

SAFE WORK METHOD STATEMENT (SWMS) PART 1			
ACTIVITY: TYRE CHANGING (HEAVY VEHICLE)			SWMS #:
BUSINESS NAME:			BUSINESS #:
BUSINESS ADDRESS:			
BUSINESS CONTACT:			PHONE #:
SWMS APPROVED BY: EMPLOYER / PCBU / DIRECTOR / OWNER.			
NAME:			
SIGNATURE:			DATE:
PERSON/S RESPONSIBLE FOR ENSURING COMPLIANCE WITH SWMS:			
PERSON/S RESPONSIBLE FOR REVIEWING THE SWMS:			
RELEVANT WORKERS CONSULTED IN THE DEVELOPMENT, APPROVAL AND COMMUNICATION OF THIS SWMS.		ALL PERSONS INVOLVED IN THE TASK MUST HAVE THIS SWMS COMMUNICATED TO THEM BEFORE WORK COMMENCES.	
NAME	SIGNATURE	DATE	<p>Daily Toolbox Talks will be undertaken to identify, control and communicate additional site hazards.</p> <p>Work must cease immediately if incident or near miss occurs. SWMS must be amended in consultation with relevant persons.</p> <p>Amendments must be approved by _____ and communicated to all affected workers before work resumes.</p> <p>SWMS must be made available for inspection or review as required by WHS legislation.</p> <p>Record of SWMS must be kept as required by WHS legislation (until job is complete or for 2 years if involved in a notifiable incident).</p>
PRINCIPAL CONTRACTOR DETAILS <i>(The builder or the organisation you are working for.)</i>			
PRINCIPAL CONTRACTOR (PC):		PROJECT NAME:	DATE SWMS PROVIDED TO PC:
PROJECT ADDRESS:			
PROJECT MANAGER (PM):		PM SIGNATURE:	CONTACT PH. #:
SWMS Scope: This Safe Work Method Statement (SWMS) provides guidance on operation when changing tyres on heavy vehicles. Included in this SWMS is pre-planning and preparation, preparing the work area, removing and replacing tyres and emergency procedures.			

SAMPLE

THIS WORK ACTIVITY INVOLVES THE FOLLOWING "HIGH RISK CONSTRUCTION WORK"

- Confined Spaces
- Mobile Plant
- Demolition
- Asbestos
- Using explosives
- Diving work
- Artificial extremes of temperature
- Tilt up or pre-cast concrete
- Pressurised gas distribution mains or piping chemical, fuel or refrigerant lines energised electrical installations or services
- Structures or buildings involving structural alterations or repairs that require temporary support to prevent collapse
- Involves a risk of a person falling more than 2m, 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 risk of drowning

LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC	SCORE	ACTION	HIERARCHY OF CONTROLS	Most EFFECTIVE
ALMOST CERTAIN	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE	4 ACUTE	DO NOT PROCEED.	ELIMINATION	↑ ↓
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE	DO NOT PROCEED.	SUBSTITUTION	
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE	Review before commencing work.	ISOLATION	
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	2M MODERATE	Maintain control measures.	ENGINEERING	
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	1L Low	Record and monitor.	AD	
								PPE	
								LEAST EFFECTIVE	

PERSONAL PROTECTIVE EQUIPMENT (PPE): ENSURE ALL PPE MEETS RELEVANT AUSTRALIAN STANDARDS. INSPECT, AND REPLACE PPE AS NEEDED.

FOOT PROTECTION	HEARING PROTECTION	HIGH VISIBILITY	HEAD PROTECTION	EYE PROTECTION	FACE PROTECTION	HAND PROTECTION	PROTECTIVE CLOTHING	BREATHING PROTECTION	SUN PROTECTION	FALL ARREST	OTHER
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

RINGS, WATCHES, JEWELLERY THAT MAY BECOME ENTANGLED IN MACHINES MUST NOT BE WORN. LONG AND LOOSE HAIR MUST BE TIED BACK.

AS 1319-1994 SAFETY SIGNS FOR THE OCCUPATIONAL ENVIRONMENT REPRODUCED WITH PERMISSION FROM SAI GLOBAL UNDER LICENCE 1210-C062. STANDARDS MAY BE PURCHASED AT [HTTP://WWW.SAIGLOBAL.COM](http://www.saiglobal.com)

JOB STEP	POTENTIAL HAZARD/S	IR	CONTROL MEASURES TO REDUCE RISK	RR	RESPONSIBLE PERSON
<i>INHERENT RISK-RATING (IR) RESIDUAL RISK-RATING (RR)</i>					
1. Planning & preparation	Lack of consultation with potential outcomes for personal injury, property damage &/or environmental incident.	3H	<ul style="list-style-type: none"> • If working on a construction site, liaise with Principal Contractor to establish the following on-site systems and procedures are in place and take note of: <ul style="list-style-type: none"> ○ Health and Safety rules ○ Induction for all workers – site specific and toolbox meetings ○ Supervisory arrangements ○ Communication arrangements ○ Hazard reporting procedures ○ Injury reporting procedures ○ PPE required ○ Site plans – showing no go zones for pedestrians ○ Traffic Management Plans and Exclusion Zones ○ Risk Assessments, SWMS and JSA • Consult with the person you are carrying out the work for on the potential hazards and risks associated with the task • If represented by an elected health and safety representative, the representative should be included in any consultation • Any other persons on site who are affected by the same matter are consulted and co-operative arrangements are made. 	2M	
	Adverse environmental conditions	3H	<ul style="list-style-type: none"> • Appropriate protective clothing • Wear hand protection • Wear non-slip footwear (slippery surfaces) • Adequate breaks • Check weather conditions – do not work in extreme conditions • Cold: <ul style="list-style-type: none"> ○ Encourage workers to have adequate warm drinks ○ Access to warm shelter during breaks • Heat: <ul style="list-style-type: none"> ○ Sun brim on hard hat ○ Safety glasses - UV Rated ○ Use 30+ sunscreen on exposed skin areas ○ Adequate drinking water. 	2M	
2. Training and Capabilities	Lack of training or the assessment of capability may lead to personal injury, property damage &/or environmental incident.	3H	<ul style="list-style-type: none"> • Ensure all persons entering a construction site have a General Construction Induction Card (white card) • All operators must be deemed competent to change tyres on the make/model and type of vehicle that will be worked on • Ensure all relevant workers have undertaken training and/or received instruction in the use of tools and control measures. Include: <ul style="list-style-type: none"> ○ Reporting procedures for incidents ○ Correct use of equipment including selecting, fitting, use, care of and maintenance ○ Use of supervision where required (e.g. new starters or new equipment) ○ Ensure supervisors, foremen etc. are suitably experienced in the type work to be conducted ○ All workers are trained in this SWMS. 	2M	

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sites or workshop			<ul style="list-style-type: none"> person wears high visibility clothing) <ul style="list-style-type: none"> o Make visual and verbal contact as required • Monitor work position at all times throughout operation. Ensure: <ul style="list-style-type: none"> o All non-essential persons are removed from area and no-go zone established for pedestrians during operations o Heavy vehicle/plant is parked in a safe area, clear of passing traffic. If necessary move slowly with a flat tyre for a short distance to get to a safe position • Utilise barricades, signs, traffic controllers as required. Consider: <ul style="list-style-type: none"> o Safe detours for pedestrians if pathways will be affected. o Reversing vehicles, roadway obstruction, near-by plant in operation and other factors as required o No-go zone for pedestrians during changing operations. 		
	Injury to other workers	3H	<ul style="list-style-type: none"> • Restrict access to work area. Ensure: <ul style="list-style-type: none"> o Exclusion zone surrounding work area using barricades and signage is in place reducing the potential for hoses to be damaged, pinched/squashed, tangled, accidentally disconnected. <ul style="list-style-type: none"> ▪ Signage: Ensure sufficient warning signs indicating that Compressed Air is in use and ensure the signs are visible to other workers in the work zone o Sufficient space between workers, no hazardous work in close proximity o Any other workers within the exclusion zone are wearing appropriate PPE o A standby person (or spotter) should be allocated and used if required o Positioned so the unit and air hoses do not create a trip hazard o Clear access ways. 	2M	
	Fractures & crush injuries	4A	<ul style="list-style-type: none"> • Refer to (Fractures & crush injuries) for controls. 	2M	
	<ul style="list-style-type: none"> • Hazardous manual tasks - MSD • Cuts and Abrasions 	3H	<ul style="list-style-type: none"> • Remove and replace tyres, rims and wheels as per manufacturers' instructions. • Follow Hazardous manual tasks - musculoskeletal disorder (MSD) as per section 4 of this SWMS. 	2M	
	<ul style="list-style-type: none"> • Fire/explosion • Flying object – wheels/tyres/rims 	4A	<ul style="list-style-type: none"> ⚠ Always wear eye protection ⚠ Pyrolysis - Always put the tyre in a safety cage, or use other guards, to confine the tyre or rim if the tyre blows up or off during inflation. • Locate the jack securely under the axle housing on a firm level base • Check rims for defects before placing tyres on them 	2M	

SAFE WORK METHOD STATEMENT (SWMS) PART 2

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

1 Low

2 MODERATE

3 High

4 ACUTE

WORKERS' NAME	JOB ROLE / POSITION	LICENCES, COMPETENCIES & QUALIFICATIONS <i>(add as applicable)</i>			DATE	SIGNATURE
		TYPE / DESCRIPTION	CLASS	NUMBER		
		Construction Card				
		Construction Card				
		Construction Card				
		Construction Card				
		Construction Card				
		Construction Card				
		Construction Card				
		Construction Card				
		Construction Card				
		Construction Card				
		Construction Card				

SAMPLE

DOCUMENT #:

VERSION #: 1

AUTHORISED BY:

REVIEW #:

ISSUE DATE:

REVISION DATE: