

Operating the Grain Chute – Seaham Quarry - TIP-SWMS-011A

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	29/05/2025	SWMS No	TIP-SWMS-011A
Site/Location	Multiple	Review Date	29/05/2027	Version	1.0
Work Activity Operating the Grain Chute – Seaham Quarry					
Plant and Equipment to be Used Loaded tipper truck and dog trailer Overhead powerlines alarm UHF Radio Correct site PPE <ul style="list-style-type: none">- High Visibility clothing- Long Pants & Sleeves- Hard Hat- Safety Glasses- Gloves- Safety boots- Shovel- Bannister brush- Wheel chocks			Competencies and Qualifications Site induction Applicable HV licence Boral internal training Powerline awareness and training video Training in TIP-SOP-005 Tipping-General Training in TIP-SOP-011 Operating the Grain Chute		
			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					



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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	
USE OF THE GRAIN CHUTE TO BE ONLY USED WITH QUARRY PRODUCTS! 20MM OR SMALLER ONLY!										
1.	Proceed to designated tip off area	<ul style="list-style-type: none">- Interaction with mobile equipment/heavy vehicles/pedestrians- Uneven ground	3	2	M	<ul style="list-style-type: none">- Ensure positive communications- Check surroundings, eyes and mind on task- Ensure firm and level ground- Set up Safe Work Zone if required	3	1	L	Driver
2.	Operate the grain chute	<ul style="list-style-type: none">- Fall when exiting cabin of truck or walking on uneven ground- Damage to the grain chute- Pinch points- Slip, trip, falls- Missing shovel- Manual handling- Injury to hand or arm- Vehicle run away- Missing/ damaged wheel chocks- Incorrect placement of wheel chocks	3	3	H	<ul style="list-style-type: none">- Ensure 3 point of contact and facing the cab when exiting the vehicle- Ensure maxi park brakes are applied- Gloves must be worn in all operational areas- Wheel chock the front drive axle- Refer to maintenance reporting system- Ensure the bodies are lowered when using the grain chute- Ensure to use shovel, not hands to agitate material out- Do not raise your arms above shoulder- Ensure to use correct manual handling technique- Only operate the grain chute if opens freely- Do not put hand or arm inside the grain chute- Do not touch the material by hand, use shovel only- Do not shovel material out- Refer to TIP-OPL-0006 – Wheel Chocks	3	1	L	Driver



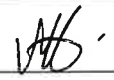
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Step No.	What is the Task Involved?	What are the Hazards?	Initial Risk			What Controls must be used?	Residual Risk			Who is Responsible?
			C	L	R		C	L	R	
3.	Clean up	<ul style="list-style-type: none">- No bannister brush- Manual handling- Stuck material to inside the tailgate- Slip, trip, falls	3	2	M	<ul style="list-style-type: none">- Gloves must be worn in all operational areas- Ensure to use bannister brush- Ensure to clean up in designated areas- Ensure eyes and mind on task	3	1	L	Driver
4.	Exit site	<ul style="list-style-type: none">- Wheels chocked- Interaction with mobile equipment/heavy vehicle/pedestrians	3	2	M	<ul style="list-style-type: none">- Return wheel chocks to storage location- Remove safe work zone if created- Positive communications- Follow site TMP	3	1	L	Driver


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Prepared By / Review Team

Name	Position	Signature	Date
Marko Kasap	Driver Trainer / Safety Committee Member		29/05/2025
Paul Mocher	Driver Trainer		29/05/2025
Devin McNab	Safety Committee Member		29/05/2025

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		29/05/2025



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TABLE 1: Qualitative Measurement of the Maximum Credible Outcome of an Event

Value	Description	Impact
1	Incidental	<p>Health: Illness or effect with limited or no impact on ability to function – no treatment necessary.</p> <p>Safety: Injury that does not require any treatment.</p> <p>Environment: No discernible impact on or measurable impairment of habitat, species or natural environment (air, water, land).</p> <p>Property Damage: Very minor damage akin to 'fair wear and tear' - not requiring rectification for ongoing use.</p> <p>Regulatory: No risk of penalising actions, for example regulatory site visit where all observation where rectified immediately with no formal outcome.</p> <p>Community/Reputation: Isolated complaint from a local individual.</p> <p>Quality: Minor incident with no resulting impact on the customer.</p>
2	Minor	<p>Health: Mild illness or health effect and/or some functional impairment that needs some treatment but is usually easily managed, medically.</p> <p>Safety: Injuries requiring competent first aid, treatment by a medical professional or as a hospital outpatient and typically no time lost (i.e. FAls and most MTIs).</p> <p>Environment: Minor and measurable impact on habitat, species or natural environment.</p> <p>Property Damage: Minor damage which does not impede serviceability but requires repair.</p> <p>Regulatory: Low risk of penalising action and any intervention is limited to a non- binding observation or written inspection report.</p> <p>Community/Reputation: Multiple complaints at a local level.</p> <p>Quality: A customer complaint or incident resulting in a potential or actual claim (or rework) under AUD5K (e.g. credit note or product reject).</p>
3	Moderate	<p>Health: Illness or significant adverse health effect needing a high level of medical treatment or management.</p> <p>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.</p> <p>Environment: Localised and measurable short-term impact on habitat, species or natural environment.</p> <p>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.</p> <p>Regulatory: Formal intervention e.g. issuing a warning, an Improvement Notice (or similar) at a site but unlikely to escalate if complied with.</p> <p>Community/Reputation: Ongoing and sustained local complaints, broader stakeholder interest and risk of local media coverage.</p> <p>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).</p>
4	Major	<p>Health*: Illness or chronic exposure resulting in significant life-impacting effects.</p> <p>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).</p> <p>Environment*: Localised and measurable medium-term impact on habitat, species, or natural environment.</p> <p>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.</p> <p>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.</p>



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		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