

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	4/06/2025	SWMS No	TIP-SWMS-010
Site/Location	Multiple	Review Date	4/06/2027	Version	1.0
Work Activity Load Adjustment					
Plant and Equipment to be Used Load adjustment area/ Convex mirror Weight scales UHF Radio Loaded tipper truck and/ or dog			Competencies and Qualifications Applicable HV licence Boral internal training Powerline awareness and training video Training in TIP-SOP-010 Load Adjustment		
			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	
1.	Proceed to load adjustment area	- Interaction with mobile equipment/heavy vehicles/pedestrians	3	2	M	- Ensure positive communications - Use designated load adjustment area	3	1	L	Driver
2.	Adjust the load weight by raising the bodies	- Uneven ground - Tailgate failure - Bodies raised too high - Shunting the load - Material over spilling - Truck or dog trailer rollover - Burst hydraulic hose - Breached exclusion zone - Placing tipper hoist control in lower position too quick - Weight scales not working - Convex mirror missing/ broken	4	3	H	- Ensure firm and level ground - Only raise truck body to maximum stage 2 - Only raise dog trailer body to maximum stage 3 - Lower the body slow and gently via tipper hoist control lever - Do not shunt the load with bodies raised - Mechanical issues refer to maintenance reporting system - Ensure to stop operation if someone enters exclusion zone - If load adjustment does not meet the desired outcome, refer to TIP-SOP-005 General Tipping - Ensure to visually check the tailgates after load adjustment is completed - Issues with convex mirror, report to supervisor	4	1	M	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.	Adjust the load weight by shunting (driving forward or in reverse)	<ul style="list-style-type: none"> - Interaction with mobile equipment/heavy vehicles/pedestrians - Bodies in raised position - Reversing too long - Weight scales not working 	2	3	M	<ul style="list-style-type: none"> - Ensure positive communications - Shunt the load in load adjustment area - Mechanical issues refer to maintenance reporting system - Beware of your surroundings - If area is congested, turn on your hazard indicators - Ensure not to reverse longer than 5 metres - Do not shunt the load with bodies raised 	2	1	L	Driver
4.	Exit the load adjustment area	<ul style="list-style-type: none"> - Interaction with mobile equipment/heavy vehicles/pedestrians 	3	2	M	<ul style="list-style-type: none"> - Positive communications - Follow site TMP 	3	1	L	Driver



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Prepared By / Review Team			
Name	Position	Signature	Date
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William Russell	Safety Committee Member		4/06/2025
Steven Malamas	Safety Committee Member		4/06/2025


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		4/06/2025

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