Loading a Tipper: Rigid, Truck and Dog and Live Bottom Semi-Trailer – TIP-SWMS-004

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**	27/03/2025	**SWMS No**	TIP-SWMS-004
Site/Location	Multiple	**Review Date**	27/03/2027	**Version**	1.0

Work Activity

Loading a Tipper: Rigid, Truck and Dog and Live Bottom Semi-Trailer

Plant and Equipment to be Used

Rigid truck, Truck and Dog, Prime Mover, Live Bottom Semi-Trailer
Overhead Power lines Alarm
Spray up at loading sites (For Asphalt/Hot Mix Only)
UHF Radio
Correct site PPE

- Hard Hat
- Safety Glasses
- Hearing protection – where required
- High Visibility clothing – Long Sleeve Shirt, Long Pants & vest with reflective stripes
- Gloves
- Safety boots

Competencies and Qualifications

Applicable HV drivers licence
Boral Internal Driver Assessment
Take 5
WHS General Construction Induction Training Card (White Card)

Relevant Legislation and/or Guidance Material

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

NOTE:

Drivers must remain in cab during loading at all times
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	
1.	Arrive at load site	- Restricted access to site - Tarps not working - Unable to make contact with site	3	2	M	- Ensure correct UHF radio channel is selected - Follow site entry instructions - Ensure that the tarps are open upon entry to the loading site - Driver to establish communication with loader operator/site supervisor/terminal operator - If on site for the first time contact site personnel for site induction	3	1	L	Driver
2.	Tag in/Tare in (Apex) where required and continue to loading location	- Unfamiliar with site - Uncontrolled vehicle movement - Apex screen not working - Apex card/reader not working - Collision with loader, other vehicles/plant/ pedestrians	3	2	M	- Follow instructions from site personnel to Tag in/Tare in (APEX) or directions to loading location - Report Apex issues to the weighbridge operator - Follow TMP to loading point - When waiting in queue to load, driver must remain in truck at all times	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.	Position vehicle for loading	- Driver positions rigid, prime mover & live bottom trailer, truck and dog at the wrong stockpile or designated load site - Tailgates unlocked - Material spill - Incorrect product labelled - Pedestrians/mobile plant equipment may enter load exclusion area - Material spilling on tarp - Boom or bucket moving over cab - Loader striking vehicle - Uncontrolled vehicle movement - Incorrect placement of material - Uneven ground	3	3	H	- Ensure the tailgates are locked and indicators are in closed position - Confirm with loading operator you are at the correct stockpile/loading area - Ensure maxi park brakes are applied whilst being loaded - If loading via overhead loading points and/or hoppers use foot brake pedal to assist in securing the vehicle and moving forward as directed by loader operators - Ensure that dog trailer dolly is aligned straight - Ensure prime mover & live bottom semi-trailer are aligned straight - Ensure vehicle is positioned for loading on level ground - Ensure no pedestrians/mobile plant equipment have entered loading zone - Ensure truck is loaded before any trailers - Ensure front of the live bottom semi-trailer is loaded first	3	1	L	Driver

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	
4.	Weigh loaded product	- No weighbridge on site to weigh product - Weighbridge display screen not working - No printer paper - Exceeding vehicle load limits for gross and axle mass - Uncontrolled vehicle movement	3	2	M	- Driver to ensure correct vehicle gross and axle mass limits - Driver to check on-board weigh scales to confirm correct mass limits - Do not top up load if <1000 kg from target weight - Apply maxi park brake whilst stationary on weighbridge - Contact site personnel if issues with the weighbridge - Site to issue manual docket if printer not working	3	1	L	Driver
5.	Checking vehicle for loose material	- Loose material may cause property damage to other road users - Foreign material (agg, dust) - Tarps not closed	2	2	L	- If permitted by site check tarp, body and drawbar for loose material prior to exiting site - If required use gantry/ tarping area to inspect the load and tarps - Refer to TIP-SOP-013 – Use of Gantry - Ensure to close tarps prior to leaving the site - Do not climb on or over drawbar	2	1	L	Driver

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	
6.	Managing an overloaded vehicle - Tipping off	- Line of fire at rear of vehicle - Engulfed by tipped material - Struck by tailgate - Collision with loader, other vehicles/plant equipment - Overhead obstructions - Uncontrolled rollaway - Damage to tailgate if not opened - Reversing too close to a stockpile **Grain chute use** - Refer to TIP-SWMS-011 - Operating the Grain Chute of Tippers	4	3	H	- Ensure to use designated tip off area. Ask site personnel if required - Conduct a Take 5 if required - Ensure exclusion zone are clear around vehicle (5m to front and rear and 15m to sides) - If rigid of truck and dog is overloaded tip off both truck and dog - If dog trailer is overloaded tip off just dog trailer - Remain in vehicle while tipping and refer to TIP-SOP-003 - Tipping - General and TIP-SWMS-003 - Tipping - General for details - Live bottom semi-trailer is allowed to partial unload (ref TIP-SWMS-007 - Unloading a Live Bottom Semi-Trailer) **Grain chute use** - Refer to TIP-SOP-011 - Operating the Grain Chute of Tippers	3	1	L	Driver

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	
7.	Tag out (Apex) where required	- Fall when exiting cabin of truck of truck or walking on uneven ground - Incorrect weighbridge docket details - Apex screen not working - Apex card/reader not working - Unfamiliar with site - Uncontrolled vehicle movement - Collision with loader, other vehicles/plant/ pedestrians	3	2	M	- Ensure maxi park brakes are applied - Maintain 3 points of contact to exit vehicle facing cabin - Correct PPE to be worn as per site requirement - Ensure safety boots are laced/zipped up before exiting vehicle - Driver to check delivery docket details are correct - Report Apex issues to the weighbridge operator - Acquire manual docket from loading source	3	1	L	Driver
8.	Exit site	- Pedestrians/mobile plant equipment/ heavy vehicles	3	2	M	- Ensure tarp is fully extended covering load after leaving the weighbridge or in designated tarping area - Ensure all air bags on rigid, truck and dog, prime mover and live bottom semi-trailer are inflated before leaving site - Be aware of other vehicles/plant equipment movements - Drivers to adhere to site TMP, road rules and give way to traffic and pedestrians when exiting the plant	3	1	L`	Driver

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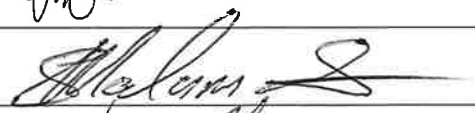
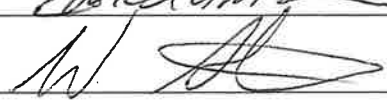
Prepared By / Review Team			
Name	**Position**	**Signature**	**Date**
Marko Kasap	Driver Trainer / Safety Committee Member		27/03/2025
Steven Malamas	Safety Committee Member		27/03/2025
Wayne Stephens	Safety Committee Member		27/03/2025

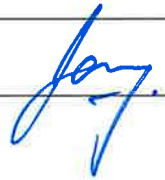
Authorisation		
I have checked this Safe Work Method Statement (SWMS) and confirm that it is authorised for use.		
Person supervising the work ***(e.g. Manager, Supervisor, Team Leader, Leading Hand, Works Controller, Service Provider)***	**Signature**	**Date**
Jeremy Wee		27/03/2025

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