

Agitator Truck Filling	SAFE WORK METHOD	STATEMENT (SWMS)	
TASI	K OR ACTIVITY: Agitator Truck I	Filling	
Business Name:		ABN:	SWMS#
Business Address:			
Contact Person:	Phone:	E ail:	
	A		
THIS SAFE WORK METHOD	STATEMENT IS APPROV O BY	THE PC. OF THE ROJECT	
Under the Work Health and Safety Regulation (WHS Regulation), a person conduct the proposed work starts.	cting a business or und	required to en that a safe work method	statement (SWMS) is prepared before
Full Name:			
Signature:	NY	Title:	Date:
Details of the person(s) responsible for ensuring implementation, monitoring	compliant e of the SWIL as well as re	eviews and modifications of the SWMS.	
Full Name:		Title:	Phone:
ALL PERSONNEL PARTICIPATING IN ANY ACTIVITY ON THIS VMS HAVE THE FOLLOWING COMMUNICATED	NA. 2 OF ALL RELEVANT PERSONN EVELOPMENT AND APPROVAL OF	IEL WHO HAVE BEEN CONSULTED AND (THIS SWMS	COMMUNICATED TO IN THE
Safety meetings or toolbox talks will be sched ed in accorde with regislative requirements to first identify any site hazards, to construct the those hazards and then to further take steps to either eliminate or conclude ach hazard.			
If an incident or a near miss occurs, all work must stead dately. 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 CONSTRUCTOR	ON WC & BEIN C & RIED OUT
ANT HIGH-RISK CONSTRUCTOR	N W A BEIN ARIED OUT
☐ involves a risk of a person falling more than 2 meters	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-hearing	☐ is carried out on or near energised electrical installations or services
☐ involves demolition of an element related to the physical interity structure	$\hfill \Box$ is carried out in an area that may have a contaminated or flammable atmosphere
☐ involves, or is likely to involve, disturbing as	☐ involves tilt-up or precast concrete
☐ involves structural alteration or repair the requires to reary so port to prevent collapse	$\hfill \Box$ 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	\square 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 a for tunnel involving use of explosives	$\hfill \Box$ 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 MACHINER	Y OR EQUIPMENT NEARBY



RISK MATRIX												
LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC	SCORE	ACTION		HEIRARCHY OF CONTROLS			
ALMOST CERTAIN	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE	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 before work starts.		Replace the hazard. Isolation			
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 records		Engineering Isolate the hazard.			
is the second m	archy of Controls: lost effective methologing the work is	od of controlling	a hazard. Engine	ering by isolat	ion is the nost of	e. tive, while	ard. Substitution e Administrative least effective		Administrative Change the work. PPE			

	,	Select the app	propriate PPL		VAL 1 TEC	TIVE EQUIPMI oment used or		being perfori	med (if applica	able).	
FOOT PROTECTION	HAND PROTECTION	HEAD PROTECTION	TEARING ETION	P ECTION	R. PIRATORY PROTECTION	FACE PROTECTION	HIGH-VIS CLOTHING	PROTECTIVE CLOTHING	FALL PROTECTION	SUN PROTECTION	HAIR/JEWELLERY SECURED
Other PPE R	dequired:										
	Pe	ermit or Licen	ses Requiren	nents			Ma	andatory Qual	ifications and	Training	

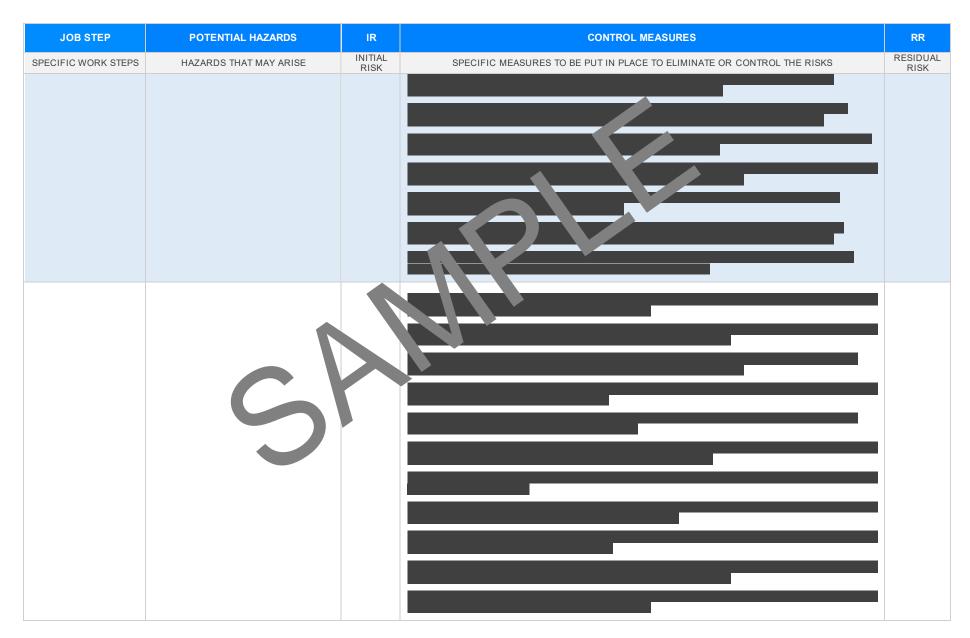


JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
			- Ensure the work area is clear of any unpressary materials or clutter to minimize tripping hazards.	
			- Use proper lifting techniques and equipment, such trolleys or forklifts, for moving heavy items to prevent manual handling injuries.	
			- Provide adequate training all personnel on w to identificate tripping hazards in the preparation area.	
			- Mark all uneven and tential trip points an high-visibility paint or tape.	
			- Regularly in sect the wo area is new harries and rectify any issues immediately.	
			- Install approprieto alert we set to pay attention to floor conditions and potential obstacles.	
			- End to be the appersonal protective equipment such as safety boots with good grip to prevent slips and to 5.	
			- Ensul, that II cord, and cables are secured and do not cross walkways.	
			ntroduce schooled housekeeping routines to maintain a clean and organised workspace at all times.	
	•		- Arrage areas to allow easy access without requiring employees to stretch or twist their bodies unergomic ways.	
			- plement a buddy system where workers can assist each other with lifting or moving tasks that may present a manual handling risk.	
			- 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.	



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			- 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 other electrical faults that could pose a risk during operation.	
			- Establish a clear exclusion zone around a equipment ring inspection to keep unnecessary personnel at a safe distance.	
			- Conduct a pre-operational ceck of the surrounce garea to centify potential falling objects and remove any hazards.	
			- Use barriers or young this to elineate the setup area and prevent unauthorized access.	
			- Ensure all sonnel in the area at trearing propriate personal protective equipment (PPE), including hard hats an inon-slip for wear.	
			- Sed verhe stand equipment to prevent them from falling during setup operations.	
			- Instruct a worker of maintain cleanliness in the workspace to minimize slipping hazards.	
			- Impleit enth juddy tem 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 etup area effectively.	
			Position ork materials at a safe distance from the truck to reduce the risk of slips, trips, and falls when ying loads.	
			- Regularly inspect work platforms and access ways to ensure they are level, stable, and free from obstruction or debris.	
			- 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.	

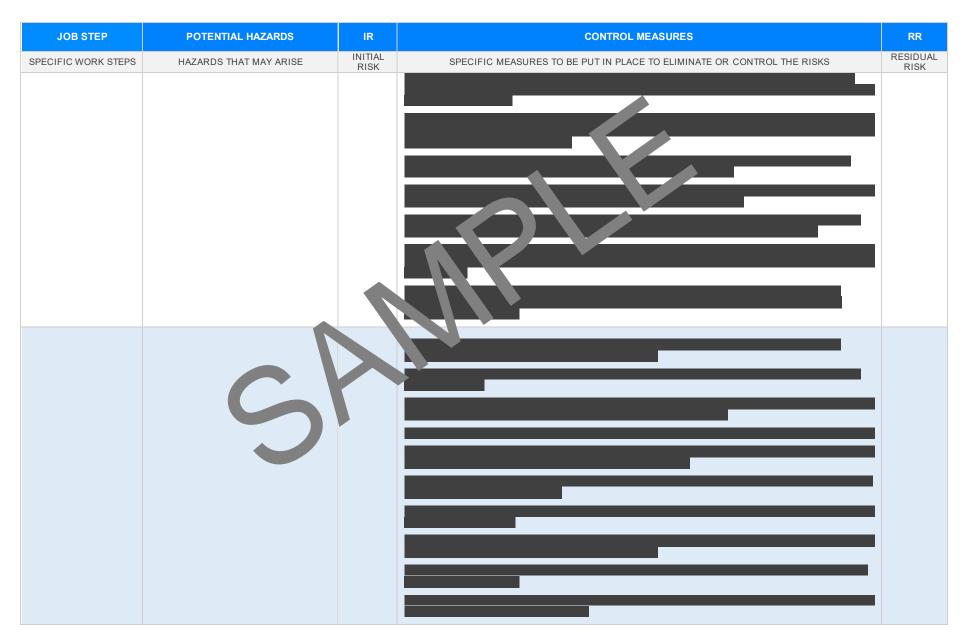






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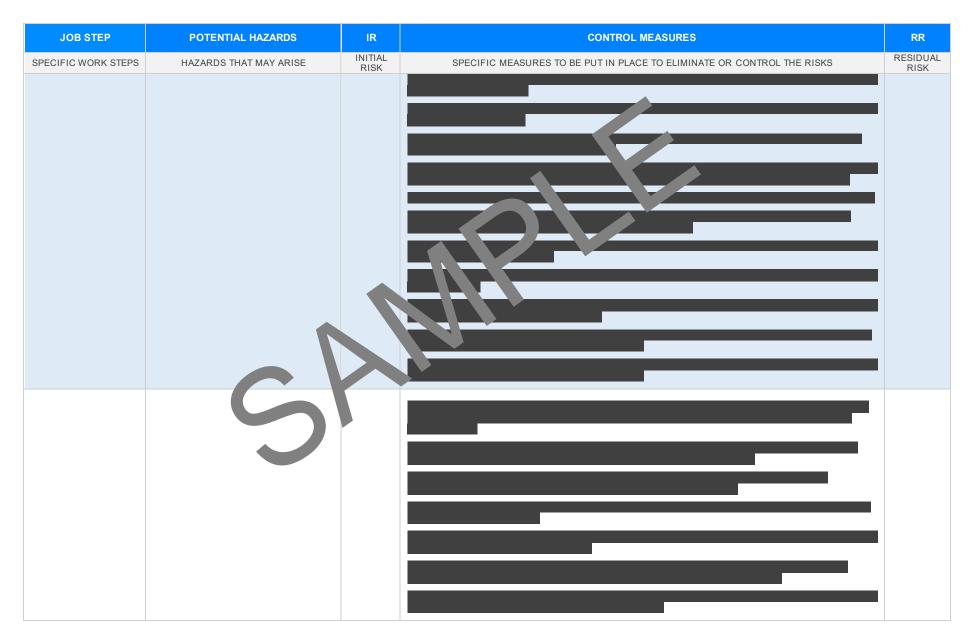






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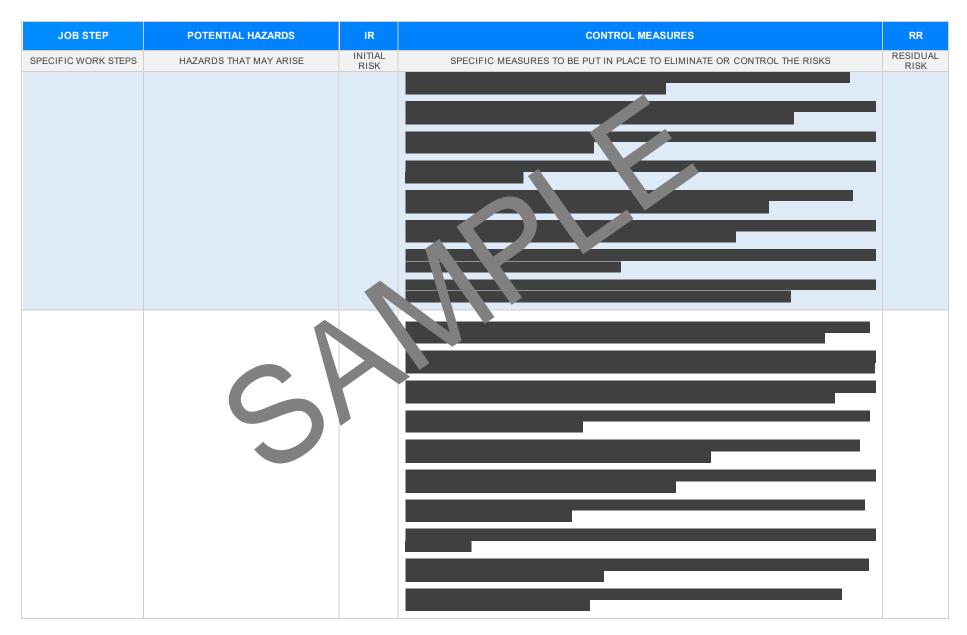


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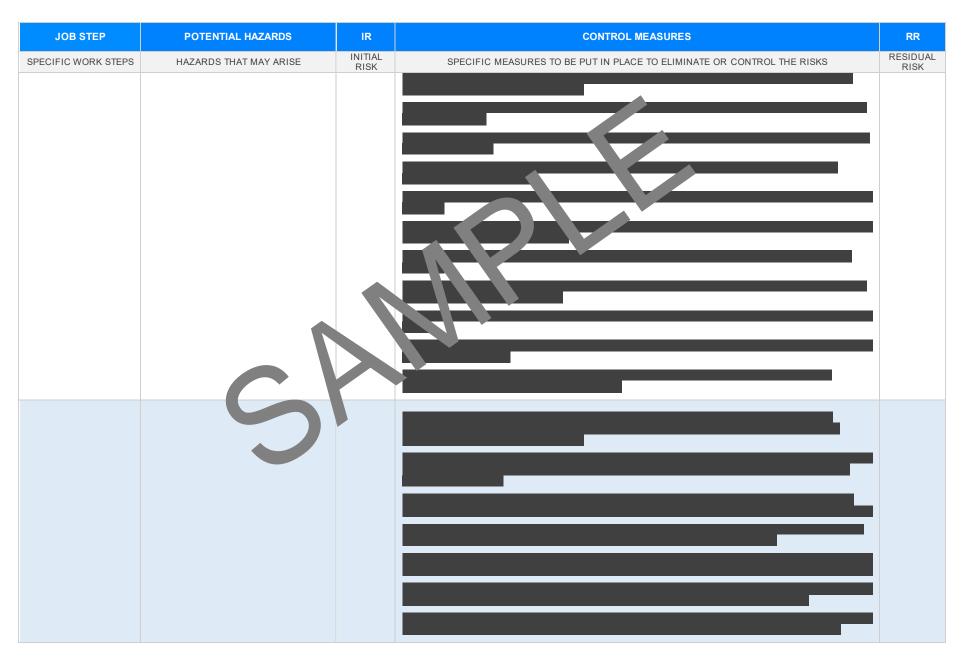






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EMERGENCY RESPONSE - CALL 000 FOR EMERGENCIES

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 REFERENCES

N ANY STATEMAT ARE NOT APPLICABLE RELEVANT LEGISLATION AND CODES OF PRACTICE. DELETE THE LEGISLATIVE REFERENCE.

Queensland & Australian Capital Territory

Work Health and Safety Act 2011

Work Health and Safety Regulations 2011

Legislation QLD: https://www.worksafe.qld.qov.au/laws-and-compliance/work-health-and-safety-laws Codes of Practice QLD: https://www.worksafe.gld.gov.au/laws-and-compliance/codes-of-practice

Codes of Practice ACT: https://www.worksafe.act.gov.au/laws-and-compliance/codes-of-practice

Legislation ACT: https://www.worksafe.act.gov.au/laws-and-compliance/acts-and-regulations

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/legi

Codes of Practice NSW: https://www.safework.nsw.gov.au/resource-librar

Northern Territory

Work Health and Safety (National Uniform Legislation) Act 201

Work Health and Safety (National Uniform Legislation) Regulati

Legislation NT: https://worksafe.nt.gov.au/laws-and-compliance orkpla

Codes of Practice NT: https://worksafe.nt.gov.a nd-reso

South Australia

Work Health and Safety Act 2012 (SA)

Work Health and Safety Regulations 2012 (S

Legislation for SA: https://www.safework.sa.gov.au/resources

Codes of Practice for SA: https://www.safework.sa.gov.au/y laces/codes-of-practice#COPs

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

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.

Victoria

Ocupational Health Safety A

regulations 2017 ational Health an Safe

- Legis ion VIC: https://v rksafe.vic.gov.au/occupational-health-and-safety-act-and-
- ttps://www.worksafe.vic.gov.au/compliance-codes-and-codes-practice des of actice VV

Western Australia

Work Health and Safety Act 2020

Work Health and Safety Regulations 2022

Legislation Western Australia: https://www.commerce.wa.gov.au/worksafe/legislation Codes of Practice WA: https://www.commerce.wa.gov.au/worksafe/codes-practice

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/modelcodes-of-practice

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
- 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
- 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 qualifications 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 IN 'THIS 'S' ITEM ON MONITORING AND REVIEW

The SWMS must be reviewed regularly to make sure it remain effect, and must be reviewed (and revised if necessary) if relevant control measures are revised. The view as should be carried out in consultation with workers (including contractors as unputractors of the SWMS and their health and safety registeratives who represented that work group at the workplace.

When the SWMS has been revised the PCBD mest ensure the all persons involved with the work are advised that a revision has been made and how they can accept the revised SWMS, including all persons who will need to change a work procedure or system as a rest of the review are advised of the changes in a way that will enable them to implement their duties the total 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:

- Spot Checks.
- 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.		
Foreseeable hazards are identified and documented for each step.		
Any hazards listed in any site risk assessments have been added to the SV \$.		
SWMS initial risk (IR) column as well as residual risk (RR) column ampleted.		
Check control measures added to the SWMS are the most effective secutions.		
Responsible person is assigned and listed on the place of control measures.		
Permit or licenses requirements specified, so in as Hot Work, Electrical Work, Work at Heights etc.		
SWMS identifies plant and equipment to be		
Details of inspection checks required for any equipment lister are noted on the SWMS.		
Describes any mandatory qualifications, experience, and or skills required to perform the work.		
Applicable personal protective equipment is selected on the SWMS.		
Reflects and documents any legislative references and/or Australian Standards.		
Identifies any hazardous substances used with specific control measures in line with any SDS.		
REVIEWED BY	DATE REVI	EWED
SIGNATURE	DATE COMP	LETED