Safe Work Method Statement – TIP-SWMS-001

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-001
Site/Location	Multiple	**Review Date**	30/01/2027	**Version**	1.0
Work Activity Creating a Safe Work Zone					
Plant and Equipment to be Used Minimum of 2 x witches hats/safety triangles UHF Radio Correct site PPE - High Visibility clothing - Long Pants & Sleeves - Hard Hat - Safety Glasses - Gloves		**Competencies and Qualifications**			

Permit Work

This activity involves the following High-Risk Activities. If any of the below activities are involved, check with the Plant Work Controller to see if an ATW is needed, ensure that an On the Job Assessment & Discussion is held and this SWMS is amended if required and made specific to the job with input from the work crew.

Confined Space	Working at Height	Hotwork	Electrical Work	Excavation	Drilling and Blasting	Lifting and Crane Work	Complex Isolation	Working with Guards Off	Hot Material and Gasses	Demolition	Asbestos Work
											
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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	- Check the work area for potential traffic hazards	- Interaction with mobile equipment - Heavy Vehicles - Light Vehicles	5	3	E	- Be aware of your surrounding - Positive communication with other vehicle operators - Correct PPE – high visibility clothing	5	1	M	Driver
2	- Determine required size of Safe Work Zone	- Mobile equipment - Heavy vehicles - Light Vehicles coming too close to operator	5	2	H	- Minimum size of Safe Work Zone is 2 metres (if possible) from the area you are working e.g. Drawbar, tailgate - Use at least 2 witches hats/safety triangles to create your Safe Work Zone - Increase the size of your Safe Work Zone as necessary to provide adequate protection of your work area	5	1	M	Driver
3	- Access witches hats/safety triangles from their storage location	- Manual handling - Slips, trips, falls	3	2	M	- Use correct manual handling techniques - Use three points of contact if climb in or out of cabin - Be aware of your surroundings and ensure positive communications at all times whilst moving around the area	3	1	L	Driver
4	- Place witches hats/safety triangles at the corners of the required Safe Work Zones	- Interaction with - Mobile equipment - Heavy vehicles - Light Vehicles	5	3	E	- Be aware of your surrounding - Ensure positive communications with other vehicle operators - Ensure use of the correct site PPE - Use designated walkways, keep your eyes and mind on the task	5	1	M	Driver

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			C	L	R		C	L	R	
5	- Controlling entry to the Safe Work Zone during operations	- Interaction with mobile equipment - Heavy Vehicles - Light Vehicles - Unauthorised pedestrians entering the work area	5	3	E	- You are responsible for controlling entry to Safe Work Zone - Ensure positive communications with other vehicle operators and pedestrians before allowing others to enter the area - Replace witches hats/safety triangles once other vehicles etc have left the Safe Work Zone - Continue to monitor the area whilst you are working - Stop work immediately and move to a safe area if anyone enters your Safe Work Zone without authorisation - Ensure use of the correct site PPE	5	1	M	Driver
6	- Removing the Safe Work Zone and returning witches hats/safety triangles to their storage location	- Interaction with mobile equipment - Heavy Vehicles - Light Vehicles - Manual handling	5	3	E	- Be aware of your surrounding - Ensure positive communications with other vehicle operators - Ensure use of the correct site PPE - Eyes on path - Use correct manual handling techniques	5	1	M	Driver

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Prepared By / Review Team

Name (Please print)	Position (Please print)	Signature	Date
Marko Kasap	Driver Trainer / Safety Committee Member		30/01/2025
William Russell	Safety Committee Member		30/01/2025
Lee Edmunds	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. **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