

Business Name:

Business Address:

ABN/NZBN:

## MOBILE PLANT (VACUUM SERVICE TRUCK) SAFE WORK METHOD STATEMENT (SWMS)

Business Contact:	Phone #:	Principal Contractor (PC):
Responsible person (for monitoring SWMS and work):		PC Address:
Signature:	Date:	PC Phone #: <span style="float: right;">Date SWMS provided to PC:</span>
Contact Phone #:		Job Site Address:

### THIS WORK ACTIVITY INVOLVES THE FOLLOWING HAZARDOUS WORK AND ENVIRONMENTAL IMPACTS

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

### THIS WORK ACTIVITY INVOLVES THE FOLLOWING "HIGH-RISK CONSTRUCTION WORK" (HRCW - IDENTIFIED IN THE JOB TASK COLUMN)

- |   |   |  |   |
|---|---|--|---|
| <input type="checkbox"/> Confined spaces  | <input checked="" type="checkbox"/> Mobile plant movement | <input type="checkbox"/> Demolition of a load-bearing structure  | <input type="checkbox"/> Asbestos disturbance         |
| <input type="checkbox"/> Using explosives   | <input type="checkbox"/> Diving work                      | <input type="checkbox"/> Artificial extremes of temperature  | <input type="checkbox"/> Tilt-up or pre-cast concrete |
| <input checked="" type="checkbox"/> Pressurised gas distribution mains or piping chemical, fuel or refrigerant lines energised electrical installations or services |   |  |   |
| <input type="checkbox"/> Structures or buildings involving structural alterations or repairs that require temporary support to prevent collapse                     |   |  |   |
| <input type="checkbox"/> Involves a risk of a person falling from 2m or more, including work on telecommunications towers   |   |  |   |
| <input type="checkbox"/> Working at depths greater than 1.5 Metres, including tunnels or mines  |   | <input checked="" type="checkbox"/> Work in an area that may have a contaminated or flammable atmosphere |   |
| <input checked="" type="checkbox"/> Work carried out adjacent to a road, railway or shipping lane, traffic corridor   |   | <input type="checkbox"/> 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	SEAT BELT
											
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC	SCORE	ACTION
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	<b>DO NOT PROCEED.</b>
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.

  

HIERARCHY OF CONTROLS	MOST EFFECTIVE	Elimination	Substitution	Isolation	Engineering	Administrative	PPE	LEAST EFFECTIVE
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JOB TASK	HAZARDS	RISK	CONTROL MEASURES	RESPONSIBLE PERSON
1. Planning	<ul style="list-style-type: none"> <li>Infection</li> <li>Disease</li> </ul>	3H	<ul style="list-style-type: none"> <li>Ensure workers immunised for hepatitis "B" and tetanus.</li> </ul>	Supervisor
2. Working alone	Emergency	4A	<ul style="list-style-type: none"> <li>Ensure a second person knows your location and expected time of return</li> <li>Use mobile phone, telephone or radio to periodically check-in</li> <li>Communication equipment within easy reach at all times</li> <li>Take extra care to work safely and methodically</li> <li>Have first aid kit readily available and stocked appropriately</li> <li>Where the risk assessment has identified particularly high-risk tasks, utilise a second person (buddy) to assist or backup               <ul style="list-style-type: none"> <li>Do not expose both people to the hazard simultaneously. The second person should be within sight, but safely removed from the immediate area</li> <li>The 'buddy' must be trained in the specific activities the worker he/she is observing for is undertaking, be properly equipped with emergency equipment, and be capable of undertaking pre-planned rescue or emergency operations where needed.</li> </ul> </li> </ul>	Operator to maintain call log ins
3. HRCW Road travel to site & site operation	Truck failure	3H	<ul style="list-style-type: none"> <li>Vehicle must be registered with the State Road and Traffic Authorities before use</li> <li>Inspect and operate the truck following manufacturers' instructions. <i>Do not use if any fault/damage/missing parts. Report immediately and follow tag-out/lock-out procedures.</i></li> </ul>	Supervisors to check all controls in place and followed
	<ul style="list-style-type: none"> <li>Crush injuries</li> <li>Entrapment</li> <li>Fatality</li> </ul>	4A	<ul style="list-style-type: none"> <li>All operators using public roads have a current Driver's Licence</li> <li>Adjust the seat to achieve full pedal contact when operators' back is against the back of the seat</li> <li>Wear seatbelt</li> <li>Ensure all body parts are kept within the cabin at all times when operating the truck</li> <li>Start-up as per manufacturer's instructions and never leave operator seat with the engine running</li> <li>Be familiar with the width of equipment to maintain safe clearances</li> <li>Do not use any controls as handholds when entering or exiting the operator compartment</li> </ul>	Operator to follow controls and make supervisor

JOB TASK	HAZARDS	RISK	CONTROL MEASURES	RESPONSIBLE PERSON	
			<ul style="list-style-type: none"> <li>Carefully wash hands and do not eat, drink or smoke during/after-handling fuel</li> <li>Shower and wash immediately after work</li> <li>Wash clothes in separate wash from other clothes.</li> </ul>		
13. HRCW On completion	Crush injuries/ entrapment	4A	<ul style="list-style-type: none"> <li>Ensure truck is parked in a safe, level area, clear of unstable or sloping ground</li> <li>Remove keys</li> <li>Inspect equipment and if damage is detected – report immediately and take out of service.</li> </ul>	<b>Supervisor</b> to confirm all workers have signed out  <b>Workers</b> to comply with controls	
	Hazardous chemical reaction	4A	<ul style="list-style-type: none"> <li>The tank and pump must be cleaned after each load, except:               <ul style="list-style-type: none"> <li>When returning to the same location to load the same material, or</li> <li>When performing a repetitive job order with known materials-characteristics</li> </ul> </li> <li>Vacuum trucks are cleaned at the end of each day to prevent the possibility of a dirty truck being used on an after-hours callout.</li> </ul>		
	Security breach	3H	<ul style="list-style-type: none"> <li>Store the key in a safe place (restrict unauthorised access)</li> <li>All personnel sign-out on Site Register.</li> </ul>		
	Vehicle/people impact	4A	<ul style="list-style-type: none"> <li>Stay to designated access and egress routes</li> <li>Maintain awareness of surroundings at all times.</li> </ul>		
14. HRCW Emergency response	<ul style="list-style-type: none"> <li>Injury</li> <li>Fatality</li> <li>Environmental damage</li> </ul>	4A	<ul style="list-style-type: none"> <li><b>For police, fire or ambulance call '000.'</b></li> <li>Follow site emergency and evacuation procedures</li> <li>A communication system is available, e.g. a mobile phone or radio</li> <li>Check for dangers to self before helping others</li> <li>Maintain control of the area and stabilise the situation</li> <li>Apply first aid to the injured worker</li> <li>Complete an incident report.</li> </ul>	<ul style="list-style-type: none"> <li><b>Refer to your SWMS implementing instructions for further specific emergency responses.</b></li> </ul>	Supervisors and workers ensure controls followed

OVERALL RISK RATING AFTER CONTROLS

1 - Low
  2 - MODERATE
  3 - HIGH
  4 - ACUTE

PLANT & EQUIPMENT		HAZARDOUS SUBSTANCES	SUPERVISORY ARRANGEMENTS
<input type="checkbox"/> Electrical tools and leads	Tested and tagged quarterly	<i>List hazardous substances taken on-site and have the SDS onsite.</i> 1. 2. 3. 4. 5. 6.	<input type="checkbox"/> Audits
<input type="checkbox"/> Hand tools - Meet AS/NZS	Regular visual inspection		<input type="checkbox"/> Spot Checks
<input type="checkbox"/> Ladders - Meet AS/NZS	Inspected and tagged out if damaged		<input type="checkbox"/> Reporting systems
<input type="checkbox"/> Mobile plant- <i>specify</i>	Inspected and tagged out if damaged		<input type="checkbox"/> Suitably qualified supervisors for job
<input type="checkbox"/> ?			<input type="checkbox"/> Direct on-site supervision
<input type="checkbox"/> ?			<input type="checkbox"/> Remote site: communication systems/schedule