

SAFE WORK METHOD STATEMENT FOR LOADING AND UNLOADING

SAFE WORK METHOD STATEMENT INCORPORATES RISK ASSESSMENT

Client/Principal Contractor	Insert client and/or PC name	Project Address:	Insert the project's address
Company Address:	Insert your company address	Phone Number:	Insert your business number
SWMS Prepared By:	Insert person	In Consultation With:	Refer to Consultation and Sign-Off Record
SWMS Approved By:	Insert person	Distribution To:	All persons involved in the work scope
SWMS Date:	Insert date	Review Date:	12 months or as required
Person(s) responsible for implementing, monitoring and compliance to the SWMS:	Insert person(s)	Responsible Person's Phone Number:	Insert the person's phone number
Work Scope Description:	Loading and unloading equipment, materials and associated activities (e.g. restraint and un-securing loads).		
List the qualifications and training requirements for this activity:	<ul style="list-style-type: none"> • Possession of a general licence for mobile plant. • A worksite licence and a licence on the safe work practices for the use of mobile plant, load restraint and activities as defined by the relevant legislation. 		
Details of inspections and maintenance checks required for this activity:	<ul style="list-style-type: none"> • All mobile plant must be inspected periodically (e.g. truck, forklift and crane). • All restraint equipment (e.g. restraints, chains, dogs, binder bars etc) must be in good condition and inspected where required. • Legislation must be followed when transporting loads and all loads must be adequately restrained. 		
Are there any other safety requirements that may affect this activity?	Personnel must comply with all additional safe work procedures, plans, rules and instructions given by an authority or person in control of the workplace.		
Legislative Reference:	<ul style="list-style-type: none"> • Work Health and Safety Act • Work Health and Safety Regulation • How to Manage Work Health and Safety Risks Code of Practice • National Transport Commission - Load Restraint Guide 		

JOB STEP		POTENTIAL HAZARDS Identify the hazards relating to health and safety with each step	RISKS Identify the risks to health and safety related to each step	LIKELIHOOD	CONSEQUENCE	INITIAL RISK SCORE	CONTROL MEASURES, CHECKS AND MONITORING Decide on what actions are necessary to eliminate, or minimise risk to a reasonably practical level	LIKELIHOOD	CONSEQUENCE	REVISED RISK SCORE	PERSON(S) RESPONSIBLE
1.	Planning and preparation	<ul style="list-style-type: none"> Uncoordinated work plan. Personnel not fit for work. Unprepared personnel. Unqualified personnel. Uninformed personnel. 	<ul style="list-style-type: none"> Tools, equipment or materials not available. Risk of having unqualified personnel onsite. Risk of being unprepared. Risk of being unaware of site conditions. Not understanding or being away from the process. Misinformation. 				<ul style="list-style-type: none"> Ensure consultation with the Principal Contractor and/or Client has been undertaken to identify risks and hazards associated with the work. Personnel must be consulted on the work and decide on the control measures. Obtain all necessary approvals, permits, equipment, PPE and schedule the work. Personnel must be fit for work (i.e. not affected by drugs, fatigue, illness, etc.) and be able to safely undertake assigned tasks and responsibilities. Check site conditions on site and complete risk assessments for any medium to high level risks. Ensure personnel are qualified, trained, experienced and competent to carry out their assigned tasks. <p>Note: Work tasks must only be undertaken by personnel who have received the necessary instruction and training and are deemed competent.</p>	1	2	2 Low	Manager Supervisor Workers
2.	Set up of loading /unloading area.	<ul style="list-style-type: none"> Interactions with site personnel. Interactions with plant and traffic. 	<ul style="list-style-type: none"> Risk of uncoordinated work. 	3	3	9 High	<ul style="list-style-type: none"> Ensure ongoing consultation and communication occurs with other site personnel and advise of any changes. 	1	3	3 Low	Supervisor Workers