All-Terrain Vehicle	SAFE WORK METHOD ST	TATEMENT (SWMS)	
TAS	SK OR ACTIVITY: All-Terrain Veh	nicle	
Business Name:		ABN:	SWMS#
Business Address:			
Contact Person:	Phone:	E qil:	
	STATEMENT IS APPROX 0 BY		
Under the Work Health and Safety Regulation (WHS Regulation), a person conduct the proposed work starts.	cting a business or und thing (Pt 1) is	required to end of that a safe work method	statement (SWMS) is prepared before
Full Name:			
Signature:	NX	Title:	Date:
Details of the person(s) responsible for ensuring implementation, monitoring the	compliance of the SWN, was well as re	views and modifications of the SWMS.	
Full Name:		Title:	Phone:
ALL PERSONNEL PARTICIPATING IN ANY ACTIVITY ON THIS WMS HAVE THE FOLLOWING COMMUNICATED	NA. 2 OF ALL RELEVANT PERSONN EVELOPMENT AND APPROVAL OF	EL WHO HAVE BEEN CONSULTED AND THIS SWMS	COMMUNICATED TO IN THE
Safety meetings or toolbox talks will be schedued in according with regislative requirements to first identify any site hazards, and the to further take steps to either eliminate or contail each hazard.			
If an incident or a near miss occurs, all work must stude of a tell. 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:	
☐ 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 integrity structure	\Box is carried out in an area that may have a contaminated or flammable atmosphere
□ involves, or is likely to involve, disturbing as the set of the	□ involves tilt-up or precast concrete
involves structural alteration or repair the requires to prary support to prevent collapse	\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	\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 the first or tunnel involving use of explosives	\Box is carried out in areas with artificial extremes of temperature.
\Box 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	SCORE	ACTION		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 key recorde		Engineering Isolate the hazard.		

PERS_NAL_TECTIVE EQUIPMENT (PPE) Select the appropriate PPL above suitable for the equipment used or the job task being performed (if applicable).												
FOOT PROTECTION	HAND PROTECTION	HEAD PROTECTION			RL SPIRATORY PROTECTION	FACE PROTECTION	HIGH-VIS CLOTHING	PROTECTIVE CLOTHING	FALL PROTECTION	SUN PROTECTION	HAIR/JEWELLERY SECURED	
Other PPE R	Other PPE Required:											
	P	ermit or Lice	nses Requiren	nents			Mandatory Qualifications and Training					

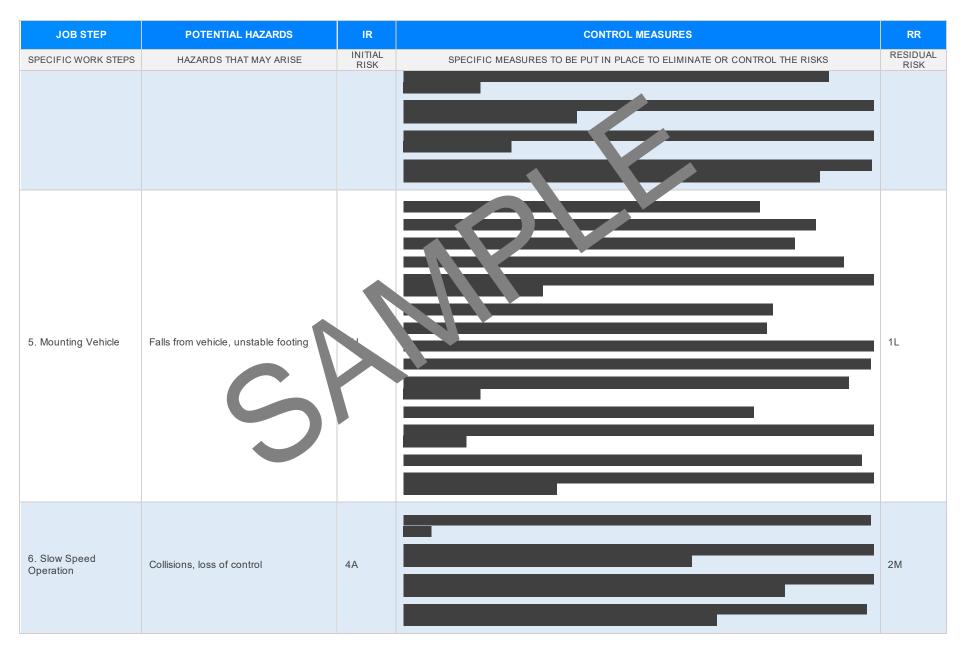


JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
1. Preparation	Slips and trips, improper clothing	ЗН	 Ensure workers are wearing appropriate con-slip footwear to prevent slips and trips. Conduct a pre-operation inspection of the ork are nor any potential tripping hazards such as loose stones or debris. Provide training on properating techniques to roid injuncturen loading equipment. Maintain clear and organises porkspaces to minute one risk of trips. Ensure all personal properative equipment (PPF) is in good condition and properly fitted. Place warnen signs around areas of the norm slip or trip hazards. Recent the basis of bia visibility clothing to ensure workers are seen by others. Implement a dreac code that prohibits loose clothing which can catch on equipment. Provide worker-appropriate clothing to protect against environmental conditions. Make size the all gear and equipment are securely fastened to the ATV before operation. Usually esistate mats or surfaces in areas prone to becoming slippery. Conductingular safety audits and inspections to identify and mitigate slip or trip hazards. Inucate all workers about the importance of maintaining a tidy work environment and reporting any hazards immediately. 	1L
2. Vehicle Inspection	Faulty brakes, tire pressure issues	4A	 Perform a pre-operation vehicle check according to manufacturer's instructions. Verify that brakes are functioning correctly by conducting a brake test in a controlled area. Inspect all tires for proper pressure levels using a calibrated tire gauge. Check for any visible tire damage, such as punctures or excessive wear. Ensure the tire tread depth is within the legal limits specified for ATVs. Confirm that all lights and indicators are operational, including headlights, taillights, and brake lights. Inspect brake fluid levels and top-up if necessary, using the type recommended by the manufacturer. Examine the brake lines for any signs of wear, leakage or corrosion. Check the steering mechanism for smooth operation and absence of play or stiffness. Ensure the throttle is working correctly and returns to idle position when released. Look for any loose bolts, nuts, or fasteners on critical components like suspension and wheels. Test the emergency brake to ensure it engages and holds the ATV securely. Confirm that mirrors are clean, properly adjusted, and free of cracks or damage. 	2M

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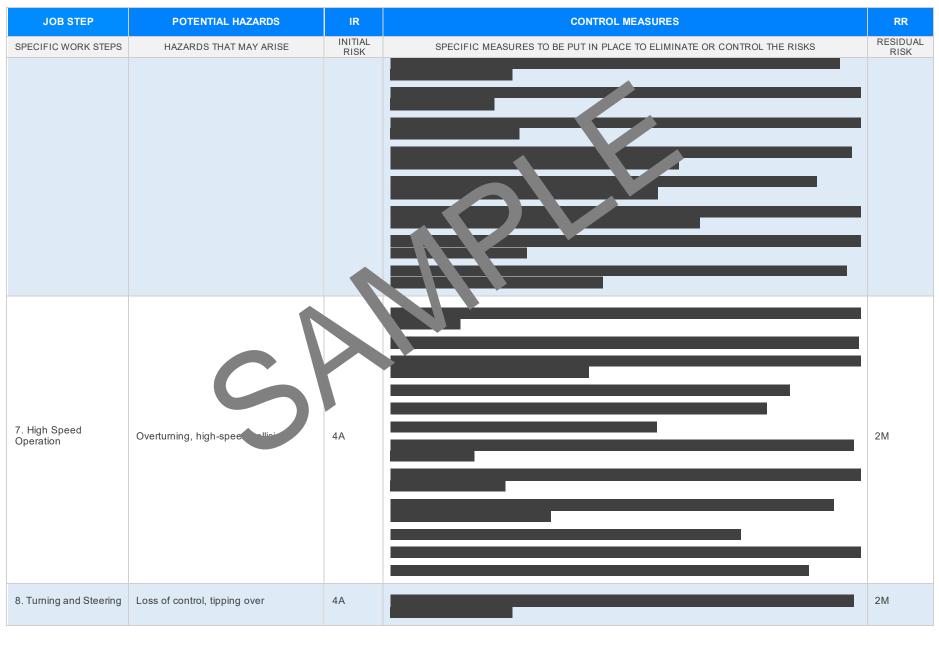
JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
			- Check and secure all safety equipment provided with the ATV, including fire extinguishers if applicable.	
3. PPE Check	Missing or defective PPE, incorrect fitting	ЗН	 Conduct a pre-start PPE inspection before each wift to identify any missing or defective equipment. Ensure all PPE meets the relevant Australian Standards and is appropriate for use with All-Terrain Vehicles. Replace any damaged, wom, or expired Plan includiately to maintain safety standards. Implement a PPE maintenance schedule for natular checke and replacements as needed. Provide training on correct Planusage, including proporting techniques and adjustment procedures. Store PPE in a nature, or area way from direct sunlight, chemicals, and extreme temperatures when not in use. Document an PE inspections and or adements in a logbook for accountability and traceability. Require vorkent proport any issues with their PPE immediately and have supervisors conduct random spot or etc. Make avaluate a valuety of PPE sizes and types to ensure proper fit for all workers. Display lear to mage indicating mandatory PPE requirements in all relevant work areas. 	1L
4. Starting Vehicle	Engine malfunction, lack or communication	4A		2М





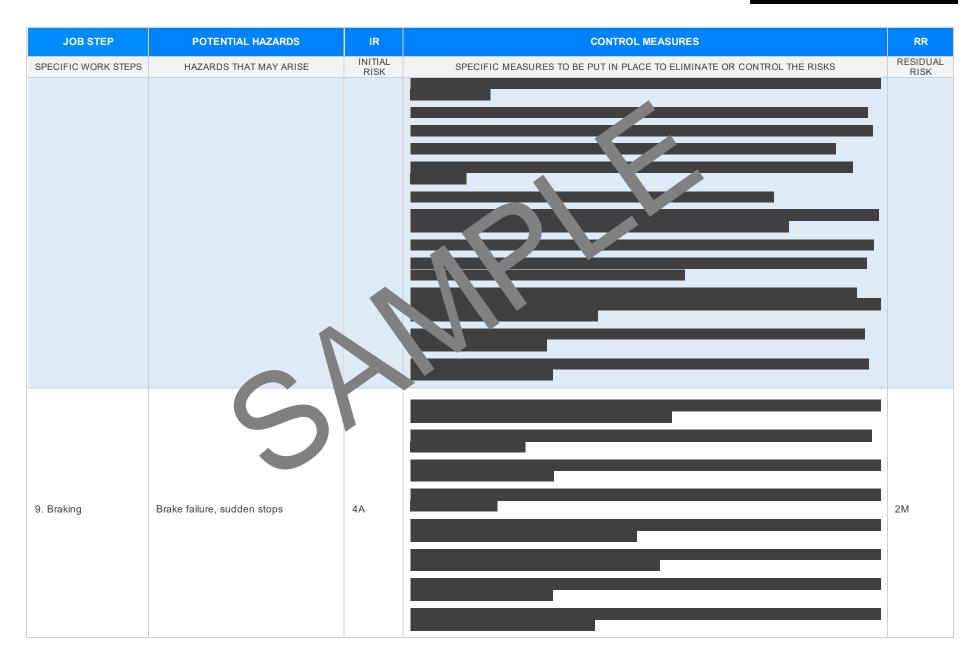
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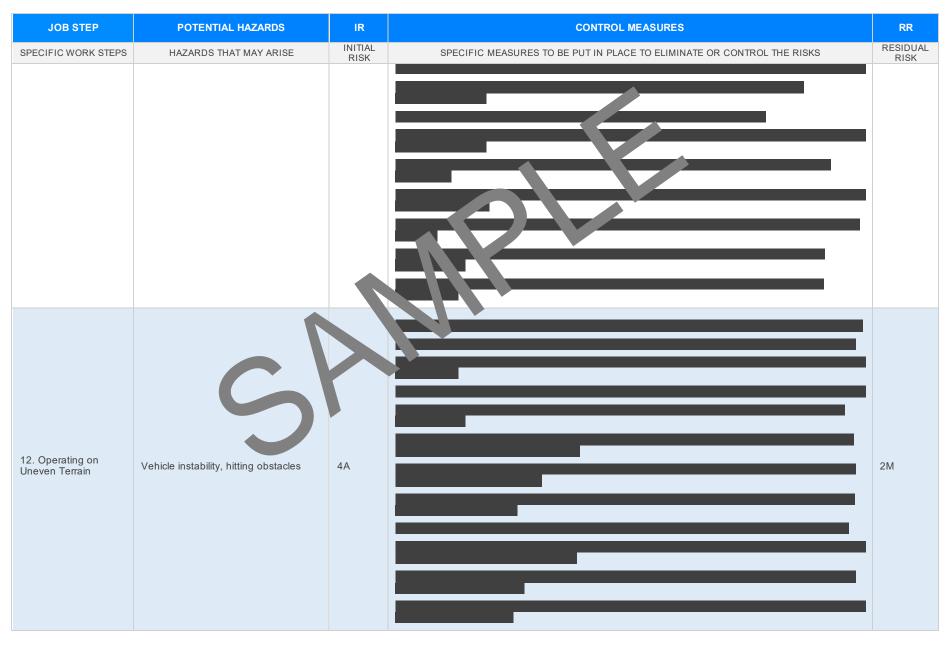
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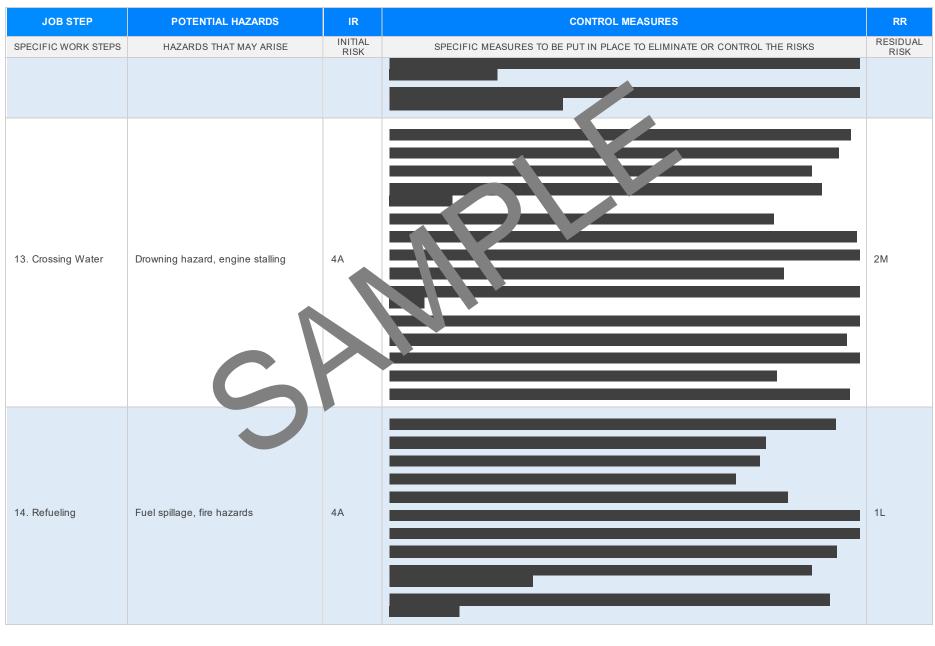
JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
10. Ascending Hills	Rollback, insufficient tr	4		2M
11. Descending Hills	Inability to slow down, rolling over	4A		2M

Version 2.5









Version 2.5



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
15. Parking	Vehicle roll-away, unsafe unloading	ЗН		1L
16. Maintenance Checks	Exposure to harmful substances, mechanical injuries	ЗН		1L

Version 2.5



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
17. Emergency Procedures	Lack of preparedness, delayed response	44		2М
18. Communication	Misunderstandings, delay in emergency reporting	ЗН		2М

Version 2.5





Version 2.5





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 LEGISLA	ATIVE REFERENCE IN ANY ST THAT 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.gld.gov.au/laws-and-compliance/work-health-and-safety-laws</u> Codes of Practice QLD: <u>https://www.worksafe.gld.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 Octopational Health and Safety Arec2004 Octopational Health and Safety Arec2004 Legischion VIC: https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and- gulations des on Mactice VIC_cttps://www.worksafe.vic.gov.au/compliance-codes-and-codes-practice
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/legis Codes of Practice NSW: https://www.safework.nsw.gov.au/legal-obligations/legis	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 201 Work Health and Safety (National Uniform Legislation) Regulate s 20 Legislation NT: <u>https://worksafe.nt.gov.au/laws-and-compliance</u> , <u>prkplate</u> <u>fety-la</u> Codes of Practice NT: <u>https://worksafe.nt.gov.au/laws-and-compliance</u> , <u>prkplate</u> <u>fety-la</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>
South Australia Work Health and Safety Act 2012 (SA) Work Health and Safety Regulations 2012 (S. Legislation for SA: <u>https://www.safework.sa.gov.au/resources_gislation</u> Codes of Practice for SA: <u>https://www.safework.sa.gov.au/w_splaces/codes-of-practice#COPs</u>	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
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.	 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 THE S ATEM AT MONITORING AND REVIEW The SWMS must be reviewed regularly to make sure it remain effect. and mu be reviewed (and The SWMS must be monitored regularly for the effectiveness of ensuring hazard controls are revised if necessary) if relevant control measures are revised. The s should be carried out in effective in reducing the risk of incidents, keeping the workplace safe for all personnel. The view consultation with workers (including contractors person responsible for monitoring the effectiveness of the Safe Work Method Statement should ntractors nay be cted by the operation of the SWMS and their health and safety representatives who rep sented that work group at the employ a multi-faceted approach which includes but is not limited to: workplace. 1. Spot Checks. When the SWMS has been revised the PCBU must ensure the all versons involved with the work are 2. Consultation with workers, contractors and sub-contractors. advised that a revision has been made and how they can acce the revised SWMS, including all persons 3. Internal audits on a continual basis who will need to change a work procedure or system as a reof the review are advised of the changes in a way that will enable them to implement their duties ntly with the revised SWMS. All workers that An approach of continuous improvement, promptly recording inconsistencies or deficiencies, will be involved in the work must be provided with the relevant information and instruction that will assist followed up by immediate corrective action and consultation with all relevant personnel ensures them to understand and implement the revised SWMS. 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.		
Any hazards listed in any site risk assessments have been added to the SN S.	\boxtimes	
SWMS initial risk (IR) column as well as residual risk (RR) column completed.	\square	
Check control measures added to the SWMS are the most effective sour tions.	\boxtimes	
Responsible person is assigned and listed on the spin central procentation of control measures.	\square	
Permit or licenses requirements specified, so in as Hot Work, Electrical Work, Work at Heights etc.	\boxtimes	
SWMS identifies plant and equipment to be	\square	
Details of inspection checks required for any equipment lister are noted on the SWMS.	\square	
Describes any mandatory qualifications, experience, ang or skills required to perform the work.	\boxtimes	
Applicable personal protective equipment is selected on the SWMS.	\square	
Reflects and documents any legislative references and/or Australian Standards.	\square	
Identifies any hazardous substances used with specific control measures in line with any SDS.		
REVIEWED BY	DATE REVIEWED	
SIGNATURE	DATE COMPLETED	