# Heavy Vehicle Pre & Post Checks - TIP-SWMS-002

## 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** | 30/01/2025 | **SWMS No** | TIP-SWMS-002 |
| **Site/Location** | Multiple | **Review Date** | 30/01/2027 | **Version** | 1.0 |

**Work Activity**

Heavy Vehicle Pre & Post Checks

**Plant and Equipment to be Used**

Heavy vehicle and/or trailer
Phone
Telematics
Torch
UHF Radio
Correct PPE
- High Visibility clothing
- Long Pants & Sleeves
- Hard Hat
- Safety Glasses
- Gloves

**Competencies and Qualifications**

Heavy vehicle driver licence
Training in Maintenance Management
Training in TIP-SOP-002

**Relevant Legislation and/or Guidance Material**

HVNL Act 42a 2013
WHS Act 2011
WHS 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 | |
| **Heavy Vehicle Pre – Start Checks** | | | | | | | | | | |
| **1** | - Arrive at vehicle parking location | - Interaction with mobile equipment, Heavy Vehicles<br>- Wet ground<br>- Pedestrian movement | 3 | 3 | H | - Always use designated walkways<br>- Be aware of your surroundings<br>- Ensure positive communications with Terminal/Site staff, HME operators using fixed radio station where available<br>- FEL to cease operation when operating near trucking parking bays<br>- Ensure correct PPE to be worn as per site requirement<br>- Plant and equipment to adhere to parking exclusion area 5 metres | 3 | 1 | L | Driver/Site |
| **2** | - Perform Heavy Vehicle pre-start checks as per TIP-SOP-002<br>  - Under the bonnet (checking all fluids, engine bay)<br>  - External Heavy Vehicle checks | - Interaction with mobile equipment, Heavy Vehicles<br>- Fall when exiting cabin of truck or walking on uneven ground<br>- Manual handling<br>- Muscular skeletal injury<br>- Insufficient lighting | 3 | 3 | H | - Ensure positive communications<br>- Ensure correct PPE is worn<br>- Ensure 3 points of contact at all times<br>- Ensure to use correct manual handling technique ( lifting & lowering the bonnet)<br>- Must be trained in TIP-SOP-002<br>- Use torch | 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** | - Exit parking area | - Interaction with mobile equipment, Heavy vehicles<br>- Fall when entering cabin of truck or walking on uneven ground | 3 | 3 | H | - Ensure positive communications when leaving parking area<br>- Ensure correct PPE is worn<br>- Ensure 3 points of contact at all times<br>- Be aware of your surrounding<br>- Follow traffic management plan and road rules | 3 | 1 | L | Driver |
| **Heavy Vehicle Post Checks** | | | | | | | | | | |
| **1** | - Arrive at Heavy Vehicle parking location | - Interaction with mobile equipment, Heavy Vehicles<br>- Wet ground<br>- Pedestrian movement | 3 | 3 | H | - Be aware of your surroundings<br>- Ensure positive communications with Terminal/Site staff, HME operators using UHF radio<br>- FEL to cease operation when operating near trucking parking bays<br>- Ensure correct PPE to be worn as per site requirement<br>- Plant and equipment to adhere to parking exclusion area 5 metres | | | | |
| **2** | - Perform Heavy Vehicle post checks<br>  - Refer to TIP-SOP-002 | - Interaction with mobile equipment, Heavy Vehicles<br>- Fall when exiting cabin of truck or walking on uneven ground<br>- Muscular skeletal injury<br>- Insufficient lighting | 3 | 3 | H | - Ensure positive communications<br>- Ensure correct PPE is worn<br>- Ensure 3 points of contact at all times<br>- Must be trained in TIP-SOP-002<br>- Use torch | 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** | - Leave Heavy Vehicle parking location | - Interaction with mobile equipment, Heavy Vehicles<br>- Fall when exiting cabin of truck or walking on uneven ground<br>- Insufficient lighting | 3 | 3 | H | - Positive communications<br>- Ensure 3 point of contact at all times<br>- Ensure correct PPE is worn<br>- Always use designated walkways<br>- Be aware of your surroundings | 3 | 1 | L | Driver |

# Heavy Vehicle Pre & Post Checks - TIP-SWMS-002

| Prepared By / Review Team | | | |
|---|---|---|---|
| **Name** | **Position** | **Signature** | **Date** |
| Marko Kasap | Driver Trainer / Safety Committee Member | | 30/01/2025 |
| Lee Edmunds | Safety Committee Member | | 30/01/2025 |
| Luke Matuszewski | Safety Committee Member | | 30/01/2025 |

| 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 | | 30/01/2025 |

| 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.<br>**Safety:** Injury that does not require any treatment.<br>**Environment:** No discernible impact on or measurable impairment of habitat, species or natural environment (air, water, land).<br>**Property Damage:** Very minor damage akin to 'fair wear and tear' - not requiring rectification for ongoing use.<br>**Regulatory:** No risk of penalising actions, for example regulatory site visit where all observation where rectified immediately with no formal outcome.<br>**Community/Reputation:** Isolated complaint from a local individual.<br>**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.<br>**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).<br>**Environment:** Minor and measurable impact on habitat, species or natural environment.<br>**Property Damage:** Minor damage which does not impede serviceability but requires repair.<br>**Regulatory:** Low risk of penalising action and any intervention is limited to a non- binding observation or written inspection report.<br>**Community/Reputation:** Multiple complaints at a local level.<br>**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.<br>**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.<br>**Environment:** Localised and measurable short-term impact on habitat, species or natural environment.<br>**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.<br>**Regulatory:** Formal intervention e.g. issuing a warning, an Improvement Notice (or similar) at a site but unlikely to escalate if complied with.<br>**Community/Reputation:** Ongoing and sustained local complaints, broader stakeholder interest and risk of local media coverage.<br>**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.<br>**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).<br>**Environment*:** Localised and measurable medium-term impact on habitat, species, or natural environment.<br>**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.<br>**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.<br>**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.<br>**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.<br>**Environment*:** Extensive and measurable medium to long-term impact on habitat, species, or natural environment.<br>**Property Damage:** Severe damage to capital infrastructure – multiple equipment requiring replacement or requiring a shutdown and overhaul of a major site.<br>**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.<br>**Community/Reputation:** Widespread community and stakeholder opposition and/or significant negative state or national media coverage.<br>**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 |