SAFE WORK METHOD STATEMENT

LOADING AND UNLOADING VEHICLES

Prepared for Charles Sturt Campus Services

Client:		**Project No:**	
Site:		**Date Prepared:**	

1. RESPONSIBILITIES

Charles Sturt Campus Services will conduct inductions for all workers (inclusive of employees and subcontractors) prior to commencing site work. A record of site inductions and toolbox meetings will be kept at the Charles Sturt Campus Services office for future reference.

The Principal Contractor or Client will provide adequate amenities (toilets, wash rooms, dining facilities etc) as defined for this work type and in accordance with Safe Work Australia Code of Practice *Managing the Work Environment and Facilities.*

All Charles Sturt Campus Services workers engaged in site work are required to wear the necessary Personal Protective Equipment (PPE) as noted in this document. The consumption of illegal drugs and alcohol is prohibited.

2. DESCRIPTION OF WORK

This brief, step by step work summary is to be completed by the Person Conducting Business or Undertaking (PCBU) or Site Supervisor on site prior to work commencing to assist in the identification of possible hazards:

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3. RISK ASSESSMENT

Risk Assessment Table

▶ LIKELIHOOD (probability)	▼ CONSEQUENCES ▼ If the risk event actually occurs what is the severity of Injuries/Potential damages/Financial impacts?				
How likely is the event to occur?	▼ DISASTROUS • Fatality / Permanent Disability. • Extensive Damage & Financial loss	▼ MAJOR • Long term Illness or Significant injury. • Major – Damage & Financial loss	▼ SERIOUS • Medical attention more than one week off normal duties. • Serious Damage & Financial loss	▼ MINOR • Medical attention less than one week off normal duties. • Minor Damage & Financial loss	▼ NEGLIGIBLE • 1st Aid injury. • Negligible Damage & Financial loss
▶ ALMOST CERTAINLY WILL OCCUR	**CAT 1.** CRITICAL RISK No. 25.	**CAT 1.** CRITICAL RISK No. 23	**CAT 2.** HIGH RISK No. 20	**CAT 2.** HIGH RISK No. 16	**CAT 3.** MODERATE RISK No. 11
▶ GOOD CHANCE IT COULD OCCUR	**CAT 1.** CRITICAL RISK No. 24	**CAT 2.** HIGH RISK No. 21	**CAT 2.** HIGH RISK No. 17	**CAT 3.** MODERATE RISK No. 12	**CAT 3.** MODERATE RISK No. 7
▶ LIKELY TO OCCUR	**CAT 1.** CRITICAL RISK No. 22	**CAT 2.** HIGH RISK No. 18	**CAT 2.** HIGH RISK No. 13	**CAT 3.** MODERATE RISK No. 8	**CAT 4.** LOW RISK No. 4
▶ UNLIKELY TO OCCUR	**CAT 2.** HIGH RISK No. 19	**CAT 2.** HIGH RISK No. 14	**CAT 3.** MODERATE RISK No. 9	**CAT 3.** MODERATE RISK No. 5	**CAT 4.** LOW RISK No. 2
▶ EXTREMELY UNLIKELY TO OCCUR	**CAT 2.** HIGH RISK No. 15	**CAT 3.** MODERATE RISK No. 10	**CAT 3.** MODERATE RISK No. 6	**CAT 4.** LOW RISK No. 3	**CAT 4.** LOW RISK No. 1

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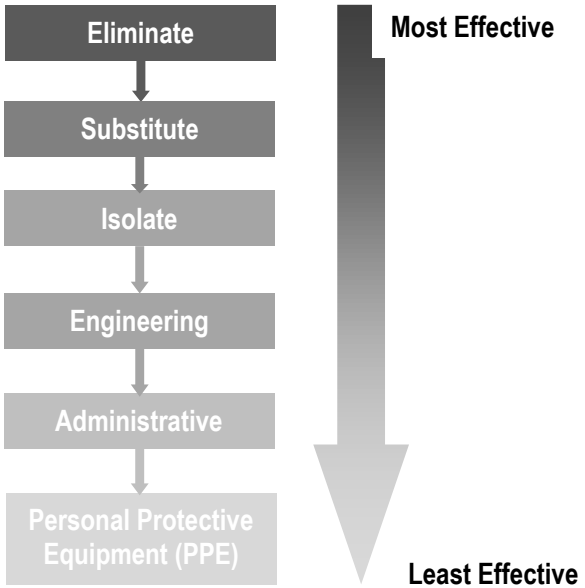
When assessing the risk of a particular hazard remember:

- The rating you use should indicate the importance of the action required to minimise the Risk posed by the Hazard.
- The more Hazards you identify the greater the overall Risk on the site.
- Overall Risk increases as the number of people exposed to a Hazard increases.
- The more serious the potential impact to a person's health from a Hazard the greater the Risk.
- The frequency of exposure to a Hazard will increase the Risk.

Hierarchy of Controls



Eliminate – 'Design out' the hazard when new materials, equipment and work systems are being purchased for the workplace.

Substitute - Substitute less hazardous materials, equipment or substances and use smaller sized containers.

Isolate – Separate the workers from hazards using barriers, enclosing noisy equipment and providing exhaust or ventilation systems.

Engineering – Use engineering controls to reduce the risks such as guards on equipment, hoists or other lifting and moving equipment.

Administrative – Minimise the risk by adopting safe working practices or providing appropriate training, instruction or information.

Personal Protective Equipment – Make sure that appropriate PPE is available and used correctly.

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The Work Process - **"Risk Rating"** and **"Who is Responsible"** is to be completed by the PCBU or Site Supervisor prior to work commencing. Additional Site Specific Requirements are to be entered following this section:

Steps	Step by Step Procedure	Possible Hazards	Risk Rating	Safety Controls	Residual risk after Hierarchy of controls applied	Who is responsible?
1	Risk Assessment	Tool – condition / guards etc. Untrained workers Workplace / worksite hazards	**Category 3 – Moderate Risk**	• Do a Risk Assessment prior to commencing work and review the Principal Contractor's Site Safety Plan and Emergency Procedures and/or your subcontractors' Safe Work Method Statements (SWMS); • Identify additional safety controls where required using the *Risk Assessment Worksheet* and *Hazard Report Form*; • Manage the risks to health and safety associated with falls from one level to another that is reasonably likely to cause an injury; • Obtain approvals from the supply authorities where required; • Make sure workers are trained, qualified or experienced to carry out the specified tasks; and • Request appropriate licences or certification when required before allowing work to commence, including local council approval where required.	**Category 4 – Low Risk**	
2	Working outside	Sun exposure - sunburn, skin cancer, apterygial, corneal	**Category 2 – High Risk**	• Wear sunscreen, wide brim hat, long sleeve shirt with collar, trousers and wraparound sunglasses;	**Category 4 – Low Risk**	

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Steps	Step by Step Procedure	Possible Hazards	Risk Rating	Safety Controls	Residual risk after Hierarchy of controls applied	Who is responsible?
		cataracts and heat stroke		• Work in the shade when possible or under a shade structure; and • Drink plenty of water to stay hydrated.		
3	Assess the workers	Manual handling injuries – Strains and sprains Back injuries Musculoskeletal Disorder (MSD)	**Category 2 – High Risk**	• Consider the physical abilities of the worker, fitness and pre-existing injuries; • Consider the age of the worker – under 18 year olds are more at risk of injury as their body is still physically developing; and • Consider the duration and frequency of the activity – the risk of injury is increased the longer a worker performs manual handling.	**Category 4 – Low Risk**	
4	Assess the load	Awkward objects / positions Confined space Excessive weight Sharp edges Slips, trips and falls	**Category 2 – High Risk**	• Always lift / move heavy and awkward objects with help from someone else or lifting equipment; • Weights over 16kg should be lifted with mechanical aids; • Never manually carry an object that obstructs your path; • Be careful not to drop or trap fingers and toes with heavy items; • Purchase material in smaller sizes when possible, Eg 20kg bags; • Use equipment such as wheel barrow, hand truck, slings, levers, crowbars, hooks, jigs, jacks, platforms and trestles to make the task easier; and	**Category 4 – Low Risk**	

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Steps	Step by Step Procedure	Possible Hazards	Risk Rating	Safety Controls	Residual risk after Hierarchy of controls applied	Who is responsible?
				• Wear gloves to protect hands from sharp edges.		
5	Lifting and carrying	Untrained workers Manual handling injuries Musculoskeletal Disorder (MSD)	**Category 2 – High Risk**	• Lift from a squat with thighs taking the load. **DO NOT** bend over to lift; • To lower load, keep the back straight, with head up and chin in. Position one foot forward and one back and bend knees to lower the load; • Carry objects close to body, with elbows by the side of the body; • Face the direction intended with head up and chin in; • Where possible, position the item in the palm of hands and not fingertips; • Keep the back upright and straight when carrying; • Move deliberately, keep pace steady and even; and • Do not twist when lifting, lowering or carrying a load.	**Category 3 – Moderate Risk**	
6	Team lifting	Manual handling injuries Crushing injuries Slips, trips and falls Musculoskeletal Disorder (MSD)	**Category 2 – High Risk**	• Where objects are large / awkward and lifting equipment can't easily be used, consider team lifting: • Team members should be of similar height and adequate strength; • Designate one person as co-ordinator or leader; and	**Category 4 – Low Risk**	

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Steps	Step by Step Procedure	Possible Hazards	Risk Rating	Safety Controls	Residual risk after Hierarchy of controls applied	Who is responsible?
				• Adequately train the team, preferably together.		
7	Assess and prepare access	Manual handling injuries Crushing injuries Slips, trips and falls Musculoskeletal Disorder (MSD)	**Category 3 – Moderate Risk**	• Find the safest and most direct route; • Make sure there are no trip hazards, steep or slippery paths; • Make sure any ramps or planks are secured; and • Wear appropriate footwear and gloves if required;	**Category 4 – Low Risk**	
8	Personal Protection Equipment (PPE)	Injury, illness, permanent disability and in extreme cases death.	**Category 1 – Critical Risk**	• PPE is to be used only when no other control can reduce or eliminate the hazard / risk; • Make sure all workers are issued with and wear the recommended PPE as required for safety on the worksite and specific to the activities and tasks; and • Train workers in the correct use, maintenance and storage of PPE.	**Category 3 – Moderate Risk**	
9	Lifting equipment	Manual handling injuries Impact and crushing injuries Faulty equipment Falling objects Musculoskeletal Disorder (MSD)	**Category 2 – High Risk**	• Make sure the equipment is suitable for the task. • Train workers in the correct use of the equipment; • Make sure manual lifting equipment is in good working condition; and • Mechanical lifting equipment is to be maintained by a competent person to manufacturer's recommendations.	**Category 3 – Moderate Risk**	

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Steps	Step by Step Procedure	Possible Hazards	Risk Rating	Safety Controls	Residual risk after Hierarchy of controls applied	Who is responsible?
10	Vehicle deliveries / loading and unloading	Traffic and moving plant - impact and crushing injuries Hit by falling objects Slips, trips and falls Access and egress Property damage	**Category 2 – High Risk**	• Where possible make sure an area is set up away from road users for loading and unloading plant and equipment; • Provide clear access for vehicles to enter, exit and move on site; • Designate a responsible person to direct vehicles and do not stand on the downhill side or directly behind a moving or unloading truck; • All workers must wear high visibility clothing, safety boots, glasses and gloves at all times, with hardhats, hearing protection, dust mask as required; • Make sure the truck/vehicle loading/unloading has their hazard/warning lights on before commencing loading/unloading operations; • Make sure all signs are easy to read and road users or vehicles on site can easily navigate their way through the work zone; • Produce a 'Traffic Management' or 'Control Plan' if required or when closing traffic lanes; • Where required, develop a Vehicle Movement Procedure in accordance with AS 1742.3 -2002 - Manual of Uniform Traffic Control Devices – Traffic Control Devices for Works on Roads; • Slow traffic and direct it away from the work area; • Make sure advance warning signs and witches hats have been put in place before commencing work activities;	**Category 3 – Moderate Risk**	

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Steps	Step by Step Procedure	Possible Hazards	Risk Rating	Safety Controls	Residual risk after Hierarchy of controls applied	Who is responsible?
				• Where required make sure road user or site vehicle speed signs have been put into place before commencing work activities; • Make sure all delineation barriers have been setup to separate road users / pedestrian pathways and work site activities before commencing; • Make sure alternate pedestrian routes and adequate pedestrian movement are provided for when required; • Make sure work site entry and exit points are controlled; • Make sure adequate resources are provided to accommodate traffic demand, especially the times of day or night when traffic volumes are higher; • Check for overhead wires, structures and branches; • Keep clear if opening a vehicle load gate when releasing the pin; • Make sure the operator has seen you if you are nearby; and • Make sure trucks/vehicles can exit steep or muddy sites when empty; • Make sure speed limit of <40km/h is maintained where traffic controller is present; • Where barriers are present make sure that - o No worker goes beyond barriers;		

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Steps	Step by Step Procedure	Possible Hazards	Risk Rating	Safety Controls	Residual risk after Hierarchy of controls applied	Who is responsible?
				○ There is adequate clearance between barrier and work area; and ○ Water barriers are compatible, and appropriately secured/filled.		
11	Completion of work or end of work day	Manual Handling Slips, trips and falls Cuts and abrasions Musculoskeletal Disorder (MSD)	**Category 2 – High Risk**	• Remove any excess materials from the site using correct manual handling techniques; • Continue to use PPE until all work is completed; • Remove any signage, barricades, witches hats etc.; • Place equipment in approved storage area or back in work vehicle; • Make sure the work area is left clean and tidy; and • Lock / secure storage areas and / or site as required.	**Category 4 – Low Risk**	

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Site Specific Requirements - To be completed by the PCBU or Site Supervisor if site-specific hazards are identified (attach additional pages if necessary):

Steps	Step by Step Procedure	Possible Hazards	Risk Rating	Safety Controls	Residual risk after Hierarchy of controls applied	Who is responsible?

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4. RESOURCES, QUALIFICATIONS AND PERMITS REQUIRED

Minimum number of workers required to complete this work	1 or more
Trade licence required to complete this work	Licence No: Held By:
Additional qualifications, permits and/or experience required to complete this work	
Additional training required to complete this work	Site Specific Induction and SWMS review required for all workers

5. SAFETY RESPONSIBILITIES

The **Officer** for this project is _____, he/she can be contacted on _____.

The **Site Supervisor** for this project is _____, he/she can be contacted on _____.

The **Health and Safety Representative (HSR)** for this project is _____, he/she can be contacted on _____.

All Charles Sturt Campus Services workers:

→ **WILL** be required to have relevant trade experience.

→ **WILL** be required to attend regular site inductions as well as project and task specific induction training when required.

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Work Health and Safety - Responsibilities

a) _____ will be responsible for identifying and assessing the hazards associated with the works, and documenting the hazard control measures to be taken.
b) _____ will be responsible for compliance with Work Health and Safety (WHS) legislation, regulations, standards, codes, and the site-specific Sites Safety Rules.
c) _____ will be responsible for assessing and monitoring your subcontractors' capabilities, and for making sure they meet WHS requirements.
d) _____ will be responsible for managing the acquisition and communication of WHS information to managers, supervisors and people working on site.
e) _____ will be responsible for preparing, maintaining and making accessible the register of hazardous substances.
f) _____ will be responsible for maintaining first-aid stocks.
g) _____ will be responsible for managing accident and emergency procedures.
h) _____ will be responsible for keeping WHS records.
i) _____ will be responsible for making sure that the Site Safety Rules are available and provided to people who may work on or visit the Site.
j) _____ will be responsible for workplace injury management and rehabilitation.
k) _____ will be responsible for managing communication between Health and Safety Committees (where applicable).
l) _____ will be responsible for displaying the Site Safety Rules on noticeboards and other suitable locations on site.

6. TRAINING RESPONSIBILITIES

The HSR will:

a) identify the WHS training needs of management, supervisors and workers on site;
b) make sure that appropriate training is carried out internally and/or by Safe Work Australia accredited trainers;
c) make sure that all personnel attend general WHS induction training before starting work;
d) make sure that all personnel attend adequate site-specific induction, work activity and refresher safety training;
e) conduct induction training, task training and refresher safety training for everyone working on site; and
f) keep appropriate records of WHS training at the Charles Sturt Campus Services office.

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7. INCIDENT MANAGEMENT

The HSR will:

a) be available (both during and outside normal working hours) to prevent, prepare for, respond to and recover from incidents; and

b) make sure that the procedures for contacting the relevant person(s) are communicated and clearly displayed on the sites.

8. PLANT AND EQUIPMENT

Plant and Equipment used on site includes but is not limited to:

Plant and/or Equipment	**Inspection and maintenance checks required**
Fork lift	Visual inspection prior to use and check monthly
Pallet jack	Visual inspection prior to use and check monthly

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9. PERSONAL PROTECTIVE EQUIPMENT (PPE)

PPE for this task includes but is not limited to:

1	Hard hats	6	Sunglasses / Safety Glasses
2	Safety boots	7	
3	Protective gloves	8	
4	High visibility clothing / vests	9	
5	Sun protection	10	

10. ACCESS

No access shall be permitted by other trades into the work area whilst work is in progress. If necessary, appropriate signage and/or hoarding will be set up around the work area to prevent access. Such signs and hoarding will be removed and area made-good on completion of work.

11. LEGISLATION, REGULATIONS, CODES AND STANDARDS

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The following reference documents have been identified as relevant to this project and a copy is kept at the Charles Sturt Campus Services office. This list is a guide only and is not necessarily all the relevant documentation:

Australian Standards

- AS/NZS 4801:2001 Occupational Health & Safety Mnagement Systems - specifications
- OHSAS 18001:2007 Occupational Health & Safety Management Systems – requirements
- AS/NZS 4602:1999 - High Visibility Safety Garments

Legislation

- Work Health and Safety Act 2011
- Work Health and Safety Regulations 2014
- Safework compliance policy & prosecution guidelines
- Workers Compensation Act 1987
- Workplace Injury Management & Workers Compensation Act 1998
- Workers Compensation Regulation 2010

Industry Codes

- Managing Noise & Preventing Hearing Loss at Work
- Manual Handling
- Managing Electrical Risks in the workplace
- Managing the risks of falls in the workplace
- Managing the Work Environment and Facilities
- Ladders
- Hazardous Manual Tasks
- Safe Work Method Statements
- First Aid in the Workplace
- How to Manage Work Health and Safety Risks
- Guide to preventing and responding to workplace bullying
- Dealing with workplace bullying – a worker's guide

Standard Operating Procedures

- Check Schedule & Sign off on Completions
- Golf Cart – SOP
- Kubota – SOP
- Kubota – prestart checklist

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12. SIGNOFF

The representatives of Charles Sturt Campus Services listed below have been involved in the creation and implementation of this Safe Work Method Statement (SWMS) and will make sure all work is carried out in accordance with this document. All workers listed below have the appropriate licence/qualifications and/or experience required to perform each job task:

Worker on site	Qualifications (e.g. Licences, Tickets, etc)	Signature	Date

Signature and details of person responsible for site supervision of the work, inspecting and approving work areas, work methods, compliance with SWMS, protective measures, plant, equipment and power tools for this site:

Signed: _____ **Date:** _____

Name: _____ **Position:** _____

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