
Site SWMS & Risk Assessments



QR Code	757222
Principal Contractor	Townsville City Council
Date Provided to PC	01/10/2024
Revision Due	01/10/2025
Project	Mobile Plant Excavations
Construction Site Location / Address	Various Locations In and Around Townsville
Person Responsible for implementing SWMS onsite	Paul Bull: 0417 705 673 Steve Hannah: 0405 227 127
After Hours Contact	Paul Bull: 0417 705 673 Steve Hannah: 0405 227 127



1 Purpose

The purpose of this document is to explicitly outline the Hazards and Risks associated with high-risk work activities and general construction site tasks. This Safe Work Method Statement (SWMS) must be maintained and accessible for inspection until the completion of the high-risk construction work it pertains to. In the event of a revision to the SWMS, all versions must be retained. Should a notifiable incident occur in relation to the high-risk construction work covered by this SWMS, it must be retained for a minimum of 2 years from the date of the incident.

2 Evaluation

Process effectiveness is evaluated through internal audits and site safety inspections. This document remains relevant until the specified review dates, unless it is found that controls may not be effective, new tasks or hazards/risks are introduced due to changes in the workplace, or in the event of a notifiable incident. In such cases, the SWMS will be reviewed and, if necessary, revised. Ultimately, everyone is responsible for upholding their duties regarding workplace safety.

The SWMS includes a provision at the end for adding or amending it. If these changes are implemented, workers must promptly notify Paul Bull & Steven Hannah to ensure they are properly incorporated. Once the SWMS is amended and controls are deemed adequate for the identified hazards, all workers must re-sign the SWMS to confirm their awareness of the changes.

3 Doc Control Details

PCBU Name:	Hannahbull Hydro Excavations	ABN:	78 055 754 603	
PCBU Address:	40 Batten Road, Mount Low QLD 4818	Contact Number:	P: 0417 705 673, S: 0405 227 127	
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4 Definitions:

High Risk Work (As defined by WH&S Qld):

Work carried out at a workplace deemed as high risk by WH&S Regulation 2011 (s291):

1. involves a risk of a person falling more than 2m; or
2. is carried out on a telecommunication tower; or
3. involves demolition of an element of a structure that is load bearing or otherwise related to the physical integrity of the structure; or
4. involves, or is likely to involve, the disturbance of asbestos; or
5. involves structural alterations or repairs that require temporary support to prevent collapse; or
6. is carried out in or near a confined space; or
7. is carried out in or nearby—
 - (i) a shaft or trench with an excavated depth greater than 1.5m; or
 - (ii) a tunnel; or
8. involves the use of explosives; or
9. is carried out on or near pressurised gas distribution mains or piping; or
10. is carried out on or near chemical, fuel, or refrigerant lines; or
11. is carried out on or near energised electrical installations or services; or
12. is carried out in an area that may have a contaminated or flammable atmosphere; or
13. involves tilt-up or precast concrete; or
14. is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor that is in use by traffic other than pedestrians; or
15. is carried out in an area at a workplace in which there is any movement of powered mobile plant; or
16. is carried out in an area in which there are artificial extremes of temperature; or
17. is carried out in or near water or other liquid that involves a risk of drowning; or
18. involves diving work.

5 Legislation that relates to this Safe Work Method Statement

Legislation

- Work Health and Safety Act 2011
- Work Health and Safety Regulation 2011
- Electrical safety Act 2002
- Electrical Safety Regulation 2013

Current Codes of Practice – relevant to the task undertaken

<https://www.worksafe.qld.gov.au/laws-and-compliance/codes-of-practice>

- How to Manage Work Health and Safety Risks Code of Practice 2021
- Excavation Work Code of Practice 2021
- Hazardous Manual Tasks Code of Practice 2021
- Managing Risks of Plant in the Workplace Code of Practice 2021
- Work Health and Safety Consultation, Co-operation and Co-ordination Code of Practice 2021
- Working Near Overhead and Underground Electric Lines – Electrical Safety Code of Practice 2020



6 PPE Requirements

PPE Requirements will be listed at the beginning of each activity with the recommended requirements using the below Pictograms:



Safety Glasses medium impact (clear indoor use and tinted outdoor use)



Safety Footwear with a steel cap toe or composite toe.



Safety Gloves suitable for the task



Ear Protection either plugs or muffs suitable to the task



Hard Hat for all work where there is work overhead



Hi Visibility Clothing, reflective tape is only recommended at nighttime



Respiratory Protection (RPE), specific to the task & as shown on fit test certificate



Protective Clothing, long sleeves and long pants



Clear High Impact Visor



Wide Brim Hat or ring worn over hard hats



Height Safety PPE specific to the task

7 Qualifications, Training Requirements

HRWL – LF (Forklift)

Track Excavator/ Slew Excavator or Skid-Steer – Competently Trained

Apprentice Training, if applicable

Industry White Card(s)

Supervision from Paul Bull & Steven Hannah

Spotter for mobile plant, as required. Competently trained for the type of machinery with a full understanding of the tasks being conducted.

8 Hierarchy of Control Measures

Level 1	Level 2	Level 3
<ul style="list-style-type: none"> Eliminate the Hazard 	<ul style="list-style-type: none"> Substitute the Hazard Isolate the Hazard Engineer the Hazard out 	<ul style="list-style-type: none"> Administration Controls PPE

9 Parties responsible for implementation of Controls



Supervisor



Worker



Operator



Engineer



Management



Spotter

10 Risk Calculator

Appendix B - Risk Calculator						
HOW TO USE THIS RISK TABLE	RISK RATING CALCULATOR	Likelihood				
Step 1: Identify potential hazards.	Consequence What injury/damage could it cause?	Rare - 3 Could only happen once in 25 years	Unlikely - 2 Could happen, once in 5 years	Possible - 1 Could happen each year	Likely - 0 Could Happen more than once a year	Almost Certain - 0 Could happen anytime
Step 2: Decide what a possible Consequence could be.	Catastrophic - 0 Multiple Fatalities	3	2	1	0	0
Step 3: Decide How Likely? it is to happen	Major - 0 Death or serious disability	3	2	1	0	0
Step 4: Line up your choices in the table to get a number	Moderate - 1 Long term illness or serious injury	4	3	2	1	1
Step 5: Use the Priority table to the right.	Minor - 2 Medical attention & several days off work	5	4	3	2	2
	Insignificant - 3 First aid needed	6	5	4	3	3
Risk Rating	Prioritisation					
0, 1 or 2	Action to rectify must be done immediately before work may commence					
3	Consider control measure as necessary and implement further controls to reduce risk					
4, 5, 6	Continue to use correct controls selected and maintain communication					



11 Workers Sign on and Consultation of SWMS

By signing the below I:

- Acknowledge that I have had input into the development of the SWMS or have had opportunity to comment on the content
- Understand and agree to abide by all of the requirements stated within the SWMS
- Have appropriate certification, licences and/or training to competently undertake the task or, where permitted, will be directly supervised by persons with appropriate level of certification, licensing, training and competence
- Understand that where task changes or the controls stated are ineffective, that I will immediately notify my supervisor and cease work till the controls are modified and I re-sign an updated SWMS

First & Last Name:	Signature:	Date:



High Risk Work Activity: 11. Electricity

Activity	Hazards & Risks	PRE-Risk	Work Method Used	POST Risk
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11H. Electrical - Operation Around Overhead Powerlines



PPE Recommended		Persons responsible for maintaining controls	
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Working in proximity to overhead powerlines	Hazard: Electric shock, explosion Risk: Electric shock, death	1	<ul style="list-style-type: none"> • Check for nearby power installations in proximity to workspace, e.g., overhead power attached to building (assume all electric lines are energised) • Contact energy provider for requirements for working near their assets • To obtain written Safety Advice (i.e. Ergon Energy Safety Advice on Working near Electric Lines) where it has been identified as being required, complete and submit or return by email the applicable Safety Advice Request Form which is accessible via the electricity entity website: https://www.ergon.com.au/network/safety/business-safety/the-outdoor-workplace/working-near-powerlines • Establish a minimum 3 metres exclusion zone from actual power source before work commences • A restricted access zone is to be established and sign posted in areas where larger plant must not enter (as per Safety Approach Distances - SAD). This area is only to be accessed by smaller plant which does not have the potential to enter SAD • No part of a worker, operating plant or vehicle should enter an exclusion zone while the overhead electric line is energised (live) • Spotter to be put in place with direct communication with operator • Spotter to provide immediate and direct notice/warning should equipment, tools, machinery, or personnel start to breach the exclusion zone • Stop the work immediately, if necessary, e.g., safety clearances compromised 	4
Where vehicle may reach into the 3 metres Exclusion Zone	Hazard: Contact with electrical cable Risk: Electrocution, fire	1	<ul style="list-style-type: none"> • For works that have the potential to enter the exclusion zone, controls such as isolation of the line to remove energy (this will require liaison with the asset owner); use of smaller plant that does not have the ability to enter safety approach distances will be utilised • Spotter to be put in place with direct communication with operator • Ensure the mobile equipment and its attachment (design envelope) is positioned so that it is unable to penetrate the exclusion zone of the overhead power line. i.e. the mobile equipment and its attachment are not required during the work to swivel underneath or into the 3m exclusion zone • The mobile vehicle and any attachment in relation to the mobile vehicle when disposing/unloading of a load is positioned so that it does not penetrate the exclusion zone around the overhead power line 	4



High Risk Work Activity: 11. Electricity				
Activity	Hazards & Risks	PRE-Risk	Work Method Used	POST Risk
Works more than 6.4m however design envelope could penetrate 3 metre Exclusion Zone	Hazard: Contact with electrical cable Risk: Electrocution, fire	1	<ul style="list-style-type: none"> For works that have the potential to enter the exclusion zone, controls such as isolation of the line to remove energy (this will require liaison with the asset owner); use of smaller plant that does not have the ability to enter will be utilised A restricted access zone is to be established and sign posted in areas where larger plant must not enter (as per Safety Approach Distances - SAD). This area is only to be accessed by smaller plant which does not have the potential to enter safety approach distances Plant is not permitted within the Safe Approach Distance (SAD) as defined in the Electrical Safety Regulation or where they have the potential to encroach on the SAD (such as the boom of an excavator): <ul style="list-style-type: none"> Up to 132kV - 3m Up to 330kV - 6m Over 330kV - 8m Where the works to be undertaken are more than 6.4 metres from the electrical asset, however, if the design envelope of the vehicle and attachments (Hiab, boom, tip tray, excavator arm) may still reach into the 3 metres exclusion zone, the use of a spotter maybe omitted where all the following apply: <ul style="list-style-type: none"> The works are designed and set so that no part of the vehicle and attached equipment or its load is required to come within 6.4m of the electrical assets e.g., working forward of the power lines or the vehicle is positioned where the attachment will not enter this zone The operator agrees to this SWMS and abides by its requirements A person is assigned responsibility to ensure compliance with the above 	4
Works which may penetrate the 3 metres Exclusion Zone around the power line	Hazard: Contact with electrical cable Risk: Electrocution, fire	1	<ul style="list-style-type: none"> For works that have the potential to enter the exclusion zone, controls such as isolation of the line to remove energy (this will require liaison with the asset owner); use of smaller plant that does not have the ability to safety approach distances A restricted access zone is to be established and sign posted in areas where larger plant must not enter (as per Safety Approach Distances - SAD). This area is only to be accessed by smaller plant which does not have the potential to enter safety approach distances Where operations cannot comply with the permit or works will require the vehicle equipment or load to penetrate the exclusion zone a spotter is to be engaged and contact made with the site supervisor prior to works commencing No one is permitted to work within the 3 metres exclusion zone e.g. any height above the cable or 3 metres either side unless they: <ul style="list-style-type: none"> Are given 'permission' to work by the asset owner and permit issued Have first done a site-specific risk assessment; and Have a trained spotter at the site 	4



High Risk Work Activity: 11. Electricity				
Activity	Hazards & Risks	PRE-Risk	Work Method Used	POST Risk
			<ul style="list-style-type: none"> Permits to Work near Exclusion Zones: <ul style="list-style-type: none"> A permit is issued by the relevant power authority when work may breach the exclusion zone This permit will be located either on the site sign, sites meter box, toilet, or fence The site sign will give guidance to trades as to whether a permit exists Trades should review this permit & abide by the limitations placed by the power authority 	
Use of spotter when required by SWMS or where works may penetrate the 3 metres Exclusion Zone	Hazard: Contact with electrical cable Risk: Electrocution, Fire	1	<ul style="list-style-type: none"> Use of spotter when plant or cranes are in close proximity to power lines: <ul style="list-style-type: none"> A spotter must be used when works may penetrate the 3 metres red exclusion zone Such works require a Permit to Work from the local Power Supply Company Spotters need to: <ul style="list-style-type: none"> Be Competent Have a full understanding of the machinery used, and task being undertaken 	4
11I. Electrical - Working Around Underground Services				
PPE Recommended				Persons responsible for maintaining controls
				
Establish and complete excavation permit	Hazard: Incorrect information identified Incorrect scope of works Risk: Damage of services Death or serious injury	1	<ul style="list-style-type: none"> Do not dig unless necessary All reasonable steps will be taken to obtain current underground essential services information about any of the areas requiring excavation before directing or allowing the excavation work to commence Contact Dial Before You Dig to request information about the infrastructure networks at the planned project site <ul style="list-style-type: none"> Online via the Dial Before You Dig website www.1100.com.au Mobile website or iPhone app By phone call 1100 (toll free, during business hours) Use water pressure excavation over machines or shovels Never drive star pickets in without knowledge of what is below Plans to be attached to excavation permit if required Obtain all relevant services plans by calling Dial before you Dig (1100). Allow 2 working days for plans Examine Plans and assess all possible impacts on the services assets Book appointment for certified locator to meet on site Examples of services to consider: <ul style="list-style-type: none"> Oil, Gas, Water, Sewage, Electrical, Stormwater, Traffic Signals & Telecommunications 	4



High Risk Work Activity: 11. Electricity				
Activity	Hazards & Risks	PRE-Risk	Work Method Used	POST Risk
			<ul style="list-style-type: none"> ○ All existing services to be potholed and marked for future reference ○ Ensure all overhead services such as powerlines have been identified ● Select the appropriate machinery to use around services 	
High voltage underground cables and sub-stations	Hazard: Contact with electrical cable Risk: Electrocution Fire	1	<ul style="list-style-type: none"> ● Underground High Voltage Cables & Sub-Station: <ul style="list-style-type: none"> ○ Most 'green field' work sites will not have underground services located on them. However, some sites which are located near electrical sub-stations or 'keys' do have areas which are covered by an exclusion zone which restrict excavation ○ On any site where a sub-station or 'kiosk' is located on the block or a neighboring block determine where the power cables from the sub-station are running. This can be achieved by contacting Dial Before You Dig ○ If excavation work is to occur within the exclusion zone, then a permit needs to be obtained from the relevant power authority. This permit to work needs to be communicated with the relevant trades and all trades need to review and abide by the permit prior to commencing works. To obtain written Safety Advice where it has been identified as being required, complete and submit or return by email the applicable Safety Advice Request Form which is accessible via the electricity entity website: https://www.ergon.com.au/network/safety/business-safety/the-outdoor-workplace/working-near-powerlines ● In some cases, it may be necessary to hand dig to identify the location of the cable and/or the protective covering. 	4
Excavations and digging near underground power	Hazard: Contact with electrical cable Risk: Electrocution	1	<ul style="list-style-type: none"> ● Trades to inspect site plans prior to the commencement of digging ● Contact dial before you dig prior to undertaking excavation works on the nature strip and common areas of the site. Dial before you dig will only be able to identify power cables of the electrical distributor asset owner and are to be considered as a guide only ● Plans outlining the location of the underground power lines within residential construction site can be found in the meter box once installed ● Where underground power lines within a site cannot be identified the services of a cable locator will need to be engaged ● Prior to the commencement of any digging examine these plans & determine if the intended excavation will impact these underground lines ● Work can occur near live power lines if the powered mobile plant is 500mm from the underground power lines. Work in closer proximity should be undertaken via hand digging around the power lines if the cabling is live ● The location of underground power cables also has warning tape installed mid-way between the cable and the surface. If discovered the trade should cease all operations & contact is to be made with the site Supervisor 	4



High Risk Work Activity: 11. Electricity



Activity	Hazards & Risks	PRE-Risk	Work Method Used	POST Risk
Installing electrical conduit	Hazard: Contact with electrical cable Risk: Electrocution	1	<ul style="list-style-type: none"> • Electrical companies installing electrical conduit must post a plan showing the location of underground cabling in the meter box of the site & identify distances to the underground conduit • Electrical companies are required to install warning tape at approximately mid-way between the underground conduit and ground surface • It is a requirement that the cable does not pass underneath the proposed location of the concrete slab. If site condition prevents this from occurring, contact must be made with the supervisor 	4



High Risk Work Activity: 15. Mobile Plant

Activity	Hazards & Risks	PRE-Risk	Work Method Used	POST Risk
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15BA. Mobile Plant - Driving Work Vehicles Onsite

PPE Recommended		Persons responsible for maintaining controls		
				
Driving work vehicles onto site	Hazard: Traffic Risk: Uncontrolled contact between vehicles and people	1	<ul style="list-style-type: none"> • Driver is responsible for conducting prestart vehicle checks • Only licensed drivers are permitted to drive vehicles • Always drive according to road and weather conditions • Driver to be aware of site instructions and any specific hazards/risks that may be relevant • Flashing lights are always used on mobile plant and vehicles • Adherence to site safety plan, exclusion zones, communication, consultation. • Follow the site safety plan relating to traffic control safety • Increase awareness of pedestrians if works are adjacent to the existing footpath • All pedestrians to be diverted around work area 	5
Mobilising on site	Hazard: Obstruction Unauthorised access Risk: Crush death Inadequate PPE Crushing	2	<ul style="list-style-type: none"> • Do not work within 3m of live traffic unless: <ul style="list-style-type: none"> ○ A Traffic Management Plan is in place ○ A Traffic Control system is in place – under the direction of ticketed traffic controllers ○ There is a safety barrier in place (such as concrete new jersey curbs), water filled Triton barriers and or a shadow vehicle • Remove obstructions or reposition equipment • Ground condition and slope must be assessed prior to loading/unloading • Do not continue if you cannot confirm the stability of the machinery • Only those authorised may access site • Ensure work area is barricaded and signed to allow adequate exclusion zones. Depending on the height 45 degree from the top point down to the ground or 3m from edge of machine, whichever is greater • High visibility clothing to be always worn • Transport driver shall be responsible for tie down of load and removing tie downs, straps etc • Maintain visual contact between plant operators and other personnel at all times. Spotters to be used where required for reversing operations, tight areas etc. • Avoid unloading/loading plant under power lines 	4



High Risk Work Activity: 15. Mobile Plant				
Activity	Hazards & Risks	PRE-Risk	Work Method Used	POST Risk
Unloading of plant	Hazard: Plant and equipment falling off deck uneven ground Risk: Damaged equipment, crush death	1	<ul style="list-style-type: none"> • Qualified and competent operator to always unload vehicle • Warning signage and exclusion zones installed indicating hazard • Align machinery with ramps prior to unloading • Using a spotter when reversing • Adjust ramps to suit wheel width • Use winch cable and remote where possible • Remove excess personnel from the work area • Unloading to be done on level ground 	4
Moving machinery around site	Hazard: Obstruction (Overhead, at ground level or underground), faulty equipment, plant tipping or rolling over Risk: Crush death	1	<ul style="list-style-type: none"> • Remove obstructions or reposition equipment • Do not continue if you cannot confirm the stability of the machinery • Check all electrical systems are operational • Check all warning systems and devices are operational • Only authorised personnel shall carry out maintenance checks • Only qualified person shall carry out repairs and maintenance • Check tyre tread and pressure are satisfactory (where applicable) • Provide tilt alarm system to advise operator of machine operating beyond safe working angles • Ensure the machine is an "outdoor rated" machine if operating where there is a risk of external wind • Operator is responsible to not exceed the safe working load and wind rating of the plant • Operator to be trained and competent in the safe operation of the plant 	5
Stationary equipment	Hazard: Accidental movement of plant Risk: Crush death	1	<ul style="list-style-type: none"> • Ensure tools and equipment are stored appropriately • Ensure emergency stop switch is pushed in when equipment function completed and work to commence • Ensure shutdown procedures are followed as per the manufacture's manual 	5
Refueling with diesel or petrol	Hazard: Spills, exposure to hazardous substances Risk:	1	<ul style="list-style-type: none"> • Use a designated refuelling point where practical • Ensure machine is turned off before refuelling • Fire extinguisher to be available in mobile plant. Extinguisher to be maintained according to Australian Standard and training in the correct use of extinguisher has been undertaken • Refuelling of portable containers must be done on the ground 	5





High Risk Work Activity: 15. Mobile Plant				
Activity	Hazards & Risks	PRE-Risk	Work Method Used	POST Risk
	Fire, skin irritation, ground contamination		<ul style="list-style-type: none"> All hot work or sources of ignition will be kept away while refuelling takes place Appropriate size spill kits are to be available to implement if required All workers will wash their hands and arms with water when finished handling diesel/petrol Any contaminated clothing will be removed All workers will read the Safety Data Sheet prior to use 	
15BB. Working Near Onsite Mobile Plant				
PPE Recommended				Persons responsible for maintaining controls
Working near onsite mobile plant. (Under or beside)	Hazard: Road traffic Risk: Contact between persons and vehicles	2	<ul style="list-style-type: none"> When establishing work areas consider mobile plant onsite has right of way All personnel to have undergone site specific familiarisation Erect any barriers & signage necessary to keep others safe and aware of the work being undertaken Designated pedestrian routes to be established where required Personnel not to enter the swing zone of equipment without positive communications with operator Restrict access to work area. Ensure: <ul style="list-style-type: none"> Exclusion zones surrounding work area using barricades and signage is in place Any other workers within the exclusion zones are wearing PPE as required Communicate with onsite mobile plant operators to get an understanding of their tasks and areas they need to access as well as times they operate. Work in with onsite operators and ensure tools, equipment and work doesn't unnecessarily block their work areas or travel paths When new workers come to site ensure they understand the movements of onsite mobile plant as it may not be consistent and start up without notice Mobile phones or personal entertainment devices (PEDS) are not to be used while working around mobile plant. If necessary to use such a device, move to a safe area. Never work under a load being lifted by any type of crane. 	5





High Risk Work Activity: 15. Mobile Plant

Activity	Hazards & Risks	PRE-Risk	Work Method Used	POST Risk
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15C. Mobile Plant - Track Excavator/Slew Excavator or Skid-Steer

PPE Recommended		Persons responsible for maintaining controls	
			
Use of track excavator, slew excavator or skid-steer on site	Hazard: Untrained or incompetent operators used Risk: Personnel struck/crushed by excavator or attachments	1	<ul style="list-style-type: none"> Flashing Lights are always on when machine is in use Logbooks are in date and easily accessible Exclusion zones established. Depending on the height 45 degree from the top point down to the ground or 3m from edge of machine, whichever is greater Operators to be certificate holders for that plant Ensure correct operation of movement alarms on excavator Where possible exclude personnel from the swing area of the machine Arrange for a worker to act as a spotter Spotter to maintain a safe distance from the machine, making sure the operator can see spotter The operator is always to be aware of spotter's location and maintain a safe distance Workers to wear PPE as outlined Workers to be aware of plant movements Workers to have eye contact with operator when working close by All reasonable steps will be taken to obtain current underground essential services information about any of the areas requiring excavation before directing or allowing the excavation work to commence. As required, contact Dial Before You Dig to request information about the infrastructure networks at the planned project site <ul style="list-style-type: none"> Online via the Dial Before You Dig website www.1100.com.au Mobile website or iPhone app By phone call 1100 (toll free, during business hours)
Use of attachments	Hazard: Attachments wear or damage	1	<ul style="list-style-type: none"> Inspect attachments for wear, damage, or loose or missing parts Ensure that attachments are securely fitted, and safety pins or clips fitted Check arms and connections for excessive wear Inspect hoses and connections for splits, bulges, leaks or fractures Test all hydraulic operations before applying load Check rams, hoses and connections for splits, leaks or fractures



High Risk Work Activity: 15. Mobile Plant				
Activity	Hazards & Risks	PRE-Risk	Work Method Used	POST Risk
			<ul style="list-style-type: none"> • Test operation by raising and lowering attachment 	
Operation of machine	Hazard: Overturning / Stability Risk: Personal injury		<ul style="list-style-type: none"> • Do not travel at speeds which may cause control to be lost over bumps, etc. • Avoid driving over obstacles, ditches, drains, etc which could affect control • Do not attempt to lift load in excess of working load limit of loader • Reduce speed when travelling with load on front attachment • Carry load close to ground and racked back for stability and visibility • Do not raise load until ready to deposit 	
15F. Mobile Plant - Forklift				
PPE Recommended				Persons responsible for maintaining controls
Setting up to use Forklift	Hazard: Untrained or incompetent operators used Risk: Expose workers to being struck by plant movements causing death or serious bodily injury.	1	<ul style="list-style-type: none"> • Complete a site Induction/familiarisation of local conditions • All induction processes should include the principles of traffic and pedestrian flow plus a site map. Induction should especially reinforce the “traffic management rules” • Ensure flashing lights or beacons/reversing beepers are functioning • All operators must hold an in date high risk forklift licence in Queensland • Operators are trained and competent to operate the type of forklift and attachments they are using • Operators are suitably experienced in the work they are to perform • All persons on site should attend toolbox talk (safety briefing) to receive update on: <ul style="list-style-type: none"> ○ Exclusion zones for pedestrians ○ Any hazards present on that day ○ Communication methods and emergency procedures • Ensure operators: <ul style="list-style-type: none"> ○ Using public roads have the appropriate driver’s licence ○ Hold a valid high risk work licence for the type of industrial lift truck they are operating ○ Are trained to operate the type of forklift and attachments they are using ○ Are provided with information, training and instruction on the hazards, risks, and control measures relevant to the workplace • Ensure all relevant workers have undertaken training and/or received instruction in the use of control measures. Include: 	 OPERATOR
				4



High Risk Work Activity: 15. Mobile Plant				
Activity	Hazards & Risks	PRE-Risk	Work Method Used	POST Risk
			<ul style="list-style-type: none"> ○ Reporting procedures for incidents ○ Correct use of equipment including operation and maintenance ○ Use of supervision where required (e.g., new starters or new equipment) ○ Supervisors, foremen etc. are suitably experienced in the type of work ○ Trained in this SWMS ● Workers must be fit for work, e.g., no signs of fatigue, alcohol, or drugs 	
Entering or exiting cab	Hazard: Slips, trips, falls Risks: Personal injury		<ul style="list-style-type: none"> ● Face the forklift whenever you mount and dismount the forklift ● Maintain a three-point contact with the steps and with handholds (three-point contact can be both feet and one hand or both hands and one foot) ● Use provided steps/handholds when entering or exiting the cabin (see operations manual for instruction). ● Never mount or dismount a moving forklift ● Do not jump off the forklift ● Do not carry tools or supplies when you try to mount / dismount ● Do not use any controls as handholds when you enter / exit the operator compartment ● Never leave operator seat with the engine running 	
Assess onsite conditions	Hazard: Lack of a clear assessment Risk: Personal injury, property damage		<ul style="list-style-type: none"> ● Operators must ensure: <ul style="list-style-type: none"> ○ There is suitable access/egress for all equipment required ○ The ground conditions for operation of equipment are stable and there are no uneven surfaces or drop offs ○ Suitable lighting, including night-works (include flood lighting and operator head lamps as applicable) ○ Work not near power lines ○ The area of operation is not in close proximity to power lines ○ Other trades and/or equipment does not impact the area of operation ○ Exclusion zones are set up around the area of operation where there is pedestrian activity 	
Working with other workers	Hazard: Untrained or incompetent operators used Risk: Expose workers to being struck by plant movements	1	<ul style="list-style-type: none"> ● Establish an effective system of communication between forklift operator and ground workers before work commences ● Relevant workers must be trained in the procedures involved prior to the work commencing ● Ground workers are instructed not to approach forklift until the operator has agreed to their request to approach. ● Ground workers are instructed on set distances to maintain from the forklift while in operation ● Ground workers and forklift operators are aware of traffic management plan and exclusion zones ● Ground workers are made familiar with the blind spots of the forklift ● Forklift operator and ground workers are required to wear high-visibility clothing 	4





High Risk Work Activity: 15. Mobile Plant

Activity	Hazards & Risks	PRE-Risk	Work Method Used	POST Risk
	<p>causing death or serious bodily injury.</p>			
<p>Using attachments or implements</p>	<p>Hazard: Untrained or incompetent operators used Risk: Expose workers to being struck by plant movements causing death or serious bodily injury.</p>	<p>1</p>	<ul style="list-style-type: none"> • Remove and attach as per manufacturer’s instructions • Inspect quick-hitch device (if applicable) • Ensure attachment is on a flat, level surface • Ensure forklift designed for use of an attachment • Ensure plant maintained and in good working order • Ensure all locking pins are secured in place and marked with the following (manufacturer’s name, make, model and serial number, quick hitch weight, maximum rated capacity. • If damage or faults detected, do not use. Follow tag-out/lock-out procedures and report to supervisor immediately • Operator to raise shaft slowly and test attachment is secured prior to use • Operator not to overload the capacity of attachment • Attachments kept in lowest working position possible • Note: If attachment is alternate brand – seek advice from manufacturer to ensure the different attachment does not affect the centre of balance. • When changing hydraulic attachments, wear gloves and eye protection: <ul style="list-style-type: none"> ○ Turn plant off ○ Release hydraulic pressure ○ Cover quick connect with rag and disconnect ○ Reconnect new attachment ○ Check for proper hydraulic connection, hose routing and hose length ○ Check for leaks • Only use compliant forklifts with a load capacity data plate that says a person lifting attachment may be used • Ensure forklift is fitted with a method to prevent free fall of the box/platform in the event of a hydraulic hose failure • Only to be used as specified by manufacturer 	<p>4</p>





Site Risk Assessments – Listed Alphabetically by Non-High-Risk Activities

Activity	Hazards & Risks	PRE-Risk	Work Method Used	POST Risk
Manual Handling				
PPE Recommended			Persons responsible for maintaining controls	
Manual Handling	Hazard: Locations of the loads and distances to be moved Risk: Musculoskeletal strain, Fatigue	3	<ul style="list-style-type: none"> Use mechanical handling equipment where possible Correct lifting technics will be used whenever a lift is required Preparation: The first step in any lifting operation is preparation. Plan how you will carry out the lift and clear away any obstacles. By visualising the lift, you will automatically make your stomach muscles contract. These muscles brace your back and will significantly contribute to injury prevention Size up to load: By moving the load sideways and forwards you will be able to ascertain whether it is within your capacity. Always imagine that the object you are about to lift is much heavier than it is Proper foot position: As a general rule the front foot should be beside the object. The back foot should be slightly behind and be hip width from the front foot. This achieves a stable base and allows for even distribution of weight Proper hold: Ideally with the proper hold the hands should be diagonally opposite for security and comfort. Use the full length of the fingers and where possible the palms to avoid fatigue Bend at the knees: Bend your knees to get down to the load and use the legs to lift it. This way thigh and leg muscles are used, and these are the strongest part of your body (your back muscles are only for bracing) Straight back: Keep your back as near to straight as possible, raise your head, keeping your chin in. This will keep your spine straight and enable you to see where you are going Keep the load close to you: During the lift, keep the arms as straight as possible, and the elbows into the side. Don't change your grip while carrying and directly face the spot on which the load will rest. Never combine lifting with the twisting of your body. If you must turn, do it by moving your feet. Twisting causes the worst type of back injuries When a team lift is required, good communication will be used to co-ordinate the lift: Whenever team lifting is used, it is essential to co-ordinate and carefully plan the lift. When organising a lift, ensure: <ul style="list-style-type: none"> An adequate number of employees are chosen to help in the lift. Team members are of similar height. One person is appointed "leader" of the team to perform the lift. There is enough area for the team members to maneuver as a group. Team members know their roles and responsibilities. Training in team lifting has been provided and the lift is rehearsed. 	5





Site Risk Assessments – Listed Alphabetically by Non-High-Risk Activities

Activity	Hazards & Risks	PRE-Risk	Work Method Used	POST Risk
Working in Hot/ Humid Environments (Excess 30°or +60% Humidity)				
PPE Recommended			Persons responsible for maintaining controls	
Working in excessively hot environments or during a heat wave (i.e., working on open fields, concrete structures, etc.	Hazard: Heat and high humidity on the body, Radiant heat, High humidity, Hot objects, or Strenuous physical activity Risk: Heat stress, Dehydration, Headaches, Nausea	2	<ul style="list-style-type: none"> • Extended working hours, excessive heat and more strenuous activities will be carefully monitored • Have in place emergency procedures for heat stress • Supervisors to consider: <ul style="list-style-type: none"> ○ Length of shifts - depends on physical and mental load of the work ○ Previous hours and days worked ○ Type of work being performed ○ Level of physical and/or mental effort required to complete tasks ○ Time of the day when the work is being performed. ○ Rotating workers • Supervisors to implement, as far as is reasonably practicable: <ul style="list-style-type: none"> ○ Increased supervision/monitoring of workers and regular communication with them ○ Work to be carried out under shade/portable shade structure ○ Increased work to rest ratio i.e., 1 hour work to 15 minutes, minimum, rest period ○ Buddy system where workers keep an eye on each other for signs of heat effects ○ Where possible schedule work for early morning, late afternoon or at night ○ Utilize 5 min hydration breaks away from sun and work <ul style="list-style-type: none"> ▪ Hydration Stop: Is a controlled break facilitated by the supervisor or safety rep to bring the work crew together and re-hydrate, (water, sqwincher or hydrolytes.) will be used. This is not a normal break as the sole purpose of this is to re-hydrate • Shaded or cool area(s) for rest breaks with good ventilation - use fans if needed 	4
Hot/ Humid environments - Emergency Response Procedures	Hazard: Unidentified heat stress or exhausted worker Risk: Dehydration, Collapse,	1	<ul style="list-style-type: none"> • Workers will: <ul style="list-style-type: none"> ○ Look after each other and ensure that there is drinking water, co-workers are taking breaks and not showing signs of heat stress ○ Ensure they have plenty of cool water to drink - not icy water ○ Use electrolyte icy blocks if not contra indicated ○ Take regular rest breaks in shade • If a worker shows symptoms: <ul style="list-style-type: none"> ○ Remove the worker from the heat or work area 	4



Site Risk Assessments – Listed Alphabetically by Non-High-Risk Activities

Activity	Hazards & Risks	PRE-Risk	Work Method Used	POST Risk
End of Shift				
PPE Recommended				Persons responsible for maintaining controls 
Clean up and re-packing.	Hazard: Loading vehicle Risk: Muscular strains	3	<ul style="list-style-type: none"> Loosen their clothing, remove PPE including shirts and masks Have them rest in a cool, well-ventilated area Encourage them to drink cool (not cold) fluids If symptoms do not reduce quickly, seek medical help immediately As far as is reasonably practicable, sites to have available ice towels (i.e., esky, ice, water, and towels) as part of a first aid response. Ice towels have been shown to be an effective cooling method for heat related illness To relieve acute symptoms, such as painful muscular cramps, hydrolytes may be used in the single serve DRSABCD – Implement basic first aid See site First Aiders Each day ensure workers know who the onsite first aiders are 	5
Leaving Site	Hazard: Environmental Risk: Environmental damage	4	<ul style="list-style-type: none"> When leaving site, make sure to take away any of the left-over materials When cleaning ensure that all environmentally sensitive products are disposed of correctly Any leftover hazardous substances will be taken off site and disposed at the correct facility 	5



Site Risk Assessments – Additional Tasks or Activities to be Added

Activity	Hazards & Risks	PRE-Risk	Work Method Used	POST Risk
Additional Tasks to Add to Job				
Task 1:	Hazard: Risk:	0-6	What did you do to make it safe?	4-6
Task 2:	Hazard: Risk:	0-6	What did you do to make it safe?	4-6
Task 3:	Hazard: Risk:	0-6	What did you do to make it safe?	4-6

