

Mobile Plant | SAFE WORK METHOD STATEMENT (SWMS)

TASK OR ACTIVITY: Mobile Plant

Business Name: [Company Name]

ABN: [ABN]

SWMS#

Business Address: [Company Address]

Contact Person:

Phone: [Phone]

Email:

THIS SAFE WORK METHOD STATEMENT IS APPROVED BY THE PCBU OF THE PROJECT

Under the Work Health and Safety Regulation (WHS Regulation), a person conducting a business or undertaking (PCBU) 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 and compliance of the SWMS, as well as reviews and modifications of the SWMS.

Full Name:

Title:

Phone:

ALL PERSONNEL PARTICIPATING IN ANY ACTIVITY ON THIS SWMS MUST HAVE THE FOLLOWING COMMUNICATED

NAME AND DATED SIGNATURE OF ALL RELEVANT PERSONNEL WHO HAVE BEEN CONSULTED AND COMMUNICATED TO IN THE DEVELOPMENT AND APPROVAL OF THIS SWMS

Safety meetings or toolbox talks will be scheduled in accordance with legislative requirements to first identify any site hazards, secondly to communicate those hazards and then to further take steps to either eliminate or control each hazard.

NAME

SIGNATURE

DATE

If an incident or a near miss occurs, all work must stop immediately. 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 Provide a detailed description of the specific work being carried out (otherwise known as a scope of works).
Project Name:	
Project Address:	
Project Manager:	
Contact Phone:	
Project Manager Signature:	
Date SWMS supplied to Project Manager:	

ANY HIGH-RISK CONSTRUCTION WORK BEING CARRIED 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.	☐ is 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 of a structure.	☐ is carried out in an area that may have a contaminated or flammable atmosphere.
☐ involves, or is likely to involve, disturbing asbestos.	☐ involves tilt-up or precast concrete.
☐ involves structural alteration or repair that requires temporary support 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.	☐ 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 than 1.5m or 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 MACHINERY OR EQUIPMENT NEARBY

☐ Forklift	☐ Crane/s	☐ Hoist/s	☐ Excavator	☐ Backhoe/Loader	☐ Boom Lift	☐ EWP	☐ Genie Lift
☐ Trencher	☐ Drilling Rig	☐ Trucks	☐ Formwork	☐ Bobcat	☐ Flammable Gas	☐ Fuel	☐ Dozer
☐ High Voltage	☐ Mulcher	☐ Tilt-up Panels	☐ Roller	☐ Scissor Lift	☐ Tractor	☐ Other -	

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			Elimination Remove the hazard.			
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEED	Substitution Replace the hazard.			
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE	3H HIGH	Review before work starts.	Isolation Isolate People from the hazard			
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	2M MODERATE	Ensure control measures in place.	Engineering Isolate the hazard.			
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	Monitor and keep records	Administrative Change the work.			
Notes on Hierarchy of Controls: Elimination methods are the most effective and preferred when controlling a hazard. Substitution is the second most effective method of controlling a hazard. Engineering by isolation is the third most effective, while Administrative Controls by changing the work is the fourth most effective method. PPE (Personal Protective Equipment) is the least effective method.											
PERSONAL PROTECTIVE EQUIPMENT (PPE)											
FOOT PROTECTION	HAND PROTECTION	HEAD PROTECTION	HEARING PROTECTION	EYE PROTECTION	RESPIRATORY PROTECTION	FACE PROTECTION	HIGH-VIS CLOTHING	PROTECTIVE CLOTHING	FALL PROTECTION	SUN PROTECTION	HAIR/JEWELLERY SECURED
											
☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Select the appropriate PPE above suitable for the equipment used or the job task being performed (if applicable).											
Note: A SWMS must be reviewed regularly to make sure it remains effective. A SWMS must be reviewed (and revised if necessary) if relevant control measures are revised. The review process should be carried out in consultation with workers (including contractors and subcontractors) who may be affected by the operation of the SWMS and their health and safety representatives who represented that work group at the workplace. When a SWMS has been revised, the person conducting a business or undertaking must ensure all: - persons involved in the work are advised that a revision has been made and how they can access the revised SWMS; - persons who will need to change a work procedure or system as a result of the review are advised of the changes in a way that will enable them to implement their duties consistently with the revised SWMS; and, - workers that will be involved in the work are provided with the relevant information and instruction that will assist them to understand and implement the revised SWMS.											

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR	RESPONSIBLE PERSON
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK	NAME OF PERSON
1. Preparation	Trip hazards, Inadequate lighting	2M	- Identify and mark all potential trip hazards present in the work area before commencing any activity involving Mobile Plant. - Keep the work area clean and free from debris and extraneous materials by implementing a regular cleaning schedule, especially in walkways. - Install prominent hazard signage to draw attention to identified trip risks, such as cords, hoses, or uneven surfaces. - Assess lighting conditions in the area and ensure that adequate illumination is provided for workers to safely carry out their tasks. - Use portable and task lighting where necessary to improve visibility. - Provide appropriate Personal Protective Equipment (PPE), such as slip-resistant footwear, to minimise the risk of slips and trips. - Encourage clear communication between team members to alert others of potential hazards and to coordinate movements in congested areas. - Implement a structured training programme to instruct workers on how to safely navigate the work area while operating Mobile Plant. - Establish designated walking routes within the working area to minimise the potential for collisions between Mobile Plant and pedestrians. - Develop an emergency plan and conduct regular drills so that all team members are familiar with the proper response procedures in case of accidents or incidents. - Conduct pre-operational checks on all Mobile Plant equipment ensuring they are in good condition, with particular attention paid to tires, brakes, and visibility factors. - Strictly adhere to designated weight limits and loading capacities for each Mobile Plant machine, taking into account any additional loads placed upon them by environmental factors, such as wet or uneven surfaces. - Ensure a competent person is responsible for overseeing the operation of Mobile Plant machinery, providing guidance to operators where needed to maintain a safe workplace. - Regularly review and update the Safe Work Method Statements (SWMS) related to Mobile Plant operations to account for any changes in worksite conditions, personnel, or equipment use.	1L	
2. Site Inspection	Uneven terrain, Exposed electrical cables	3H	- Conduct thorough site inspections before operating mobile plants to identify and assess potential hazards such as uneven terrains, exposed electrical cables, and other obstacles. - Establish designated pathways for mobile plant equipment movement, avoiding uneven terrain and areas with exposed electrical cables. - Implement a clear communication plan among all workers to report identified hazards during site inspections, ensuring immediate corrective actions are taken.	2M	

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			- Provide adequate safety barriers or covers for exposed electrical cables to prevent direct contact with mobile plant machinery and personnel. - Utilise proper signage indicating uneven terrain or electrical hazards in designated work areas to alert the workers and mobile plant operators. - Require all mobile plant operators to undergo regular workplace health and safety training, focusing on risk assessment, safe operation, and hazard identification. - Develop a Site Specific Safety Plan (SSSP) detailing the possible hazards that may be encountered during the project and outlining contingency plans. - Ensure preventative maintenance schedules for mobile plant machinery and equipment are followed to minimise potential risks associated with mechanical failure. - Ensure appropriate personal protective equipment (PPE) is worn by all workers, including high-visibility clothing, safety boots with slip-resistant soles, and appropriate gloves for handling electrical components. - Establish an emergency response plan, including how to isolate power supplies in case of a serious electrical hazard, and clearly communicate this plan to all workers and relevant stakeholders. - Engage qualified and experienced ground control personnel to level out uneven surfaces and mitigate the risk of mobile plant tipping over or unstable operation. - Consider utilising advanced technology solutions such as proximity detection, cameras, or GPS tracking on mobile plant equipment to enhance overall situational awareness and help operators navigate potential hazards more effectively.		
3. Load Mobilization	Falling loads, Unsecured load shifting	4A	- Conduct a thorough pre-start inspection of the mobile plant, ensuring all safety mechanisms and systems are functioning correctly before the commencement of loading. - Ensure that operators of mobile plants possess valid licenses, have been trained in safe machinery handling procedures, and are familiar with site-specific requirements. - Designate a clear loading area with proper signage and barrier systems in place to prevent unauthorised personnel from entering the zone during loading operations. - Implement a robust communication system between the mobile plant operator and other crew members involved in the loading process, including the usage of hand signals, two-way radios, and designated spotters as required. - Clearly mark load weight limits on each piece of equipment and establish protocols to ensure loads do not exceed these limitations. - Provide adequate personal protective equipment (PPE) for all individuals involved in the loading process, including but not limited to hard hats, steel-toed boots, high-visibility vests, and gloves.	3H	

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			- Develop and enforce proper procedures for securing loads onto the mobile plant, such as employing appropriate lashings, chains, or other securing devices, as well as verifying that the load is stable and secure prior to transport. - Regularly monitor weather conditions and halt loading procedures if adverse conditions, such as high winds or heavy rain, pose a risk to the stability of the load or create unsafe working conditions on-site. - Train workers to assess and adjust the stability of the load during transport as necessary, being prepared to stop the mobile plant if there are signs of shifting or instability. - Establish a documented emergency response plan to guide employees' actions in the case of an incident involving falling or shifted loads, including relevant first aid procedures and emergency contact information. - Implement regular inspections, maintenance, and review processes for mobile plant, equipment, loading techniques, and personnel competency to ensure continued adherence to best practices related to load mobilization and workplace health and safety.		
4. Lifting Operations	Failed rigging, Crane coll	4A	[REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]	2M	

SAMPLE

SAMPLE

SAMPLE

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8. Ground Stabilization	Loose soil, Collapse of retaining structures	3H		2M	

SAMPLE

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9. PPE Inspection	Damaged equipment Insufficient/inappropriate PPE	2M		1L	

stac equipment 3H

environmental pollution

3H

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12. Communication	Miscommunication, Unclear signage warning signals	2M		1L	

ers, Vehicle incu	on to	[REDACTED]
	3H	[REDACTED]
		[REDACTED]
		[REDACTED]
		[REDACTED]
		[REDACTED]
		[REDACTED]

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14. Material Handling	Manual handling injuries, Accidental drop/spill of materials	3H		1L	

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			SAMPLE [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]		
15. Maintenance	Maintenance related incidents, Exposure to hazardous substances	4A	[REDACTED] [REDACTED] [REDACTED]	3H	

SAMPLE

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16. Machine Guarding	Contact with moving parts, Guard failure/absence	3L	1. Ensure all guards are in place and functioning correctly before starting work. 2. Use proper lockout/tagout procedures when performing maintenance or repairs. 3. Wear appropriate PPE, including safety glasses and gloves. 4. Avoid reaching into machinery or moving parts. 5. Keep work area clean and free of clutter. 6. Do not operate machinery if you are tired, impaired, or under the influence of alcohol or drugs. 7. Follow all safety instructions and warnings. 8. Report any unsafe conditions or incidents to your supervisor immediately. 9. Do not operate machinery if you are not trained or authorized. 10. Keep hands and feet away from moving parts. 11. Use the correct tool for the job. 12. Do not use makeshift guards or repairs. 13. Ensure all safety features are tested and working. 14. Do not operate machinery if you are not confident in your abilities. 15. Follow all company safety policies and procedures.	1L	

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17. Emergency Response Plan	Inadequate evacuation plan, Delayed response to emergencies	2M		1L	

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18. Noise & Vibration Control	Hearing damage, Hand-Arm Vibration Syndrome (HAVS)	3H		2M	

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

RELEVANT LEGISLATION AND CODES OF PRACTICE. DELETE THE LEGISLATIVE REFERENCES IF ANY STATE THAT 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 and Safety Act 2004

Occupational Health and Safety Regulations 2017

Legislation VIC: <https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and-regulations>

Codes of Practice VIC: <https://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/legislation>

Codes of Practice NSW: <https://www.safework.nsw.gov.au/resource-library/list-codes-of-practice>

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>

Northern Territory

Work Health and Safety (National Uniform Legislation) Act 2011

Work Health and Safety (National Uniform Legislation) Regulations 2011

Legislation NT: <https://worksafe.nt.gov.au/laws-and-compliance/workplace-safety/laws>

Codes of Practice NT: <https://worksafe.nt.gov.au/form-and-resources/codes-of-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/model-codes-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

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/workplaces/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.

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	Position	Signature	Date	Time	Supervisor
			Date:		
			Date:		
			Date:		
			Date:		
			Date:		
			Date:		
			Date:		

SAFE WORK METHOD STATEMENT MONITORING AND REVIEW

The SWMS must be reviewed regularly to make sure it remains effective and must be reviewed (and revised if necessary) if relevant control measures are revised. The review process should be carried out in consultation with workers (including contractors and subcontractors) who may be affected by the operation 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 all persons involved with the work are advised that a revision has been made and how they can access the revised SWMS, including all persons who will need to change a work procedure or system as a result of the review are advised of the changes in a way that will enable them to implement their duties consistently 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	TO BE DONE	COMMENTS
The company details have been entered, including the project name and address.	☐	☐	
Names and signatures of 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 SWMS.	☐	☐	
SWMS initial risk (IR) column as well as residual risk (RR) columns completed.	☐	☐	
Check control measures added to the SWMS are the most effective solutions.	☐	☐	
Responsible person is assigned and listed on the SWMS for the implementation of control measures.	☐	☐	
Permit requirements specified, such as Hot Work, Electrical Work, Work at Heights etc.	☐	☐	
SWMS identifies plant and equipment to be used.	☐	☐	
Details of inspection checks required for any equipment listed are noted on the SWMS.	☐	☐	
Describes any mandatory qualifications, experience, training or skills required to perform the work.	☐	☐	
Applicable personal protective equipment is selected on the SWMS.	☐	☐	
Lists any required permits or licenses.	☐	☐	
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 REVIEWED	
SIGNATURE		DATE COMPLETED	