Harrington Bobcat Hire Pty Ltd

Safe Work Method Statement (SWMS)

ABN: 53 055 988 915
Address 26 Beach Street, Kippa Ring, Qld, 4021
Phone: 0411 746 644
Email: office@harringtonbobcats.com.au

Project: **Project No:**

SWMS No: 001 **Work Activity:** Fatigue Management

All persons involved in the works must have the SWMS explained and COMMUNICATED to them prior to start of works.

SWMS DETAILS

Brief Description of Work Activity: Fatigue Management

Location: Work Area **Date:** 22/03/23

Date to be Reviewed: 31/03/25

Personnel Responsible for Monitoring this Activity: Managing Director, Supervisor, Operators, Workers

Legislation / Codes of Practice / Standards Consulted:
These must be complied with.

Work Health and Safety Act 2011
Work Health and Safety Regulation 2011
How to Manage Work Health and Safety Risks COP 2011

Plant and Equipment Required for this Activity: Nil

Details of Maintenance Checks Required for this Activity: Nil

Materials Used: Nil

SDS Required? (Yes / No) No

Personnel Qualifications Required for this Activity:
Relevant state certification for task has been undertaken or plant being operated

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Specific Training Required for this Activity:
All personnel to have completed a Site Induction. Must be trained in this SWMS and have all relevant certification for this task.

Project Specific Induction
Work Activity Training
Appropriate Licences/training for plant/equipment

Personnel consulted on development of SWMS:

Name:	Position	Industry Experience
PETER HARRINGTON.	DIRECTOR.	42 Y

Person Responsible for Updating SWMS: PETER HARRINGTON. Signature: Date: 22/3/22.

High Risk Work involves:			
	☐ Risk of falls from greater than 2 metres	☐ Work on a telecommunications tower	☐ Demolition of load-bearing structure
	☐ Likely to involve disturbing asbestos	☐ Temporary load-bearing support structures	☐ Work in confined spaces
	☐ Work in or near shaft or trench with an excavated depth greater than 1.5m or a in tunnel	☐ Use of Explosives	☐ Work on or near pressurised gas pipes or mains
	☐ Work on or near chemical, fuel or refrigerant lines	☐ Work on or near energised electrical installations or services	☐ Work in an area with contaminated or flammable atmosphere
	☐ Work with tilt up or pre-cast concrete	☐ Work on, in or adjacent to road, rail shipping or other major traffic corridor	☐ Work in an area with movement of powered mobile plant
	☐ Work in or areas with artificial extremes of temperature	☐ Work in or near a drowning risk	☐ Diving work
	☐ Other [please specify]:		

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RISK ASSESSMENT

Step 1 – Determine Consequence (Impact) (C)

I Consequence (Impact) Table				
Impact band	**Health & Safety**		**Environment & Heritage**	**Reputation**
Substantial (5)	Fatal Incident (Class 1)		Permanent widespread ecological damage	International negative media coverage. Loss of business from key sector.
Major (4)	Permanent Injury (Class 1)	Damage, which permanently alters a person's future (e.g. quadriplegia, paraplegia, amputation of a limb).	Heavy ecological damage, costly restoration	Sustained national negative media coverage. Loss of long term key client.
Moderate (3)	Lost Time Injury (Class 2)	Damage, which temporarily alters a person's future.	Major but recoverable ecological damage	Regional/short negative media coverage. Loss of Client / project.
Minor (2	Medical Treatment (Class 2)	Damage, which temporarily inconveniences a person	Limited but medium term damage	Local negative media coverage. Site or project problem
Negligible (1)	First Aid Treatment (Class 3)	Actual injury which requires no treatment or simple first aid	Short term damage	Brief local negative media coverage.

Step 2 - Determine Probability (Likelihood) of Event Occurring (P)

Probability (Likelihood) Table			
Probability band	**Description**		
Almost Certain (5)	The threat can be expected to occur 75% - 99%	Common / Frequent Occurrence	More than 1 event per month
Likely (4)	The threat will quite commonly occur 50% - 75%	Is known to occur or "It has happened regularly"	More than 1 event per year
Possible (3)	The threat may occur occasionally 25% - 50%	Could occur or "I've heard of it happening"	1 event per 1 to 10 years
Unlikely (2)	The threat could infrequently occur 10% - 25%	Not likely to occur very often	1 event per 10 to 100 years
Rare (1)	The threat may occur in exceptional circumstances 0% - 10%	- Conceivable but only in exceptional circumstances	Less than 1 event per 100 years

Step 3 – Assess Risk Level (R) Determine the risk level by combining Consequence with Probability

Risk Assessment Matrix		Consequence (Impact) Table				
		Negligible (1)	**Minor (2)**	**Moderate (3)**	**Major (4)**	**Substantial (5)**
Probability (Likelihood)	**Almost Certain (5)**	**Low (5)**	**Moderate (10)**	**Very High (15)**	**Extreme (20)**	**Extreme (25)**
	Likely (4)	**Low (4)**	**Moderate (8)**	**Very High (12)**	**Very High (16)**	**Extreme (20)**
	Possible (3)	**Low (3)**	**Moderate (6)**	**High (9)**	**Very High (12)**	**Very High (15)**
	Unlikely (2)	**Low (2)**	**Low (4)**	**High (6)**	**High (8)**	**Very High (10)**
	Rare (1)	**Low (1)**	**Low (2)**	**Moderate (3)**	**High (4)**	**High (5)**

HIERARCHY OF CONTROLS

Highest Level of Control → **Lowest Level of Control**

Elimination | Substitution | Engineering | Administration | Personal Protective Equipment

PROBABILITY:
5=Almost Certain
4=Probable
3=Moderate
2=Unlikely
1=Rare

CONSEQUENCE:
5=Substantial
4=Major
3=Moderate
2=Minor
1=Negligible

1-6 Acceptable | **7-12 Acceptable with Strict Control Measures or Short Duration** | **13-25 Unacceptable**

Activity Break the job down into steps	**Potential Safety and Environmental Hazards** What can go wrong	**Risk Rating** C	P	R	**Control Measures**	**Risk Rating After Controls** C	P	R	**Person Responsible** To ensure management method applied
Work Shifts and Schedules	• Injury as a direct result of fatigue • Worker could have poor judgement or fall asleep whilst operating equipment or driving.	**3**	**4**	**12**	• Shift length and roster design will not place workers, including contractors and subcontractors, at risk of fatigue or sleep deprivation. • In situations that demand additional hours worked, consideration is given to the risk of fatigue and to ensuring the worker is given a sufficient break to recover from fatigue effects before re-commencing work. Commute time is to be taken into consideration when determining sufficient breaks. • Ensure rosters are developed to account for the additional strain placed on the body by working shift work.	**2**	**2**	**4**	**Supervisor** **Workers**
Type of work	• Tedious or monotonous work, such as driving, resulting in mental fatigue and may result in the individual falling asleep while on the job. • Falling asleep during monitoring tasks resulting in injury to workers and or general public.	**3**	**4**	**12**	• Job rotation will be implemented for repetitive or monotonous work and for work that involves heavy physical demand. • Breaks will be scheduled appropriately for the type of work and the environmental conditions ensuring that commute times are considered when scheduling these.	**2**	**2**	**4**	**Supervisor** **Workers**
Commuting	• A lack of adequate sleep between shifts or periods of work presents a risk of fatigue and sleep deprivation.	**3**	**3**	**9**	• Where workers are required to commence work on the day of arrival after an extended journey, account will be taken of the potential for fatigue and consideration given to shift commencement time and shift duration. • The same consideration will be applied to travel at the end of a work roster cycle, particularly any travel in addition to the workers commute arrangements.	**2**	**2**	**4**	**Supervisor** **Workers**

Activity Break the job down into steps	**Potential Safety and Environmental Hazards** What can go wrong	**Risk Rating** C	P	R	**Control Measures**	**Risk Rating After Controls** C	P	R	**Person Responsible** To ensure management method applied
					• Workers are required to participate in determining a risk control strategy when their lifestyle choices contribute to the overall risk, i.e. living in an area outside a reasonable distance of the commute departure centre.				
Work Environment, facilities and services	• Poor environments contribute to the risks associated with fatigue.	**3**	**3**	**9**	• Extreme environmental conditions will be considered in risk control strategies. • Temperatures are to be controlled where possible, noise exposure is to be limited and workers are to be rotated regularly when in tiring environments. • Where possible, work will be scheduled to minimise environmental factors. • Workers to be educated on maintaining good health through a balanced diet, regular exercise and adequate rest and providing access to such facilities. This will help manage the physical demands associated with work schedules	**2**	**2**	**4**	**Supervisor** **Workers**
Overtime Provisions	• If workers are required to work overtime in addition to normal hours this presents a risk of fatigue.	**3**	**3**	**9**	• Provision is be made to cover emergency or breakdown call-outs, and absences of rostered personnel, without introducing an additional risk.				
Social and Lifestyle Factors of Employees	• The dislocation of family and social life may result in pressures on relationships, excessive domestic workloads and inability to participate in community activities. As with	**3**	**3**	**9**	• Employers inform workers who are required to work compressed, extended schedules or shiftwork of the potential for increased levels of fatigue and educated on ways they can help to control these risks. • Where possible workers need to manage their out-of-work activities to ensure they are available for work in a non-fatigued state. • Employees to be educated on maintaining good health through a balanced diet, regular exercise and adequate rest and providing access to such facilities. This will help manage the physical demands associated with work schedules				

Activity Break the job down into steps	**Potential Safety and Environmental Hazards** What can go wrong	**Risk Rating** C	P	R	**Control Measures**	**Risk Rating After Controls** C	P	R	**Person Responsible** To ensure management method applied
	sleep and fatigue, this has implications for task performance and safety and health. • Equally, social lifestyle choices can result in insufficient sleep and can impact on an individual's work performance the next day.								
General	• Failure to comply with the content and intent of this SWMS results in injury to persons or damage to equipment	**4**	**4**	**16**	• Ongoing inspection by Supervisor will be conducted to ensure all members of the team are compliant with the requirements of this SWMS. • Observations and work place inspections will be conducted randomly. All identified non-conformances to the process contained with this SWMS shall be closed out and offending personnel may be subject to disciplinary action.	**2**	**1**	**2**	**Supervisor** **Workers**
	• Environment in which the plant operates changes or hazards are identified which do not appear in this SWMS resulting in unacceptable risk to persons and potential injury	**4**	**4**	**16**	• Work is to cease immediately when the environmental changes and there is an identified need to reassess the exposure to a risk or when hazards are identified that are not covered by this SWMS. • Immediately notify Supervisor who will consultant with the Workers. Once the SWMS are reviewed and all required changes included the Supervisor signs off on the revised SWMS and submit it for final approval. • Changes to the SWMS must be communicated with all workers prior to work recommencing.				**Supervisor** **Workers**
	• Unable to response to emergencies	**3**	**3**	**9**	Workers are to know the following: • Location of the first aid equipment • Location and use of the fire fighting equipment.	**2**	**1**	**2**	**Workers**

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		C	P	R		C	P	R	
Accidents or incidents	• Personnel hurt • Plant or equipment damaged	**3**	**3**	**9**	• First aid – report to nearest first aider for assistance. • Accidents – stop work and report incident to nearest Supervisor. • Major accident i.e. load dropping etc. – stop work, inform nearest Supervisor and barricade area off. • **Dial 000 for all Emergency Services.** • **Dial 112 from mobile phones.** • **Activate site emergency Procedures.**	**2**	**1**	**2**	**Workers**

SIGNOFF

We the undersigned, confirm that the SWMS nominated above has been explained and its contents are clearly understood and accepted. We also confirm that our required qualifications to undertake this activity are current. We also clearly understand the controls in this SWMS must be applied as documented; otherwise work is to cease immediately.

Name	Qualification Required for this Activity	Signature	Date	Time	High Risk Licence number & Expiry (if required)
PETER HARRINGTON			22/3/23	4:30 PM.	
Anthony Hogan			23.3.23	6:40 AM	
Ethan Harrington		Ethan	23/3/23	3:00	
Simon Wright		S. Wright	23-03-23	3:30	
CLIFF COOPER			23/3/23	4:30	
Riley Lowe		RL	28/3/23	6:30am	
MATT PIE			25/3/23	06.30	
Travis Yates			28/3/23	7.00am	

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HBH
HARRINGTON BOBCAT & EXCAVATOR HIRE

KIM HUNT		K Hunt	28-3-23	7-00	
LUKE M°CALL		L.M°Call	28-3-23	4-30	
STEVEN HARRINGTON		S Harrington	28-3-23	4-30	
ANTHONY HORAN			29-3-23	6-30	
Rob Smith			29-3-23	7-00	