Haul Truck Operations   SAFE WORK METHOD STATEMENT (SWMS)								
TASK	COR ACTIVITY: Haul Truck Oper	ations						
Business Name:		ABN:	SWMS#					
Business Address:								
Contact Person:	Phone:	E ail:						
THIS SAFE WORK METHOD	STATEMENT IS APPROVED BY							
THIS SAFE WORK METHOD STATEMENT IS APPROLOD BY THE PCLOOF THE AROJECT Under the Work Health and Safety Regulation (WHS Regulation), a person conducting a business or under thing (Publ) is required to ensure that a safe work method statement (SWMS) is prepared before the proposed work starts.								
Full Name:								
Signature:		Title:	Date:					
Details of the person(s) responsible for ensuring implementation, monitoring $\eta_{i}$	compliance of the SWI, was well as re	eviews and modifications of the SWMS.						
Full Name:		Title:	Phone:					
ALL PERSONNEL PARTICIPATING IN ANY ACTIVITY ON THIS WMS HAVE THE FOLLOWING COMMUNICATED	NAME 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 schedued in according e with egislative requirements to first identify any site hazards, and the to further take steps to either eliminate or conal leach hazard.								
If an incident or a near miss occurs, all work must store an equately. 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				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 TO TECTIVE EQUIPMENT (PPE) Select the appropriate PPL about 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				



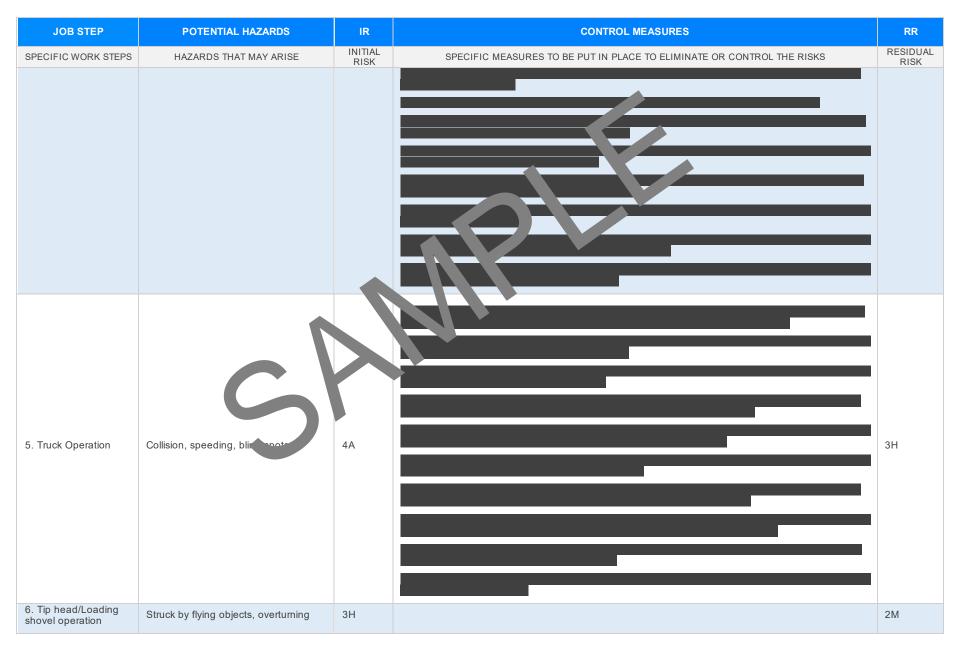
JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
1. Preparation	Tripping over equipment, Inadequate PPE	2М	<ul> <li>Conduct a pre-start meeting to discuss the uask and associated hazards.</li> <li>Ensure all personnel are wearing appropring person in protective equipment, including high-visibility clothing, hard hats, steel-toed boots, and guinet</li> <li>Keep walkways and works noces clear of unneressary too bund equipment to minimise trip hazards.</li> <li>Use signage or barriers to demeate work zones in the demeating appropriate person of pedestrian traffic.</li> <li>Inspect hault to use betweene menuse that steps, ladders, and handrails are secure and free from defects.</li> <li>Implement guid house being provided in all areas where preparation tasks are being carried out.</li> <li>Regularly in nect all maintain PPE to ensure it is in good condition and fit for purpose.</li> <li>Train workers in hazard identification and safe work practices specific to haul truck preparation.</li> <li>Use stabilisty communication protocols between team members to coordinate movements and minimise duption.</li> <li>Monitor weather conditions as poor weather can increase slip or trip risks.</li> <li>Have an emergency response plan in place and ensure all workers are familiar with procedures in case of an incident.</li> </ul>	1L
2. Pre-start check	Missing safety devices, faulty brakes	ЗН	<ul> <li>Conduct a thorough visual inspection of the haul truck for any obvious defects or damages.</li> <li>Verify that all safety devices, such as seat belts, alarms, and horns, are present, intact, and functioning properly.</li> <li>Check the condition and operation of brake systems, including service, parking, and emergency brakes.</li> <li>Ensure that all lights, indicators, and reflective markings are visible and operational.</li> <li>Test all warning devices, such as reverse alarms and lights, to ensure they are audible and visible.</li> <li>Inspect tyres for correct pressure, wear, and any signs of damage or puncture.</li> <li>Confirm that mirrors and visibility aids are adjusted for optimal visibility and are free from obstructions.</li> <li>Review fluid levels, including oil, coolant, hydraulic, and fuel, to ensure they are within recommended limits.</li> <li>Validate that load capacity decals and operating procedures are clearly displayed inside the cab.</li> <li>Assess steering mechanisms for appropriate responsiveness and absence of excessive play.</li> </ul>	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
			- Review logbooks for previous maintenance checks and outcomes to ensure the vehicle is fit for operation.	
			- Ensure any required protective gear for the operative, like hard hats and high-visibility vests, is worn at all times during operation.	
			- Perform a functional test of all control lever and switch to confirm proper operation without stickiness or lag.	
			- Arrange for immediate repair or maintenance of faults are detected before commencing operations.	
			- Conduct a pre-operation chere to ensure all hau to a are equipped with functioning load weight indicators.	
			- Use clearly uble signage indication the meanum allowable load capacity for each specific haul truck.	
			- Train perate on the portance of pering to load limits and recognising indicators of an unstable load.	
			- Region, alibrate reighing devices to ensure accuracy in measuring loads before transport.	
		- Implement a juddy's them where a second worker verifies the load for balance and security before the suck departs.		
	•		- Mentain lear communication channels between equipment operators and ground workers to coordinate property ing techniques.	
3. Load Inspection	Overloading, Unstable load		- stablish a standard operating procedure for assessing the stability of a load, including checking for sharing or uneven distribution.	2M
			- Use visual guides or markers to indicate the recommended load height inside each haul truck for easy reference.	
			- Ensure the use of restraints or containment methods such as tarps or nets, especially for loose materials.	
			- Develop a checklist that operators must complete for load inspection, including checks for overloading and load securing.	
			- Provide refresher training sessions periodically to reinforce the awareness of load safety and hazard recognition.	
			- Schedule regular inspections of haul truck suspension systems and tyres to support stable and balanced load carrying.	
4. Mounting and		011		
Dismounting	Slips, falls from height	ЗH		1L

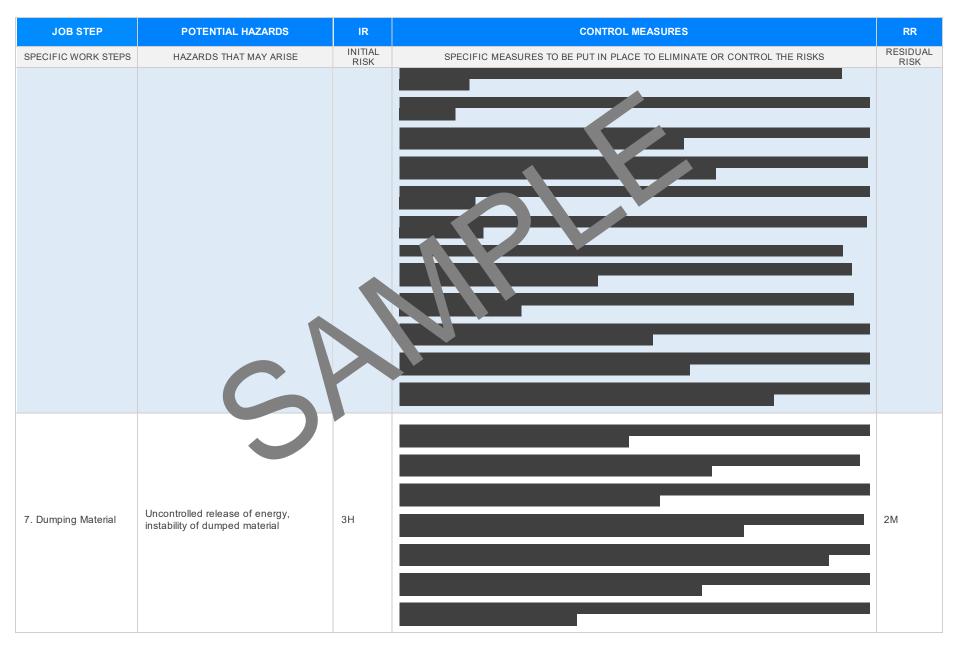
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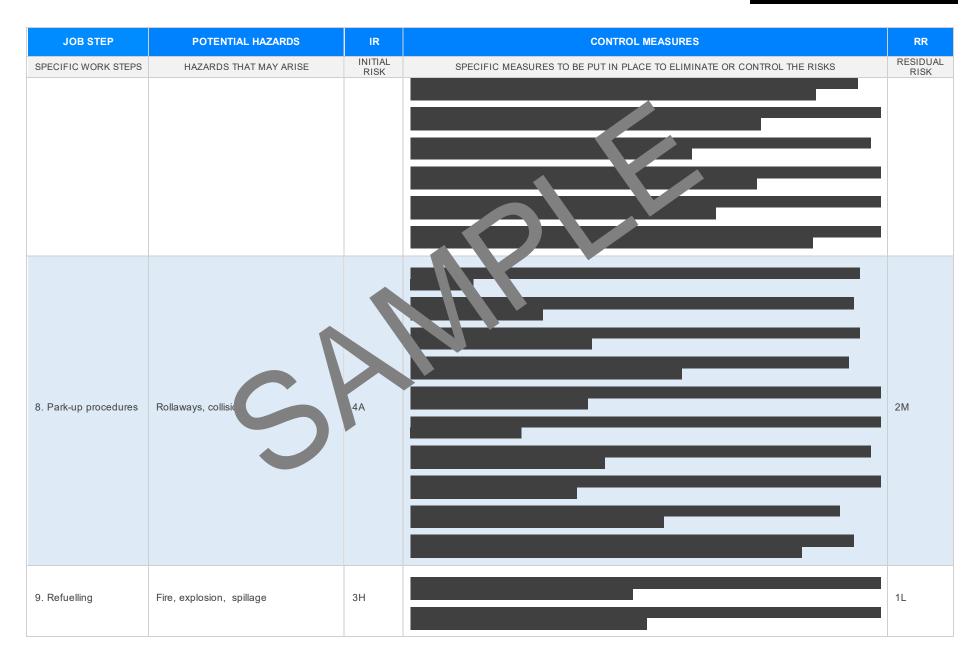
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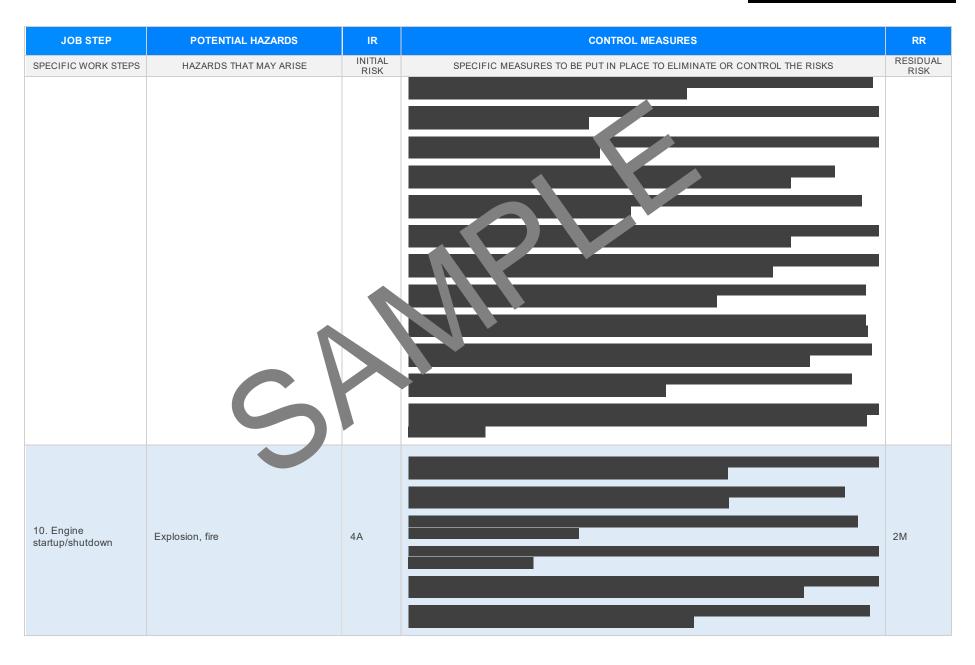
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Version 2.5





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
12. Equipment inspection	Contact with dangerous parts, failure of lifting device	ЗН		<ul> <li>I</li> <li>I&lt;</li></ul>
13. Hazardous substance handling	Chemical burns, inhalation hazards	4A		2M

Version 2.5

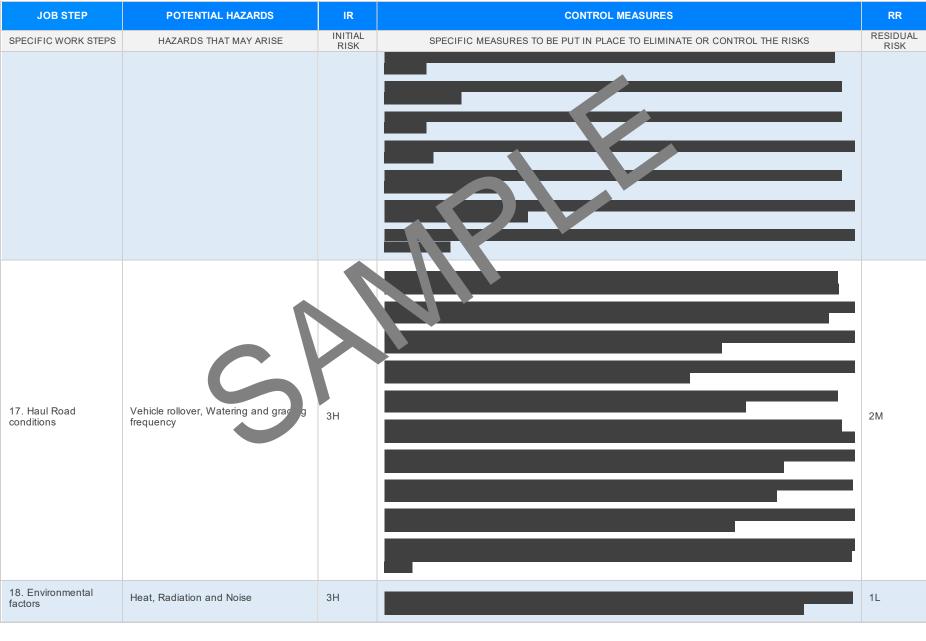




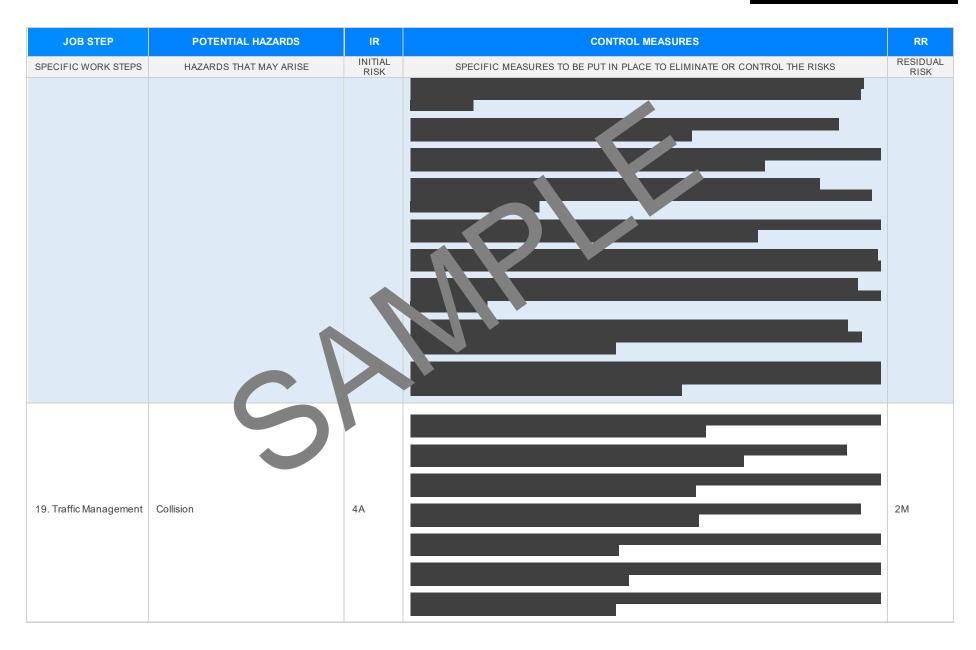












Version 2.5







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
	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.

LEGISLATIVE REF	ERENCES					
RELEVANT LEGISLATION AND CODES OF PRACTICE. DELETE THE LEGISLATIVE REFERENCE IN ANY STATISTICAT 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/codes-of-practice</u> Codes of Practice ACT: <u>https://www.worksafe.act.gov.au/laws-and-compliance/codes-of-practice</u> Codes of Practice ACT: <u>https://www.worksafe.act.gov.au/laws-and-compliance/codes-of-practice</u>	Victoria On upational Health & 1 Safety Acc-004 Occupational Health an Safety Acc-004 Legismion VIC: <u>https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and- rulations</u> Ides on Fractice VI- <u>actps://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/legis">https://www.safework.nsw.gov.au/legal-obligations/legis</a> Codes of Practice NSW: <a href="https://www.safework.nsw.gov.au/resource-library">https://www.safework.nsw.gov.au/legal-obligations/legis</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 201 Work Health and Safety (National Uniform Legislation) Regulatines 20 Legislation NT: <u>https://worksafe.nt.gov.au/laws-and-compliance</u> , <u>prkplatentfety-la</u> Codes of Practice NT: <u>https://worksafe.nt.gov.au/laws-and-reso</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- 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/ve_cplaces/codes-of-practice#COPs</u> Codes of Practice for SA: <u>https://www.safework.sa.gov.au/ve_cplaces/codes-of-practice#COPs</u> Tasmania Work Health and Safety Act 2012	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					
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: <u>https://worksafe.tas.gov.au/topics/laws-and-compliance/acts-and-regulations</u> Codes of Practice for TAS: <u>https://worksafe.tas.gov.au/topics/laws-and-compliance/codes-of-practice</u>	<ul> <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>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 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.	$\boxtimes$	
Name, signature, position and date signed of the person approving the SWMS.		
Specific personnel and qualifications, experience is noted in the SWMS.	7	
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.	$\boxtimes$	
Any hazards listed in any site risk assessments have been added to the Sλ. S.	$\boxtimes$	
SWMS initial risk (IR) column as well as residual risk (RR) column completed.	$\boxtimes$	
Check control measures added to the SWMS are the most effective sections.	$\boxtimes$	
Responsible person is assigned and listed on the spiral of the spiral entry of control measures.	$\boxtimes$	
Permit or licenses requirements specified, so in as Hot Work, Electrical Work, Work at Heights etc.	$\boxtimes$	
SWMS identifies plant and equipment to be	$\boxtimes$	
Details of inspection checks required for any equipment lister are 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.	$\square$	
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 REVIE	EWED
SIGNATURE	DATE COMP	LETED