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| --- | --- | --- | --- |
| **Business Name:** | **Address:** | **ABN:** | **Date of Issue:** |
| D&M Plant Hire Pty Ltd | 55 Enterprise St Cleveland | 57 010 542 506 | 07.03.2018 |
| **Prepared/Authorised By: Name** | **Position:** | **Signature:** |
| Ernie Goldsworthy | Allocations Manager | Ernie Goldsworthy |
| **Project Name:** | **Principal Contractor:** | **Project Location:** | **Project Manager:** |
| Various Sites as required |  |  |  |
| **Scope of Work:**  |
| Maintenance of Machinery & Trucks  |
| **High Risk Construction Work Activity:**  | **Competencies and Qualifications:** |
| * Work on or adjacent to a road;
* Work where there is any movement of powered mobile plant
 | All personnel working on a construction site must hold a General Construction Industry Induction Card.Truck licence MC, HR or MR requiredAll Carters will be Site inducted and carry out principal contractors short term induction prior to being onsite (When required) |
| **Plant and Equipment to be used:** |
| Bobcats, Excavators, Tipper Trucks, Float /Quad Dog Trailer  |
| **Emergency planning required? Yes:** [x]  **No:** [ ]  | **Relevant legislation and/or guidance material:** |
| **In the event of an emergency situation "STOP" access the risk/ immediate danger and notify site supervisor. Follow site emergency evacuation procedure if required.****Mandatory PPE** * Safety footwear; Hi visibility shirt / vest – retro-reflective, High visibility overalls / trousers - retro-reflective / biomotion material on legs at night) & Gloves

***Additional PPE*** may be required depending the site requirements, job task or as specified in hazardous chemical SDS (MSDS):* Hard hat with brim , Hearing protection (minimum Class 4) & Safety glasses

SDS’s are required for all hazardous substances stored or used on site First aid kits and water must be available on site at all timesSpill kits must be available on site at all times | QLD Work Health and Safety Act 2011QLD Work Health and Safety Regulation 2011 Managing Risks of Plant in the workplace Code of Practice 2013National Heavy Vehicle Law ( Fatigue Management)How to Manage Work Health and Safety Risks Code of Practice 2011Traffic Management for Construction or Maintenance Work Code of Practice 2008 Manual of Uniformed Traffic Control Devices (MUTCD) Part 3 |

All work at D & M Plant Hire is carried out in accordance with the D & M Plant Hire Safety Plan. The Plan provides D & M Plant Hire Workers and their Clients with an understanding of D&M Plant Hire’s policies, processes and resources for ensuring the effective management and minimisation of workplace injury and environmental harm in all of D & M Plant Hire’s operations.

| **Step No.** | **What are the tasks involved?** | **What are the Hazards?** | **Initial Risk** | **What controls must be used?** | **Final Risk** | **Who is responsible?** |
| --- | --- | --- | --- | --- | --- | --- |
| **C** | **L** | **R** | **C** | **L** | **R** |
|  | **All Tasks** | Unknown Hazards | 4 | 3 | M48 | * + Sign onto Customer Site and undertake induction as required.
 | 4 | 2 | M32 | Truck Driver OperatorMechanic |
| Struck by vehicle or plant | 4 | 3 | M48 | * + High-visibility vest or clothing with retro-reflective strips for night works
	+ Check mirrors before exiting cabin.
	+ Stay within one metre from vehicle at job sites (where possible) or in vehicle
 | 4 | 2 | M32 | Truck Driver OperatorMechanic |
| Fatigue  | 5 | 3 | H60 | * + Do not drive tired.
	+ Driving hours / rest hours must be able to be substantiated.
	+ Document breaks on invoices, diaries, work diaries as per Fatigue Management legislation
	+ Work Diaries to be maintained when travel outside 100km radius from depot occurs. (QLD)
 | 5 | 2 | M40 | Truck Driver OperatorMechanic |
| Overloading  | 4 | 3 | M48 | * + Driver to ensure load is within legal load limit
	+ Weighbridge docket
	+ Off-load surplus if over limit.
 | 4 | 1 | M16 | Truck Driver OperatorMechanic |
| Drugs & Alcohol  | 4 | 3 | M48 | * + Zero limit for illegal drugs and alcohol on construction sites
	+ Random alcohol testing by principle contractor and Police.
	+ Follow medical directives for prescription drugs that may affect performance.
 | 4 | 1 | M16 | Truck Driver OperatorMechanic |
| Failure of vehicle equipment or brakes | 4 | 3 | M48 | * + Ensure compliance to scheduled service regime.
	+ Conduct and fill out pre-start checks ensuring:
	+ Revolving orange light
	+ Reversing camera(s)
	+ Reversing light
	+ Reversing beeper is operational.
	+ Check connections between vehicle and trailers.
	+ Check brakes & steering on moving off;
	+ All vehicle faults to be reported.
 | 4 | 2 | M32 | Truck Driver OperatorMechanic |
| Slips / trips / Falls | 4 | 3 | M48 | * + Maintain 3 points of contact when entering/exiting machines;
	+ Stop truck on level ground.
 | 4 | 1 | M16 | Truck Driver OperatorMechanic |
|  | **Travel to site / Marshalling area** | Various road hazards | 4 | 2 | M32 | * + Obtain Vehicle Movement Plan (VMP) from Depot to indicate Site Marshalling area.
	+ Comply with Road rules.
 | 4 | 1 | M16 | Truck Driver OperatorMechanic |
|  | **Entry to Site** | Not seen – Impact with other Plant or equipment.  | 4 | 3 | M48 | * + Hazard light operational
	+ Operational reversing light
	+ Follow direction of traffic controller(s).
	+ Radio contact maintained on designated channel
	+ Keep site briefed of movements over radio. (e.g. truck transiting xx St”)
 | 4 | 2 | M32 | Truck Driver/ Operator |
|  | **Reversing on site** | Striking plant or person  | 5 | 3 | H60 | * + All trucks must have operational revolving flashing lights, reverse beepers, Reversing camera with day/night capability, mirrors, UHF radio [on correct channel], fitted with park break alarm.
	+ Minimise the need to reverse by positioning vehicle so that forward movement is possible.
	+ No reversing on site without the use of designated Truck Controller or a spotter.
	+ Stop if visual contact is lost with Truck Controller / spotter
	+ Truck controller to guide trucks toward shuttle buggy or paver
	+ Drivers to obey directions from the Truck controller, on UHF channel and / or hand signals
	+ Truck controller will always be wearing an alternative coloured hi vis vest / Shirt
 | 5 | 2 | M40 | Truck DriverSpotterMechanic |
|  | **Moving on site** | Striking plant or person | 5 | 3 | H60 | * + Comply with any posted speed signs
	+ Maintain radio communication on designated channel.
	+ Lookout for pedestrians
	+ Follow direction of spotter or truck controller
	+ Move at slow speed (walking pace preferred)
	+ Do not back onto hopper of paver until directed to do so by truck controller. “Wings” of paver must be down.
 | 5 | 1 | M20 | MechanicTruck DriverOperator |
| Overhead powerlines | 5 | 3 | H60 | * + Overhead powerlines should be identified by yellow cones or road markings and discussed at toolbox meeting.
	+ However – do not rely on this solely- Look up and live
	+ Maintain 3m clearance between truck and overhead wires
	+ Do not travel with hoist raised.

**If contact with wires is made – stay in vehicle (if safe) until power is isolated.** * + Location of overhead wires is to be highlighted by:
		- yellow cones placed to identify overhead wires location, or
		- lines marked on the road surface
		- when working nights, a lighting tower shall be employed to illuminate the overhead wires location
	+ No tipping 8m either side of overhead lines and / or between permanent signage.
 | 5 | 1 | M20 | Truck Driver / Operator |
|  | **Night work** | Striking plant or person  | 5 | 3 | H60 | * + Comply with above.
	+ Check rotating light is operational.
	+ Ensure reversing camera in suitable for night operation and is working.
	+ Ensure reversing light is operational
	+ Reverse very slowly
	+ Avoid glare from auxiliary lighting – stop if encountered.
	+ Ensure adequate lighting is provided for the task – Stop & contact Supervisor by radio if deficient.
	+ D/N High-vis garments worn on site.
 | 5 | 2 | M40 | Driver OperatorMechanic |
|  | **Mobile Phone use**  | Collision with plant / peoplePlant damage | 4 | 2 | M32 | * + Mobile phones are not to be used while driving truck
	+ Hands free kits are to be used
	+ If driver must take call – stop truck in a safe area, take the call and then proceed to drive again after phone call
 | 4 | 1 | M16 | Truck Driver / Operator |
|  | **Repairing Air Con systems** | Machine movement, pressurised gas, Burns, Crush injury, slips trips & falls | 5 | 3 | H60 | * + Keys must be handed to Mechanic.
	+ Correct PPE
	+ All tooling in serviceable order
	+ Lock out machine
 | 1 | 55 | M20 | Mechanic |
|  | **Repairing Hydraulic systems** | Machine movement, Oil under pressure, Burns, Crush injury, slips trips & falls | 5 | 3 | H60 | * + Keys must be handed to Mechanic.
	+ Correct PPE
	+ All tooling in serviceable order
	+ Lock out machine
	+ Release pressure from system
 | 4 | 1 | M16 | Mechanic |
|  | **General mechanical** | Machine movement, Oil under pressure, Burns, Crush injury, slips trips & falls | 5 | 3 | H60 | * + Keys must be handed to Mechanic.
	+ Correct PPE
	+ All tooling in serviceable order
	+ Lock out machine
	+ Wheel chocks for trucks
 | 4 | 1 | M16 | Mechanic |
|  | **Hot Works** | Burns, Crush injuries, Slips trips and falls, Inhalation, Fire | 4 | 2 | H64 | * + Keys must be handed to Mechanic.
	+ Correct PPE
	+ All tooling in serviceable order
	+ Lock out machine
	+ Welding shield if required
	+ Fire Extinguisher on hand
	+ Hot works Permit for site if required
 | 4 | 1 | M16 | Mechanic |
|  | **Hazardous substances** | Inhalations, Ingestion,Spills and Contact | 3 | 3 | M36 | * + Operator must read and understand requirements of MSDS for operating, servicing and maintaining of plant
	+ Spill kits available

Follow safe work practices when using & storing chemicals | 3 | 1 | L12 | Mechanic |
|  | **Leave site** | Damage to property / plantTheft | 4 | 3 | M48 | * + Lock and secure machine
	+ Areas to be left clean and tidy, free of obstruction
	+ Sign out procedure
	+ Wash station utilised if present
	+ Lock and secure site if required
	+ Comply with Principle Contractors housekeeping requirements
 | 4 | 1 | M16 | Mechanic |
| 1. 6
 | **Monitor and Review of Controls** | Failure to monitor and review the effectiveness of the controls  | 3 | 3 | M 36 | * + Toolbox Meeting must be redone if there is a change in process for the day’s work
	+ Daily Pre-start on Daily Job Docket – Work to be performed, Working near Electrical Installations, Site Induction, Traffic Management Plan, Drivers Licence,
	+ If Mechanical Faults are found, Step (1) Call Office then Step (2) Document on Daily Job Docket. This will then be reviewed when dockets reach our office. Any notifications will then be documented on computer and then actioned for repairs etc.
	+ In the instance of a near miss or collision or event, Step (1) Notify Site, Step (2) Call Office then Step (3) Document on Daily Job Docket. Incident reports are available in the D&M Plant Hire Office or on [www.dandmplanthire.com.au](http://www.dandmplanthire.com.au)
	+ Quality Assurance, WH&S and Environmental Audits are conducted and November yearly by IMSM. All Incidents, Non-Conformances, Maintenance & Training items are documented throughout the year.
	+ Major Issues will be dealt with immediately via Site visit and / Text message from office
 | 3 | 1 | L 12 | OperatorsSupervisorAll |
| **Additional Site Specific Risk** |
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SWMS Reviews:

This SWMS must be formally reviewed and updated whenever there has been a significant change to task or activity identified, following an incident relating to the task or activity, after a significant hazard is identified relating to the task or activity or periodically as required

Records of any re-training of all relevant workers after changes have been made to the SWMS should be updated or attached

Where on review of the SWMS significant changes need to be made to the SWMS it may be necessary to prepare a new SWMS to ensure all aspects of the SWMS are clear and understood by all persons.

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| **Work Activity Instruction/Training Record** |
| **Declaration:** I confirm that the persons listed below have reviewed and been given instruction in this Safe Work Method Statement (SWMS) and were given the opportunity to ask questions and clarify any areas of uncertainly. To the best of my knowledge these persons gained a full understanding of the work method and the required health and safety controls to be applied for this job. |
| **Responsible Supervisor Name:** | **Signature:** | **Date** |
|  |  |  |

SWMS Induction Statement – the following persons have been inducted into the work activities described in this SWMS.

* I have read and understood the SWMS
* I have been ***consulted*** and ***trained*** in the specific safety requirements of the activity for which I am engaged on this site.
* I will work in accordance with this SWMS and understand that I am responsible for my own and fellow workers safety.
* If found necessary to amend the SWMS, I will consult with the foreman and help, if required in re-issuing this SWMS

Remember: If you do not understand or cannot complete the task safely – **STOP** **WORK** and refer the matter to your Supervisor or Project Manager for further direction.

| **Name:** *(Please Print)* | **Position/Company:** | **Employee/Contractor:** | **Signature:** | **Date:** |
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| **Risk Rating Matrix** |
| **TABLE 1: Measures of Consequence** |  | **TABLE 2: Measures of Likelihood** |
| **Value** | **Description** | **Impact** |  | **Value** | **Description** | **Impact** | **Example Occurrence** |
| 1 | Insignificant | No injuries or illnessNo property damage, business interruption or community impactsNo apparent environmental impactLow financial loss |  | 5 | Certain | The event is expected to occur in most circumstances. | At least once every day |
|  | 4 | Likely | The event will probably occur in most circumstances | Once a month |
| 2 | Minor | First aid treatmentMedium financial lossOn-site environmental release immediately confined |  | 3 | Possible | The event might occur at some time. | Once a month |
| 3 | Moderate | Medical treatment required, or Lost Time Injuries (LTIs)On-site environmental release contained with outside assistance, requiring remediation workHigh financial loss |  | 2 | Unlikely | The event could occur at some time. | Once every one to five years, etc. |
|  | 1 | Practically Impossible | The event may occur only in exceptional circumstances. | Greater than five years |
| 4 | Major | Permanent disability or extensive injuries resulting in greater than seven days lost timeBusiness interruption for an extended periodEnvironmental damage that results in prosecution or major remediation workMajor financial loss/conviction |  | **TABLE 3: Risk Rating Matrix** |
| **Risk Ranking Matrix** |
|  **Consequence****Likelihood** | Insignificant(1) | Minor(2) | Moderate(3) | Major(4) | Catastrophic(5) |
| 5 | Catastrophic | FatalityIrreversible environmental damageHuge financial lossNational media attentionCourt conviction |  | Certain (5) | M (20) | M (40) | H (60) | H (80) | H (100) |
| Likely (4) | M (16) | M (32) | M (48) | H (64) | H (80) |
| Possible (3) | L (12) | M (24) | M (36) | M (48) | H (60) |
| Unlikely (2) | L (8) | L (16) | M (24) | M (32) | M (40) |
|  | Practically Impossible (1) | L (4) | L (8) | L (12) | M (16) | M (20) |

| **TABLE 4: Hierarchy of Control** |  | **TABLE 5: Priority for Action** |
| --- | --- | --- |
| Control | Description/Example |  | Risk Level | Action |
| 1. Elimination
 | Is there a need to use the plant, process or substance that created the risk (e.g. using a cordless drill to eliminate tripping or snagging of a power lead or using CCTV to observe a silo being filled to eliminate climbing up a ladder to observe?) |  | High Risk(60-100) | Do not proceed or, if commenced, stop the activity, task or process immediately.Eliminate, substitute or implement isolation or engineering control measures. If these controls are not immediately possible, set a timeframe for their implementation and establish interim risk reduction strategies for the period of the set timeframe. An achievable timeframe must be established to ensure that elimination, substitution or isolation, engineering controls are implemented.A risk assessment must be undertaken once controls have been implemented to ensure that the risk has been reduced to at least medium, prior to work recommencing.Supervisor sign off is required before work can recommence. |
| 1. Substitution
 | Can the hazardous item be substituted with another item that has less risk (e.g. using a scaffold rather than a ladder, using extra-low voltage (<50 Volt) for switchgear or packaging cement in 20kg bags rather than 40kg bags?) |
| 1. Isolation
 | Separating the hazard from the person – e.g. by the use of a guard or barrier fence. |  | Medium Risk(16-48) | Take all reasonable steps to eliminate the risk or minimise it by implementing substitution, isolation or engineering controls as soon as possible. If these options are not immediately practicable, implement administrative controls and/or PPE. Implementation of control measures should decrease the risk to as low as is reasonably practicable. |
| 1. Engineering
 | Can the risk be minimised by isolating, enclosing or redesigning the plant, substance or process (e.g. trolleys, relocation, machine guards, exhaust ventilation, workstation design or mechanical lifting aids)? |
| 1. Administrative
 | E.g. job rotation, SOP, training and signs. |  | Low Risk(4-12) | Manage by implementing administrative procedures and or PPE unless risk can be eliminated or reduced further. |
| 1. Personal Protective Equipment (PPE)
 | The least-desirable method which shall only be used in combination with other controls or if other controls are not suitable. Employees issued with PPE shall have it fitted correctly and be trained in its use and maintenance. |  |

Record of Revision

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| --- | --- | --- | --- | --- |
| Issue / Revision | Date | Section | Page | Revision Details |
| Issue A / Revision 03 | 29/11/10 |  | 13,70 & 74 | Legislation & standards |
| MUTCD Level 3  | 29/11/10 |  | 13,24 & 36(SWMS) | Inclusion of the Traffic Management Act |
| Revision of document | 12/1/12 |  |  | Update of HSE Regs & Act 2011Legislation  |
| Revision of Document | 16/4/13 | Section 1 | Page - All | Update entire doc |
| Revision of Document | 6/6/13 | Footer | Page – All | Ref to Plant Code of Practice 2005 |
| Revision of Document | 10/1/14 | Footer | Page - All | Reference to Legislation |
| Revision of Document | 19/3/14 |  |  | Managing the Risks of Plant in the Workplace COP 2013 |
| Revision of Document | 19/10/15 | Fire Extinguishers |  | Update Document |
| Revision of Document | 08/03/16 | Additional of Quality Policy to Document |  | Update Document |
| Revision of Document | 11/7/16 | Rework Document |  | Update Document |
| Revision of Document | 30/07/19 | Review and update content | General changes. | Update Document |