| Engaging Vehicle In Four-Wheel Drive Mode SAFE WORK METHOD STATEMENT (SWMS) | | | | | | |
|--|--|--|-------------------------------------|--|--|--|
| TASK OR ACTIV | ITY: Engaging Vehicle In Four-W | /heel Drive Mode | | | | |
| Business Name: | | ABN: | SWMS# | | | |
| Business Address: | | | | | | |
| Contact Person: | Phone: | E ail: | | | | |
| THIS SAFE WORK METHOD | STATEMENT IS APPRO | THE PC. OF THE ROJECT | | | | |
| Under the Work Health and Safety Regulation (WHS Regulation), a person conductive proposed work starts. | cting a business or under thing (Prov. V) is | required to entry of that a safe work method | statement (SWMS) is prepared before | | | |
| Full Name: | | | | | | |
| Signature: | NK | Title: | Date: | | | |
| Details of the person(s) responsible for ensuring implementation, monitoring the | compliance of the SWI, 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 | NATE OF ALL RELEVANT PERSONN EVELOPMENT AND APPROVAL OF | IEL WHO HAVE BEEN CONSULTED AND | COMMUNICATED TO IN THE | | | |
| Safety meetings or toolbox talks will be scheduled in account with regislative requirements to first identify any site hazards, and the to contract the those hazards and then to further take steps to either eliminate or contract leach hazard. | | | | | | |
| If an incident or a near miss occurs, all work must stop and 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: | |
| | |
| ☐ 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 integritystructure | \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 | 20005 | | | HEIRARCHY OF CONTROLS | |
| ALMOST CERTAIN | 3 HIGH | 3 HIGH | 4 ACUTE | 4 ACUTE | 4 ACUTE | SCORE | ACTION | | Elimination Remove the bazard | |
| 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 befo 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 ke recorde | | Engineering Isolate the hazard. | |
| Notes on Hiera is the second m Controls by cha method. | Notes on Hierarchy of Controls: Elimination methods are the most effective and preferrence en counting a hazard. Substitution is the second most effective method of controlling a hazard. Engineering by isolation is the sub-post energy will Administrative of the work is the fourth most effective method. PPE (Personal Proterive mulpine b) is the least effective method. | | | | | | | | | |

| | PERS_NAL TECTIVE EQUIPMENT (PPE) | | | | | | | | | | |
|---------------------------------|----------------------------------|--------------------|-----------------|---------------|----------------------------|---------------------------------------|----------------------|------------------------|--------------------|-------------------|---------------------------|
| | 1 | Select the ap | propriate PPL | | or the equil | oment used or | the Job task | being pertori | neo (ir applica | ibie). | i. |
| FOOT PROTECTION | HAND PROTECTION | HEAD PROTECTION | TEARING TION | F' P CTION | R⊾ ⇒PIRATORY PROTECTION | FACE PROTECTION | HIGH-VIS CLOTHING | PROTECTIVE CLOTHING | FALL PROTECTION | SUN PROTECTION | HAIR/JEWELLERY SECURED |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| Other PPE F | 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 | Unsecured load, Inadequate Personal Protective Equipment (PPE) | ЗН | Ensure all loads are properly secured using appropriate restraints and load-securing devices. Conduct a thorough pre-start inspection on the vehicle uncluding checking for any unsecured items inside and outside the vehicle. Before commencing work, usure all necessary PE is available, in good condition, and properly fitted. Provide training to all personnel on correct load-schering techniques and the importance of securing loads. Inspect restant equipment regulary for sign of wear or damage and replace if necessary. Verificithat thereincle's had is even us dributed to prevent shifting during operation. Use using a automizers to restrict access to loading zones while engaging four-wheel drive mode. Implate the budo, wetern where another worker checks your PPE and load-securing methods to ensure hom, ince. Regulary review and update SWMS to reflect any changes in procedures or equipment used for securing hads. | 2М |
| 2. Vehicle Check | Hydraulic failures, Brake failure, Tyre blowout | ЗН | Ensure all hydraulic systems are routinely inspected and maintained by qualified personnel Regularly check brake fluid levels and ensure there are no leaks in the brake system Conduct a comprehensive brake test before engaging the vehicle in four-wheel drive mode Inspect all tyres for damage, wear, and adequate air pressure prior to use Carry a properly inflated spare tyre and appropriate tools for tyre changes Use only tyres that are rated for off-road conditions specific to the task Make sure that the vehicle's hydraulic hoses and connections are securely in place Ensure that the vehicle is equipped with an emergency repair kit suitable for hydraulic, brake, and tyre conditions Fit vehicles with tyre pressure monitoring systems (TPMS) to detect potential tyre blowouts early Perform regular oil and filter changes to ensure optimal hydraulic system performance Confirm that all brake pads and discs are in good condition and meet manufacturer specifications Implement a pre-start checklist that includes hydraulic, brake, and tyre inspections Secure any loose items or objects within the vehicle that may interfere with brake and hydraulic lines | 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 |
| 3. Attaching Tow Line | Incorrect hitching, Excessive stress on tow line | ЗН | Ensure all employees are adequately trained in correct hitching techniques. Verify the tow line and hitching equipment for a towear or damage before use. Use only tow lines and hitching equipment and for the load being towed. Check that the hitching points on both vercles are usure and appropriate for towing. Implement a buddy system where another some set enclose the hitching setup before engagement. Maintain a safe distance between vehicles and vistande during the hitching process. Gradually apply tension to the own where and other consist and potential snapping. Securely faster and hooks thack to and other contact in case of hitching issues or emergencies. Regently revise an update hitching-procedures based on new safety guidelines or incidents. | 2М |
| 4. Engaging Four- Wheel Drive | Roll over due to the incorrect application, Gear shiftin hissued | 2М | | 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 |
| 5. All Terrain Driving | Terrain types: muddy, rocky, steep, tipping hazards | ЗН | | 2М |
| 6. Water Crossing | Rapid water flow, Deep mud, Vehicle being swept away | 4A | | 2M |





Version 2.5

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 |
| | | | | |
| 9. Smooth Slope Climb | Tipping hazard, Engine Uliperating | ЗН | | 2M |
| 10. Ridge Riding | Risk of a fall on either side, Rolling | 3H | | 2M |

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 |
| | | | | |
| 11. Sand Dune Traversal | Burying tyres in sand, Moving sand dunes | ЗН | | 2M |
| 12. Log Crossing | Slipping off log, Undercarriage damage | 3H | | 2M |

Version 2.5

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 |
| | | | | |
| 14. Vehicle Recovery | Misjudging ground conditions or necessary force, Incorrect winching method | 4A | | 2M |
| 15. Checking Vehicle Post-Procedure | Missed or hidden damage, Faults related to the four-wheel drive system insertion | 2М | | 1L |

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 |
| | | | | |
| 16. Final Checks and Clean up | Inadequate final inspection, Leaving waste behind | 21/1 | | 1L |
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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 REF | ERENCES | | | | | |
|--|---|--|--|--|--|--|
| RELEVANT LEGISLATION AND CODES OF PRACTICE. DELETE THE LEGISLATIVE REFERENCE IN ANY STATISTICAL 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.gld.gov.au/laws-and-compliance/codes-of-practice Legislation ACT: https://www.worksafe.act.gov.au/laws-and-compliance/codes-of-practice Codes of Practice ACT: https://www.worksafe.act.gov.au/laws-and-compliance/codes-of-practice | Victoria Octopational Health and Safety Accolot Octopational Health and Safety Accolot Legis bion VIC: https://www.uorksafe.vic.gov.au/occupational-health-and-safety-act-and- gulated S Ides of Mactice VIC attps://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) Regulations 200 Legislation NT: https://worksafe.nt.gov.au/laws-and-compliance/com | 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> | | | | | |
| 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_gislation Codes of Practice for SA: https://www.safework.sa.gov.au/resources_gislation | 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/acts-and-regulations | 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 |
|-------------|-----------|------|
| | | |
| | | |
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| | | |

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. | \boxtimes | | |
| Any hazards listed in any site risk assessments have been added to the SW 5. | \boxtimes | | |
| SWMS initial risk (IR) column as well as residual risk (RR) colume completed. | \boxtimes | | |
| Check control measures added to the SWMS are the most effer we set tions. | \boxtimes | | |
| Responsible person is assigned and listed on the splementa, and control measures. | \boxtimes | | |
| Permit or licenses requirements specified, so in as Hot Work, Electral Work, Work at Heights etc. | \boxtimes | | |
| SWMS identifies plant and equipment to be | \boxtimes | | |
| Details of inspection checks required for any equipment lister ure noted on the SWMS. | \boxtimes | | |
| Describes any mandatory qualifications, experience, ang 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 | | |