# SAFE WORK METHOD STATEMENT

# DRIVING 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 work. A record of site inductions and toolbox meetings will be kept at the Charles Sturt Campus Services office for future reference.

Where applicable, 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 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 Supervisor prior to work commencing to assist in the identification of possible hazards:

1. Driving Company owned vehicles around University Campuses
2. Driving Company owned vehicles to and from other Campuses
3. Driving Company owned vehicles to any other location

## 3. RISK ASSESSMENT

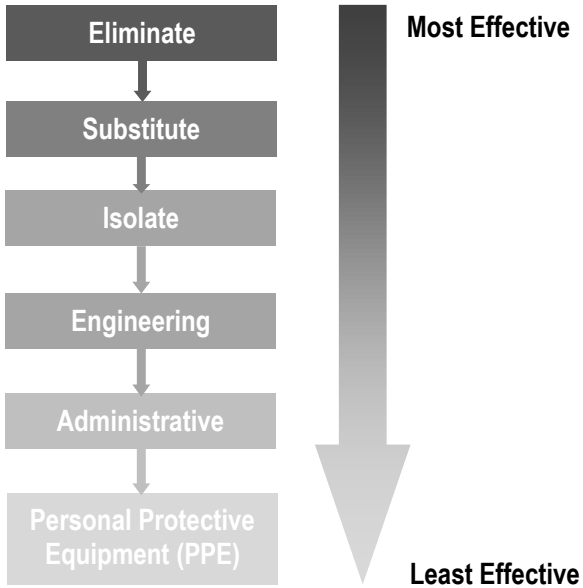
**Risk Assessment Table**

| ▶ LIKELIHOOD (probability) | ▼ CONSEQUENCES<br>▼ If the risk event actually occurs what is the severity of Injuries/Potential damages/Financial impacts? | | | | |
|---|---|---|---|---|---|
| How likely is the event to occur? | ▼ DISASTROUS<br>• Fatality / Permanent Disability.<br>• Extensive Damage & Financial loss | ▼ MAJOR<br>• Long term Illness or Significant injury.<br>• Major – Damage & Financial loss | ▼ SERIOUS<br>• Medical attention more than one week off normal duties.<br>• Serious Damage & Financial loss | ▼ MINOR<br>• Medical attention less than one week off normal duties.<br>• Minor Damage & Financial loss | ▼ NEGLIGIBLE<br>• 1st Aid injury.<br>• 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 |

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.

**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 | Untrained workers<br>Workplace / worksite hazards | **Category 2 – High 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);<br>• Identify additional safety controls where required using the *Risk Assessment Worksheet* and *Hazard Report Form*;<br>• Manage the risks to health and safety associated with falls from one level to another that is reasonably likely to cause an injury;<br>• Obtain approvals from the supply authorities where required;<br>• Make sure workers are trained, qualified or experienced to carry out the specified tasks; and<br>• Request appropriate licences or certification when required before allowing work to commence, including local council approval where required. | **Category 4 – Low Risk** | **CSU, PCBU, Area Manager, WHS Committee** |
| 2 | Vehicle Checks | Uninformed workers – unaware of the hazards and dangers<br>Unsuitable vehicle | **Category 3 – Moderate Risk** | • Make sure workers have a current drivers licence suitable for the type of vehicle being used;<br>• All workers including subcontractors must complete an inspection of the entire vehicle before travelling;<br>• Train workers and other persons on how a vehicle should be inspected and checked before travelling; | **Category 4 – Low Risk** | **CSU Fleet Management, Workplace Improvement Officer, Person driving the vehicle** |

| Steps | Step by Step Procedure | Possible Hazards | Risk Rating | Safety Controls | Residual risk after Hierarchy of controls applied | Who is responsible? |
|---|---|---|---|---|---|---|
| | | | | • Make sure safety controls of vehicle are operational such as brakes, horn, indicators, head and tail lights, hand brake and mirrors;<br>• Check fluid levels, such as fuel, oil, water, power steering and brake fluids;<br>• Make sure windscreen is clean, chair positioned, mirrors adjusted, radio adjusted and first aid kit checked and in the vehicle;<br>• Make sure tyres are inflated correctly and in good condition, inspect spare tyre and make sure it is inflated and in good condition;<br>• Make sure Personal Protective Equipment (PPE) such as sunscreen, hat, sunglasses, torch, reflective vest, witches hats and water are available before travelling;<br>• Make sure you have adequate water and food in case of breakdown in an isolated area; and<br>• Make sure GPS is available in vehicle and in good working order. | | |
| 3 | Load vehicle / manual handling | Strains, sprains and soft tissue damage<br>Back injuries<br>Fatigue and stress<br>Slip, trips and falls<br>Cuts and abrasions<br>Fractures and crush injuries | **Category 2 – High Risk** | • Consider the physical abilities of the worker, fitness and pre-existing injuries;<br>• Consider the age of the worker – under 18 year olds are more at risk of injury as their body is still physically developing;<br>• Secure all loads appropriately in vehicles ensuring goods are stored within the boot of sedans; in the back of station wagons or 4WD with properly fitted cargo barriers or nets, or utilities with properly fitted cargo nets or covers which can be secured; | **Category 3 – Moderate Risk** | **Person Using the vehicle and occupants** |

| Steps | Step by Step Procedure | Possible Hazards | Risk Rating | Safety Controls | Residual risk after Hierarchy of controls applied | Who is responsible? |
|---|---|---|---|---|---|---|
| | | | | • Make sure no loose items are within the passenger area as they may become projectiles in the event of an accident;<br>• Lift from a squat with thighs taking the load. **DO NOT** bend over to lift;<br>• 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;<br>• Carry objects close to body, with elbows by the side of the body;<br>• Face the direction intended with head up and chin in;<br>• Where possible, position the item in the palm of hands and not fingertips;<br>• Keep the back upright and straight when carrying; and<br>• *Refer to: SWMS - Manual Handling WHS128.* | | |
| 4 | Planning and communications | Emergency assistance, vehicle accident, crush injuries, lost | **Category 2 – High Risk** | • Make sure trip is planned with necessary maps, GPS and UHF or VHF radio (if fitted) is working;<br>• Notify supervisor of estimated travel times – departure & arrival times;<br>• Make sure mobile phone is charged and working and ensure supervisor and emergency contact number is set into phone;<br>• If using UHF or VHF radios and travelling long distances in remote or isolated areas, make sure radio checks are conducted before leaving and at regular intervals until destination is reached;<br>• Make sure radio antenna's are secured and in good condition; | **Category 4 – Low Risk** | **Person using the vehicle** |

| Steps | Step by Step Procedure | Possible Hazards | Risk Rating | Safety Controls | Residual risk after Hierarchy of controls applied | Who is responsible? |
|---|---|---|---|---|---|---|
| | | | | • Plan to use accommodation along trip if long journeys are planned; | | |
| 5 | Driving vehicle | Motor vehicle accident<br>Death<br>Trauma / Psychological injury<br>Strains / sprains / fractures<br>Head injuries<br>Cuts and abrasions injuries<br>Fatigue<br>Isolation | **Category 2 – High Risk** | • Only licensed drivers are permitted to drive vehicles. If current P plater – P plates must be displayed.<br>• Always drive according to road and weather conditions;<br>• Always drive conservatively and observe current road rules as any driver will be held responsible for any traffic infringements;<br>• Manage fatigue by changing drivers frequently or taking regular rest stops (i.e. at least every 2 hours);<br>• Do not use mobile phone while vehicle in motion unless using approved hands free device.<br>• Move safely to side of road and stop vehicle if required to answer mobile phone.<br>• Do not take eyes off the road to adjust the vehicle's radio or entertainment system while vehicle in motion;<br>• Be aware of animals on the road particularly at dawn and dusk, slow down;<br>• Do not read maps when driving, use GPS or pull over to read map;<br>• Do not eat whilst driving; and<br>• Drive to road conditions i.e. slow down if raining or poor road conditions such as potholes or gravel across roads. | **Category 4 – Low Risk** | **Licenced Driver** |
| 6 | Breakdown of vehicle (including running out of | Exposure<br>Hit by vehicle | **Category 2 – High Risk** | • Stay with vehicle if lost or broken down;<br>• In the event of a mechanical breakdown contact supervisor to quickly organise assistance or call | **Category 4 – Low Risk** | **Licensed Driver and Occupants** |

| Steps | Step by Step Procedure | Possible Hazards | Risk Rating | Safety Controls | Residual risk after Hierarchy of controls applied | Who is responsible? |
|---|---|---|---|---|---|---|
| | fuel) | | | roadside assistance if unable to contact supervisor;<br>• In the event of a break down position vehicle safely as far off road as possible and turn on hazard lights;<br>• Exercise extreme care when on traffic side of vehicle – always wear reflective vest; and<br>• Always keep fuel tank above quarter full to avoid running out of fuel. | | |
| 7 | Overdue arrival or return | Exposure<br>Stress & fatigue | **Category 3 – Moderate Risk** | • Stay with vehicle if broken down or out of fuel;<br>• Call for assistance using mobile phone or radio if unsure of location; and<br>• Notify relevant parties (e.g.) supervisor of movements prior to departure and update during day if expected arrival time's change. | **Category 4 – Low Risk** | **Licensed Driver** |
| 8 | Refuelling | Fuel spills<br>Explosion / fire due to static electricity discharge<br>Chemical injuries - inhalation of fumes or burns | **Category 2 – High Risk** | • Follow directions and warnings at fuel outlets;<br>• Adhere to warnings prohibiting the use of electronic equipment / devices;<br>• Only fill appropriate fuel containers;<br>• Always discharge static electricity before touching fuel pumps; and<br>• Never smoke during refuelling operations. | **Category 4 – Low Risk** | **Licensed Driver** |
| 9 | Completion of work or end of journey | Manual handling - strains sprains and back injuries<br>Slips, trips and falls<br>Cuts and abrasions<br>Fractures & crush injuries | **Category 2 – High Risk** | • Notify appropriate person of arrival;<br>• After long trip, refuel vehicle and clean windscreen. Refill windscreen wash reservoir if necessary. Avoid contact on hot engine parts;<br>• Use appropriate manual handling techniques to unload vehicle;<br>• Make sure to follow manufacturer's instructions | **Category 4 – Low Risk** | **Licensed Driver** |

| Steps | Step by Step Procedure | Possible Hazards | Risk Rating | Safety Controls | Residual risk after Hierarchy of controls applied | Who is responsible? |
|---|---|---|---|---|---|---|
| | | | | when refuelling and filling windscreen reservoir;<br>• Report any difficulties encountered on route (may require different vehicle type next time due to terrain e.g.4WD); and<br>• Report any faults or damage to supervisor and complete and check or log sheets. | | |

**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 |
| Trade / operator's licence required to complete this work | Licence No:<br>Held By: |
| Additional qualifications, permits and/or experience required to complete this work | Standard Driver's Licence |
| 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.

**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.

## 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 |
|---|---|
| Vehicle | Visual inspection prior to use & checked to manufacturer's recommendation |
| Mobile Phone and batteries | Visual inspection prior to use & checked to manufacturer's recommendation |
| Two way Radio | Visual inspection prior to use & checked to manufacturer's recommendation |
| | |

## 9. PERSONAL PROTECTIVE EQUIPMENT (PPE)

PPE for this task includes but is not limited to:

| | | | |
|---|---|---|---|
| 1 | Safety boots | 6 | Extra water / food |
| 2 | Sunglasses / safety glasses | 7 | Torch |
| 3 | Protective gloves | 8 | |
| 4 | High visibility clothing / vests | 9 | |
| 5 | Sun protection | 10 | |

## 10. LEGISLATION, REGULATIONS, CODES AND STANDARDS

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 Management 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**

- Manual Handling
- Managing the risks of falls in the workplace
- Managing the Work Environment and Facilities
- 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

## 11. 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** |
|---|---|---|---|
| | | | |
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**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:** _____