

# Safe Work Method Statement Tasks

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## Vehicles SWMS

Venue: Adelaide and surrounding suburbs  
Date Created: 23<sup>rd</sup> August 2017  
Address: 27 Valetta Rd  
Kidman Park SA 5025  
Contact: Daniel Renshaw

## WHSF-007 Safe Work Method Statement – Tasks

SWMS NAME:	Vehicles
SWMS NUMBER:	027

## PURPOSE OF SWMS:

**This SWMS applies for any works to be undertaken at various worksites where The Motorsport Group provides event services.**

## LEGISLATIVE REFERENCES, STANDARDS AND CODES OF PRACTICE:

*(Including but not limited to)*

South Australian Work Health & Safety Act 2012

South Australian Work Health & Safety Regulations 2012

Risk management - Principles and guidelines AS/NZS ISO 31000:2009

Road Traffic Act 1961

Hazardous Manual Tasks Code of Practice SA - December 2011

## CERTIFICATES OF COMPETENCY, TRAINING, PERMITS and PLANT REQUIRED:

Training in manual handling.

Driver safety training.

Induction into WHS Management System.

Current Australian Drivers Licence.

Current Endorsements for type of vehicle to be driven

## RISK ASSESSMENT:

The information contained herein is intended as advice to the management of The Motor Sport Group and does not remove the responsibility of management / proprietors to ensure all obligations under legislation are adhered to

## ASSESSING THE RISK:

There are 5 steps in assessing the risks:

Step 1: Identify the hazards;

Step 2: Decide who might be harmed and how;

Step 3: Evaluate the risks and decide on precautions;

Step 4: Record your findings and implement them; and

Step5: Review your assessment and update if necessary.

Using the rating scores for each risk, develop a prioritised list of workplace risks requiring action.

## Consequence

Consequence	Category	Business Interruption	Environmental	Financial	Human	Public Image & Reputation
<b>Catastrophic</b>	<b>5</b>	Essential service failure, or key revenue generating service removed	Irreversible damage	Above \$5,000,000	Death(s) / many critical injuries	National & International concern / exposure
<b>Major</b>	<b>4</b>	Service of provider needs to be replaced	Harm requiring restorative work	Up to \$5,000,000	Single death / multiple long term or critical injuries	State wide concern / exposure
<b>Moderate</b>	<b>3</b>	Medium temporary suspension of service required to be cleared by additional resources	Residual pollution requiring clean up work	Up to \$500,000	Single minor disablement / multiple temporary disablement	Local community concern
<b>Minor</b>	<b>2</b>	Short term suspension of service	Remote, temporary pollution	Up to \$100,000	Injury	Customer complaint / faulty settled

## Likelihood

Likelihood	Category	Description
Almost Certain	<b>A</b>	Can be expected to occur in most circumstances; more than 75% chance of occurring; complex process with minimal checks & balances; impacting factors outside control of organisation
Likely	<b>B</b>	Will probably occur in most circumstances; 50-75% chance of occurring; complex process with some checks & balances; impacting factors outside control of organisation
Possible	<b>C</b>	Might occur at some time; 25-50% chance of occurring; previous audits / reports indicate non-compliance; complex process with extensive checks and balances; impacting factors outside control of organisation
Unlikely	<b>D</b>	Could occur at some time; less than 25% chance of occurring; non-complex process & / or existence of checks and balances
Rare	<b>E</b>	May occur in exceptional circumstances; simple process; no previous incidence of non-compliance

## Risk matrix

Likelihood Label	Consequence Label				
	1	2	3	4	5
A	Medium	High	High	Very High	Very High
B	Medium	Medium	High	High	Very High
C	Low	Medium	High	High	High
D	Low	Low	Medium	Medium	High
E	Low	Low	Medium	Medium	High

The following table below outlines the processes that Employees/Workers/Supervisors must follow to meet these requirements for high risk construction work.

**IMPLEMENTATION, MONITORING and REVIEWING:**

The National Work Health and Safety Regulations 2011, Clauses 299(2) (d); the South Australian WH & S Act 2012- Part 2 Division 2 Section 19, Division3 Sections 20, 25, Division 5 Section 31(1), Part 5 Divisions 2 Sections 47, 48, 49, WH & S Regulations 2012 – Chapter 1 Part 1, Part 2, Chapter 3 Part 1, Part 2 Division 1, 2, require that the SWMS describes how control measures are to be implemented, monitored and reviewed. The following table below outlines the processes that Employees/Workers/Supervisors must follow to meet these requirements for high risk construction work.

IMPLEMENTATION	MONITORING	REVIEW
<p>To ensure that this SWMS is implemented correctly the following must be done –</p> <ul style="list-style-type: none"> <li>• All employees/workers in this activity will be competent and have completed all relevant verifications of competency and WorkCover and RMS Licenses.</li> <li>• Employees/Workers involved in this work activity and the integrated functions of the activity.</li> <li>• The Employees/Workers are to be consulted with prior to commencing this work activity in relation to the proposed work method, the high risk construction work (HRWC) identified as forming part of this activity, the hazards and risks related to this HRWC and the measures to be implemented to control the risks.</li> <li>• Any changes agreed during the consultation phase are to be incorporated into the SWMS prior to commencing work.</li> <li>• All Employees/Workers are to be trained in the final SWMS and associated processes and sign off the attached training record.</li> <li>• Prior to commencement of the work activity, all relevant permits are to be completed and approved.</li> </ul>	<p>The functionality of the SWMS is to be monitored by-</p> <ul style="list-style-type: none"> <li>• Conducting a regular program of documented workplace inspections, job observations , testing, data and trend analysis and SWMS field audits to validate the operation of the SWMS.</li> <li>• SWMS field audits are to determine of conformance with actual work. If non-conformances are observed, stop the work immediately and engage the employees/workers in a consultation to why the SWMS is not being complied with.</li> </ul> <p>If the work method has changed, then the SWMS is to be rewritten to reflect the current work method and employees/workers retrained in the SWMS.</p> <p>Employees/Workers are to work in accordance with the SWMS to ensure safe execution of work activity.</p>	<p>A review of a SWMS is required to be completed -</p> <ul style="list-style-type: none"> <li>• In the event of an incident occurring.</li> <li>• If the SWMS is deemed to be impractable through consultation with the workers.</li> <li>• If a new hazards have been identified through risk assessments or hazard alerts.</li> <li>• If the work method has changed including changes to the workplace, work environment, a system of work, a process or a procedure.</li> <li>• Every three months for continuing operations covered by a SWMS.</li> <li>• If an operation covered by a SWMS is restarting after a break in time of &gt; two weeks prior to recommencing work.</li> </ul> <p>When a review is conducted it should be done in consultation with the employees/workers involved.</p> <p>Reviewing the control measures also involves considering whether a higher order control measure is now reasonably practicable.</p> <p>The SMP for the construction project should also be reviewed and revised (where necessary) when control measures have been reviewed.</p>

	EMERGENCY PREPAREDNESS	
<p>All workplaces must have an emergency plan that covers a range of potential incidents.</p> <p>Rescue equipment and a reliable communication system to contact any necessary emergency services, should be readily accessible at the workplace</p>	<p>The emergency procedures must clearly explain how to respond and evacuate Employees/Workers from the workplace in a controlled manner.</p> <p>Contact numbers for emergency services should be prominently displayed.</p>	<p>A register of all persons who are at the construction workplace on a particular day should be kept so everyone can be accounted for.</p> <p>The emergency plan and evacuation procedures must be tested on a regular basis.</p>

<p>Have you considered the site specific hazards? e.g.</p> <ul style="list-style-type: none"> <li>- lay of the land</li> <li>- obstacles (buildings, workers, excavations, plant)</li> <li>- changes to site conditions</li> <li>- other contractors' work in progress</li> </ul> <p>Have you considered weather conditions? Eg.</p> <ul style="list-style-type: none"> <li>- wind</li> <li>- rain</li> <li>- heat</li> <li>- cold etc</li> </ul> <p>Have you considered job specific details?</p> <ul style="list-style-type: none"> <li>- different material</li> <li>- different equipment</li> </ul> <p>Any other factor that may affect the risks associated with performing this task?</p>	<p><b>IN PREPARING A SAFE WORK METHOD STATEMENT, YOU MUST:</b></p> <ol style="list-style-type: none"> <li>1. Consider any site specific potential hazards and include any identified risks in Safe Work Method Statement (SWMS)</li> <li>2. Assess the risk</li> <li>3. Insert controls using the hierarchy of controls for the hazards identified i.e. Elimination, Substitution (materials, equipment, and chemicals), Isolation, Engineering (guarding), Administration (training) or PPE</li> <li>4. Review the residual risk to ensure controls are adequate to safely perform the work</li> <li>5. Document the matters contained in items 1 – 4, above, in this SWMS</li> <li>6. Complete the SWMS and Delete these notes to demonstrate that you have considered all relevant matters</li> <li>7. Ensure that all workers involved in the job task have read, understood and signed off on the SWMS</li> <li>8. Ensure that work is carried out in a safe manner in accordance with the SWMS</li> </ol> <p>NB: If you are unsure of anything seek professional advice. WHS committee and management can assist members in developing and implementing safety plans, including SWMS.</p>
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## Pacific School Games- EMERGENCY RESPONSE

Refer to the site specific emergency plans for further actions –  
Available in the safety folder online and in the office

Report any incident to your supervisor and the site safety officer

<b>ACCIDENT</b>	<b>BOMB THREAT</b>
Care for the patient if safe to do so Don't do more than you are trained for Call an ambulance – phone '000' Meet the ambulance	Advise the police – phone '000' Remain calm Observe anything unusual Leave quietly as directed
<b>FIRE</b>	<b>PERSONAL THREAT</b>
Advise others in your area If safe to do so - attend to the injured person/s Call the fire service – phone '000' Combat the fire if safe to do so Evacuate to a safe area	Obey offender's instructions If safe to do so phone police - <b>000</b> Keep phone line open If possible, alert other personnel Closely observe the offender and any vehicle
<b>ALWAYS</b>	
Maintain communications Preserve the scene	Exclude any media involvement Keep a log or make notes
<b>ADVISE YOUR SUPERVISOR</b>	

Item No	Step in Activity	Hazard	Initial Risk	Safety Controls (Standard and additional control measures implemented in accordance with the Hierarchy of Control)	Residual Risk As Low As Reasonably Practicable	Role/Name of Person Responsible for Task
1	General precautions	Unsafe vehicle  Pre-start checks  After-start checks  Competency of operator  Traffic safety  Personal safety	B4 High	<ul style="list-style-type: none"> <li>• The driver (or other competent person) must ensure that the vehicle is safe to be driven, and that it is suitable for the task to be undertaken.</li> <li>• Battery – check condition, should be fully charged, top-up if necessary.</li> <li>• Oil levels (hydraulics, brake fluid) – top up if necessary.</li> <li>• Fuel – check fuel or gas level.</li> <li>• Wheels and tyres – check wheel nuts, inflation and condition of tyres.</li> <li>• Radiator – check coolant level, top-up if necessary.</li> <li>• Adjust seating to a comfortable operating position.</li> <li>• Check operation of instruments, lights, horn, and reversing beeper.</li> <li>• Steering – ensure not loose, veering or vibrating.</li> <li>• Brakes – check operation (not pulling or grabbing), park brake holding.</li> <li>• Seat belts - fasten and adjust correctly.</li> <li>• Special use vehicles and attachments may require specific training and/or qualification of the operator of the vehicle or attachment.</li> <li>• Persons working in areas where vehicles, forklifts or mobile plant present are to take care when alighting from or entering, or loading or unloading.</li> <li>• Traffic control measures should be employed if passing traffic will pose a risk to persons working on or from vehicle.</li> <li>• Enclosed footwear is to be worn when driving a motor vehicle.</li> </ul>	D3 Medium	All workers operating vehicles



Item No	Step in Activity	Hazard	Initial Risk	Safety Controls (Standard and additional control measures implemented in accordance with the Hierarchy of Control)	Residual Risk As Low As Reasonably Practicable	Role/Name of Person Responsible for Task
2	Specific precautions	Handling objects and materials Over-exertion/strain injury Dust, gases or vapours  Noise from vehicle or site	B3 High	<ul style="list-style-type: none"> <li>Suitable hand protection must be worn when handling rough, sharp or cold objects and hazardous materials.</li> <li>Exercise care when handling heavy, large and awkward objects.</li> <li>Suitable eye protection must be worn when exposure to dust, liquids or hazardous materials may occur.</li> <li>Many dusts, gases and vapours from loads being transported or handled will pose risk of harm when inhaled.</li> <li>Hearing protection should be worn when hazardous noise levels may be encountered due to special vehicle operation or on-site conditions. (Note: hearing protection must not be worn when operating vehicle on public roads).</li> </ul>	D3 Medium	All workers operating vehicles
3	Operation of Vehicles	Driver/operator safety  Slips, trips and falls  Traffic and vehicle safety	B5 Very High	<ul style="list-style-type: none"> <li>Drivers and operators must familiarise themselves with the vehicle before use.</li> <li>Refer to driver's manual for information regarding controls, gauges, lights, etc.</li> <li>Never exceed vehicle capabilities while driving, and drive to road conditions.</li> <li>Maintain 3 points of contact when entering climbing on to or leaving vehicle.</li> <li>Monitor vehicle gauges, warning lights, etc., (e.g., temperature, fuel, speed, etc).</li> <li>Monitor vehicle condition, and check and report unusual noises, odours, etc.</li> </ul>	D3 Medium	All workers operating vehicles
4	Operation of attachments and	Overturning of vehicle Entrapment	B3 High	<ul style="list-style-type: none"> <li>Outriggers must be fully extended and fully supporting vehicle weight before using load-moving attachments such as cranes and</li> </ul>	D2 Low	All workers operating

## Vehicles


	special-use vehicles	Falling objects		<p>loaders.</p> <ul style="list-style-type: none"> <li>• Ensure that all persons (including operator) are not in “nip” or “pinch” point zones when attachment is being operated.</li> <li>• Ensure that any load shifting equipment is safe to use and suitable for the load to be moved before attaching to the load to be moved</li> </ul>		vehicles
5	Maintenance	Daily checks Servicing of vehicles Repairs	B3 High	<ul style="list-style-type: none"> <li>• All required daily checks must be carried out before the vehicle is driven.</li> <li>• Vehicle must be serviced by operator (where applicable) or workshop at specified intervals.</li> <li>• All repairs are to be carried out by a competent person and documented.</li> </ul>	D2 Low	All workers operating vehicles
6	Passengers in Vehicles	Public liability risk	C3 High	<ul style="list-style-type: none"> <li>• Passengers must not be carried in or on a vehicle unless authority or permission to do so has been obtained.</li> <li>• Passengers are to remain within the vehicle unless permitted to alight.</li> <li>• Passengers are to wear seat belts at all times and to keep all parts of their body within the vehicle while it is being driven.</li> <li>• Passengers are not to distract driver or interfere with controls.</li> </ul>	D3 Medium	All workers operating vehicles
7	Smoking in vehicles	Passive smoking risk	C3 High	<ul style="list-style-type: none"> <li>• Persons should not smoke in a vehicle unless permission is given to do so.</li> <li>• Persons must not smoke in a vehicle if there is another person present.</li> </ul>	D2 Low	All workers operating vehicles
8	Accidents and Injuries	Reporting of accidents Injuries	C3 High	<ul style="list-style-type: none"> <li>• All drivers should be familiarised with procedures to follow in case of an accident.</li> <li>• All drivers and assistants should receive appropriate first aid training. Suitable first aid kits must be provided in all vehicles.</li> </ul>	D2 Low	All workers operating vehicles

PPE & C Required:




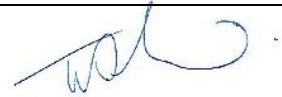

SAFE WORK METHOD STATEMENT

I, MARK WARREN authorise this SWMS for use and have complied with all the consultation arrangements involved in its preparation and ensure that all control measures have been implemented in accordance with the Hierarchy of Controls.

DETAILS OF PERSON COMPLETING RISK ASSESSMENT			
Position	Senior Events Manager - Eventwise	Signed	
Date	23/08/2017	Time	1:00pm

**PREPARATION & CONSULTATION**

Complete the section below if you were involved in the preparation of this Safe Work Method Statement.

Name: (PRINT CLEARLY)	Company: (PRINT CLEARLY)	Role: (PRINT CLEARLY)	Experience: (years)	Signature:
Daniel Renshaw	Eventwise	Senior Events Manager	20years	
Travis Renshaw	Eventwise	Director - Eventwise	25 years	
<b>AUTHORISATION:</b>				
Director, Eventwise	Travis Renshaw	Signed		
Date	23/08/2017	Time	1:00pm	

**REVIEW**

Complete the section below if any changes are required as a result of a reviewing the Risk Assessment

ITEM	RISK RANKING	ACTION TAKEN	REVISED RISK RANKING	COMPLETED DATE

**AUTHORISATION:**

<b>Director</b>		<b>Signed</b>	
<b>Date</b>		<b>Time</b>	

**Supervision to be provided:** Supervision, maintenance and implementation of control measures will be provided by Site Manager or competent person.

Name:	Position:	Phone No:	Signature:	Date:

**Workers acknowledgement:**

I have been trained in read and agree to comply with the requirements with in this SWMS. I agree that I was consulted and have been given the opportunity to provide input into the development of this SWMS. I am aware that works are to cease immediately if this SWMS cannot be followed.

No.	Name	Date	Signature	Position
1				
2				
3				
4				
5				
6				
7				

