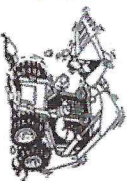
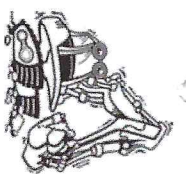


Harrington Bobcat Hire Pty Ltd

Safe Work Method Statement (SWMS)



ABN: 53 055 988 915
Address 26 Beach Street, Kippa Ring, Qld, 4021

Phone: 04 11 746 644
Email: office@harringtonbobcats.com.au

Project:

Project No:

SWMS No: 002

Work Activity: Driving Safety

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: Driving Safety

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:

Various

Details of Maintenance Checks Required for this Activity:

As per manufactures guidelines

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



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.

Appropriate Licences

Personnel consulted on development of SWMS:

Name: Paul Harrington Position: DIRECTOR

Industry Experience: 42 Y

Person Responsible for Updating SWMS: Paul Harrington

Signature: [Signature]

Date: 22/3/23

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



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)	Heavy ecological damage, costly restoration	Sustained national negative media coverage. Loss of long term key client.
Moderate (3)	Lost Time Injury (Class 2)	Major but recoverable ecological damage	Regional/short coverage. Loss of Client / project.
Minor (2)	Medical Treatment (Class 2)	Limited but medium term damage	Local negative media coverage. Site or project problem
Negligible (1)	First Aid Treatment (Class 3)	Short term damage	Brief local negative media coverage.

HIERARCHY OF CONTROLS

- Highest Level of Control
- Elimination
- Substitution
- Engineering
- Administration
- Personal Protective Equipment
- Lowest Level of Control

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
Likely (4)	The threat will quite commonly occur 50% - 75%	Is known to occur or "it has happened regularly"
Possible (3)	The threat may occur occasionally 25% - 50%	Could occur or "I've heard happening"
Unlikely (2)	The threat could infrequently occur 10% - 25%	Not likely to occur very often
Rare (1)	The threat may occur in exceptional circumstances 0% - 10%	- Conceivable but only in exceptional circumstances

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)
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)

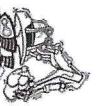
PROBABILITY:

- 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			Control Measures	Risk Rating After Controls			Person Responsible To ensure management method applied
		C	P	R		C	P	R	
General Use of vehicle	<ul style="list-style-type: none"> Vehicle could roll/move whilst parked. Movement around parking lot or shared pedestrian areas. Vehicle could have defects. Movement of vehicle/engine during inspection/ servicing Tripping near moving vehicle. Incorrect parts resulting in vehicle not performing correctly (e.g. brakes not working). 	3	3	9	<ul style="list-style-type: none"> Ensure park brake is engaged, and vehicle is serviced regularly. Shared areas to be marked with pedestrian walkways. Vehicles to give way to pedestrians. Care to be taken. Inspect vehicle prior to use. Ensure vehicle is switched off prior to servicing/inspection and keys are tagged out of service. If operator is doing a prestart check, operator to carry keys – do not leave in ignition. Correct parts only to be used. Servicing to be undertaken by a qualified person. Mobile phone to be switched off, or on silent. No phones are to be used whilst operating the vehicle Driver must be medically fit to operate the vehicle Driver must not be under the influence of alcohol or any other drugs when operating equipment. Refer to 011 Working Around Plant and Equipment SWMS 	2	2	4	Supervisor Workers
		3	3	9		2	2	4	Supervisor Workers
Moving vehicles around site	<ul style="list-style-type: none"> Trapped between two parts of plant/equipment Vehicle could roll/move whilst parked. 	3	3	9	<ul style="list-style-type: none"> Ensure park brake is engaged, and vehicle is serviced regularly. Shared areas to be marked with pedestrian walkways. Vehicles to give way to pedestrians. Care to be taken. 	2	2	4	Supervisor Workers

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H B H
HARRINGTON BOBCAT & EXCAVATOR HIRE



Activity Break the job down into steps	Potential Safety and Environmental Hazards What can go wrong	Risk Rating			Control Measures	Risk Rating After Controls			Person Responsible To ensure management method applied
		C	P	R		C	P	R	
	<ul style="list-style-type: none"> Injury to pedestrians when moving around parking lot or shared pedestrian areas resulting 								
General	<ul style="list-style-type: none"> Failure to comply with the content and intent of this SWMS results in injury to persons or damage to equipment 	4	4	16	<ul style="list-style-type: none"> 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
	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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 consult 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. 	2	1	2	Workers
	<ul style="list-style-type: none"> Unable to respond to emergencies 	3	3	9	<p>Workers are to know the following:</p> <ul style="list-style-type: none"> Location of the first aid equipment Location and use of the fire fighting equipment. 	2	1	2	Workers
Accidents or incidents	<ul style="list-style-type: none"> Personnel hurt Plant or equipment damaged 	3	3	9	<ul style="list-style-type: none"> 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. 	2	1	2	Workers

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Activity Break the job down into steps	Potential Safety and Environmental Hazards What can go wrong	Risk Rating			Control Measures	Risk Rating After Controls			Person Responsible To ensure management method applied
		C	P	R		C	P	R	
					<ul style="list-style-type: none"> Activate site emergency Procedures. 				

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		<i>[Signature]</i>	22/3/23	4:30 PM	
Anthony Brown		<i>[Signature]</i>	23.3.23	6:45 AM	
Evaon Harrington		<i>[Signature]</i>	23/3/23	3:00 pm	
Simon Wright		<i>[Signature]</i>	23-03-23	3:50 pm	
Chris Cooper		<i>[Signature]</i>	23/3/23	4:30	
Riley Boyle		<i>[Signature]</i>	28/3/23	6:30 am	
Matt Fie		<i>[Signature]</i>	25/3/23	06:30	
Trauis Tokes		<i>[Signature]</i>	28/3/23	7:00 am	
Rob Smith		<i>[Signature]</i>	29.3.23	7:00	

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