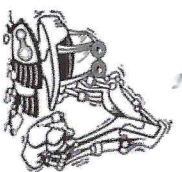
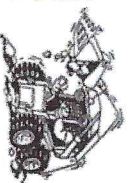


Harrington Bobcat Hire Pty Ltd

Safe Work Method Statement (SWMS)



H B H
HARRINGTON BOBCAT & EXCAVATOR HIRE



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: 011

Work Activity: Working Around Plant and Equipment

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: Working Around Plant and Equipment

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:

Work Health and Safety Act 2011
Work Health and Safety Regulation 2011
How to Manage Work Health and Safety Risks COP 2011
Managing Risks of Plant in the Workplace COP 2013

These must be compiled with.

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

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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: PAUL HARRINGTON Position: DIRECTOR

Industry Experience: 42Y

Person Responsible for Updating SWMS:

PAUL HARRINGTON

Signature: [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 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"/>	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
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 negative media 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.

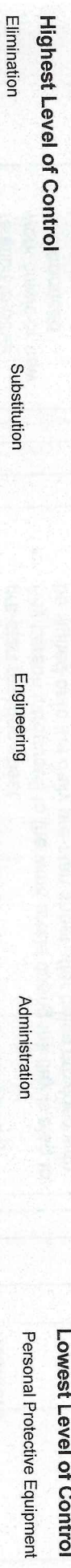
Step 2 - Determine Probability (Likelihood) of Event Occurring (P)

P Probability (Likelihood) Table			
Probability band	Description	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)
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



PROBABILITY:

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

1-6 Acceptable

CONSEQUENCE:

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

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	
Daily Pre-start Meeting	<ul style="list-style-type: none"> Workers are not provided with information in relation to other work crews or new or introduced hazards 	4	4	16	<ul style="list-style-type: none"> All staff on site must attend the daily pre-start meeting and have been provided with information and support to perform the tasks safely and without incident. Attendance confirmed via the daily pre-start meeting sheet. Any person introduced to the work areas during the day is also to be signed onto the daily pre-start sheet after being provided with instruction in relation to the hazards and controls present in the work area. Pre-start meeting is to be 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. Workers will be instructed on the location of the Pedestrian Restricted Areas around plant operations. 	2	2	4	Supervisor Workers
Plant on site	<ul style="list-style-type: none"> Person struck by plant 	3	3	9	<ul style="list-style-type: none"> Workers to be aware of plant movements at all times. Workers to remain in pedestrian areas only. High Vis work clothing to be worn. No Standing behind reversing Plant or Vehicles 	3	1	3	Workers
Plant on site	<ul style="list-style-type: none"> Injury to personnel near the Plant due to inappropriate house keeping 	2	3	6	<ul style="list-style-type: none"> Good housekeeping practices are to be in place. Ensure that all tools and equipment are stored appropriately 	2	1	2	Plant Operator
Plant on site	<ul style="list-style-type: none"> Working near moving plant on site 	5	4	25	<ul style="list-style-type: none"> 2 Way communications between worker and site personnel are to remain open and maintained at all times during the movement of any materials during the operation. A defined exclusion zone to be set up to clearly identify the operational area of the Plant inclusive of overhead power lines Constant monitoring of other plant moving on site by Supervisor to ensure that no traffic (pedestrian or vehicle) encroaches within the exclusion zone. 	3	2	6	Workers Supervisor

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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	
Plant on site	<ul style="list-style-type: none"> Vehicle and pedestrian traffic encroaching on worksite zone 	5	4	20	<ul style="list-style-type: none"> Reporting of any potential threat is broadcast by 2 Way communications, identifying the potential hazard. All work is to cease until any identified potential hazard is removed. Drive-in drive out to be used where possible, reversing is to be conducted using a spotter. 2 Way communications between worker and site personnel are to remain open and maintained at all times during the movement of any materials during the operation. A defined exclusion zone to be set up to clearly identify the operational area of the Plant inclusive of overhead power lines Constant monitoring of other plant moving on site by Supervisor to ensure that no traffic (pedestrian or vehicle) encroaches within the exclusion zone. Reporting of any potential threat is broadcast by 2 Way communications, identifying the potential hazard. All work is to cease until any identified potential hazard is removed. Drive-in drive out to be used where possible, reversing is to be conducted using a spotter. 2 Way communications between worker and site personnel are to remain open and maintained at all times during the movement of any materials during the operation. A defined exclusion zone to be set up to clearly identify the operational area of the Plant inclusive of overhead power lines Constant monitoring of other plant moving on site by Supervisor to ensure that no traffic (pedestrian or vehicle) encroaches within the exclusion zone. Reporting of any potential threat is broadcast by 2 Way communications, identifying the potential hazard. All work is to cease until any identified potential hazard is removed. Keep sufficient distance from plant at all times 	3	2	6	Workers
Plant on site	<ul style="list-style-type: none"> Equipment Failure/Arm/boom failure/Plant rollover 	5	4	20	<ul style="list-style-type: none"> 2 Way communications between worker and site personnel are to remain open and maintained at all times during the movement of any materials during the operation. A defined exclusion zone to be set up to clearly identify the operational area of the Plant inclusive of overhead power lines Constant monitoring of other plant moving on site by Supervisor to ensure that no traffic (pedestrian or vehicle) encroaches within the exclusion zone. Reporting of any potential threat is broadcast by 2 Way communications, identifying the potential hazard. All work is to cease until any identified potential hazard is removed. Keep sufficient distance from plant at all times 	3	1	3	Plant Operator Supervisor 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	
Incllement Weather	<ul style="list-style-type: none"> Incllement weather / storm cell / effects safe operation of the plant 	5	3	15	<ul style="list-style-type: none"> Workers in consultation with the Supervisor will review and decide on a stop to plant activities until the incllement weather / storm cell / effects safe operation of the plant has passed. 				Workers Supervisor
Out of Service	<ul style="list-style-type: none"> Unauthorised operation Equipment not fit for use. 	4	3	12	<ul style="list-style-type: none"> Equipment operator will ensure equipment is positioned in its assigned parking stations and stowed in its specific out of service configurations; <ul style="list-style-type: none"> Power supply shall be locked off. Storm anchors shall be engaged, where fitted The engine shall be stopped and fuel supplies shall be tuned off, where applicable All doors and windows giving access to machinery or control cabins shall be locked to prevent unauthorised access. Remote control equipment shall be isolated with locking key removed, where applicable. Isolation and ignition keys shall be removed to prevent unauthorised operations. Equipment is to be maintained in accordance with manufacturers standards, and inspected prior to use. 	2	1	2	Worker Management
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. 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 	2	1	2	Supervisor Workers 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 	4	4	16					Supervisor 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	
	SWMS resulting in unacceptable risk to persons and potential injury				<ul style="list-style-type: none"> submit it for final approval. Changes to the SWMS must be communicated with all workers prior to work recommencing. 				
	<ul style="list-style-type: none"> Unable to response to emergencies 	3	3	9	<ul style="list-style-type: none"> Workers are to know the following: <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. Activate site emergency Procedures. 	2	1	2	Workers

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	
Elhan Harrington			23/3/23	5:00 pm	
Simon Wright			23-03-23	3:30 pm	

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CLIFF COOPER							
MATT PIE		Spencer Matt	23/3/23	4:30			
Tina's jets			28/3/23	06:30			
KIM HEART			28/3/23	7:00am			
LUKE McALL		K. Hunt	28-3-23	7-00			
RILEY MOORE		A. McCall	28.3.23	4:30			
STEWART HARRINGTON		R.L.	28/3/23	4:30			
ANDREW MOGAN			28/3/23	4:30			
BOB SMITH		ROD	29.3.23	7:00			