Uncouple/ Couple Semi-Trailer - TIP-SWMS-009

Details

A SWMS is a risk assessment tool that provides you with the work methodology required to complete a job safely.

Business Unit	Logistics – Tippers	**Date**	1/05/2025	**SWMS No**	TIP-SWMS-009
Site/Location	Multiple	**Review Date**	1/05/2027	**Version**	1.0

Work Activity

Uncouple/ Couple Semi-Trailer

Plant and Equipment to be Used

Prime mover
Semi-Trailer
UHF Radio
Correct site PPE
- High Visibility clothing
- Long Pants & Sleeves
- Hard Hat
- Safety Glasses
- Gloves

Wheel chocks – where required

Competencies and Qualifications

Applicable HV drivers licence
Internal Boral Driver Assessment
Take 5 training
Training in TIP-SOP-009 – Uncouple/ Couple Semi-Trailer

Relevant Legislation and/or Guidance Material:

Work Health and Safety Act 2011
Work Health and Safety Regulation 2017

NOTE:

Access to bodies is strictly prohibited

Work Method

The work method explains the steps to carry out the process, hazards associated with the work and what controls are to be in place to complete it safely.

Step No.	What is the Task Involved?	What are the Hazards?	Initial Risk			What Controls must be used?	Residual Risk			Who is Responsible?
			C	L	R		C	L	R	
Trailer MUST BE EMPTY WHEN UNCOUPLING! If loaded you MUST have authorisation from Supervisor/Manager before uncoupling the trailer										Driver
1.	Arrive at site	- Collision with other vehicles or plant or pedestrians - Uneven ground - Soft ground	3	2	M	- Positive communications with site personnel - Be aware of other vehicles/plant equipment movements - Ensure firm and level ground - Create safe work zone if required	3	1	L	Driver

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Step No.	What is the Task Involved?	What are the Hazards?	Initial Risk			What Controls must be used?	Residual Risk			Who is Responsible?
			C	L	R		C	L	R	
2.	Uncouple the vehicle combination	- Trailer park brake not engaging - Prime mover and semi-trailer not aligned straight - Fall when exiting cabin of truck or walking on uneven ground - Damaged landing legs - Trailer tip or collapse - Brake air taps not closed - Faulty fittings - Manual handling - Missing grab handles to climb turntable area - Damaged turntable handle - Missing landing legs feet - Slip, trips and falls - Hoses not stored for transit	3	3	H	- If trailer park brake not working do not uncouple the vehicle combination - Ensure prime mover and semi-trailer are aligned straight before uncoupling - Ensure to maintain 3 points of contact - Visually inspect landing legs prior to uncoupling - Follow TIP-SOP-009 Uncouple/ Couple Semi-Trailer - Refer to maintenance reporting system - Ensure to use correct manual handling techniques at all times - Secure the hoses and electrical cables safely for transit	3	1	L	Driver

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Step No.	What is the Task Involved?	What are the Hazards?	Initial Risk			What Controls must be used?	Residual Risk			Who is Responsible?
			C	L	R		C	L	R	
3.	Couple the vehicle combination	- Prime mover not in line with semi-trailer - Semi-trailer too high or too low - Locked turntable jaws - King pin/ jaws not secured - Safety catch not secure - Missing grab handles to climb turntable area - Trailer tip or collapse - Damage landing legs - Damaged fittings - Brake air taps closed - Lights not working - Hydraulic coupling leaking - Air bags not inflating - Slip, trips and falls	3	3	H	- Ensure to position the prime mover in line with the semi-trailer - Ensure to visually check the height of the semi-trailer - Ensure the turntable jaws are open prior to engaging the king pin - Ensure the turntable jaws are locked in around the king pin - Ensure 3 points of contact at all times - Ensure to perform soft tug test to avoid bending landing legs - Follow TIP-SOP-009 Uncouple/ Couple Semi-Trailer - Refer to maintenance reporting system	3	1	L	Driver
4.	Exit site	- Collision with other vehicles or plant or pedestrians -	3	2	M	- Positive communications with site personnel - Be aware of other vehicles/plant equipment movements - Remove safe work zone if required	3	1	L	Driver

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Prepared By / Review Team			
Name	**Position**	**Signature**	**Date**
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Luke Matuszewski	Safety Committee Member		1/05/2025
William Russell	Safety Committee Member		1/05/2025

Authorisation		
I have checked this Safe Work Method Statement (SWMS) and confirm that it is authorised for use.		
Person supervising the work *(e.g. Manager, Supervisor, Team Leader, Leading Hand, Works Controller, Service Provider)*	**Signature**	**Date**
Jeremy Wee		1/05/2025

TABLE 1: Qualitative Measurement of the Maximum Credible Outcome of an Event		
Value	**Description**	**Impact**
1	**Incidental**	**Health:** Illness or effect with limited or no impact on ability to function – no treatment necessary. **Safety:** Injury that does not require any treatment. **Environment:** No discernible impact on or measurable impairment of habitat, species or natural environment (air, water, land). **Property Damage:** Very minor damage akin to 'fair wear and tear' - not requiring rectification for ongoing use. **Regulatory:** No risk of penalising actions, for example regulatory site visit where all observation where rectified immediately with no formal outcome. **Community/Reputation:** Isolated complaint from a local individual. **Quality:** Minor incident with no resulting impact on the customer.
2	**Minor**	**Health:** Mild illness or health effect and/or some functional impairment that needs some treatment but is usually easily managed, medically. **Safety:** Injuries requiring competent first aid, treatment by a medical professional or as a hospital outpatient and typically no time lost (i.e. FAIs and most MTIs). **Environment:** Minor and measurable impact on habitat, species or natural environment. **Property Damage:** Minor damage which does not impede serviceability but requires repair. **Regulatory:** Low risk of penalising action and any intervention is limited to a non- binding observation or written inspection report. **Community/Reputation:** Multiple complaints at a local level. **Quality:** A customer complaint or incident resulting in a potential or actual claim (or rework) under AUD5K (e.g. credit note or product reject).
3	**Moderate**	**Health:** Illness or significant adverse health effect needing a high level of medical treatment or management. **Safety:** One or more injuries that are serious enough to result in lost time, non- permanent disabling injuries or an injury that may require non-emergency hospitalisation as an inpatient. **Environment:** Localised and measurable short-term impact on habitat, species or natural environment. **Property Damage:** Moderate damage requiring repairs before equipment can return to full service. Light Vehicle could be written off and HV/HME sustains enough damage to be unusable but able to be economically repaired. **Regulatory:** Formal intervention e.g. issuing a warning, an Improvement Notice (or similar) at a site but unlikely to escalate if complied with. **Community/Reputation:** Ongoing and sustained local complaints, broader stakeholder interest and risk of local media coverage. **Quality:** Incident that results in a potential or actual claim (or rework) of up to AUD100K and can be resolved internally (i.e. without external expert support).
4	**Major**	**Health*:** Illness or chronic exposure resulting in significant life-impacting effects. **Safety*:** Serious injuries, requiring immediate emergency hospital treatment as an inpatient, resulting in significant permanent disabling injury e.g. reduced mobility, loss of fingers or extended temporary impairment and/or extended hospitalisation. Serious/dangerous incident/occurrence (as per regulatory reporting definition). **Environment*:** Localised and measurable medium-term impact on habitat, species, or natural environment. **Property Damage:** Major damage to capital infrastructure – equipment inoperable or made unsafe for use requiring replacement or major overhaul. Shut-down of smaller site may be necessary, or HV/HME written off. **Regulatory*:** Formal, higher level intervention (including a PIN, prohibition notice or similar) with risk of further intervention at a site and risk of further interventions at other sites. Material risk of regulatory investigation or prosecution.

		Community/Reputation: Coordinated community and stakeholder action at a local and/or regional level including media coverage. **Quality:** Incident that results in a potential or actual claim (or rework) in excess of AUD100K and that generally requires external engineering or legal support.
5	**Severe**	**Health*:** Severe illness or chronic exposure resulting in fatality or significant life- shortening effects. **Safety*:** Fatality or life threatening injuries, or resulting in substantial life changing permanent disability e.g. blindness, loss of hand(s), limbs or use of limbs. **Environment*:** Extensive and measurable medium to long-term impact on habitat, species, or natural environment. **Property Damage:** Severe damage to capital infrastructure – multiple equipment requiring replacement or requiring a shutdown and overhaul of a major site. **Regulatory*:** Formal, higher level intervention (e.g. prohibition notice or stop work order) at a site and risk of further interventions at other sites. Prosecution or material risk of prosecution. **Community/Reputation:** Widespread community and stakeholder opposition and/or significant negative state or national media coverage. **Quality:** Incident that may result in significant erosion of share market value or loss of reputation.

TABLE 2: Qualitative Measurement of How Likely or Probable the Consequence will Occur

Value	Description	Impact
1	Rare	The consequence is not expected in the Company / has never been heard of in the Industry.
2	Unlikely	The consequence is possible in the Company / may have occurred in the Industry.
3	Possible	The consequence is possible at a Company workplace at some time in the future (next 10 years) / has happened in the Company in the past (10 years)/occurs (yearly) within the Industry.
4	Likely	The event is probable at a site/local level in the near future (next few years) / occurs within the Company more than once a year.
5	Almost Certain	The event is expected to occur several times a year at a site / local level.

TABLE 3: Qualitative Risk Matrix – Levels of Risk

Consequence / Likelihood	Incidental (1)	Minor (2)	Moderate (3)	Major (4)	Severe (5)
Almost Certain (5)	M	H	E	E	E
Likely (4)	M	M	H	E	E
Possible (3)	L	M	H	H	E
Unlikely (2)	L	L	M	H	H
Rare (1)	L	L	L	M	M