, only travel on established tracks and roads • Use designated entry and exit points. • Native vegetation & weeds - Ensure that plant is washed free of dirt, vegetation, debris before travelling between sites. 	2M	Supervisor and operator to ensure control measures followed

JOB TASK	HAZARDS	IR	CONTROL MEASURES		RR	RESPONSIBLE PERSON
			<i>INHERENT RISK-RATING (IR) BEFORE CONTROLS - RESIDUAL RISK-RATING (RR) AFTER CONTROLS</i>			
			<ul style="list-style-type: none"> • Terrestrial fauna - No domestic animals on-site • Ensure all food scraps placed in lidded bins. 			
7. House keeping	Slips, trips & falls	3H	<ul style="list-style-type: none"> • Maintain housekeeping throughout the shift & clean-up • Clean up spills immediately • Ensure sufficient lighting to detect changes in level (using temporary lighting as required) • Do not jump from elevated edges >180mm, step carefully and use prepared access areas • The work area is clean and uncluttered as possible • Locate equipment where it will not become a tripping hazard • Check for stored items, corners or other obstructions that could cause tripping • Ensure there is room to manoeuvre the materials/equipment and no obstacles in the way • Check the end destination is prepared correctly for placement of the materials/equipment • Ensure footwear is suitable. Snug-fitting shoes/boots with flat, non-slip soles, no loose soles, long laces, soles that are oily, or caked with mud etc. 		2M	Supervisor and operator to ensure control measures followed
8. Manual tasks	<ul style="list-style-type: none"> • Fatigue • Prolonged seating • Musculoskeletal Disorder (MSD) injuries 	3H	<ul style="list-style-type: none"> • Schedule adequate time between shifts for rest and recuperation • Schedule adequate breaks throughout the shift to allow for movement, e.g. go for a walk/one minute warm up/stretch and flex • Do not exceed regulated driving hours • Provide adequate lumbar support • Tarpaulins/covers: <ul style="list-style-type: none"> ○ Ensure heavy-duty gloves worn while untying ropes and straps ○ Avoid any overreaching, twisting, awkward positions and side bending. 		2M	All workers to ensure control measures followed
9. Establish a communication system with ground workers	Injury to ground workers	4A	<ul style="list-style-type: none"> • Follow manufacturer's instructions, specific safe work method statement, spotter instructions, site rules and traffic control plan • Amber beacon light must be flashing while the plant is moving • Ensure ground workers and operators know and use onsite UHF channel to communicate • Worker consultation: <ul style="list-style-type: none"> ○ Ensure an effective system of communication between the operator and ground workers established before work commences ○ Relevant workers trained in the procedures involved before the work commencing ○ Groundworkers are instructed not to approach until the operator has agreed ○ Groundworkers are familiar with the blind spots of the vehicle and are instructed on set distances to maintain while in operation ○ Operators and ground workers are required to wear high-visibility clothing • Ensure no people or obstructions in the vicinity before start-up • Maintain exclusion zone and cease work if approached 		2M	<p>Supervisors to check all controls in place and followed</p> <p>Operator to follow controls and make supervisor aware of any issues</p>

JOB TASK	HAZARDS	IR	CONTROL MEASURES		RR	RESPONSIBLE PERSON
			<i>INHERENT RISK-RATING (IR) BEFORE CONTROLS - RESIDUAL RISK-RATING (RR) AFTER CONTROLS</i>			
				<ul style="list-style-type: none"> Travel at the appropriate speed for conditions. Reduce speeds over unexpected hazards – such as wet conditions, long grass, hill peaks or low visibility Raised load does not impede the view of the operator. 		
10. HRCW Tipper operation	Vehicle failure	3H	⚠	Inspect and operate the truck/dog following manufacturers' instructions. <i>Do not use if any fault/damage/missing parts. Report immediately and follow tag-out/lock-out procedures.</i>	2M	Supervisors to check all controls in place and followed Operator to follow controls and make supervisor aware of any issues
	Falls	3H		<ul style="list-style-type: none"> Face the truck whenever you mount and dismount the truck Use the provided steps/handholds when entering or exiting the cabin Maintain a three-point contact with the steps and handholds (<i>2 feet & 1 hand/1 foot & 2 hands</i>) Never mount or dismount a moving truck Do not jump off the truck. 	2M	
	Collision	4A		<ul style="list-style-type: none"> When operating on public roads, ensure the vehicle registered with the appropriate state authority The truck is in roadworthy condition Over-dimension vehicles require an over-dimension permit & must comply with permit conditions If setting up roadside – comply with local laws and permits Operators' driver's licence is current. 	2M	
	<ul style="list-style-type: none"> Crush injuries Entrapment Fatality 	4A		<ul style="list-style-type: none"> Adjust the seat to achieve full pedal contact when operators' back is against the back of the seat Wear seatbelt Ensure all body parts are kept within the cabin at all times when operating the truck Start-up as per manufacturer's instructions and never leave operator seat with the engine running Ensure the truck does not operate or travel near the edge of an excavation unless the ground support system installed has been designed by a competent person to carry such loads Ensure the truck stays on existing access tracks, and within construction boundaries Do not turn on slopes Be familiar with the width of equipment to maintain safe clearances Do not use any controls as handholds when you enter/exit the operator compartment At no time is any person permitted to ride on the exterior of the vehicle All passengers must be seated in the cabin. 	2M	

JOB TASK	HAZARDS	IR	CONTROL MEASURES <i>INHERENT RISK-RATING (IR) BEFORE CONTROLS - RESIDUAL RISK-RATING (RR) AFTER CONTROLS</i>	RR	RESPONSIBLE PERSON
	Silica dust	4A	<ul style="list-style-type: none"> • Operate equipment from within an enclosed cabin <ul style="list-style-type: none"> ○ Ensure windows are closed at all times ○ Ensure the cabin remains at positive pressure. Ensure door jambs, window grooves, power line entries, and other joints are tightly sealed ○ Use high-efficiency air filtering system (e.g. HEPA filters) for air intakes (<i>Use an intake air filter with a minimum MERV16 rating (at least 95 percent efficient in the 0.3-10.0 µm range)</i>) ○ Keep the area free of settled dust by regular cleaning and maintenance to prevent dust from becoming airborne inside the enclosure • Do not exit the cab unless clear of the dust generation area or dust suppressants are used to minimise dust emissions. 	2M	
	Fatigue	3H	<ul style="list-style-type: none"> • Allow adequate time between shifts for rest and recuperation • Adequate breaks throughout the shift to allow for movement, e.g. go for a walk/one minute warm up/stretch and flex • Driving does not exceed regulated driving hours. 	2M	
11. HRCW Loading/ unloading material	<ul style="list-style-type: none"> • Crush injuries • Entrapment • Fatality 	4A	<ul style="list-style-type: none"> • Ensure the ground is stable and level, the soil is compacted sufficiently • Tip slowly • Ensure pedestrians are clear of loading/unloading area (side and rear of vehicle). Do not proceed if pedestrians are present • Truck drivers to stay inside the cabin until the truck is loaded • Ensure gates are securely fastened before loading and after tipping load • Use a Spotter to assist when reversing. Ensure the Spotter remains in visual and verbal communication with the driver at all times • Do not load/unload, unless the Principal Contractor approves the site. Ensure: <ul style="list-style-type: none"> ○ Gradient/slope within safe limits – including entire travel distance if dumping while moving ○ Tyre pressure is equal on both sides of the vehicle ○ Weather conditions are acceptable. Do not unload in high winds ○ Clear of overhead electric lines and other obstacles ○ Ensure truck does not operate or travel near the edge of an excavation or another drop off unless the ground support system installed has been designed by a competent person to carry such loads ○ Ensure truck stay on existing access tracks, and within construction boundaries ○ Do not turn or tip load on slopes ○ Do not overload/exceed capabilities 	2M	<p>Supervisors to check all controls in place and followed</p> <p>Operator to follow controls and make supervisor aware of any issues</p>

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			<ul style="list-style-type: none"> ○ Do not tip side by side with other trucks ○ Tippers must ensure that the body fully lowered before moving ▲ Do not use Semi Tippers or Quad Dogs to spread loads. ▲ Do not use Semi Tippers or Quad Dogs to dump loads on soft, uneven ground, downgrades or on cross falls (higher centre of gravity). 		
12. HRCW Working outside the cabin near powered mobile plant	<ul style="list-style-type: none"> • Struck by mobile plant • Crush injuries • Amputation • Entanglement • Fatality 	4A	<ul style="list-style-type: none"> • Follow the traffic management plan (TMP) requirements <ul style="list-style-type: none"> ✚ <i>Some TMP may say that pedestrians have the right-of-way. Never assume this. Make visual and verbal contact with the plant operator as required</i> • Check constantly for changing hazards and monitor work position at all times, ensure: <ul style="list-style-type: none"> ○ Do not stand behind reversing vehicles ○ Allow sufficient distance from the plant during operation ○ Do not conduct work in established “no go zones.” ○ Alertness at all times. Listen for reversing alarms/beepers & calls from Plant Operators ○ Safety/warning signs, spotters, traffic barriers. must be obeyed as required ○ Work positions should be in clear sight of plant operators • Groundworkers must: <ul style="list-style-type: none"> ○ Not approach mobile plant until the operator has agreed to their request to approach ○ Maintain a safe distance from the mobile plant while in operation ○ Be made familiar with the blind spots of the mobile plant • High visibility clothing worn at all times by all workers. 	2M	Supervisors to check all controls in place and followed Operator to follow controls and make supervisor aware of any issues
	Laser beams Eye trauma	3H	<ul style="list-style-type: none"> • Protect laser equipment on the plant to ensure workers not exposed to direct radiation, radiation produced by reflection or diffusion or secondary radiation • Do not look directly at the beams. 	2M	
	Noise	3H	<ul style="list-style-type: none"> • Ensure workers not exposed to noise that exceeds the exposure standard (85dB averaged) • Hearing protection for operators is required, ensure: <ul style="list-style-type: none"> ○ Workers wear ear protection (earplugs are not sufficient protection by themselves). 	2M	
13. HRCW Hydraulic equipment	<ul style="list-style-type: none"> • Struck by moving parts • Falling objects 	4A	<ul style="list-style-type: none"> • Remove non-essential people from the area • Remove & attach following manufacturer’s instructions. Inspect quick-hitch devices, if applicable • Ensure attachment is on a stable, level surface • Ensure all locking pins are secured in place and marked with the following: <ul style="list-style-type: none"> ○ Manufacturer’s name, make, model and serial number ○ Quick hitch weight ○ Maximum rated capacity 	2M	Supervisors to check all controls in place and followed Operator to follow controls

JOB TASK	HAZARDS	IR	CONTROL MEASURES	RR	RESPONSIBLE PERSON
			<i>INHERENT RISK-RATING (IR) BEFORE CONTROLS - RESIDUAL RISK-RATING (RR) AFTER CONTROLS</i>		
			<ul style="list-style-type: none"> If faults are detected, do not use. Follow LOTO procedures & report to supervisor immediately Operator to raise shaft slowly and test attachment secured for use. 		and make supervisor aware of any issues
	<ul style="list-style-type: none"> Escape of fluids under pressure Eye or hand injury 	4A	<ul style="list-style-type: none"> When attaching/detaching hydraulic lines, wear gloves and eye protection: <ul style="list-style-type: none"> Turn plant off Release hydraulic pressure Cover quick connect with rag and disconnect Reconnect new attachment Check for proper hydraulic connection, hose routing and hose length Check for leaks. Have a spill kit readily available or a containment unit. 	2M	
14. HRCW Refuelling	Fire / explosion	4A	<ul style="list-style-type: none"> DO NOT smoke during re-fuelling Ensure re-fuelling is undertaken in a well-ventilated area, clear of ignition sources Safety Data Sheets (SDS) for all fuel products on hand Follow manufacturer's manual/recommendations for re-fuelling Ensure fire extinguisher available and in date. <p>Diesel: Fire extinguisher – Water, foam, dry chemical powder, CO₂ Unleaded petrol: Fire extinguisher – Dry chemical powder, foam, CO₂. Never use water to extinguish an Unleaded Petrol fire.</p>	2M	<p>Supervisors to check all controls in place and followed</p> <p>Operator to follow controls and make supervisor aware of any issues</p>
	Contact with fuel	4A	<ul style="list-style-type: none"> Avoid breathing vapours or contact with fuel Fuel splashed clothing should be changed immediately Do not siphon or swallow fuel as this can be fatal Carefully wash hands and do not eat, drink or smoke during/after-handling fuel Shower and wash immediately after work Wash clothes in separate wash from other clothes. 	2M	
15. HRCW On completion	Crush injuries/ entrapment	4A	<ul style="list-style-type: none"> Turn off all hydraulic valves and idle engine down. Apply the hand brake and remove keys Inspect equipment for any damage/leaks. If any damage is detected – report immediately and take out of service. 	2M	<p>Supervisor to confirm all workers have signed out</p>
	Unauthorised access	3H	<ul style="list-style-type: none"> If acceptable, remove or add barricades Ensure the truck is parked in a safe, level area, clear of unstable or sloping ground Store the key in a safe place (restrict unauthorised access). 	2M	<p>Workers to comply with controls</p>
	Security breach	3H	<ul style="list-style-type: none"> All personnel sign-out on Site Register. 	2M	
	Vehicle/people impact	4A	<ul style="list-style-type: none"> Stay to designated access and egress routes Maintain awareness of surroundings. 	2M	



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JOB TASK	HAZARDS	IR	CONTROL MEASURES <i>INHERENT RISK-RATING (IR) BEFORE CONTROLS - RESIDUAL RISK-RATING (RR) AFTER CONTROLS</i>	RR	RESPONSIBLE PERSON
16. Emergency response	<ul style="list-style-type: none"> Injury Fatality Environmental damage 	4A	<ul style="list-style-type: none"> For police, fire or ambulance call '000.' Follow site emergency and evacuation procedures A communication system is available, e.g. a mobile phone or radio Check for dangers to self before helping others Maintain control of the area and stabilise the situation Apply first aid to the injured worker Complete an incident report. 	2M	Supervisors and workers ensure controls followed
	<ul style="list-style-type: none"> Roll-over Crush injuries Amputation Entanglement Fatality 	4A	Establish communication with victims (if applicable) and maintain for entire rescue. Conduct response as required for specific conditions at the site. <ul style="list-style-type: none"> OPERATOR: <ul style="list-style-type: none"> Do not attempt to jump from the vehicle during roll-over – remain in the seat with seatbelt on After the incident has occurred, if able, turn off the engine Remain in position with the seatbelt on until help arrives, unless it is safe to exit the cabin If it is safe and injuries permit, exit cabin without jumping, and move clear from the vehicle PERSONNEL: <ul style="list-style-type: none"> Clear non-essential people from the area Check for fuel and/or fluid leaks. Ensure there are no ignition sources Check for fire or fire/explosion risks. Use suitable fire protection equipment to control fire (if safe to do so) Do not approach the vehicle until Emergency Responders attend the scene NOTE: Vehicle may be unstable and unsafe to approach Do not place first responders at risk – await assistance from suitably trained and resourced Emergency Responders. 	2M	

OVERALL RISK RATING AFTER CONTROLS		<input type="checkbox"/> 1 - Low	<input checked="" type="checkbox"/> 2 - MODERATE	<input type="checkbox"/> 3 - HIGH	<input type="checkbox"/> 4 - ACUTE	
PERMITS	<input type="checkbox"/> Not applicable	<input type="checkbox"/> Hot Work	<input type="checkbox"/> Confined Space	<input type="checkbox"/> Local council	<input type="checkbox"/> Excavation	<input type="checkbox"/> Lift (crane)
	<input type="checkbox"/> Working at height	<input type="checkbox"/> Restricted access	<input type="checkbox"/> Asbestos remediation	<input type="checkbox"/> Other?	<input type="checkbox"/> Other?	<input type="checkbox"/> Other?
PLANT & EQUIPMENT		HAZARDOUS SUBSTANCES		SUPERVISORY ARRANGEMENTS		
<input type="checkbox"/> Electrical tools and leads	Tested and tagged quarterly	<i>List hazardous substances taken on-site and have the SDS on-site.</i>		<input type="checkbox"/> Audits		
<input type="checkbox"/> Hand tools - Meet AS/NZS	Regular visual inspection			<input type="checkbox"/> Spot Checks		



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<input type="checkbox"/> Ladders - Meet AS/NZS	Inspected and tagged out if damaged	1. 2. 3. 4. 5.	<input type="checkbox"/> Reporting systems <input type="checkbox"/> Suitably qualified supervisors for job <input type="checkbox"/> Direct on-site supervision <input type="checkbox"/> Remote site: communication systems/schedule <input type="checkbox"/> Other?
<input type="checkbox"/> Mobile plant- <i>specify</i>	Inspected and tagged out if damaged		
<input type="checkbox"/> ?			
<input type="checkbox"/> ?			
<input type="checkbox"/> ?			
<input type="checkbox"/> ?			
<input type="checkbox"/> ?			

SWMS SIGN-OFF This SWMS developed in consultation and cooperation with workers and relevant organisation representatives. 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.

WORKERS' NAME	JOB ROLE / POSITION E.G. SUPERVISOR, WORKER, TRAINEE	LICENCES, COMPETENCIES & QUALIFICATIONS <i>(add as applicable)</i>			DATE	SIGNATURE
		TYPE / DESCRIPTION	CLASS	NUMBER		
		Construction Card				
		Construction Card				
		Construction Card				
		Construction Card				
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		Construction Card				
		Construction Card				

HIERARCHY OF CONTROLS

Most
EFFECTIVE



Least
EFFECTIVE

RISK MATRIX

STEP 1: DETERMINE LIKELIHOOD: What is the possibility that the effect will occur?

	CRITERIA	DESCRIPTION
ALMOST CERTAIN	Expected in most circumstances.	The effect is a common result.
LIKELY	Will probably occur in most circumstances.	The effect is known to have occurred previously.
POSSIBLE	Could possibly occur at some time.	The effect could occur. I've heard of it happening before.
UNLIKELY	Unlikely but possible.	The effect could occur, but I have not heard of it happening before.
RARE	Highly unlikely to occur.	The effect is practically impossible.

STEP 2: DETERMINE CONSEQUENCE: What will be the expected effect?

LEVEL OF EFFECT	EXAMPLE OF EACH LEVEL
INSIGNIFICANT	No effect – or so minor that effect is acceptable.
MINOR	Minor first aid treatment, minimal business disruption, minimal environmental effect.
MODERATE	Serious injuries, medium business interruption, medium environmental impact.
MAJOR	Extensive injuries/fatality, significant business interruption, environmental harm, prosecution.
CATASTROPHIC	Multiple permanent disability/fatalities, business failure, substantial environmental harm, prosecution/imprisonment.

STEP 3: DETERMINE THE RISK SCORE:

EFFECT LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC
ALMOST CERTAIN	2 MOD.	2 MOD.	3 HIGH	4 ACUTE	4 ACUTE
LIKELY	2 MOD.	2 MOD.	3 HIGH	4 ACUTE	4 ACUTE
POSSIBLE	1 Low	2 MOD.	2 MOD.	3 HIGH	4 ACUTE
UNLIKELY	1 Low	1 Low	2 MOD.	3 HIGH	4 ACUTE
RARE	1 Low	1 Low	2 MOD.	2 MOD.	3 HIGH

STEP 4: RECORD RISK

SCORE	ACTION
4A: ACUTE	<u>DO NOT PROCEED until risk level is reduced;</u> immediately introduce high-level controls. <i>Re-assess before proceeding.</i>
3H: HIGH	<i>Review before commencing work.</i> Introduce new controls and/or maintain high-level controls to lower the risk level. Controls are to be monitored frequently.
2M: MOD.	<i>Maintain control measures.</i> Be cautious when working. Monitor and review regularly.
1L: LOW	<i>Record and monitor.</i> Proceed with work. Regularly review risks.