

Loading And Unloading Sea C	Containers SAFE WORK M	IETHOD STATEMENT (SWMS	5)
TASK OR ACT	FIVITY: Loading And Unloading S	Sea Containers	
Business Name:		ABN:	SWMS#
Business Address:			
Contact Person:	Phone:	E ail:	
THIS SAFE WORK METHOD	STATEMENT IS APPROVIND BY		
Under the Work Health and Safety Regulation (WHS Regulation), a person conduct the proposed work starts.		required to en the 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 a	ppliance the VMS a well as review	s and modifications of the SWMS.	
Full Name:		Title:	Phone:
ALL PERSONNEL PARTICIPATING IN ANY ACTIVITY ON THIS STMS MANY 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 ad in account with egislative requirements to first identify any site hazards, such a comparison incare those hazards and then to further take steps to either eliminate or contrareach hazard.			
If an incident or a near miss occurs, all work must stop or unately. 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	I 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 terminary supart 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	☐ 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 MACHINER	RY OR EQUIPMENT NEARBY



	RISK MATRIX												
LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC	000DF			HEIRARCHY OF CONTROLS				
ALMOST CERTAIN	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE	SCORE	SCORE	SCORE	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.				
is the second me	RARE 1 LOW 1 LOW 2 MODERATE 3 HIGH 1 HIGH 1 LOW Inflor and k a records Isolate the hazard. otes on Hierarchy of Controls: Elimination methods are the most effective and preferrements on control of a hazard. Substitution the second most effective method of controlling a hazard. Engineering by isolation is the incluse the tive, while Administrative ontrols by changing the work is the fourth most effective method. PPE (Personal Protective Equipment), the least effective Substitution the least effective Dependence												

						TIVE EQUIPM					
		Select the ap	propriate PPL	abo, ruitab	i or the equi	oment used or	the job task	being perform	ned (if applica	able).	
FOOT PROTECTION	HAND PROTECTION	HEAD PROTECTION		P ECTION	R⊾ ⇒PIRATORY PROTECTION	FACE PROTECTION	HIGH-VIS CLOTHING	PROTECTIVE CLOTHING	FALL PROTECTION	SUN PROTECTION	HAIR/JEWELLERY SECURED
Other PPE Required:											
	Pe	ermit or Lice	nses Requirem	ients		Mandatory Qualifications 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
1. Preparation	Falls, Slips or trips, Noise exposure	ЗН	 Conduct a pre-operation inspection of the new area to identify potential slip or trip hazards such as debris, uneven surfaces, and poor lighting. Ensure that all workers are equipped with approximate personal protective equipment (PPE), including high-visibility clothing, safety boots with slip-rest, and soles, and pearing protection. Implement clear communicates procedures among each sender suiting hand signals or radios to coordinate movement modely area to design a safe walkways and restricted areas to prevent unauthorised cress during value of the sea contain. Use barriers states, or whing ships to design a safe walkways and restricted areas to prevent unauthorised cress during value of the sea contain. Ensuch at the trought and face is level and stable before positioning equipment and commencing operations. Ensuch at uning for orkers on safe manual handling techniques and awareness of environmental hazards lincturing hou to maintain balance and posture. Implement administrative controls such as rotating tasks and limiting exposure duration to reduce the rist of slip, ling or upping due to operator fatigue. Utilise the control measures such as selecting low-noise tools and machinery and ensuring regular intenance to minimise excessive noise levels from equipment. Fugularly clean and maintain the work site area, promptly removing any obstacles or waste materials that could cause slips, trips, or falls. Install and use adequate lighting fixtures to ensure sufficient visibility during operations, especially in low-light conditions or when operating inside containers. Conduct routine toolbox meetings to discuss hazard identification and mitigation strategies, ensuring continuous improvement and awareness of safety practices. 	2М
2. Pre-Operation Checks	Trapping hands/feet, Machinery malfunction	ЗН	 Conduct a pre-start safety briefing with all personnel involved in the loading and unloading process. Ensure all workers are trained and competent to operate machinery and handle containers. Wear personal protective equipment, including gloves and steel-toed boots, to protect hands and feet. Inspect all machinery, such as forklifts and cranes, for any signs of wear or damage before use. Check that all safety devices on machinery are operational, including emergency stop buttons and warning signals. Use work gloves that provide a good grip and protection against sharp edges to prevent hand injuries. Ensure clear visibility by maintaining adequate lighting in the container storage and work areas. Establish secure work zones with barriers or cones to keep unauthorised personnel away from operations. 	2М



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
			- Regularly maintain and service machinery according to the manufacturer's specifications to avoid malfunctions.	
			- Verify that container doors are securely fastened a stable before moving.	
			- Implement lockout/tagout procedures to encode equipment is safely de-energised during maintenance or repair.	
			- Keep communication devices on hand for operator and ground staff to maintain effective communication throughout the operation.	
			- Ensure all workers involved all trained in correct line techniques and use of equipment.	
			- Conduct a press eration, aspection of all lifting equipment to ensure it is in safe working order.	
			- Use mechan all aids such as forkling or provide solutions wherever possible to minimise manual handling.	
			- Estimate a clear excitation zone around the container loading area to prevent unauthorized personnel acces	
			- Ensuing and surfaces in and around the loading area are even, stable, and free from obstructions.	
			Use at roph personal protective equipment (PPE) such as gloves and steel-toed boots to reduce	
. Load Positioning	Incorrect lifting, Crushing injuries	ЗН	- Imply is a spotter system to guide machine operators and ensure clear communication between team	1L
			- arly mark designated walkways and operational areas to divert foot traffic away from containers being loaded.	
	G		- Verify that all loads are evenly distributed and secure before lifting to prevent instability.	
			- Avoid overloading containers beyond their rated capacity to prevent tipping or collapsing.	
			- Regularly check weather conditions to avoid operating under adverse conditions like heavy wind or rain.	
			- Plan the load positioning sequence to minimise double handling and inefficient movements.	
			- Install and use appropriate signage to warn about potential hazards in the container loading area.	
. Unloading	Falling objects, Slips or trips, High noise	4A		2M
. onloading	levels	77		2111

Version 2.5

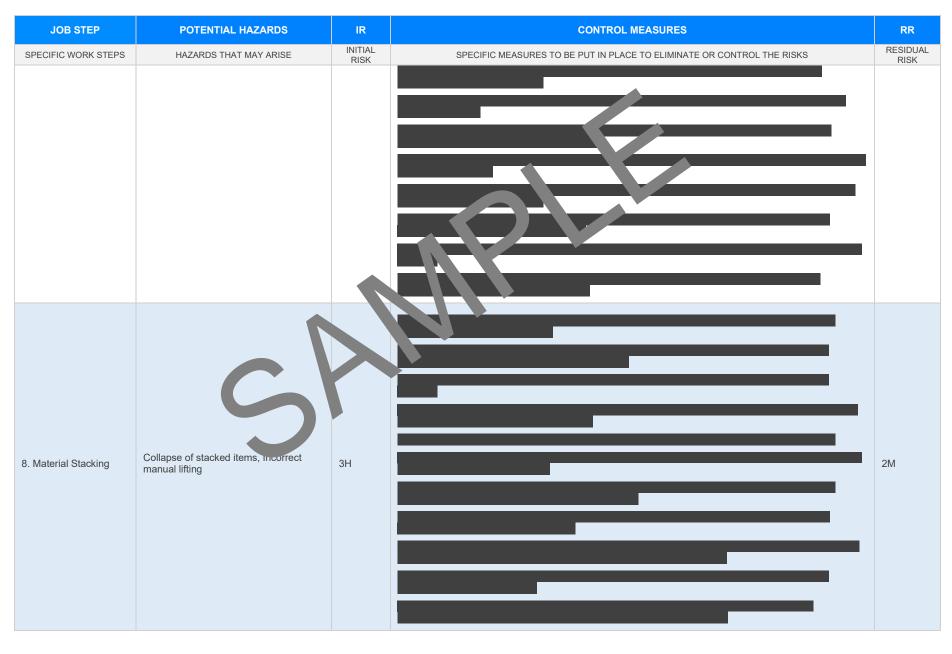


JOB STEP	POTENTIAL HAZARDS	IR		CONTROL MEASURES		RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK		ES TO BE PUT IN PLACE TO ELIMINAT	E OR CONTROL THE RISKS	RESIDUAL RISK
5. Pallet Handling	Manual handling injunce, struck by moving object	ЗН				2M
6. Forklift Operation	Collision with Person/Object, Falling loads	4A				2M
ersion 2.5	Authorised by	1	Review #	Date of Issue:	Review Date:	



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
7. Equipment Inspection	Inappropriate use of equipment, Equipment malfunction	2М		1L

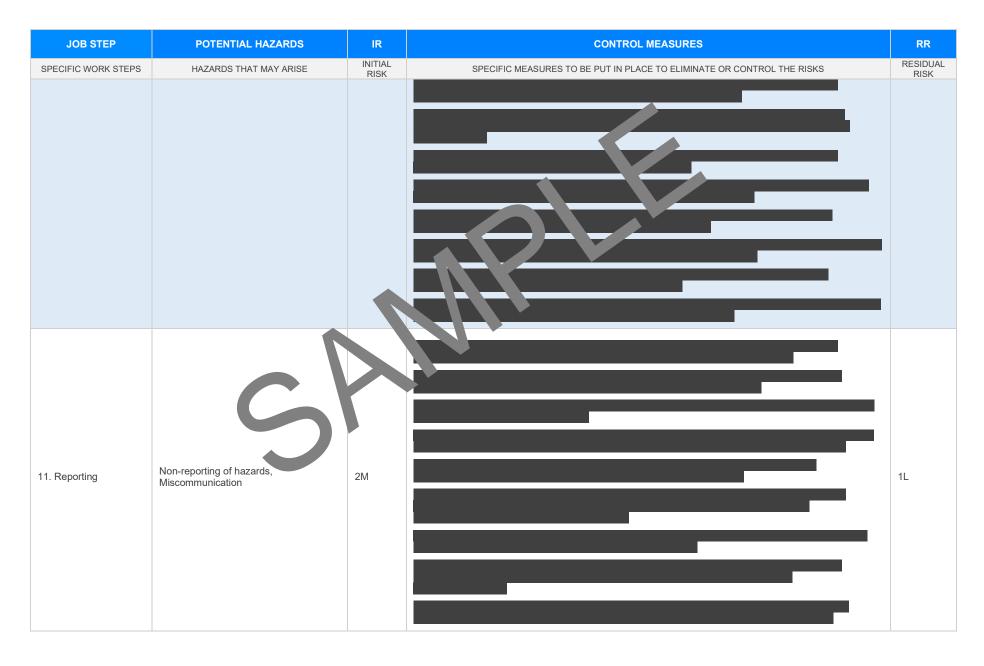






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SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
9. Cleaning Up	Slip and fall injuries, Contact with harmful substances	2М		1L
10. Emergency Procedures	Lack of understanding or training, Panic	ЗH		1L







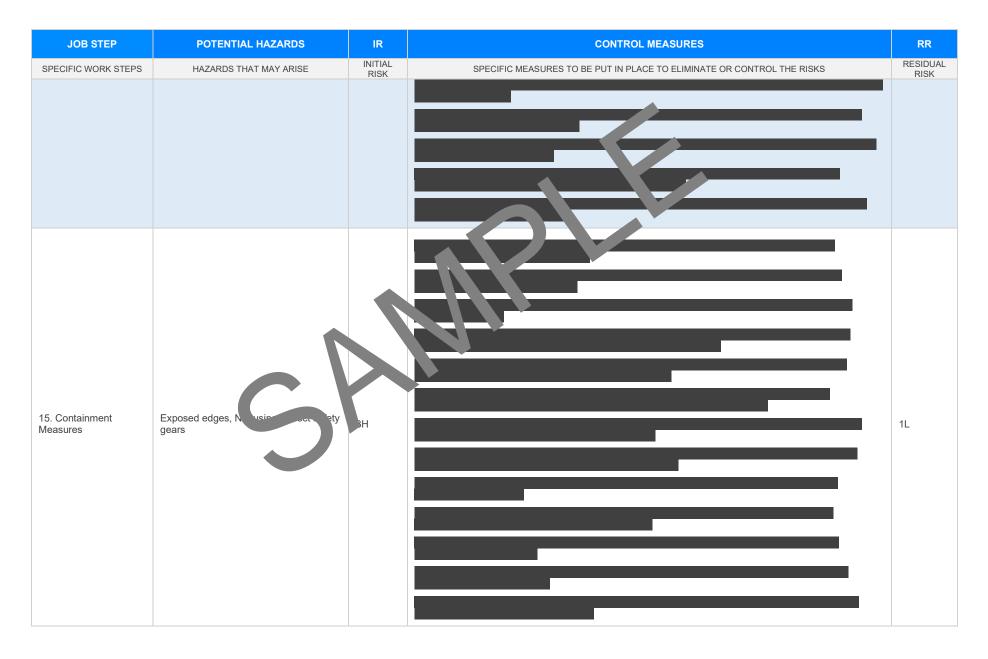
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SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
12. Storage Of Materials	Falling objects, Colliding with stored materials	3Н		2M
13. Communication and Training	Lack of understanding job role, Miscommunication	ЗН		2М

Version 2.5

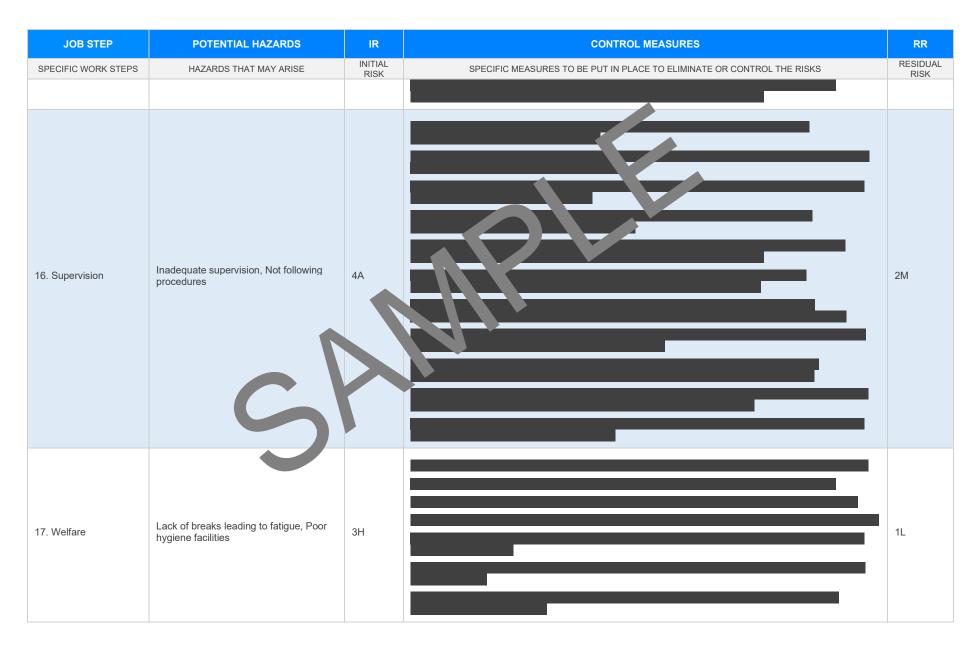








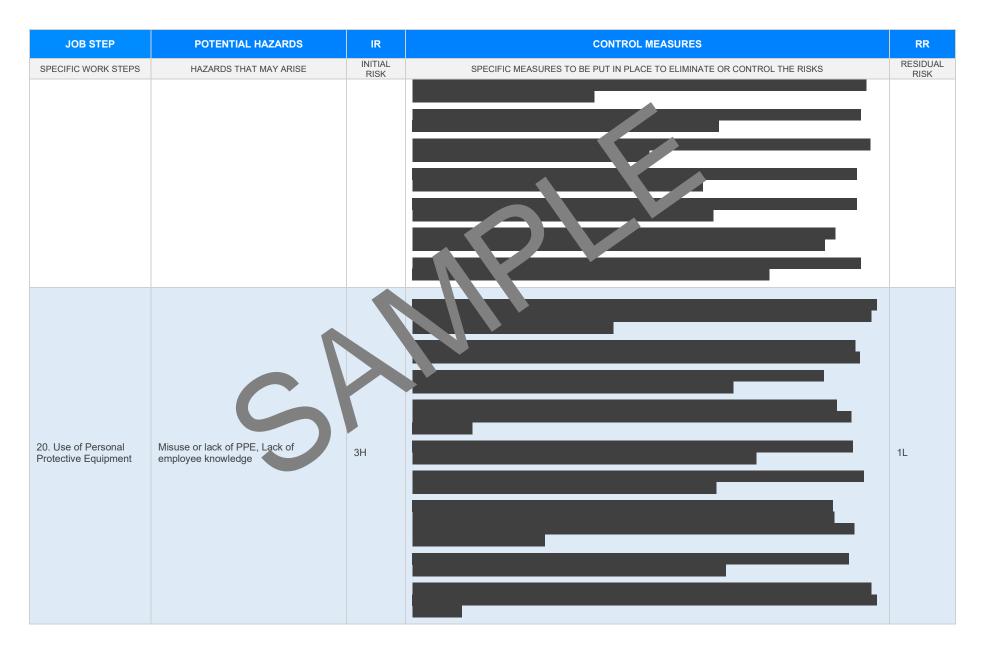






JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
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18. Lifting & Carrying	Manual handling injuries, Over exertion	4A		2М
19. Container Inspection	Exposed sharp edges / corners, Slippery surfaces	3Н		2M







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
	S			



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 LEGISLATIVE 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 at Safety Act and A Occupational Health and orfety orgulations 2017 Legis non VIC: <u>https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and- rulations</u> ordes of mactice VIC <u>autps://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 rach. Codes of Practice NSW: https://www.safework.nsw.gov.au/legal-obligations/legislati-codes-ou rach.	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>				
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/we_place-serv-laws</u> Codes of Practice NT: <u>https://worksafe.nt.gov.au/f</u>	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-</u> <u>codes-of-practice</u> Model Codes of Practice				
South Australia Work Health and Safety Act 2012 (SA) Work Health and Safety Regulations 2012 (SA) Legislation for SA: <u>https://www.safework.sa.gov.au/resources/legislation</u> Codes of Practice for SA: <u>https://www.safework.sa.gov.au/work_aces/codes-of-practice#COPs</u>	 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 				
Tasmania Work Health and Safety Act 2012 Work Health and Safety (Transitional and Consequential Provisions) Act 2012 Work Health and Safety Regulations 2012 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/codes-of-practice	 First aid in the workplace Managing the risk of falls at workplaces Hazardous manual tasks Managing the risk of falls in housing construction Managing electrical risks in the workplace Demolition work Excavation work Work health and safety consultation, cooperation and coordination 				
Details of permits, licenses or access required by regulatory bodies (add or delete as required): - Permits from local council - Authorisation to commence work - Any required documents.	 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 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 selection	\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		