Agitator Truck Filling	g SAFE WORK METHOD \$	STATEMENT (SWMS)	
TAS	K OR ACTIVITY: Agitator Truck F	illing	
Business Name:		ABN:	SWMS#
Business Address:			
Contact Person:	Phone:	E fil:	
THIS SAFE WORK METHOD	STATEMENT IS APPROVED BY		
Under the Work Health and Safety Regulation (WHS Regulation), a person conduct the proposed work starts.		required to en that a safe work method s	tatement (SWMS) is prepared before
Full Name:			
Signature:		Title:	Date:
Details of the person(s) responsible for ensuring implementation, monitoring	opliance the VMS a well as review	s and modifications of the SWMS.	
Full Name:		Title:	Phone:
ALL PERSONNEL PARTICIPATING IN ANY ACTIVITY ON THIS MAN HAVE THE FOLLOWING COMMUNICATED	NALE OF ALL RELEVANT PERSONNE EVELOPMENT AND APPROVAL OF	EL WHO HAVE BEEN CONSULTED AND CO THIS SWMS	DMMUNICATED TO IN THE
Safety meetings or toolbox talks will be sched ed in according with egislative requirements to first identify any site hazards, such a comparing hicas those hazards and then to further take steps to either eliminate or contrast each hazard.			
If an incident or a near miss occurs, all work must stop an attended by Depending on the severity of the incident, a meeting will be called with all workers to amend the SWMS if required. The meeting may also be an educational opportunity.			
Any changes made to the SWMS after an incident or a near miss must be approved by the Person Conducting Business or Undertaking and communicated to all relevant personnel.			
The SWMS must be kept and be available for inspection at least until the work is completed. Where a SWMS is revised, all versions should be kept. If a notifiable incident occurs in relation to which the SWMS relates, then the SWMS must be kept for at least two years from the occurrence of the notifiable incident.			



CLIENT OR PRINCIPAL	CONTRACTOR DETAILS
Client:	SCOPE OF WORKS
Project Name:	
Project Address:	
Project Manager:	
Contact Phone:	
Date SWMS supplied to Project Manager:	
ANY HIGH-RISK CONSTRUC	
☐ involves a risk of a person falling more than 2 meters	d is carried out on or near pressurised gas mains or piping
□ is carried out on a telecommunication tower	carried out on or near chemical, fuel or refrigerant lines
☐ involves demolition of an element of a structure that is load-bearing	□ is carried out on or near energised electrical installations or services
□ involves demolition of an element related to the physical integ. Y of a sucture	\square is carried out in an area that may have a contaminated or flammable atmosphere
□ involves, or is likely to involve, disturbing asb	☐ involves tilt-up or precast concrete
involves structural alteration or repair that quires term on supert to prevent collapse	☐ is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor
□ is carried out in or near a confined space	\Box is carried out in an area of a workplace where there is any movement of powered mobile plant
is carried out in/near a shaft or trench deeper that tunnel involving use of explosives	\Box is carried out in areas with artificial extremes of temperature.
□ is carried out in or near water or other liquid that involves a risk of drowning.	☐ involves diving work.
ANY HIGH-RISK MACHINEF	RY OR EQUIPMENT NEARBY



	RISK MATRIX									
LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC	SCORE			HEIRARCHY OF CONTROLS	
ALMOST CERTAIN	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE	SCORE	ACTION		Elimination Remove the hazard.	
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCE		Substitution	
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE	3H HIGH	Review befor work starts.		Replace the hazard.	
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	2M MODERATE	Ensure control measures in place.		Isolate People from the hazard	
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	nitor and k⊾ records		Engineering Isolate the hazard.	
NACE LOW LOW MODERATE HIGH HIGH LOW Revreaced Isolate the flazati. Index on Hierarchy of Controls: Elimination methods are the most effective and preferrence on the yea hazard. Substitution is the second most effective method of controlling a hazard. Engineering by isolation is the inclusion is the inclusion term of the least effective method. Administrative work. Change the work. Controls by changing the work is the fourth most effective method. PPE (Personal Protective Equipment), the least effective Effective PPE										

				PERS		TIVE EQUIPM					
		Select the ap	propriate PPL	abo, ruitab	<mark>∖ `or the equi</mark>	oment used or	the job task	being perform	ned (if applica	able).	
FOOT PROTECTION	HAND PROTECTION	HEAD PROTECTION			R⊾ ⊃PIRATORY PROTECTION	FACE PROTECTION	HIGH-VIS CLOTHING	PROTECTIVE CLOTHING	FALL PROTECTION	SUN PROTECTION	HAIR/JEWELLERY SECURED
Other PPE Required:											
	Permit or Licenses Requirements						Ma	andatory Qual	ifications and	Training	

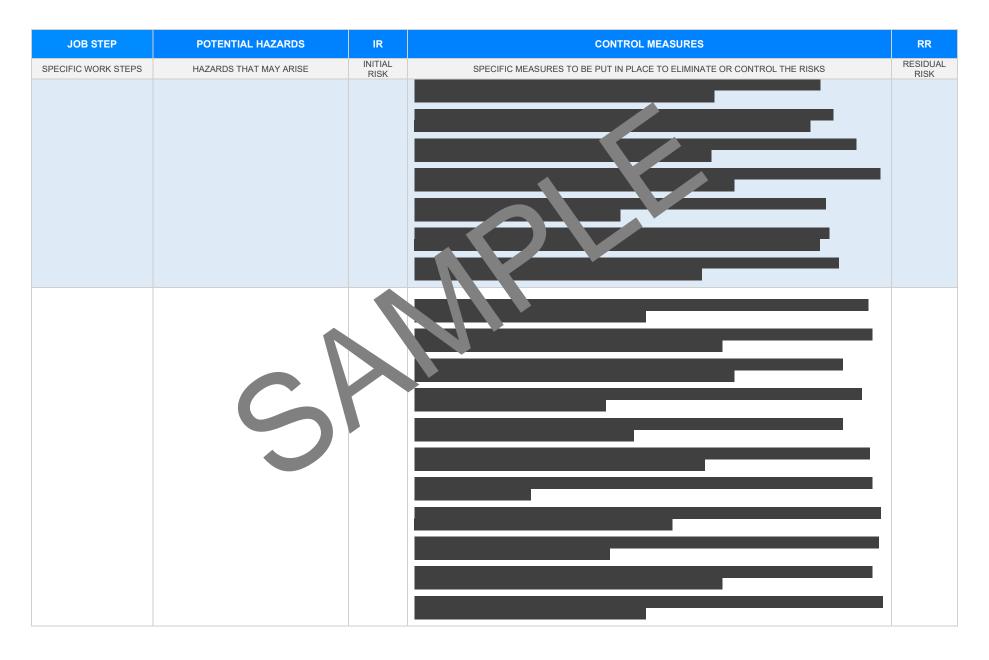


JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
			 Ensure the work area is clear of any unnaccesary materials or clutter to minimize tripping hazards. Use proper lifting techniques and equipment such a colleys or forklifts, for moving heavy items to prevent manual handling injuries. Provide adequate training thell personnel on heave identify are mitigate tripping hazards in the preparation area. Mark all uneven are used on point points when high-visibility paint or tape. Regularly induct the work real for ew hazare and rectify any issues immediately. Instal/tapproporte signate to alert work or to pay attention to floor conditions and potential obstacles. Encourse the two personal protective equipment such as safety boots with good grip to prevent slips and true. Annue to be order to allow easy access without requiring employees to stretch or twist their bodies unergo mic ways. Annue to orage areas to allow easy access without requiring employees to stretch or twist their bodies unergo mic ways. Conduct routine awareness workshops focusing on hazard recognition relevant to foot traffic and manual handling. Establish a reporting system for workers to report hazards immediately to ensure swift corrective actions. 	
			- Conduct a pre-operational inspection of equipment to identify any visible damage or malfunction.	
			- Ensure that all guards and safety devices are in place and functional before operating the equipment.	
			- Verify that all warning labels and signage are clearly visible and intact.	
			- Implement a lockout/tagout procedure before inspecting or repairing electrical components to prevent accidental energisation.	
			- Wear appropriate personal protective equipment (PPE), including high visibility clothing, safety boots, and gloves.	
			- Ensure that only trained and authorised personnel conduct inspections and operate equipment.	
			- Maintain clear communication with site supervisors and colleagues regarding equipment status and potential hazards.	
			- Use insulated tools when working near or on electrical equipment to reduce the risk of electric shock.	



JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
			- Position equipment on stable, level ground to minimise the risk of crushing incidents due to movement or instability.	
			- Regularly check for frayed wires, broken plugs, counter electrical faults that could pose a risk during operation.	
			- Establish a clear exclusion zone around the equipment or ing inspection to keep unnecessary personnel at a safe distance.	
			- Conduct a pre-operational touck of the surround transaction area to control falling objects and remove any hazards.	
			- Use barriers or young, ons to Vineate the setup area and prevent unauthorized access.	
			- Ensure all a sonnel in the trea and rearing appropriate personal protective equipment (PPE), including hard hats and an-slip for year.	
			- Sec verheat the rand equipment to prevent them from falling during setup operations.	
			- Instruct a vorker, maintain cleanliness in the workspace to minimize slipping hazards.	
			- Implement a yddy sy em where one worker oversees and assists in spotting potential hazards.	
			stablis clear, mmunication protocols via hand signals or two-way radios to coordinate movements with the stup area effectively.	
			Position ork materials at a safe distance from the truck to reduce the risk of slips, trips, and falls when ving loads.	
			- Regularly inspect work platforms and access ways to ensure they are level, stable, and free from obstruction or debris.	
	G		- Adequately train personnel on identifying and managing slip and fall risks specific to the site conditions.	
			- Install anti-slip mats in areas prone to moisture or oil accumulation.	
			 Schedule routine maintenance checks of equipment and structures in the setup area to promptly address wear and defects that could pose safety risks. 	

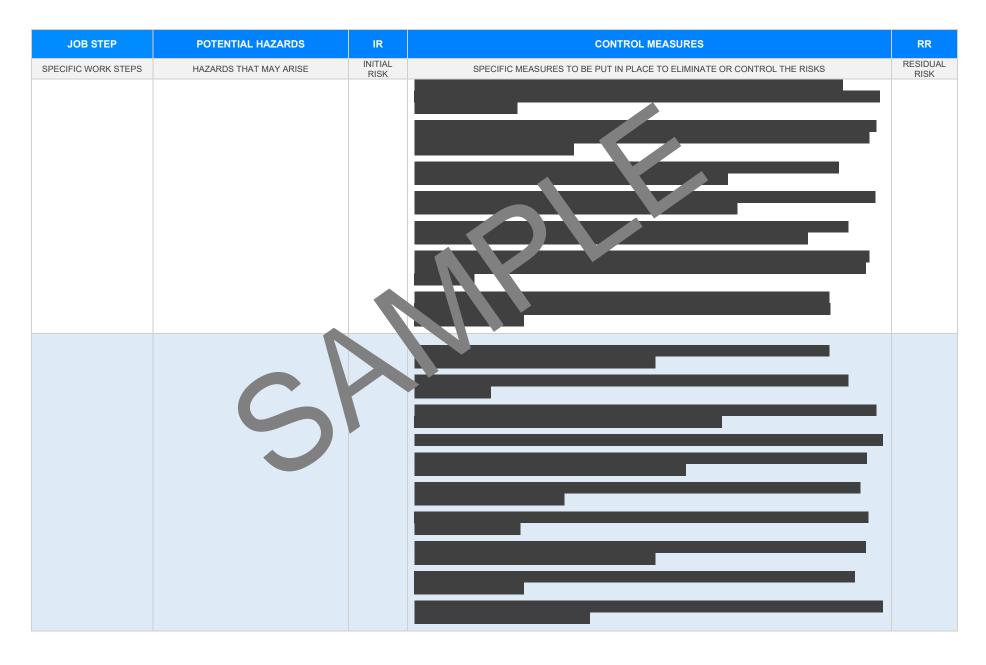






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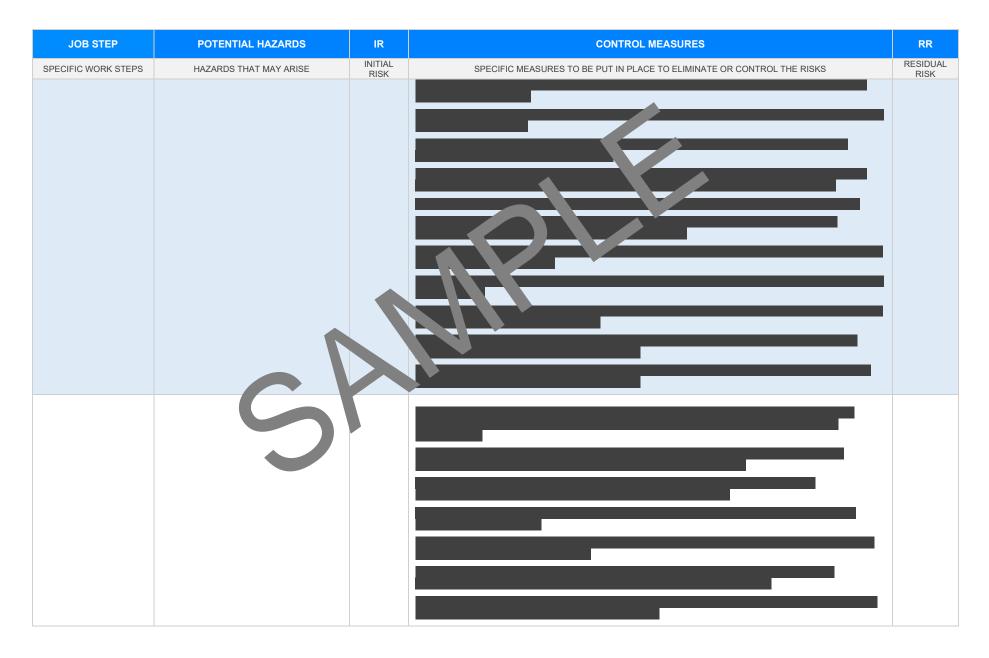




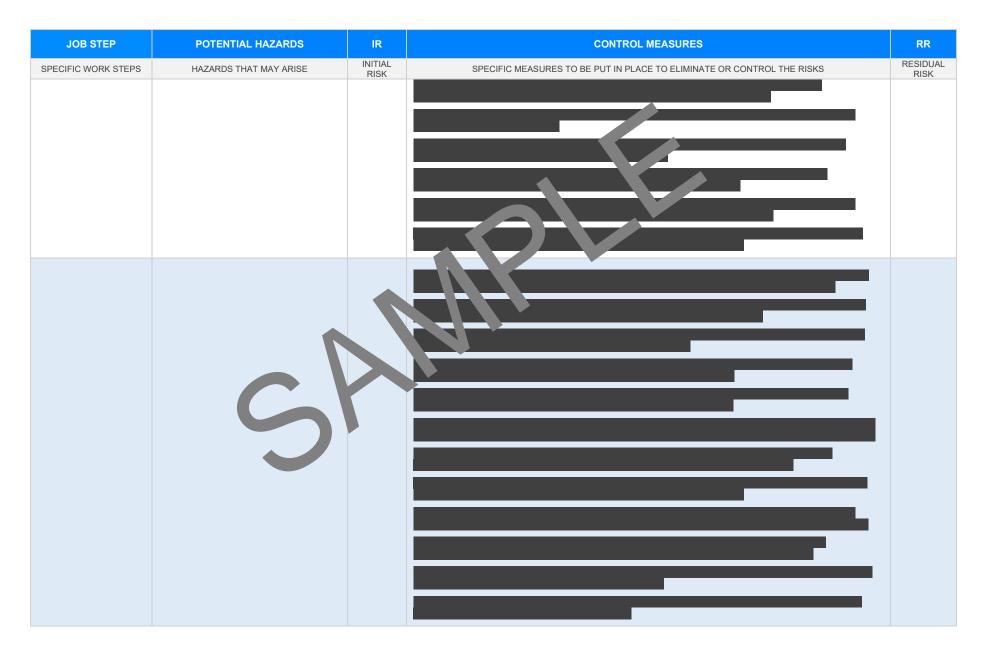
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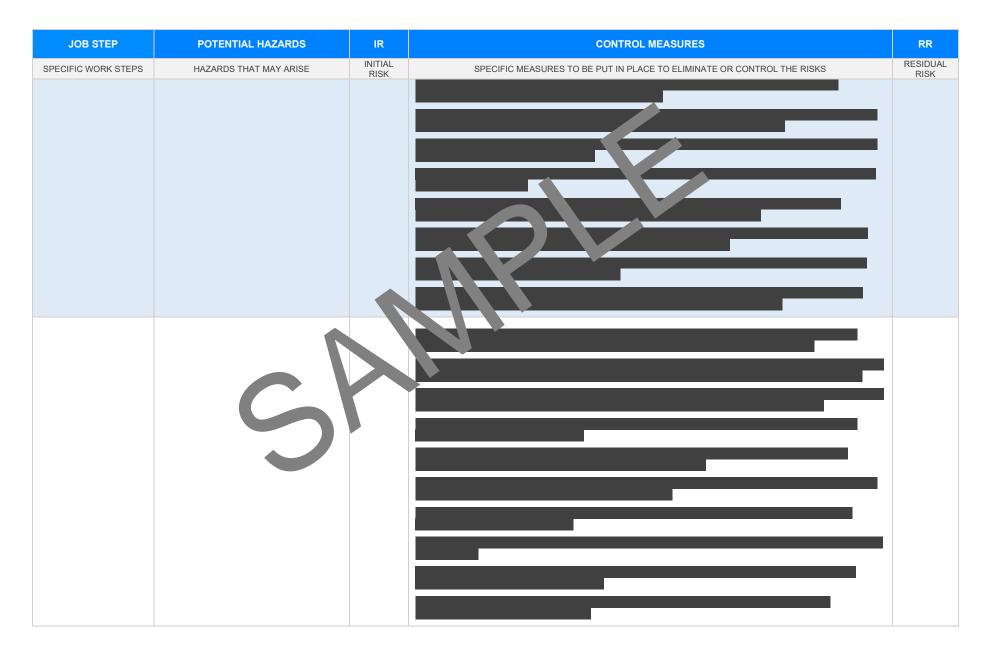


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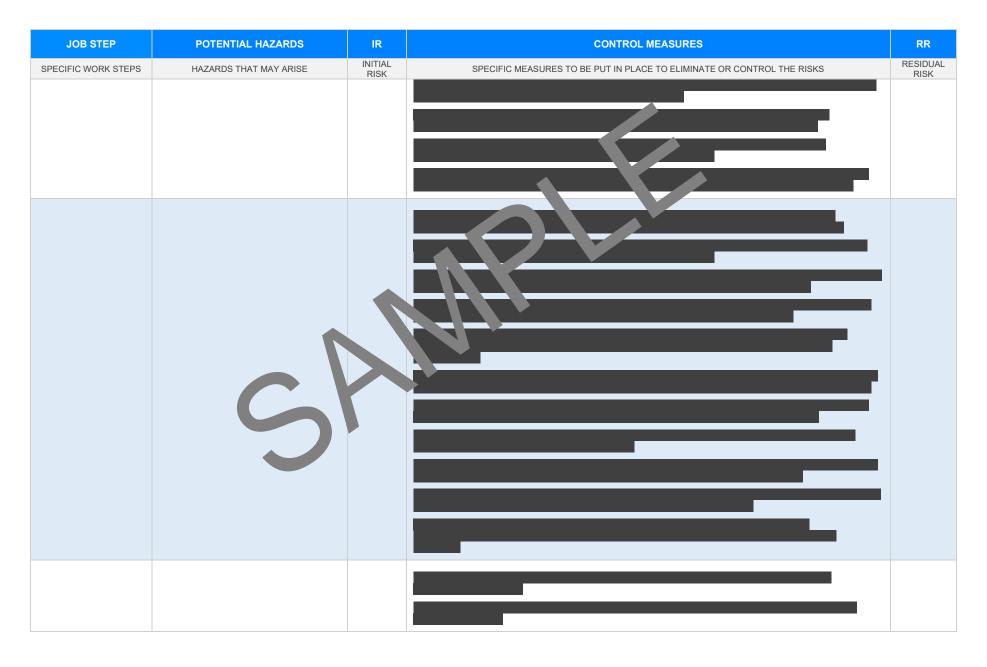
Date of Issue:



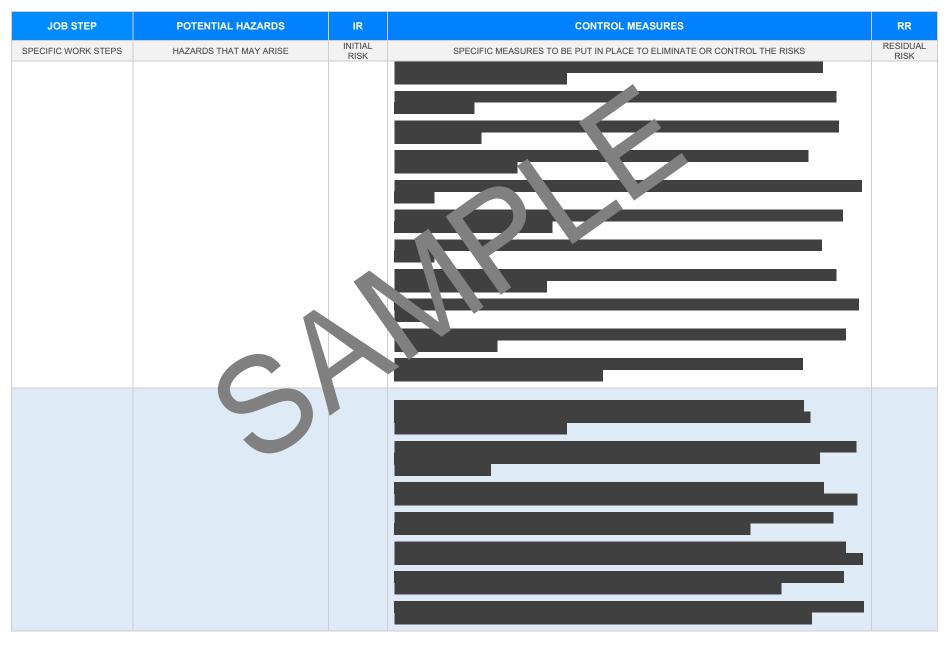


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Date of Issue:



JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
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JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK



EMERGENCY RESPONSE – CALL 000 FOR EMERGENCIES

Ensure to have an Emergency Management Plan in place as well as adequate numbers of trained first aid staff with easy access to fully stocked first aid kits, rescue equipment, material safety data sheets, adequate access to emergency communication equipment and fire-fighting equipment suitable for all classes of fire and ignition sources.

RELEVANT LEGISLATION AND CODES OF PRACTICE. DELETE THE LEGIS	LATIVE REFERENCES ANY STATE AT ARE NOT APPLICABLE						
Queensland & Australian Capital Territory Work Health and Safety Act 2011 Work Health and Safety Regulations 2011 Legislation QLD: <u>https://www.worksafe.qld.gov.au/laws-and-compliance/work-health-and-safety-laws</u> Codes of Practice QLD: <u>https://www.worksafe.qld.gov.au/laws-and-compliance/codes-of-practice</u> Legislation ACT: <u>https://www.worksafe.act.gov.au/laws-and-compliance/acts-and-regulations</u> Codes of Practice ACT: <u>https://www.worksafe.act.gov.au/laws-and-compliance/codes-of-practice</u>	Victoria Occupational Health an Safety Actor v4 Occupational Health and infetve ogulations 2017 Legismon VIC: <u>https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and-oulations</u> Colles on mactice VIC <u>attps://www.worksafe.vic.gov.au/compliance-codes-and-codes-practice</u>						
New South Wales Work Health and Safety Act 2011 Work Health and Safety Regulations 2017 Legislation NSW: https://www.safework.nsw.gov.au/legal-obligations/legislati-codes (Codes of Practice NSW: https://www.safework.nsw.gov.au/legal-obligations/legislati-codes (Codes of Practice NSW: https://www.safework.nsw.gov.au/legal-obligations/legislati-codes (Codes of Practice NSW: https://www.safework.nsw.gov.au/resource-library/lis (Codes of Practice NSW: <a href="https://www.safework.nsw.gov.gov.gov.gov.gov.gov.gov.gov.gov.gov</td><td>Western Australia
Work Health and Safety Act 2020
Work Health and Safety Regulations 2022
Legislation Western Australia: <u>https://www.commerce.wa.gov.au/worksafe/legislation</u>
Codes of Practice WA: <u>https://www.commerce.wa.gov.au/worksafe/codes-practice</u></td></tr><tr><td>Northern Territory
Work Health and Safety (National Uniform Legislation) Act 2011
Work Health and Safety (National Uniform Legislation) Regulation 2011
Legislation NT: <u>https://worksafe.nt.gov.au/laws-and-compliance/worplace-serve-laws</u>
Codes of Practice NT: <u>https://worksafe.nt.gov.au/laws-and-compliance/worplace-serve-laws</u></td><td>Safe Work Australia Links
Law and Regulation (All States): <u>https://www.safeworkaustralia.gov.au/law-and-regulation</u>
Model Codes of Practice: <u>https://www.safeworkaustralia.gov.au/resources-publications/model-
codes-of-practice</u></td></tr><tr><td>South Australia Work Health and Safety Act 2012 (SA) Work Health and Safety Regulations 2012 (SA) Legislation for SA: https://www.safework.sa.gov.au/resources/legislation Codes of Practice for SA: https://www.safework.sa.gov.au/wor Tasmania Work Health and Safety Act 2012 Work Health and Safety (Transitional and Consequential Provisions) Act 2012 Work Health and Safety Regulations 2012	 Model Codes of Practice Managing noise and preventing hearing loss at work Confined spaces Labelling of workplace hazardous chemicals Managing risks of hazardous chemicals in the workplace Welding processes First aid in the workplace Managing the risk of falls at workplaces Hazardous manual tasks Managing the risk of falls in housing construction 						
Work Health and Safety (Transitional) Regulations 2012 Legislation for TAS: https://worksafe.tas.gov.au/topics/laws-and-compliance/acts-and-regulations Codes of Practice for TAS: https://worksafe.tas.gov.au/topics/laws-and-compliance/acts-and-regulations Codes of Practice for TAS: https://worksafe.tas.gov.au/topics/laws-and-compliance/acts-and-regulations Details of permits, licenses or access required by regulatory bodies (add or delete as required): - - Permits from local council -	 Managing electrical risks in the workplace Demolition work Excavation work Work health and safety consultation, cooperation and coordination Managing the work environment and facilities How to manage work health and safety risks Managing risks of plant in the workplace 						
- Authorisation to commence work - Any required documents.	- Construction work						



SIGNATORIES OF THE SAFE WORK METHOD STATEMENT

The signed and dated personnel listed below have cooperated in the consultation and development of this Safe Work Method Statement which has been approved by the Person/s Conducting a Business or Undertaking (PCBU). In signing this Safe Work Method Statement each individual acknowledges and confirms that they have read this SWMS in full, having raised any questions for items on this Safe Work Method Statement that require clarification, and confirms that they are competent, skilled and knowledgeable for the task assigned to them. Every person acknowledges that they have received the relevant training and gualifications where required, before carrying out any work contained in this Safe Work Method Statement. By signing this Safe Work Method Statement each individual agrees to work safely, to follow any safe work instructions which are provided, and agrees to use all Personal Protective Equipment where appropriate.

Worker Name	Signature	Date

SAFE WORK N THE ST ATEM ANT MONITORING AND REVIEW

d must reviewed (and

hav be sted by the operation

should be carried out in

The SWMS must be reviewed regularly to make sure it remains fective revised if necessary) if relevant control measures are revised. The viewn consultation with workers (including contractors htractors Vb of the SWMS and their health and safety representatives who represented that work group at the workplace.

When the SWMS has been revised the PCBU must ensure that persons involved with the work are advised that a revision has been made and how they can acces he revised SWMS, including all persons who will need to change a work procedure or system as a region of the review are advised of the changes in a way that will enable them to implement their duties antly with the revised SWMS. All workers that will be involved in the work must be provided with the relevant information and instruction that will assist them to understand and implement the revised SWMS.

The SWMS must be monitored regularly for the effectiveness of ensuring hazard controls are effective in reducing the risk of incidents, keeping the workplace safe for all personnel. The person responsible for monitoring the effectiveness of the Safe Work Method Statement should employ a multi-faceted approach which includes but is not limited to:

- 1. Spot Checks.
- 2. Consultation with workers, contractors and sub-contractors.
- 3. Internal audits on a continual basis.

An approach of continuous improvement, promptly recording inconsistencies or deficiencies. followed up by immediate corrective action and consultation with all relevant personnel ensures that the PCBU is consistently developing ever-improving systems of safe work principles.

REVIEW NUMBER	1	2	3	4	5	6	7
NAME							
INITIALS							
DATE							



SAFE WORK METHOD STATEMENT REVIEW CHECKLIST

This Safe Work Method Statement Review Checklist is to be followed and used upon initial development of the SWMS to help ensure that all steps have been adequately taken before work commences. Think of this document as an internal audit review checklist before commencing work, and may form part of a Toolbox Talk (safety meeting) and may be used as an opportunity for education and training.

ITEMS WHICH MUST BE INCLUDED IN THE SWMS	COMPLETED	COMMENTS
The company details have been entered, including the project name and address.		
All relevant personnel consulted during the development of the SWMS.		
Name, signature, position and date signed of the person approving the SWMS.		
Specific personnel and qualifications, experience is noted in the SWMS.		
Provides a step-by-step process of tasks required to carry out the activity or task.		
Adequate risk assessment of any identified hazards has been completed.	\boxtimes	
Foreseeable hazards are identified and documented for each step.	\boxtimes	
Any hazards listed in any site risk assessments have been added to the SWMs	\boxtimes	
SWMS initial risk (IR) column as well as residual risk (RR) column mpleted.	\boxtimes	
Check control measures added to the SWMS are the most effective selections	\boxtimes	
Responsible person is assigned and listed on the property of the importation control measures.	\boxtimes	
Permit or licenses requirements specified, su as Hot Work, Electric Work, Work at Heights etc.	\boxtimes	
SWMS identifies plant and equipment to be use	\boxtimes	
Details of inspection checks required for any equipment listed protection on the SWMS.	\boxtimes	
Describes any mandatory qualifications, experience, and g or skills required to perform the work.	\boxtimes	
Applicable personal protective equipment is selected on the SWMS.	\boxtimes	
Reflects and documents any legislative references and/or Australian Standards.	\boxtimes	
Identifies any hazardous substances used with specific control measures in line with any SDS.	\boxtimes	
REVIEWED BY	DATE REVIEWED	
SIGNATURE	DATE COMPLETED	