## Safe Work Method Statement

### SWMS Title:
Working around mobile plant & equipment

### Location:

### Project Name:

### Department:

### Work Group / Project No.:

### Revision No. (if applicable):

### Prepared By:

### Position:

### Signed:

### Date:

### Approved By:

### Position:

### Signed:

### Date:

### Permits required

<table>
<thead>
<tr>
<th>Permit</th>
<th>Requirement</th>
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</thead>
<tbody>
<tr>
<td>☐ Working at heights</td>
<td>☐ Confined Space</td>
</tr>
<tr>
<td>☒ Excavation &amp; trenching (if applicable)</td>
<td>☐ Asbestos</td>
</tr>
</tbody>
</table>

### PPE Requirements

- ☒ Headwear
- ☒ Ear protection
- ☒ Upper body protection
- ☒ Anti-slip footwear
- ☒ Gloves
- ☒ Respirator

### Additional PPE Requirements:
(Tinted/Clear – task specific), Gloves (task specific), Hearing protection (task specific)

### Legislative Reference:
- Plant - managing risks Codes of practice 2013
- Traffic management-construction Codes of practice 2008

### CHRC Take 5 – Authority to Work process must be used in conjunction with this SWMS.

**NOTE** – To ensure all specific hazards for the job are identified and suitable controls put in place, the workplace WHS risk register must be reviewed.
<table>
<thead>
<tr>
<th>RISK MATRIX</th>
<th>Likelihood</th>
<th>Insignificant</th>
<th>Minor</th>
<th>Moderate</th>
<th>Major</th>
<th>Severe</th>
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<tbody>
<tr>
<td>ALMOST CERTAIN</td>
<td>The event is expected to occur in most circumstances</td>
<td>Medium</td>
<td>High</td>
<td>Extreme</td>
<td>Extreme</td>
<td>Extreme</td>
</tr>
<tr>
<td>LIKELY</td>
<td>The event will probably occur in most circumstances</td>
<td>Medium</td>
<td>Medium</td>
<td>High</td>
<td>Extreme</td>
<td>Extreme</td>
</tr>
<tr>
<td>OCCASSIONAL</td>
<td>The event will occur at some time</td>
<td>Low</td>
<td>Medium</td>
<td>High</td>
<td>High</td>
<td>Extreme</td>
</tr>
<tr>
<td>UNLIKELY</td>
<td>The event could occur at some time</td>
<td>Low</td>
<td>Low</td>
<td>Medium</td>
<td>High</td>
<td>High</td>
</tr>
<tr>
<td>RARE</td>
<td>The event may occur only in exceptional circumstances</td>
<td>Low</td>
<td>Low</td>
<td>Low</td>
<td>Medium</td>
<td>Medium</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CONSEQUENCE</th>
<th>Number Assigned</th>
<th>People</th>
<th>Plant / Equipment</th>
<th>Environment</th>
<th>Image / Reputation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Insignificant</td>
<td>Little to No Injury</td>
<td>Slight Damage (&lt; $1000)</td>
<td>Slight effect (i.e. minor breach in site based control)</td>
<td>Slight impact (i.e. internal)</td>
<td></td>
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<tr>
<td>2. Minor</td>
<td>First Aid Treatment Required</td>
<td>Component level replacement /repair ($1000 - $5000)</td>
<td>Minor on-site contamination (i.e. minor spill contained in bund)</td>
<td>Limited impact (i.e. internal and Councillors and CEO awareness)</td>
<td></td>
</tr>
<tr>
<td>3. Moderate</td>
<td>Medical Treatment Injury</td>
<td>Equipment level replacement /repair ($5000 - $10,000)</td>
<td>Major on-site contamination with potential for off-site contamination (i.e. major spill but localised)</td>
<td>Local area impact (i.e. complaint/s from community and published in local newspaper)</td>
<td></td>
</tr>
<tr>
<td>4. Major</td>
<td>Fatality</td>
<td>Multiple equipment replacements (Incl. Heavy Plant) ($10,000 - $50,000)</td>
<td>Minor off - Site contamination (i.e. spill/airborne contaminants have migrated off site in low concentration)</td>
<td>State wide impact (i.e. Newspaper and /or Television)</td>
<td></td>
</tr>
<tr>
<td>5. Significant</td>
<td>Multiple Fatalities</td>
<td>Massive widespread equipment damage (i.e. plant / equipment write-off) ($50,000 +)</td>
<td>Major off-site contamination (i.e. spill/airborne contaminants have migrated off site in high concentration)</td>
<td>National / International Impact (i.e. Newspaper and /or Television)</td>
<td></td>
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</tbody>
</table>
### Operational Environment

#### Public Safety
- Pedestrians or traffic accessing area
  - Visitor sign on and induction process to be established.
  - Check that all traffic and pedestrian signs and barricades are in place.
  - Define the battery limits of the site.
  - Responsibility: Supervisor

#### Emergency Response
- Failing to have procedures in place in the case of an emergency
  - CHRC Emergency Response Procedure to be followed.
  - Emergency evacuation point to be identified and communicated to all personnel involved in task.
  - "000" to be called when emergency services required.
  - High Risk Rescue plans are to be developed for tasks deemed high risk.
  - Ensure effective communications means are in place for all work groups.
  - Responsibility: Supervisor

#### Working Outdoors
- U.V exposure
  - Wide brimmed hats, Sun brims on hard hats, tinted safety glasses.
  - Long sleeved shirts and long trousers to be worn.
  - Sunscreen to be available on site.
  - Responsibility: All personnel working in exposed areas

- Hot weather/Heat Stress
  - Planned tasks to include regular rest breaks & task rotation.
  - Potable water for fluid replacements be made available.
  - Appropriate shaded rest areas deemed necessary.
  - Responsibility: All personnel working in exposed areas

- Wet weather – slippery surfaces
  - Assessment of slippery conditions to be carried out. Take into account movement of machinery as well personnel.
  - Responsibility: Supervisor

- Working in animal or insect habitats
  - Work areas must be inspected prior to activities in any animal habitats.
  - Snake bite, insect repellent and first aid kits to be available on site.
  - Supervisors to ensure trained First Aider onsite.
  - Responsibility: All personnel working in exposed areas

#### Communication & Consultation
- Poor communication
  - Personnel un-aware of activities taking place
  - Personnel unfamiliar with site requirements
  - Responsibility: Supervisor

#### Manual Tasks
- Manual handling injuries
  - Inducted personnel only
  - Adopt good posture and manual handling techniques
  - Use of mechanical devices
  - Team lifting.
  - Responsibility: All personnel exposed to manual handling activities
## Working around Mobile Plant & Equipment

### Pedestrian / vehicle interaction
- Being struck by mobile plant and vehicles.
  - Site familiarisation to be conducted for all personnel.
  - Traffic management Plans are to be in place.
  - Implement traffic controls.
  - Designated pedestrian routes to be established where required.
  - Signage must be erected that clearly visible.
  - Segregated parking areas to be established.
  - Ensure vehicles are fundamentally stable when parking. (Park brake, V drains, implements and attachments lowered if applicable).
  - High Visibility clothing to be worn by all personnel in operational areas.
  - Spotters are to have direct lines of communication with operators at all times.
  - Spotter and ground personnel are to stay on the on side of machinery where possible, so as to be visible to the operator.
  - Personnel not to enter the swing zone of equipment without positive communications with operator.
  - Where possible use positive radio communication.
  - Mobile phones or personal entertainment devices (PEDS) are not to be used while working around mobile plant. (Move to safe area if device is to used)

### Compliant Equipment
- Defective equipment
  - Plant is to be safe for the purpose for which it is provided.
  - Equipment glass & mirrors are to be clean and free of cracks, chips and stickers in the operator's line of vision.
  - Flashing lights for mobile plant.
  - Ensure that only competent persons use plant.
  - Pre-start checks are to be conducted before use on every shift.
  - All defects are to be reported.
  - Machine to be tagged out of service if deemed unsafe to operate.
  - *Never operate a machine that is tagged out of service, unless deemed safe to use by a competent person.*

- Reversing Equipment
  - All plant operating on construction sites, where personnel are on the ground must have approved functioning reverse alarms.
  - Ground personnel are to ensure that they are clear of reverse path of equipment without positive communications with operator.
  - Operators are to check behind them before reversing. A spotter may be used if deemed necessary.
| Noise | Hearing Damage | • All workers must wear adequate hearing protection (ear muffs or ear plugs) if in a designated hearing protection zone or areas working around plant.  
• Noise Audits on Plant. | R 4 M | Supervisor  
All personnel working in exposed areas |
| Dust | Respiratory damage | • Dust suppression (water cart).  
• Disposable face masks should also be worn if workers are exposed to dust. | R 4 M | Supervisor  
All personnel working in exposed areas |
| Overhead Powerlines | Concealed services | • Location of all services to be established as part of the Authority to Work process.  
• Dial before you dig process to be followed.  
• Asbuilt and other infrastructure documents to be consulted.  
• Known service locations to be clearly identified and communicated.  
• Excavation permits to be issued & followed.  
• Excavation SWMS to be reviewed.  
• Exclusion zones around overhead powerlines to be established.  
• Working around Overhead Powerlines SWMS to be reviewed. | U 3 M | Supervisor  
All personnel working in exposed areas |
| Trenches & Excavation | Trench collapse  
Exposed excavations  
Personnel entering trenches | • All excavations more than 300mm in depth require an excavation permit to be issued.  
• Spoil must be placed at 1 metre away from the edge of an excavation.  
• No personnel to enter an excavation unless it has been battered or benched as per excavation permit.  
• Ensure all excavation are appropriately signed and barricaded.  
• Excavation SWMS to be reviewed. | O 2 M | Supervisor  
Plant operators  
All personnel working in exposed areas |
| Mobilisation / Demobilisation | Incorrect unloading and loading of plant & equipment | • Ground condition and slope must be assessed prior to loading/unloading.  
• Establish exclusion zones around loading/unloading areas.  
• Before unloading, check load upon arrival for any load shift or instability.  
• Transport driver shall be responsible for tie down of load and removing tie downs, straps etc.  
• Maintain visual contact between plant operators and other personnel at all times. Spotter to be used where required for reversing operations, tight areas etc.  
• Avoid unloading/loading plant under power lines. | U 3 M | Supervisor, Transport driver  
Spotter |
### Minor Maintenance and Refuelling - Plant & Equipment

<table>
<thead>
<tr>
<th>Maintenance &amp; Servicing Tasks</th>
<th>Crush or entanglement</th>
<th>Hot fluids and machine parts</th>
<th>Slips, trips and falls</th>
<th>Refuelling</th>
<th>Fires</th>
<th>Spills and exposure to Hazardous substances.</th>
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<tbody>
<tr>
<td>Machine start, uncontrolled movement</td>
<td>Machine shut down with all hydraulic equipment lowered.</td>
<td>Allow machine to cool down appropriately before commencing tasks involving hot components.</td>
<td>Clean up all fluid/oils spills to prevent slips/trips</td>
<td>Use a designated refuelling point where practical.</td>
<td>Wear correct gloves and PPE.</td>
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<td>Machine is to be parked in a fundamentally stable state on level surface.</td>
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<td>Ensure machine is turned off before refuelling.</td>
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<td>De-energise, depressurise all required energies.</td>
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<td>A suitable class A. B (E) 9.0 kg fire extinguisher, that is within date and fully charged, is to be located no more than 10m from the refuelling site.</td>
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<td>Follow CHRC Isolation and tagging procedures.</td>
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<td>Refuelling of portable containers must be done on the ground.</td>
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<td>Support all engine covers and guards</td>
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<td>Ensure there are no ignition sources that could generate a spark in the area.</td>
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<td>Ensure all articulation or slew points are locked as per manufacturer’s specifications.</td>
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<td>Maintain good housekeeping practices.</td>
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<td>De-energise all automatic services, kinetic or gravitational or pneumatic or pressurised or hydraulic energy sources.</td>
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<td>Wear required PPE</td>
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<td>CHRC authorised fitter is to be utilised to complete any task other than fluid top ups and minor setup adjustments.</td>
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3.10.20.11 - SWMS - Working around Mobile Plant & Equipment

The persons who have signed below have understood the above document and will adhere to all requirements and conditions

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<th>Name</th>
<th>Position</th>
<th>Signature</th>
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