

LOAD SKATE SAFE WORK METHOD STATEMENT (SWMS) PART 1

SWMS SCOPE: This SWMS covers general hazards associated with the operation of load skates/roller dollies

Business Name:	ABN:	SWMS Approved by:	Date:
Business Address:		Signature:	
Business Contact:	Phone #:	Person/s responsible for ensuring compliance with SWMS:	
		Person/s responsible for reviewing the SWMS:	

All Persons involved in the task must have this SWMS communicated to them before work commences.

Daily Tool Box Talks are undertaken to identify, control and communicate additional site hazards.

Work must cease immediately if an incident or near miss occurs, and the SWMS amended in consultation with relevant persons.

Amendments must be approved by _____ and communicated to all affected workers before work resumes.

SWMS must be made available for inspection or review as required by OHS legislation.

Record of SWMS kept as required by OHS legislation (until the job is complete or for 2 years if involved in a notifiable incident).

- WORKERS DUTIES AND RESPONSIBILITIES**
- Fit condition for work, i.e. no signs of fatigue, alcohol or drugs
 - Attend all site inductions/briefings
 - Comply with all site requirements, e.g. PPE, TMP
 - Only carry out work related to the contract
 - Inspect completed work
 - Report safety, environmental and quality matters to the Supervisor.

PRINCIPAL CONTRACTOR DETAILS Principal Contractor (PC): _____ Date SWMS provided to PC: _____

Project Name: _____ Project Address: _____

Project Manager (PM): _____ PM Signature: _____ CONTACT PH. #: _____

LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC	SCORE	ACTION	HIERARCHY OF CONTROLS
ALMOST CERTAIN	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE			
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEED.	
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE	3H HIGH	Review before commencing work.	
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	2M MODERATE	Maintain control measures.	
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	Record and monitor.	

DOCUMENT #:

VERSION #: 1

AUTHORISED BY:

REVIEW #:

ISSUE DATE:

REVISION DATE:

JOB STEP	POTENTIAL HAZARD/S	IR	CONTROL MEASURES TO REDUCE RISK	RR	RESPONSIBLE PERSON
<i>INHERENT RISK-RATING (IR) RESIDUAL RISK-RATING (RR)</i>					
			<ul style="list-style-type: none"> ○ How to carry out daily inspections ○ Reporting procedures for incidents ○ Correct use of equipment including selecting, fitting, use, care of and maintenance ○ Correct use of all tools used ○ Use of supervision where required (e.g. new starters or new equipment) 		
2. Arrival at site	Personal injury, property damage &/or environmental incident	3H	<ul style="list-style-type: none"> • The work vehicle is positioned in a safe location, clear of traffic/vehicles/pedestrians during equipment delivery and materials removal (deploy physical barriers, caution signs and equipment, where necessary) • Do not park illegally • Identify and obey all safety-related signage (check site entry requirements) • Report to Site Supervisor • Site-specific induction undertaken by all workers • Assess mobile phone reception (alternative emergency communications procedures in place if no reception available) • The worksite is exactly as detailed in terms of the contract • Undertake a site and task-specific JSA or risk assessment to identify hazards and control risks. 	2M	Operator
	Contact with mobile plant or passing vehicle / adjacent to traffic & public	3H	<ul style="list-style-type: none"> • Follow traffic management plan requirements • Check constantly for changing hazards while working and monitor work position at all times. Ensure: <ul style="list-style-type: none"> ○ High visibility clothing worn at all times ○ Do not stand behind reversing vehicles ○ Allow sufficient distance from the plant during operation (allow sufficient room for equipment failures – such as arm/boom failure or plant rollover) ○ No work conducted in established “no go zones” for pedestrians ○ Alertness at all times. Listen for: <ul style="list-style-type: none"> ▪ Reversing alarms/beepers ▪ Calls from Plant Operators ○ Safety/warning signs, Spotters, traffic barriers must be obeyed as required ○ Work positions should be in clear sight of plant operators ○ Note: Some traffic management plans may say that pedestrians have the right-of-way. Never assume this. Make visual and verbal contact with the plant operator as required. 	2M	

JOB STEP	POTENTIAL HAZARD/S	IR	CONTROL MEASURES TO REDUCE RISK	RR	RESPONSIBLE PERSON
<i>INHERENT RISK-RATING (IR) RESIDUAL RISK-RATING (RR)</i>					
			<ul style="list-style-type: none"> roles ○ Sufficient space to maneuver ○ Use aids where possible (e.g. lifting bars, handles) 		
	Slips, trips & falls on the same level	3H	Ensure: <ul style="list-style-type: none"> • All trip hazards/obstructions removed from the work area • The work area is not wet underfoot. 	2M	
4. Lifting loads for skate access	Load equipment failure	3H	<ul style="list-style-type: none"> • Carefully select the lifting equipment. Consider the load weight, height of lift and location of lift devices to allow for safe positioning of the skates • Use load-lifting devices with a capacity exceeding the load weight • Ensure there is enough lift height to install skates under the load safely • Support the load with timbers, beams or skids while the skates are placed under the load. 	2M	Operator/s
5. Using the skates to move the load	Load failure leading to crushing/impact Injuries and equipment damage	3H	<ul style="list-style-type: none"> • Inspect the skates before each use and report any defects immediately to the person responsible for the maintenance. • Do not use if the skates are bent, cracked, missing or broken components. • Place Load Skates carefully under the heaviest part of the load. • Always keep fingers clear of the skate rollers when lifting the system. <i>The rollers are designed to rotate.</i> • Weight should be distributed evenly across all skates. Ensure the load rests completely on the skate: <ul style="list-style-type: none"> ○ If necessary, use a wooden contact block to ensure that the weight is spread across both sides of the skate. • Ensure the skate plate is fitted with a non-slip surface to prevent load shift or the skates dislodging. • If swivel plates are used, always use them in pairs, either front or rear. • Skates are placed to be easily accessible. • Check that rigid skates are parallel to each other to provide straight travel • Use a temporary method of attaching the skate to the load to reduce to risk of load shift or skates dislodging. 	2M	Operator/s
	Inadequate travel pathway leading to crush/impact Injuries and equipment damage	3H	<ul style="list-style-type: none"> • Load skates must only be used on solid flat smooth surfaces, free from obstructions • Run skates on a metal surface such as a steel track when moving heavily loaded skates to avoid damaging the floor surface • Ensure the area is swept clean of any dirt, sand or small objects • When pushing or pulling with a powered vehicle, secure a restraint cable or suitable sling to the load to prevent the load from running away • Ensure the skate is attached to the load when moving up or down an incline 	2M	

LOAD SKATE SWMS PART 4

This SWMS has been developed in consultation and cooperation with *employee/workers* and relevant *Employer/Persons Conducting Business or Undertaking (PCBU)*. I have read the above SWMS, and I understand its contents. I confirm that I have the skills and training, including relevant certification to conduct the task as described. I agree to comply with safety requirements within this SWMS including risk control measures, safe work instructions and PPE described.

OVERALL RISK RATING AFTER CONTROLS	<input type="checkbox"/> 1 Low	<input checked="" type="checkbox"/> 2 MODERATE	<input type="checkbox"/> 3 High	<input type="checkbox"/> 4 ACUTE
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WORKERS' NAME	JOB ROLE / POSITION	LICENCES, COMPETENCIES & QUALIFICATIONS <i>(add as applicable)</i>			DATE	SIGNATURE
		TYPE / DESCRIPTION	CLASS	NUMBER		
		Construction Card				
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