## Mobile Plant (Heavy Vehicles - Service/Maintenance) Safe Work Method Statement (SWMS)

<table>
<thead>
<tr>
<th>Business Contact:</th>
<th>Phone #:</th>
<th>Principal Contractor (PC):</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Responsible person (for monitoring SWMS and work):</strong></td>
<td></td>
<td><strong>PC Address:</strong></td>
</tr>
<tr>
<td>Signature:</td>
<td>Date:</td>
<td><strong>PC Phone #:</strong></td>
</tr>
<tr>
<td><strong>Contact Phone #:</strong></td>
<td></td>
<td><strong>Job Site Address:</strong></td>
</tr>
</tbody>
</table>

### This Work Activity Involves the Following Hazardous Work and Environmental Impacts

- Electrical equipment
- Elevated levels
- Slips, trips and falls
- Hazardous substances
- ?
- Hot Work
- Hazardous manual tasks
- Outdoor work
- Remotely &/or isolated work
- ?
- Noise and vibration
- Native vegetation & weeds
- Air quality
- Waste
- Vehicle movement
- ?
- Fuels, oils & chemicals
- Terrestrial fauna
- Waterways & soils
- Cultural heritage
- ?

### This Work Activity Involves the Following “High-Risk Construction Work” (HRCW - identified in the Job Task column)

- Confined spaces
- Mobile plant movement
- Demolition of a load-bearing structure
- Asbestos disturbance
- ?
- Using explosives
- Diving work
- Artificial extremes of temperature
- Tilt-up or pre-cast concrete
- ?
- Structures or buildings involving structural alterations or repairs that require temporary support to prevent collapse
- ?
- Involves a risk of a person falling from 2m or more, including work on telecommunications towers
- ?
- Working at depths greater than 1.5 Metres, including tunnels or mines
- Work in an area that may have a contaminated or flammable atmosphere
- ?
- Work carried out adjacent to a road, railway or shipping lane, traffic corridor
- In or near water or other liquid that involves the risk of drowning
- ?

### Foot Protection

- [ ]

### Hearing Protection

- [ ]

### High Visibility

- [ ]

### Head Protection

- [ ]

### Eye Protection

- [ ]

### Face Protection

- [ ]

### Hand Protection

- [ ]

### Protective Clothing

- [ ]

### Breathing Protection

- [ ]

### Sun Protection

- [ ]

### Safety Harness

- [ ]

Rings, watches, jewellery that may become entangled must not be worn. Long and loose hair must be tied back.
<table>
<thead>
<tr>
<th>LIKELIHOOD</th>
<th>INSGNIFICANT</th>
<th>MINOR</th>
<th>MODERATE</th>
<th>MAJOR</th>
<th>CATASTROPHIC</th>
<th>SCORE</th>
<th>ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALMOST CERTAIN</td>
<td>3 - HIGH</td>
<td>3 - HIGH</td>
<td>4 - ACUTE</td>
<td>4 - ACUTE</td>
<td>4 - ACUTE</td>
<td>4A - ACUTE</td>
<td>DO NOT PROCEED.</td>
</tr>
<tr>
<td>LIKELY</td>
<td>2 - MODERATE</td>
<td>3 - HIGH</td>
<td>3 - HIGH</td>
<td>4 - ACUTE</td>
<td>4 - ACUTE</td>
<td>3H - HIGH</td>
<td>Review before commencing work.</td>
</tr>
<tr>
<td>POSSIBLE</td>
<td>1 - LOW</td>
<td>2 - MODERATE</td>
<td>3 - HIGH</td>
<td>4 - ACUTE</td>
<td>4 - ACUTE</td>
<td>2M - MODERATE</td>
<td>Maintain control measures.</td>
</tr>
<tr>
<td>UNLIKELY</td>
<td>1 - LOW</td>
<td>1 - LOW</td>
<td>2 - MODERATE</td>
<td>3 - HIGH</td>
<td>4 - ACUTE</td>
<td>1L - LOW</td>
<td>Record and monitor.</td>
</tr>
<tr>
<td>RARE</td>
<td>1 - LOW</td>
<td>1 - LOW</td>
<td>2 - MODERATE</td>
<td>3 - HIGH</td>
<td>3 - HIGH</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**HIERARCHY OF CONTROLS**

<table>
<thead>
<tr>
<th>MOST EFFECTIVE</th>
<th>Elimination</th>
<th>Substitution</th>
<th>Isolation</th>
<th>Engineering</th>
<th>Administrative</th>
<th>PPE</th>
</tr>
</thead>
<tbody>
<tr>
<td>LEAST EFFECTIVE</td>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>JOB TASK</th>
<th>HAZARDS</th>
<th>RISK</th>
<th>CONTROL MEASURES</th>
<th>RESPONSIBLE PERSON</th>
</tr>
</thead>
</table>
| 1. Arrival on-site & assess onsite conditions | Personal injury, property damage & or environmental incident | 3H    | - The vehicle should be positioned in a safe location, clear of traffic/vehicles/pedestrians during equipment delivery and materials removal (deploy physical barriers, caution signs as necessary)  
- Do not park illegally  
- Identify and obey all safety-related signage (check site entry requirements)  
- Report to Site Supervisor  
- Undertake a site-specific induction, including training in communication with plant operators:  
  - Groundworkers instructed on:  
    - The UHF channel to communicate with plant operators  
    - Not to approach mobile plant until the operator has agreed to their request to approach  
    - Set distances to maintain from the mobile plant while in operation  
    - Groundworkers and mobile plant operators are aware of any traffic management plans and no go zones  
    - Are made familiar with the blind spots of the mobile plant  
- Assess mobile phone reception  
- The worksite is exactly as detailed in Terms of Agreement or contract  
- Complete a JSA specifying the control measures unanticipated hazards. | Supervisor to check the site and conduct JSA where necessary |
| 2. HRCW                        | Struck by vehicle                                                      | 4A    | - When conducting maintenance tasks adjacent to a road:  
  - Comply with local laws and permits  
  - Erect any barriers & signage necessary to keep others safe and aware  
  - Always wear hi-vis. vest when undertaking any roadside repairs  
  - Always use a spotter.  
- Struck by mobile plant  
- Crush injuries | Supervisor and workers to ensure control |

**SAMPLE**

**HRCW**

- Struck by mobile plant
- Crush injuries

- Follow any traffic management plan (TMP) requirements
  - Some TMPs may say that pedestrians have the right-of-way. Never assume this. Make visual and verbal contact with the plant operator as required
<table>
<thead>
<tr>
<th>OVERALL RISK RATING AFTER CONTROLS</th>
<th>☐ 1 - LOW</th>
<th>☑ 2 - MODERATE</th>
<th>☐ 3 - HIGH</th>
<th>☐ 4 - ACUTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>PERMITS</td>
<td>☐ Not applicable</td>
<td>☐ Hot Work</td>
<td>☐ Confined Space</td>
<td>☐ Local council</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SITE MANAGEMENT PLAN</th>
<th>Is the work associated with a Construction Project?</th>
<th>Yes</th>
<th>No</th>
<th>If yes – This SWMS must align with requirements of the Site Management Plan in place for the Construction Project.</th>
</tr>
</thead>
</table>

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<thead>
<tr>
<th>PLANT &amp; EQUIPMENT</th>
<th>HAZARDOUS SUBSTANCES</th>
<th>SUPERVISORY ARRANGEMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Electrical tools and leads</td>
<td>Tested and tagged quarterly</td>
<td>☐ Audits</td>
</tr>
<tr>
<td>☐ Hand tools - Meet AS/NZS</td>
<td>Regular visual inspection</td>
<td>☐ Spot Checks</td>
</tr>
<tr>
<td>☐ Ladders - Meet AS/NZS</td>
<td>Inspected and tagged out if damaged</td>
<td>☐ Reporting systems</td>
</tr>
<tr>
<td>☐ Mobile plant - specify</td>
<td>Inspected and tagged out if damaged</td>
<td>☐ Suitably qualified supervisors for job</td>
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</tbody>
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<thead>
<tr>
<th>SWMS SIGN-OFF</th>
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<tbody>
<tr>
<td>This SWMS developed in consultation and cooperation with workers and relevant organisation representatives. 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.</td>
</tr>
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<thead>
<tr>
<th>WORKERS’ NAME</th>
<th>JOB ROLE / POSITION</th>
<th>LICENCES, COMPETENCIES &amp; QUALIFICATIONS (add as applicable)</th>
<th>TYPE / DESCRIPTION</th>
<th>CLASS</th>
<th>NUMBER</th>
<th>DATE</th>
<th>SIGNATURE</th>
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<tbody>
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<td>Construction Card</td>
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