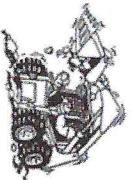
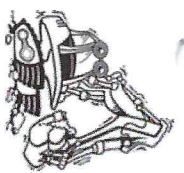


# Harrington Bobcat Hire Pty Ltd

## Safe Work Method Statement (SWMS)



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

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**Project:**

**Project No:**

**SWMS No:** 007

**Work Activity:** Site 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:** Safety on Work Sites

**Location: Work Area**

**Date:** 22/03/23

**Date to be Reviewed**

31/03/25, or when processes change or an incident occurs

**Personnel Responsible for Monitoring this Activity:**

Managing Director, Supervisor, Operators, Workers

**Legislation / Codes of Practice / Standards Consulted:**

Work Health and Safety Act 2011

These must be complied with.

Work Health and Safety Regulation 2011

How to Manage Work Health and Safety Risks COP 2011, Construction Work Code of Practice 2016

Managing risks of plant in the Workplace COP 2013, Hazardous Manual Tasks Code of Practice

**Plant and Equipment Required for this Activity:**

Various

**Details of Maintenance Checks Required for this Activity:**

Equipment to be subjected to daily pre-start inspections, scheduled inspections and maintenance

**Materials Used:**

Nil

**SDS Required? (Yes / No)**

No

**Personnel Qualifications Required for this Activity:**

Relevant licence to operate plant

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 for plant

## Personnel Consulted on development of SWMS:

Name: STEVE HARRINGTON

Position

DIRECTOR

Industry Experience

42Y

## Person Responsible for Updating SWMS:

STEVE HARRINGTON

Signature:

Date:

22/5/23

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 checked="" type="checkbox"/>	Work on or near energised electrical installations or services
<input type="checkbox"/>	Work with fill up or pre-cast concrete	<input 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"/>	Demolition of load-bearing structure
		<input type="checkbox"/>	Work in confined spaces
		<input type="checkbox"/>	Work on or near pressurised gas pipes or mains
		<input type="checkbox"/>	Work in an area with contaminated or flammable atmosphere
		<input checked="" type="checkbox"/>	Work in an area with movement of powered mobile plant
		<input type="checkbox"/>	Diving work



**RISK ASSESSMENT**

**Step 1 – Determine Consequence (Impact) ( C )**

I Consequence (Impact) Table			
Impact band	Health & Safety	Environment & Heritage	Reputation
<b>Substantial (5)</b>	Fatal Incident (Class 1)	Permanent widespread ecological damage	International negative media coverage. Loss of business from key sector.
<b>Major (4)</b>	Permanent Injury (Class 1)	Heavy ecological damage, costly restoration	Sustained national negative media coverage. Loss of long term key client.
<b>Moderate (3)</b>	Lost Time Injury (Class 2)	Major but recoverable ecological damage	Regional/short negative media coverage. Loss of Client / project.
<b>Minor (2)</b>	Medical Treatment (Class 2)	Limited but medium term damage	Local negative media coverage. Site or project problem
<b>Negligible (1)</b>	First Aid Treatment (Class 3)	Short term damage	Brief local negative media coverage.

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

Probability (Likelihood) Table			
Probability band	Description	Frequency	
<b>Almost Certain (5)</b>	The threat can be expected to occur 75% - 99%	Common / Frequent Occurrence	More than 1 event per month
<b>Likely (4)</b>	The threat will quite commonly occur 50% - 75%	Is known to occur or "it has happened regularly"	More than 1 event per year
<b>Possible (3)</b>	The threat may occur occasionally 25% - 50%	Could occur or "I've heard of it happening"	1 event per 1 to 10 years
<b>Unlikely (2)</b>	The threat could infrequently occur 10% - 25%	Not likely to occur very often	1 event per 10 to 100 years
<b>Rare (1)</b>	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)
<b>Almost Certain (5)</b>	Moderate (5)	High (10)	Very High (15)	Extreme (20)	Extreme (25)
<b>Likely (4)</b>	Moderate (4)	High (8)	Very High (12)	Extreme (16)	Extreme (20)
<b>Possible (3)</b>	Low (3)	Moderate (6)	High (9)	Very High (12)	Very High (15)
<b>Unlikely (2)</b>	Low (2)	Moderate (4)	Moderate (6)	High (8)	High (10)
<b>Rare (1)</b>	Low (1)	Low (2)	Low (3)	Moderate (4)	Moderate (5)

**HIERARCHY OF CONTROLS**

**Highest Level of Control**  
 Elimination

Substitution

Engineering

Administration

**Lowest Level of Control**  
 Personal Protective Equipment

**PROBABILITY:**

- 5=Almost Certain
- 4=Likely
- 3=Possible
- 2=Unlikely
- 1=Rare

**CONSEQUENCE:**

- 5=Substantial
- 4=Major
- 3=Moderate
- 2=Minor
- 1=Negligible

**1-6 Acceptable**

**7-10 Acceptable with Strict Control Measures or Short Duration**

**11-25 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	
Unaware of Hazards	<ul style="list-style-type: none"> <li>Workers are not provided with information in relation to other work areas or new or introduced hazards</li> <li>Workplace / worksite hazards</li> <li>Unlicensed / untrained workers</li> </ul>	4	4	16	<ul style="list-style-type: none"> <li>Ensure all workers have been provided with information and support to perform the tasks safely and without incident. Training confirmed via the training record sheet.</li> <li>Request appropriate licences or certification when required before allowing work to commence</li> <li>Risk Assessment prior to commencing work and review the Site WHS Management Plan and Emergency Procedures and/or your subcontractors' Safe Work Method Statements (SWMS)</li> <li>Visual inspection &amp; hazard reporting process is used to identify and control hazards that arise as a result of change to the process or hazards that are identified during the course of the work and not covered in this SWMS.</li> <li>As part of induction, operators will be instructed on the location of the Pedestrian Restricted Areas around operations and any access points and the requirement to avoid those areas.</li> <li>Obtain approvals from the supply authorities where required</li> <li>Complete Site Pre-Start Checklist</li> <li>Lifting aids such as machines, trolleys and barrows to be used wherever possible.</li> <li>Activities co-ordinated and correct positioning of materials to avoid reaching and over stretching. Wherever possible work is to be done at waist height.</li> <li>Where manual handling is required, the following is to be utilised:                             <ul style="list-style-type: none"> <li>- Minimise the weight of loads where possible to ensure excessive loads are not carried.</li> <li>- Use team lifting.</li> <li>- Use of good lifting techniques as follows:                                     <ul style="list-style-type: none"> <li>* A firm grip on the load</li> <li>* Load close to body</li> </ul> </li> </ul> </li> </ul>	2	2	4	<p><b>Site Manager</b></p> <p><b>All Workers</b></p>
		4	4	16		2	1	2	
Manual handling of materials and equipment	<ul style="list-style-type: none"> <li>Manual Handling Falling Materials and equipment</li> </ul>	4	4	16				<b>Worker</b>	

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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"> <li>* Leg muscles to do the work when lifting</li> <li>* Smooth lift avoiding twisting or jerking</li> <li>* Weights that feel excessive or above workers capacity not to be lifted.</li> <li>• Refer 005 - Manual Handling SWMS</li> </ul>				
Working near other trades	<ul style="list-style-type: none"> <li>• Falling materials and equipment</li> </ul>	4	4	16	<ul style="list-style-type: none"> <li>• Signage/barriers to be used where required to warn other trades and to create exclusion zones.</li> <li>• Where necessary a spotter is to be used to identify the work zone to others.</li> <li>• Lifting activities are not to be performed over other persons.</li> </ul>	2	2	4	Worker
Working near members of the public	<ul style="list-style-type: none"> <li>• Falling materials and equipment</li> <li>Slips and trips</li> </ul>	5	4	20	<ul style="list-style-type: none"> <li>• Work in public areas is to be avoided.</li> <li>Where work in public areas is required, the following controls will be used:                             <ul style="list-style-type: none"> <li>- Signage/barricading used to warn and create an exclusion zone.</li> <li>- Where necessary spotter is to be used to direct pedestrian and vehicle traffic.</li> <li>- Lifting of loads is to be avoided - where necessary, public is to be restricted from entering these areas.</li> <li>- Particular attention is to be paid to housekeeping and areas are to be cleaned progressively.</li> </ul> </li> </ul>	3	2	6	Workers Site Manager
Work at heights	<ul style="list-style-type: none"> <li>• Falls</li> </ul>	5	4	20	<ul style="list-style-type: none"> <li>• Where Potential fall height is 2m or more (or a lesser height if determined by risk assessment) fall protection is to be put into place on leading edges.</li> <li>• Before using any equipment, an inspection is to be performed to ensure it is configured correctly.</li> <li>• Edge protection/components are not to be altered or removed.</li> </ul>	3	2	6	Workers



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	
Working in the sun	<ul style="list-style-type: none"> <li>Exposure to UV and heat.</li> </ul>	3	4	12	<ul style="list-style-type: none"> <li>Sunscreen to be applied before and regularly during work</li> <li>Use hats, sunglasses and adequate clothing.</li> </ul>	2	2	4	Workers
Fire prevention and equipment	<ul style="list-style-type: none"> <li>Burns, explosion, fire</li> </ul>	4	4	16	<ul style="list-style-type: none"> <li>Do not smoke whilst refueling or inspecting or maintaining machine.</li> <li>Use incombustible fluids for cleaning parts.</li> <li>An adequate dry powder type extinguisher to be available.</li> <li>Extinguisher to be maintained according to Australian Standard, and evidence to be available of the maintenance.</li> <li>Training of correct use of extinguishers to be in place.</li> </ul>	2	2	4	Worker Site Manager
Drugs and Alcohol	<ul style="list-style-type: none"> <li>Unsuitable for work</li> </ul>	4	4	16	<ul style="list-style-type: none"> <li>Alcohol and illicit drugs are not to be taken onto site or consumed on site.</li> <li>Workers to maintain a zero blood alcohol level.</li> <li>Persons are not to work affected by alcohol or drugs. Persons affected will be removed from site and face disciplinary action.</li> <li>Where prescribed or over the counter medicine is taken that may affect performance (e.g. drowsiness), operators are to advise plant Site Manager immediately.</li> </ul>	2	1	2	Workers Site Manager
Weather Conditions	<ul style="list-style-type: none"> <li>Fall from heights.</li> <li>Low visibility, slippery surfaces, lightning, wind.</li> </ul>	3	4	12	<ul style="list-style-type: none"> <li>Work not to be started (or will cease) if weather is unsuitable.</li> <li>Adverse conditions include:               <ul style="list-style-type: none"> <li>-An increased risk due to wet and slippery surfaces, materials being caught by wind, leading to falling objects.</li> </ul> </li> </ul>	2	2	4	Workers

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		C	P	R		C	P	R	
<b>Lighting</b>	<ul style="list-style-type: none"> <li>Insufficient lighting</li> </ul>	3	4	12	<ul style="list-style-type: none"> <li>Lighting to be provided, or work to cease where lighting becomes inadequate.</li> </ul>	1	2	1	Site Manager Workers
<b>First Aid</b>	<ul style="list-style-type: none"> <li>Insufficient first aid</li> </ul>	3	4	12	<ul style="list-style-type: none"> <li>A first aid kit is to be provided which is adequate for the type of injuries which may occur.</li> <li>The kit is to be kept readily accessible at all times.</li> </ul>	2	2	4	Site Manager Workers
<b>Licenses</b>	<ul style="list-style-type: none"> <li>Untrained workers</li> </ul>	4	4	16	<ul style="list-style-type: none"> <li>Appropriate licenses and certificates of competency are to be held where required in the performance of any work.</li> </ul>	2	2	4	Workers
<b>Training and Competency</b>	<ul style="list-style-type: none"> <li>Untrained workers</li> </ul>	4	4	16	<ul style="list-style-type: none"> <li>Workers will be sufficiently trained and skilled to perform the work in a proper and safe manner.</li> <li>Operators will receive instruction on these Safe Work Procedures</li> <li>Persons to hold a General Safety Induction card if required for site works.</li> </ul>	2	2	4	Workers
<b>PPE</b>	<ul style="list-style-type: none"> <li>PPE Insufficient</li> <li>PPE Not fit for use</li> </ul>	4	4	16	<ul style="list-style-type: none"> <li>Use of items of PPE where it is not practical to control risk of injury by other means.</li> <li>Head protection (hard hats) worn when there is a risk of injury to the head when working outside cabins or underneath others.</li> <li>Protective footwear is to be worn at all times.</li> <li>Hearing protection is to be worn when excessive noise is generated, operating machinery, tools or hammer.</li> <li>High Visibility vests/clothing to be worn at all times.</li> <li>Respiratory protection where dust cannot be suppressed and excessive airborne dust is generated</li> </ul>	2	2	4	Site Managers Workers



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			
<b>Loading and Unloading</b>	<ul style="list-style-type: none"> <li>Damage to property</li> </ul>				<ul style="list-style-type: none"> <li>All mobile plant to be inspected prior to loading/unloading</li> </ul>				<b>Workers Supervisor</b>		
		<ul style="list-style-type: none"> <li>Impact injury, crush injury</li> </ul>	5	4		20	<ul style="list-style-type: none"> <li>Ensure operator moving mobile plant is licensed</li> <li>Ensure pre-start checks are completed prior to mobilisation</li> <li>Before operating the mobile plant check for and ensure all ground workers and other vehicles are well clear of the loading/unloading area.</li> <li>Ensure Truck driver remains in truck or designated area</li> </ul>	3		1	3
		<ul style="list-style-type: none"> <li>Slips, trips and falls</li> </ul>	3	3		9	<ul style="list-style-type: none"> <li>Do not jump from truck trays, access via fitted step ladders and access ramps</li> <li>Ensure work surface is clean, dry and free from obstruction</li> </ul>	2		1	2
<b>General</b>	<ul style="list-style-type: none"> <li>Failure to comply with the content and intent of this SWMS results in injury to persons or damage to equipment</li> </ul>	4	4	16	<ul style="list-style-type: none"> <li>Ongoing inspection by Supervisor will be conducted to ensure all members of the team involved with Plant operation compliant with the requirements of this SWMS.</li> <li>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.</li> </ul>	2	2	4	<b>Supervisor Plant Operator &amp; Crew</b>		

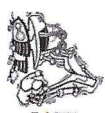


Activity Break the job down into steps	Potential Safety and Environmental Hazards What can go wrong	Risk Rating			Control Measures	Risk Rating After Controls			Person Responsible To ensure management method applied
		C	P	R		C	P	R	
	<ul style="list-style-type: none"> <li>Environment in which the plant operates changes or hazards are identified which do not appear in this SWMS resulting in unacceptable risk to persons and potential injury</li> </ul>	4	4	16	<ul style="list-style-type: none"> <li>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.</li> <li>Immediately notified Supervisor who will consultant with the workgroup and the Site Foreman. Once the SWMS are reviewed and all required changes included, the Supervisor sign off on the revised SWMS and submit it to the site Safety Manager for final approval.</li> <li>Changes to the SWMS must be communicated with all workers prior to work recommencing.</li> </ul>	2	2	4	Supervisor Plant operator and Crew Site Foreman
	<ul style="list-style-type: none"> <li>Unable to respond to emergencies</li> </ul>	3	3	9	<ul style="list-style-type: none"> <li>Plant operator and crew are to know the following:                             <ul style="list-style-type: none"> <li>Location of the isolation switch.</li> <li>Location and use of the firefighting equipment.</li> </ul> </li> </ul>	2	2	4	Plant Operator Plant Crew
Accidents or incidents	<ul style="list-style-type: none"> <li>Personnel hurt</li> <li>Plant or equipment damaged</li> </ul>	3	3	9	<ul style="list-style-type: none"> <li>First aid – report to nearest first aider for assistance.</li> <li>Accidents – stop work and report incident to nearest Foreman.</li> <li>Major accident i.e. load dropping etc. – stop work, inform nearest foreman and barricade area off.</li> <li>Dial 000 for all Emergency Services.</li> <li>Dial 112 from mobile phones.</li> <li>Activate site emergency Procedures.</li> </ul>	3	1	3	Plant Operator Plant Crew Site Foreman
<b>Site Specific Hazards and Controls</b>									

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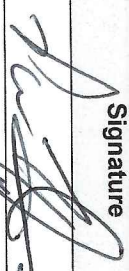



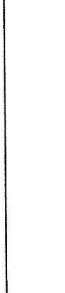
**H B H**  
 HARRINGTON BOBCAT & EXCAVATION HIRE



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	
	•				•				
	•				•				
	•				•				
	•				•				

**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 HADJIOU.			22/3/23	4:30 PM	
Anthony Leary			24.3.23	6-5 2 AM	
Ethan Houghton		E Houghton	23/3/23	3 PM	
Simon Wright		S Wright	23-03-23	3:30 PM	
A.P. Cooper			23/3/23	4:30	
Derek Lowe		D.L.	28/3/23	6:30 am	
Matt Pie		Matt	28/3/23	06:30	
Tavis Tates			28/3/23	7:00 am	
Kim Hunt		K Hunt	28-3-23	7:00	
LUKE McVAIL		L. McVail	28.3.23	4:30	
STAN HARRISON			28-3-23	4:50	
Rob Smith		Rob	29.3.23	7:00	

