Pallet Jack Powered	I   SAFE WORK METHOD S	TATEMENT (SWMS)							
TAS	K OR ACTIVITY: Pallet Jack Pow	vered							
Business Name:		ABN:	SWMS#						
Business Address:									
Contact Person:	Phone:	E gil:							
	STATEMENT IS ADDRONIND BY								
THIS SAFE WORK METHOD STATEMENT IS APPROX OD BY THE PC. Y OF THE P									
Full Name: Signature:		Title:	Date:						
Details of the person(s) responsible for ensuring implementation, monitoring	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 MAKEN HAVE THE FOLLOWING COMMUNICATED	NALE OF ALL RELEVANT PERSONNI 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 according with egislative requirements to first identify any site hazards, a construction of the second hazards and then to further take steps to either eliminate or construction hazard.									
If an incident or a near miss occurs, all work must stop an ately. 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.				

	PERS_NAL TECTIVE EQUIPMENT (PPE) Select the appropriate PPL about suitable or the equipment used or the job task being performed (if applicable).										
		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:											
Permit or Licenses Requirements			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	Incorrect equipment selection, Inadequate workspace	ЗН	<ul> <li>Proper Equipment Selection: Ensure that the powered pallet jack model is suitable for the task at hand and is within its load capacity to prevent over ading and evential accidents.</li> <li>Equipment Inspection: Regularly inspect the event of pallet jack, including all tires, forks, battery and controls, to ensure it's in good working order bein cuse.</li> <li>Workspace Assessment: Identify any obstructions talkenes or uneven surfaces in the workspace that may interfere with safe everation of the powered pallet jack.</li> <li>Training and Controlerate the lowered pallet jack model adequate training and hold a valid certification experience at all operatives have received adequate training and hold a valid certification experience at all operatives have received adequate training and hold a valid certification experience on collisions during operation.</li> <li>Workspace Connisation Plan the workarea to create clear paths for transporting goods and minimise the proval for a count or collisions during operation.</li> <li>Hous tet eng: Mariain clean, clutter-free floors and walkways in the work area to reduce slipping, tripping, and uting havings around the powered pallet jack.</li> <li>PRE: Ensure thet workers wear appropriate personal protective equipment, such as steel-toed boots, givens, all high-wibility vests, to minimise exposure to hazards while operating the device.</li> <li>Limit's totals: Establish maximum speed limits for the powered pallet jack within the workspace to avoid safe operation, especially when turning or navigating congested areas.</li> <li>Fue-task Assessment: Communicate with team members about the task at hand, potential risks, and any additional information to effectively manage the hazards associated with the work step.</li> <li>Emergency Response Plan: Develop a detailed emergency response plan outlining the steps to follow if an accident or incident occurs, including how to shut down the powered pallet jack, notify supervisors, and provide medical support if necessary.</li></ul>	2М
2. Pre-Operation Check	Mechanical failure, Missing safety features	ЗН	<ul> <li>Ensure a thorough visual inspection of the pallet jack is conducted before use, checking for damages or wear and tear that may affect its operation, such as cracks in the frame or faulty wheels.</li> <li>Confirm all safety features, such as the emergency stop button, warning alarms, and safety guards are present and functioning properly.</li> <li>Verify there are no leaks, particularly in the hydraulic system, which may lead to a loss of lifting power or increased risk of slippage during operation.</li> <li>Check that all nuts, bolts, and fasteners are tightened securely and ensure none are missing or loose. If any need replacement, do so before using the powered pallet jack.</li> <li>Examine the battery level, charging status, and connections to confirm the electric-powered pallet jack has sufficient power to complete the required tasks without interruption.</li> <li>Test the brakes and steering for proper functioning, ensuring smooth and efficient maneuvering and stopping capabilities during operation.</li> </ul>	2М



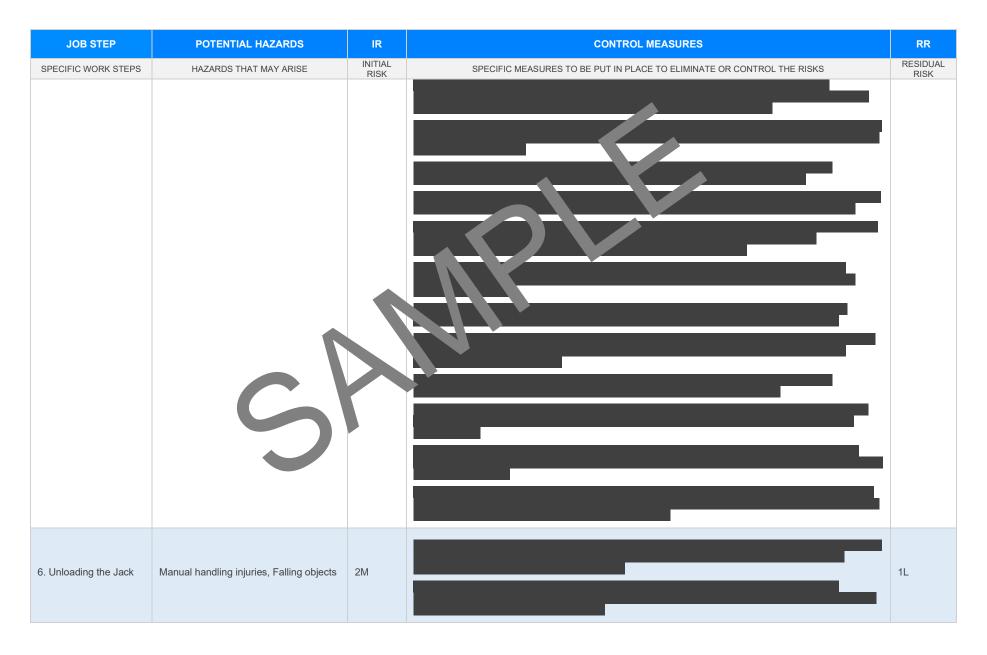
JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
			- Regularly review and maintain a maintenance log for each powered pallet jack, documenting service dates, repairs made, and other relevant information to ensure equipment is well-maintained and suitable for continued use.	
			- Always follow the manufacturer's guidelines to recommendations for regular maintenance checks. Schedule these checks accordingly to ensure preventative measures and minimise the risk of mechanical failures.	
			- Provide necessary training to operators on compute-operation check procedures, hazard identification, and control measures, fostering a safe work environment.	
			- Enforce strict documentation, accedures where on atom nust sign off that they have completed a pre- operation check. Important pendies for failing to complete with this requirement.	
			- In case of an e-sues four oduring be pre-operation check, tag the equipment as "out-of-service" and notify the supervisor immediately. Do not one we the equipment until the issue is resolved by a qualified technician.	
	Unbalanced load, Manual handling.	2M	- Ensuing, I staff to trating the powered pallet jack are trained and competent in its use, with regular refresh to the provided.	
			Estable ring set zones around the pallet jack loading area and ensuring employees who are not directly he lyed aintain asafe distance while observing work activities.	
			Prop. to specting pallets for signs of damage or instability before loading onto the pallet jack, rejecting y that hay pose a safety hazard.	
			- usising clear signage and communications to inform employees about potential hazards associated with unbalanced loads and manual handling injuries during pallet transfer.	
			- Implementing load limits on each powered pallet jack based on manufacturer's specifications, to prevent overloading and unbalanced load scenarios.	
3. Loading Pallets			- Encouraging proper lifting techniques among employees, such as bending at the knees and using a firm grasp, to minimise the risk of manual handling injuries.	1L
5. Loading Fallets	injuries	2111	- Routinely assessing the condition of powered pallet jacks, braking systems and other components, to ensure optimal functionality and reduce the risk of accidents.	TL
			- Promoting ongoing open dialogue between employees and supervisors regarding potential hazards in the workplace, establishing a culture of shared responsibility for identifying and addressing safety concerns.	
			- Providing personal protective equipment (PPE), such as work gloves and back support belts to protect against manual handling injuries during pallet loading tasks.	
			- Ensuring sufficient lighting is available in the pallet loading area to allow workers to safely navigate their surroundings and identify potential hazards.	
			- Incorporating ergonomic features into the design of powered pallet jacks, including adjustable controls and comfortable handles, to reduce strain on workers' bodies during use.	
			- Employing mechanical aids such as pallet tilters or scissor lifts when possible, to reduce the need for manual handling and lower the risk of injury.	



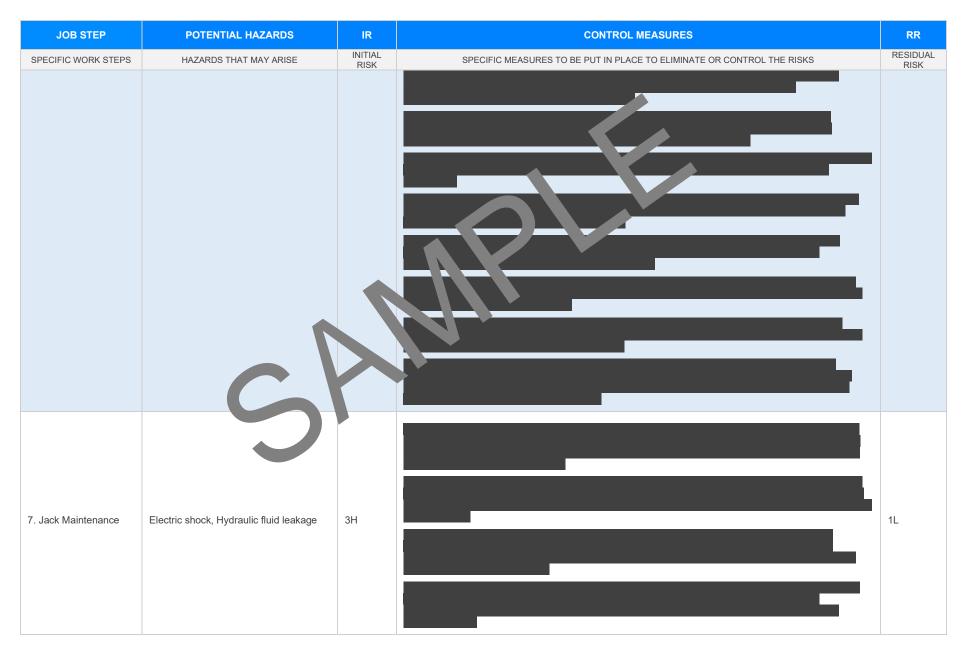
JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR		
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE INITIAL RISK		SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS			
4. Maneuvering	Slips, trips and falls, Struck by a moving vehicle	ЗН	- Regularly reviewing and updating the SWMS for powered pallet jacks, incorporating feedback from employees to continuously improve safety practices and procedures within the workplace.			
5. Stacking	Collapse of pallet stack, Operator error	ЗН		2М		

Version 2.5

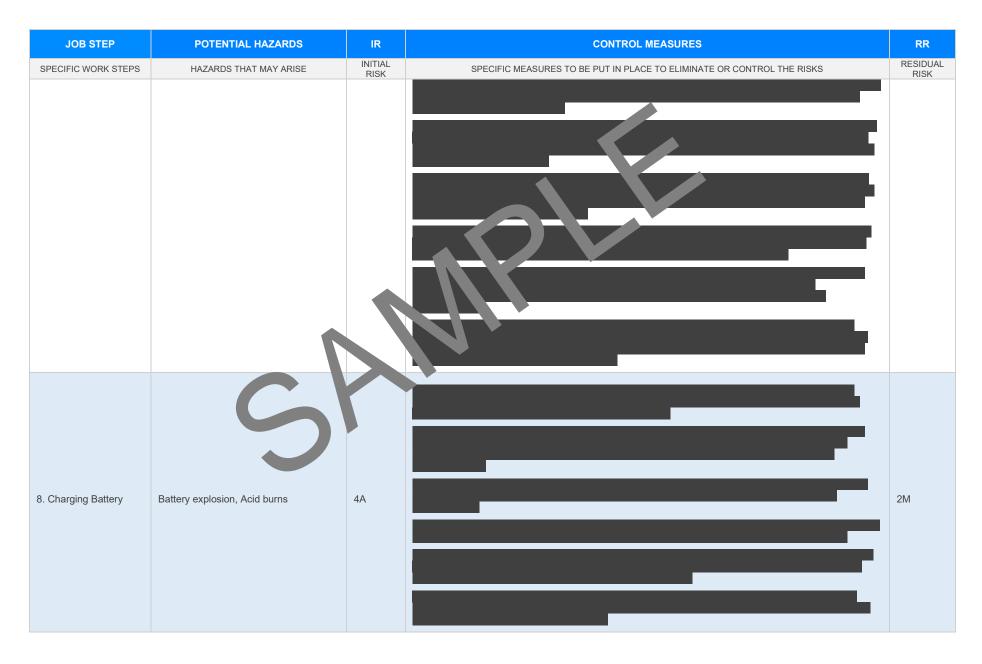




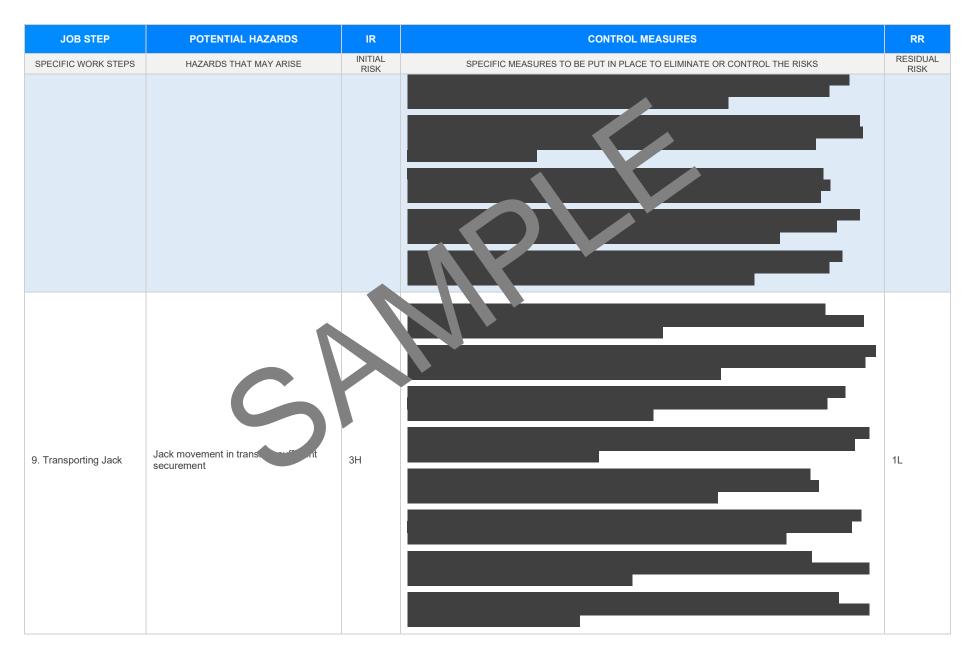




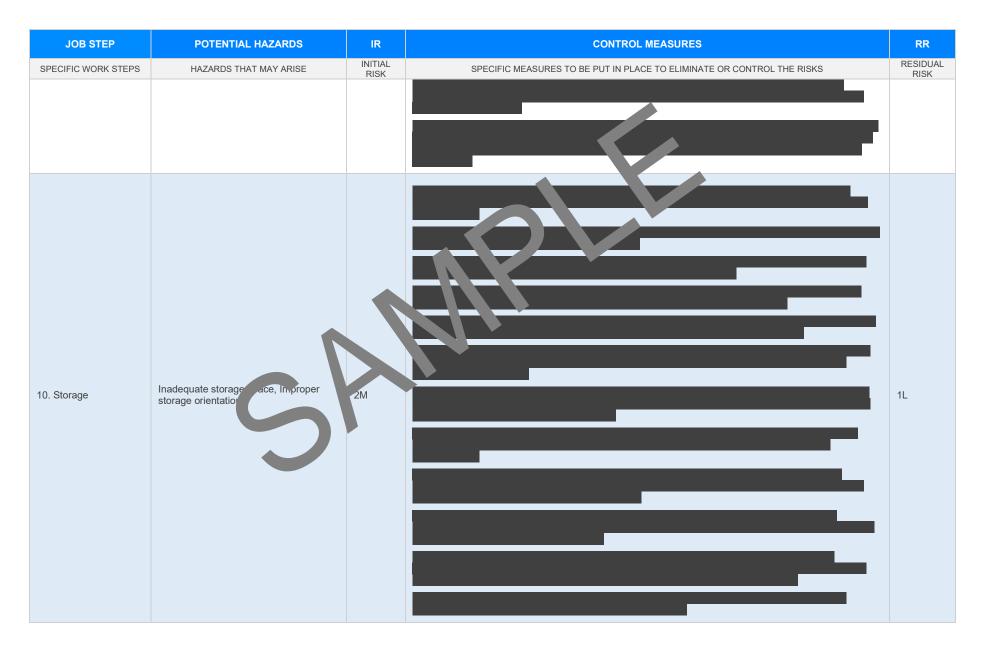














JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR RESIDUAL RISK	
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS		
11. Inspections	Inaccessibility, Lack of inspection knowledge	3Н		1L	



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
12. Emergency Procedures	Unprepared operators, Delay in response time	2M		1L



#### **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.

LEGISLATIVE REF	ERENCES
RELEVANT LEGISLATION AND CODES OF PRACTICE. DELETE THE LEGISL	ATIVE 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: https://www.worksafe.qld.gov.au/laws-and-compliance/work-health-and-safety-laws Codes of Practice QLD: https://www.worksafe.qld.gov.au/laws-and-compliance/codes-of-practice Legislation ACT: https://www.worksafe.act.gov.au/laws-and-compliance/acts-and-regulations Codes of Practice ACT: https://www.worksafe.act.gov.au/laws-and-compliance/codes-of-practice	Victoria Occupational Health au Safety Act 204 Occupational Health and onfetve gulations 2017 Legis non VIC: <u>https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and- rulations</u> onles of mactice VIC <u>entps://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: <a href="https://www.safework.nsw.gov.au/legal-obligations/legislatic">https://www.safework.nsw.gov.au/legal-obligations/legislatic</a> Codes of Practice NSW: <a href="https://www.safework.nsw.gov.au/resource-library/lis">https://www.safework.nsw.gov.au/legal-obligations/legislatic</a>	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 2015 Legislation NT: https://worksafe.nt.gov.au/laws-and-compliance/weiplace-serve-laws Codes of Practice NT: https://worksafe.nt.gov.au/formed-compliance/weiplace-serve-laws Codes of Practice NT: https://worksafe.nt.gov.au/formed-compliance/weiplace-serve-laws	Safe Work Australia Links Law and Regulation (All States): https://www.safeworkaustralia.gov.au/law-and-regulation Model Codes of Practice: https://www.safeworkaustralia.gov.au/resources-publications/model- codes-of-practice
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/work_dces/codes-of-practice#COPs	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
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: <a href="https://worksafe.tas.gov.au/topics/laws-and-compliance/acts-and-regulations">https://worksafe.tas.gov.au/topics/laws-and-compliance/acts-and-regulations</a> Codes of Practice for TAS: <a href="https://worksafe.tas.gov.au/topics/laws-and-compliance/codes-of-practice">https://worksafe.tas.gov.au/topics/laws-and-compliance/codes-of-practice</a>	<ul> <li>First and in the workplace</li> <li>Managing the risk of falls at workplaces</li> <li>Hazardous manual tasks</li> <li>Managing the risk of falls in housing construction</li> <li>Managing electrical risks in the workplace</li> <li>Demolition work</li> <li>Excavation work</li> <li>Work health and safety consultation, cooperation and coordination</li> </ul>
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.	<ul> <li>Work nearth and safety constitution, cooperation and coordination</li> <li>Managing the work environment and facilities</li> <li>How to manage work health and safety risks</li> <li>Managing risks of plant in the workplace</li> <li>Construction work</li> </ul>



#### 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.	$\square$	
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 RE	VIEWED
SIGNATURE	DATE CO	MPLETED