





<b>SWP No</b> FOSH-SWP222	<b>Category</b> Vehicles and machinery	<b>Date of last review</b> 17/7/2025
<b>Activity / Task / Equipment</b> Operation of 4WD vehicle		

All users MUST review this SWP prior to use to:

- ensure safe practice for operator & equipment; and
- prevent injury to all workers

<b>1) Personal Protective Equipment</b>   Sun / UV  Footwear	<b>Safety Warnings</b> <i>(Outline warnings e.g., equipment safety warnings or chemical hazard statements)</i> <ul style="list-style-type: none"> <li>• Vehicle collisions</li> <li>• Roll overs</li> <li>• Manual handling</li> </ul>
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**2) Residual Risk Level** *(refer to relevant Risk Assessment and CSU risk matrix)*

<b>Low</b>	<b>Medium</b>	<b>High</b>	<b>Very high</b>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**3) Procedure** *(Include a description of all steps involved in the performance of the task)*

**NOTE:** All PPE required must be listed and the minimum PPE for each chemical must be included as per the relevant SDS

Step	Description Task/Activity step	Possible Hazards	Safety Controls
1)	Check brake, steering, tyres, engine oil, throttle, fuel and general condition of the 4WD		All drivers to complete appropriate 4WD training
2)	Complete a travel requisition (for off campus activity)		
3)	Load equipment onto vehicle	Manual handling injury, particularly when loading heavy or bulky items	Use correct manual handling techniques  Use leading devices where necessary (winches, ramps etc)

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4)	Apply seat belt, adjust seat, mirrors etc		
5)	For diesel motors, turn key in ignition and wait for glow plug indicator light to go off	Over time will damage the glow plugs and will need replacing	Allow vehicle to warm up and Do Not start until glow plug indicator light is off
6)	Start the vehicle and move off	Physical injury from vehicle roll over or accident	Take all precautions and act in safe manner
7)	Travel at a speed suitable for the conditions	Vehicle collisions  Roll overs	Always have eyes on the road and stop, revive, survive  Obey general road rules and stick to the posted speed limit
8)	When leaving a main road and going on mud or wet roads, stop and lock front hubs  When driving off-road carefully assess terrain for hazards which may damage vehicle, cause roll-overs etc	Potential collisions, roll-over, vehicle damage  Injury when working in remote location/bodged	Ensure UHF radio or mobile or satellite telephone  First aid kit
9)	Engage 4WD in high or low range as required for maintaining traction  When driving off-road carefully assess terrain for hazards which may damage vehicle, cause roll-overs etc	Physical injury from vehicle roll over or accident	All drivers to complete appropriate 4WD training  Never exceed driver capabilities or vehicle capacity  Avoid hazardous terrain where roll-overs could occur, find an alternative route where possible.
10)	Unlock return to campus, unload equipment	Manual handling injury, particularly when loading bulky or heavy items	Use correct manual handling techniques  Use loading devices where necessary (winches, ramps etc)
11)	<b>When finished:</b>  Refuel vehicle and complete vehicle logbook and park vehicle in designated area. Lock vehicle when finished and return keys to designated area		

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#### 4) Supporting documentation/additional information *(include detail or list all attached)*

#### 5) In the event of Incident or Emergency:

*(outline what steps need to be taken to safety shutdown of stop the activity in the event of an emergency)*

In the event of an injury:

Call nearest First Aid Officer and University Security 1800 931 633

If ambulance required. Call an ambulance, nearest First Aid Officer and University Security 1800 931 633

When safe to do so, lodge incident report on the University's Protecht database and notify the Facility Manager.

- Assess the situation
- Remove any possible hazards
- Apply First Aid (if qualified) or call 000
- Report incidents/accidents to facility manager

**Equine Centre Senior Technical Officer: Anna Dennis 0269334519**

**Technical Manager Animal & Field: Joe Price 0408992119**

#### 6) Responsibilities:

**The Facility Manager is responsible for:**

1. Ensuring all operators are inducted.
2. Identifying the training required.
3. Organising training if required.
4. Ensuring this SWP is reviewed and kept up to date.
5. Maintaining appropriate training records.
6. Organising and monitoring maintenance and repair.
7. Ensuring appropriate PPE is available.

**The Users (Academic and Technical Staff) are responsible for:**

1. Completing a Facility Induction with the Facility Manager or delegate
2. Being appropriately qualified to work in the Facility.
3. Completing required training and signing training register.
4. Requesting additional training if required.
5. When appropriate being assessed as proficient in a specific task before undertaking the task alone.
6. Reading and agreeing to follow SWP by signing training record.
7. Ensuring nearby personnel are aware of any potential hazards.
8. Academic staff are responsible for the supervision of undergraduate students in their class.
9. Academic staff are responsible for ensuring their research students are appropriately trained and for providing the Facility Manager with signed competencies.
10. Academic staff are responsible for supervising their research students until they are signed off as competent.

**Students:**



1. Complete a Facility Induction.
2. Complete training as required and signing appropriated training register.
3. Reading and agreeing to follow SWP by signing training record.
4. Not be in the Facility alone unless prior approval has been granted.
5. Follow the instructions of Academic and Technical Staff.

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<b>7) References (including manuals, Standards or Acts):</b> <i>(include any standards, codes of practices or other reference material that has been used in the development of the SWP)</i>  Instruction manual
<b>8) Training Requirements/Competencies:</b> Only nominated and trained persons are to use this equipment. Training in accordance with this SWP with guidance from authorised personnel.  Only personnel's with C class drivers license are required to operate the vehicle
<b>9) Engineering Details, Certificates, SafeWork NSW Approvals:</b> <i>(detail the name and manufacturer of the equipment, and list Work Safe NSW registrations etc where the SWP is for the operation of equipment)</i>
<b>10)Maintenance Requirements:</b> <i>(list all maintenance requirements where the SWP is for operation of equipment)</i>  Scheduled services or every 10,000km
<b>11)Waste Disposal Requirements:</b> <i>(list all waste disposal requirement – including any special disposal requirement for any equipment)</i>

## SWP Assessment Control

Assessed By	Recommended By	Approved By (add digital signature)
Name: Brianna Thompson Date:31/01/2025	Name: Date:	 Name: Joe Price Date: 03/03/2025
Name: Date:	Name: Date:	 Name: Peter Ryall Date: 17/7/2025

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Risk Ratings Matrix					
Risk Matrix	1. Insignificant	2. Minor	3. Moderate	4. Major	5. Catastrophic
5. Almost Certain	Medium	High	High	Very High	Very High
4. Likely	Medium	Medium	High	High	Very High
3. Possible	Low	Medium	Medium	High	High
2. Unlikely	Low	Low	Medium	Medium	High
1. Rare	Low	Low	Low	Low	Medium

Risk Likelihood Ratings Guide		
Likelihood Rating	Description	Indicative Frequency of Occurrence
5. Almost Certain	The event will occur within the planning period.	Greater than 90% chance of occurring/known to occur every year.
4. Likely	The event is likely to occur within the planning period.	51% to 90% chance of occurring/once every 1-2 years.
3. Possible	The event may occur within the planning period.	30% to 50% chance of occurring/once every 2–3 years.
2. Unlikely	The event is not likely to occur in the planning period.	5% to 30% chance of occurring/once every 3–5 years.
1. Rare	The event will only occur in exceptional circumstances.	Less than 5% chance of occurring/once every 5–10 years.

Risk Appetite - Action Required	
Appetite Level	Action Required
in Risk Appetite	Monitor and continue regular risk assessment processes to ensure that existing controls continue to function effectively.
Approaching Risk Appetite	Increase risk assessment processes and challenge existing controls to ensure they remain effective. Identify further actions that may reduce the risk.
Exceeding Risk Appetite	Implement immediate treatment actions to reduce the risk to within the Risk Appetite level. Report the risk to Senior Management / Portfolio Lead.

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