



# Team Transport & Logistics Safe Work Method Statements



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# Contents

Safe Work Method Statement Legend & Risk Calculator .....	5
Safe Work Method Statement .....	7
Work Activity: Transporting Concrete Products .....	7
Risk & Safety Assessment .....	13
Work Activity: Transporting Concrete Products .....	13
Safe Work Method Statement .....	17
Work Activity: General Delivery .....	17
Risk & Safety Assessment .....	21
Work Activity: General Delivery .....	21
Safe Work Method Statement .....	27
Work Activity: General Lifting using Vehicle Loading Crane (VLC) .....	27
Risk & Safety Assessment .....	33
Work Activity: General Lifting using Vehicle Loading Crane (VLC) .....	33
Safe Work Method Statement .....	37
Work Activity: Delivering Mesh and Bar Products .....	37
Risk & Safety Assessment .....	47
Work Activity: Unloading Mesh and Bar .....	47
Safe Work Method Statement .....	51
Work Activity: Delivering Scaffold Products .....	51
Risk & Safety Assessment .....	61
Work Activity: Transporting Scaffold Products .....	61
Safe Work Method Statement .....	65
Work Activity: Unloading Tiles with the use of a Truck Mounted Forklift .....	65
Safe Work Method Statement .....	73
Work Activity: Unloading with the use of a Truck Mounted Forklift .....	73

Risk & Safety Assessment .....	79
Work Activity: Unloading with the use of a truck mounted forklift .....	79
Safe Work Method Statement .....	85
Work Activity: Operating side loader /swinglift.....	85
Safe Work Method Statement .....	91
Work Activity: Loading & unloading of plant via low loader/drop .....	91
deck trailer .....	91
Safe Work Method Statement .....	97
Work Activity: Transporting water fillable traffic barriers on staunchioned trucks .....	97
Safe Work Method Statement .....	105
Work Activity: Transporting water fillable traffic barriers on trucks without staunchions.....	105
Safe Work Method Statement .....	111
Work Activity: Cable Drum Handling & Transport .....	111
Steel Safety Checklist .....	115
Work Activity: restraining and transporting steel safely .....	115
Procedure.....	117
Work Activity: Trailer Coupling .....	117

# Safe Work Method Statement Legend & Risk Calculator

Likelihood Legend	
Descriptor	Description
Certain (A)	Is expected to occur in all circumstances
Almost Certain (B)	Is expected to occur in most circumstances
Likely (C)	Will probably occur in most circumstances
Possible (D)	Likely to occur infrequently
Unlikely (E)	Occurrence not expected but is possible

Consequence Legend	
Descriptor	Description
Catastrophic (1)	Death, major environmental impact, uncontrolled/off-site release with detrimental effect, huge financial loss, permanent serious disability
Major (2)	Extensive injury, loss of service capability, off-site release, long-term detrimental effect, major financial loss, significant environmental impact
Moderate (3)	Medical treatment injury, on-site release of known substance contained with external assistance, high financial loss
Minor (4)	First Aid treatment required, minor cuts, bruises or bumps, on-site release immediately contained, medium financial loss
Insignificant (5)	No injuries, low financial loss

Risk Rating Legend	
Descriptor	Description
Extreme	Extreme risk, immediate action required
High	Significant risk, senior management attention needed
Medium	Moderate risk
Low	Low risk, manage by routine procedures

		Risk Calculator					
		Consequence					
		1	2	3	4	5	
		Catastrophic	Major	Moderate	Minor	Insignificant	
Likelihood	A	Certain	Extreme	Extreme	High	High	Medium
	B	Almost certain	Extreme	High	High	Medium	Medium
	C	Likely	High	High	Medium	Medium	Low
	D	Possible	High	Medium	Medium	Low	Low
	E	Unlikely	Medium	Medium	Low	Low	Low

**Example:**

If the residual risk rating is "D / 5"

This would mean that the likelihood is possible (D) and the consequence is insignificant (5).

After looking at the risk calculator (to the left), a likelihood of possible (D) and a consequence of insignificant (5) meet in a green, low risk category.

**Therefore, D / 5 = low residual risk after controls are applied.**

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## Safe Work Method Statement

### Work Activity: Transporting Concrete Products



<b>Principle Contractor:</b>	<b>Date Provided to Principal Contractor:</b>
<b>Project Name:</b>	<b>Project Address:</b>
<b>Commencement Date:</b>	<b>Duration of Works:</b>
<b>Relevant Legislation:</b> WHS Act 2011 WHS, Regulation QLD 2011, Environmental Protection Regulation QLD 2019, Australian Standards & Codes of Practice, Mobile Crane Code of Practice Qld 2006	
<b>Refer to:</b> Team Transport SWMS & Principal Contractor's Safe Work Requirements	

High Risk Work: (indicate with a "✓" high risk activities associated with this activity)		
On or near energised electrical installations/services	Working around powered mobile plant	Risk of falls from greater than 2 metres
In trenches/shafts deeper than 1.5 metres	Temporary support for structural alterations	On, in or adjacent to road, rail, shipping, or other major traffic
In or near a confined space	Removal/disturbance of asbestos	On or near pressurised gas distribution mains or piping
In an area with contaminated or flammable atmosphere	With dangerous goods or substances	Work that involves explosives
Work involving tilt up/pre-cast concrete	Other:	Other:

Qualifications/Competencies	Plant & Equipment
<ul style="list-style-type: none"> <li>Team Transport Driver Induction</li> <li>High Risk Licence</li> <li>Dogging Licence (DG)</li> <li>VOC complete</li> <li>White/ Blue construction card</li> </ul>	<ul style="list-style-type: none"> <li>Forklift</li> <li>Vehicle loading crane</li> <li>Vehicle</li> <li>Lifting gear, slings, chains &amp; spreader bar</li> <li>Mobile crane</li> </ul>

Mandatory Personal Protective Equipment Required for This Task:						Other:
Uniform	Hi Vis	Footwear	Hard Hat & Chin Strap	Eyewear	Gloves	<ul style="list-style-type: none"> <li>Fall arrest system where required should be used</li> </ul>

Safety & Emergency Equipment	Hazardous Substances
<ul style="list-style-type: none"> <li>Fire extinguisher</li> <li>First aid pack</li> <li>Signage, barriers &amp; traffic cones</li> <li>Tag lines</li> </ul>	TBC

STEP	ACTIVITY	HAZARD / RISK	CONTROL MEASURES	RESIDUAL RISK RATING (WITH CONTROLS APPLIED)	RESPONSIBLE PERSON
1	Clear tray and set up dunnage in anticipation loading specific goods	Tripping on loose items or dunnage on the truck could cause a fall onto the tray or to the ground constituting of a fall from height.	Ensure that the Tray is clear of tripping hazards	D/5=LOW	Driver
2	Group items together for pre-slinging by addressing weight and suitability	Incorrectly grouped material will place the driver at-risk on-site re-slinging on top of the tray of the truck	<ul style="list-style-type: none"> <li>A planned unload will eliminate/ minimize worker's exposure to the risk of falling from the tray of the truck.</li> <li>Sling on the ground wherever possible</li> </ul>	D/5=LOW	Driver
3	Pre-sling items for lifting	Risk of items falling from forklift causing damage to driver	<ul style="list-style-type: none"> <li>Apply forklift brakes</li> <li>Ensure that forklift tynes are as low to the ground as practicable</li> <li>Sling the load from the ground</li> </ul>	D/5=LOW	Loader Driver
4	Pick up groups or ancillaries to be loaded	Risk of items falling from forklift causing harm to bystanders	<ul style="list-style-type: none"> <li>No bystander is to stand within 3m of working forklift</li> <li>Maintain awareness of forklift/vehicle movements &amp; do not assume other drivers/operators/dogman/spotters can see you</li> <li>Create an exclusion zone around forklift using bunting or cones. If any other worker enters the exclusion zone, the operator must cease work immediately.</li> </ul>	D/5=LOW	Loader Driver
		Risk of spearing goods situated close by the load to be picked up or tynes hitting and damaging other goods	Confirm that forklift tynes do not go beyond load being picked up	D/5=LOW	Loader Driver
5	Place item on tray with consideration for other items to be loaded	Goods travelling forward under brakes could injure driver	Load against headboard where possible; the only exception is due to weight distribution	D/5=LOW	Loader Driver
		Risk of injury to bystanders or traveling public if load is unable to be secured correctly	Use correct strapping procedure to ensure all products are secure on the vehicle	D/5=LOW	Loader
6	Place items on truck with consideration for weight distribution and carrying capacity	Risk of overloading due to unbalanced or unevenly loaded vehicle to be unable to stop quickly causing serious injury	<ul style="list-style-type: none"> <li>Plan the load for most appropriate weight distribution and safe carrying capacity</li> <li>Load in accordance with the plan with even weight distribution where possible</li> </ul>	D/5=LOW	Driver Loader



7	Place loose items toward centre of the load with little to no gaps within the load	Risk of injury to travelling public if gaps are left in the load causing the load to shift toward the centre and restraint coming loose	<ul style="list-style-type: none"> <li>Loose items to be caged together</li> <li>Keep goods in an orderly manner with minimal (if any) gap between goods</li> </ul>	D/5=LOW	Loader Driver
8	Consider any pre-strapped goods to be loaded and how they will fit with other goods	Risk of pre-strapped goods coming loose in transit causing injury to travelling public should the straps come loose and fall off the truck	<ul style="list-style-type: none"> <li>Don't rely on restraint of pre-strapped items.</li> <li>Goods should be loaded so as a strap can go over the goods to the other side (not along the goods)</li> </ul>	D/5=LOW	Loader Driver
9	Load truck to your load plan	Injury to workers caused by being hit/ knocked by forklift	<ul style="list-style-type: none"> <li>Driver to stand on opposite corner of truck to operating forklift whilst loading</li> <li>No bystander is to stand within 3m of working forklift</li> <li>Maintain awareness of forklift/vehicle movements &amp; do not assume other drivers/operators/dogman/spotters can see you</li> <li>Create an exclusion zone around forklift using bunting or cones. If any other worker enters the exclusion zone, the operator must cease work immediately.</li> </ul>	D/5=LOW	Driver Loader
		Standing on the tray or the freight involves a high risk of injury due to falls from heights	<ul style="list-style-type: none"> <li>If working on the back of a trailer, ensure the area is clear of trip &amp; slip hazards</li> <li>Get on and off trailer facing the truck, using steps with three points of contact</li> <li>Do not jump off work platforms</li> </ul>	D/5=LOW	Driver Loader
10	Tie load down with straps and chains	Throwing the straps over while workers are on the other side of the load could cause injury to any bystanders.	When throwing straps over confirm by calling out "coming over" and checking that it has been heard	D/5=LOW	Driver
		Doing up strap on winches can cause injury to the worker if the bar slips from the winch. This generally causes facial injuries. Sprains are possible if too much load is placed on the winch bar	Training	D/5=LOW	Driver
11	Worksite arrival (Driver reported to	Drivers' lack of awareness of site procedures & rules	<ul style="list-style-type: none"> <li>Driver to be provided with site instructions</li> <li>Become aware of site safety &amp; first aid personnel</li> </ul>	D / 5 = LOW	Driver & Site Supervisor

	site gate to enter work site)	& may be unfamiliar with site environment			
		Driver unsure of scope of work	<ul style="list-style-type: none"> <li>· Confirm with site where possible, details of the job including the scope of work</li> <li>· Request information on any specific hazards/risk that may be relevant</li> <li>· Ensure clear communication &amp; understanding of works to be undertaken</li> </ul>	D / 5 = LOW	Driver & Site Supervisor
		Other vehicles & pedestrian traffic	<ul style="list-style-type: none"> <li>· Mandatory PPE to be worn including Hi-Vis long-sleeved shirt, trousers, steel-toed boots, hard hat with chin strap, gloves &amp; safety glasses</li> <li>· Observe any temporary traffic management plans in place</li> <li>· Observe public road rules</li> <li>· Deploy interim traffic &amp; pedestrian management where necessary (hazard warning lights, safety cones etc.)</li> </ul>	E / 5 = LOW	Driver
		Lack of required qualifications, authorisations & experience to complete the task	<ul style="list-style-type: none"> <li>· Workers qualified &amp; competent for task being undertaken</li> <li>· Training current &amp; up to date</li> <li>· Licences current &amp; up to date</li> <li>· Trainees must hold a log book</li> <li>· Only operators with a CV high risk ticket are to operate the VLC</li> </ul>	D / 4 = LOW	Driver
		Weather	<ul style="list-style-type: none"> <li>· Appropriate application of sunscreen</li> <li>· Ensure regular fluids intake</li> <li>· Plan work to minimise exposure</li> <li>· Take regular breaks when working in high temperatures</li> </ul>	E / 5 = LOW	Driver
12	Driving on site to work area	Other vehicles & pedestrian traffic	<ul style="list-style-type: none"> <li>· Select appropriate location to perform risk assessment</li> <li>· Assess the site</li> <li>· Observe site speed limits</li> <li>· Use a spotter when reversing or accessing tight areas <ul style="list-style-type: none"> <li>· Spotter is to remain within eye-sight of driver while vehicle is moving</li> </ul> </li> <li>· Maintain communication with all other work parties on site</li> <li>· Use rotating lights</li> </ul>	E / 5 = LOW	Driver
		Overhead powerlines, filled in trenches & underground cables	<ul style="list-style-type: none"> <li>· Be aware of ground surfaces</li> <li>· Abide by site traffic management plans &amp; allocated direction of travel</li> <li>· Maintain safe approach distances from overhead powerlines</li> <li>· Follow all reasonable instructions given by an authorised site representative</li> </ul>	E / 5 = LOW	Driver
		Plant & equipment incorrect for the task	<ul style="list-style-type: none"> <li>· Ensure plant is appropriate for the allocated task</li> <li>· Operators aware of crane limitations, controls, indications etc.</li> <li>· Do not ever attempt to operate the crane outside its capacity</li> </ul>	E / 5 = LOW	Driver
13	Unstrap the load	Undoing the strap on winches can cause injury to	<ul style="list-style-type: none"> <li>· Place bar all the way through winch and crank at 90 degrees</li> </ul>	D/3=MEDIUM	

		the worker if the bar slips from the winch. This generally causes facial injuries. Sprains are possible if too much load is placed on the winch bar	<ul style="list-style-type: none"> <li>Use a straight back and bent knees as you would whilst lifting</li> </ul>		
		Walking on undulating ground can cause sprains and falls	Watch your step and inspect the site for any hidden holes, gullies, stakes, rocks or hidden building material	D/4=LOW	
14	Unload by Crane: Remove loose items and attach lifting clutches to lifting bolts and attach slings or chains on the load.	Standing on the tray to unload increases risk of falls from heights	Remove loose items from the ground and tidy tray before standing on tray to hook slings or chains to the crane hook	D/4=LOW	
		Risk of bystanders being hit by crane or material slung from crane	<ul style="list-style-type: none"> <li>Keep bystanders outside crane arc</li> <li>Keep unloading area clear of pedestrians</li> </ul>	D/4=LOW	
15	Sling items not pre-slung using prescribed methods	Incorrect rigging could cause the product to fall during lifting causing injury	Use only prescribed slinging methods including prescribed use of spreader bar	D/4=LOW	
16	Sling off all groups possible before gaining access to the tray	Standing on the tray or the load to release intermingled freight or caught straps involves a high risk of injury due to falls from heights	<ul style="list-style-type: none"> <li>Concentrate on your safety first</li> <li>If you perform the task from your ladder then do so</li> <li>Make sure the area is clear and avoid climbing on the load</li> </ul>	D/4=LOW	
17	Unload balance of load	Caught slings or swinging product could force product to spin and hit driver	Start slowly from truck then remove slings or chains slowly	D/4=LOW	
		Standing on the tray or climbing on the products increase the risk of falls from heights	Correctly pre-slung loads with sling ends or chains reachable from the ground or the tray of the truck reduces exposure		
18	Secure the dunnage	Standing on the tray to stack and strap dunnage involves a high risk of injury due to falls from height	<ul style="list-style-type: none"> <li>Be aware that the risk of falling is high</li> <li>Only stand on tray not dunnage</li> <li>Maintain balance at all times</li> </ul>	D/4 =LOW	

19	Tie balance of load down with straps or chains for cartage to next site	Throwing the straps over while workers are on the other side of the load could cause injury to any bystanders	When throwing straps over confirm by calling out “coming over” and checking that it has been heard	D/5 =LOW	
		Doing up strap on winches can cause injury to the worker if the bar slips from the winch. This generally causes facial injuries. Sprains are possible if too much load is placed on the winch bar	Training	D/5 =LOW	
20	Packing up of crane after job completion	Workers or mobile plant being struck by the crane arm	<ul style="list-style-type: none"> <li>· Maintain an exclusion zone around the crane operating radius</li> <li>· Only licences &amp; competent operators to use the crane</li> <li>· If any other worker enters the exclusion zone the operator must cease work immediately</li> </ul>	E / 5 = LOW	Driver
		Crush points on out riggers	<ul style="list-style-type: none"> <li>· Ensure any defects of crane &amp; vehicle are recorded &amp; rectified</li> <li>· Crane operator to be licensed &amp; competent</li> <li>· Safety spotter used if necessary</li> <li>· Maintain awareness of pinch points &amp; crush hazards</li> <li>· Install barriers, guards or exclusion zones</li> <li>· Maintain communication between workers &amp; the operator</li> </ul>	E / 3 = MEDIUM	Driver
		Manual handling	<ul style="list-style-type: none"> <li>· Use correct manual handling techniques &amp; mechanical aids where available</li> <li>· Avoid overreaching at all times</li> <li>· Mandatory PPE, used correctly is to be worn including working gloves</li> <li>· Carry heavy loads (packing, chains &amp; hooks) close to your body</li> </ul>	D / 4 = LOW	Driver
		Unsecured plant, tools & equipment	<ul style="list-style-type: none"> <li>· Plant, equipment &amp; tools must be secured &amp; correctly stored prior to travelling</li> </ul>	E / 5 = LOW	Driver
21	Driver leaving site	Other vehicles & on site workers	<ul style="list-style-type: none"> <li>· Driver to follow all signs &amp; posted speed limits &amp; turn off rotating lights</li> </ul>	E / 5 = LOW	Driver

# Risk & Safety Assessment

## Work Activity: Transporting Concrete Products



	HAZARD	CONTROL MEASURES (WITH CONTROLS APPLIED)	RESIDUAL RISK RATING
<b>Entanglement Hazards</b> (during set up, operation, dismantling, maintenance or cleaning)	Hair, clothing, gloves, necktie, jewellery, cleaning brushes, rags or other materials become entangled with moving parts of the plant or materials in motion	Guarding is in place as per the Manufacturers Operation Maintenance Manual over engine. Appropriate PPE will worn at all.	E / 4 = LOW
	<b>Crushing Hazards</b> (during set up, operation, dismantling, maintenance or cleaning)	Material falling off plant	Guarding is in place over the engine as per the Manufacturers Operation Maintenance Manual. No persons are in the vicinity of all moving components as winch ropes.
	Uncontrolled or unexpected movement of the plant or its load	Warning lights on machine, do not leave machine in working mode with keys in ignition.	E / 5 = LOW
	Lack of capacity for the plant to be slowed, stopped or immobilised	Dual braking system fitted; isolation of ignition.	D / 4 = LOW
	The plant tipping or rolling over	Outrigger to have secure ground conditions to set up on to avoid any tipping over & to maintain plant stability.	D / 5 = LOW
	Parts of the plant collapsing	Overload warning alarm.	D / 4 = LOW
	Coming in contact with moving parts of the plant during testing, inspection, operating, maintenance, cleaning or repair	No person to be in exclusion area of crane whilst operating.	E / 5 = LOW
	Being thrown off or under the plant	Sealed cab door closed, step carefully on deck, holding onto handrails on the access step with 3 points of contact & facing inwards. Handrails located on the operators cain to hold stability. Steps are covered with slip resistant flooring. Appropriate areas of crane are clearly visable with appropriate signage.	E / 5 = LOW
	Being trapped between articulation points (pinch points) on the plant	Guarding is in place as per the Manufactures Operation Maintenance Manual. No persons are in the vicinity of all moving components.	D / 5 = LOW
	Being run over while vehicle is reversing	Ensure traffic controllers are in place (for example UHF radio, amber 360 flashing light, mirrors, audio alarm & use of spotter).	E / 5 = LOW

<b>Cutting, Stabbing &amp; Puncturing Hazards</b> (during set up, operating, dismantling, maintenance or cleaning)	Coming into contact with moving parts of the plant	Guarding is in place as per the manufacture's operation maintenance manual over engine. No persons are near moving parts.	C / 4 = MEDIUM
	The plant, parts of the plant or work pieces disintegrating	All parts of crane are inspected by a qualified fitter at regular intervals.	D / 4 = LOW
	Uncontrolled or unexpected movement of the plant	Warning lights on machine. Do not leave machine in working mode with keys in the ignition	D / 4 = LOW
<b>Shearing Hazards</b> (during set up, operating, dismantling, maintenance or cleaning)	Body part sheared between two parts of the plant & a work piece or structure	Various mirrors fitted to vehicle. Appropriate barricades should also be in place to ensure no one other than the Crane Crew enter the Danger Zone. Dogman to be aware of all load movements.	D / 4 = LOW
<b>Friction Hazards</b> (during set up, operating, dismantling, maintenance or cleaning)	Worker burnt due to contact with moving parts or surfaces of the plant or material handled by the plant	Corrective PPE issued & worn as intended.	D / 5 = LOW
<b>Striking Hazards</b> (during set up, operating, dismantling, maintenance or cleaning)	Worker struck by moving objects due to uncontrolled or unexpected movement of the plant or material handled by the plant	Warning lights on machine. Do not leave machine in working mode with keys in the ignition	D / 5 = LOW
	Worker struck by moving objects due to the plant, parts of the plant or work pieces disintegrating	All parts of crane are to be inspected by a qualified fitter at regular intervals	D / 3 = MEDIUM
	Worker struck by moving objects due to the mobility of the plant	Ensure site has traffic controllers in place i.e. UHF radio, amber 360 flashing lights, mirrors, audible alarm & spotter in place	E / 4 = LOW
	Worker struck by moving objects due to work pieces' being ejected	Anti-drop valves on all hydraulic lines	E / 4 = LOW
<b>High Pressure Fluid Hazards</b> (during set up, operating, dismantling, maintenance or cleaning)	Worker come into contact with fluids under high pressure, due to plant failure or misuse of the plant	Sealed cab; sealed fuel tank; air conditioner with filters, exhaust positioned away from air conditioner inlet, batteries in sealed compartment.	D / 5 = LOW
<b>Electrical Hazards</b> (during set up, operating, dismantling, maintenance or cleaning)	Worker injured by electrical shock or burn due to contact with overhead / underground electrical conductors	Have any electrical items accurately surveyed to ensure all working distances are adhered to in accordance to the QLD work cover Code of Practice working near overhead power lines. Operator isolated in cabin	D / 5 = LOW
	Worker injured by electrical shock or burn from poor isolation of water & electrical circuits	Battery isolated in lockable compartment must have good access at all times	E / 5 = LOW
<b>Explosion Hazards</b>	Worker injured by explosion of gases, vapours, liquids, dusts or other substances triggered by the operation of	Battery isolation & fuel lines regularly checked by mechanic extinguisher	E / 4 = LOW

(during set up, operating, dismantling, maintenance or cleaning)	the plant or by material handled by the plant		
<b>Slipping &amp; Tripping Hazards</b> (during set up, operating, dismantling, maintenance or cleaning)	Worker on the plant or in the vicinity of the plant slips or trips due to uneven or slippery work surfaces	Ensure that all slip, trip & fall hazards are removed from the area during the site inspection process, prior to starting lift	E / 5 = LOW
	Worker on the plant or in the vicinity of the plant slips or trips due to poor housekeeping (e.g spillage not cleaned up)	Ensure that all slip, trip & fall hazards are removed from the area during the site inspection process, prior to starting lift	E / 5 = LOW
<b>Falling Hazards</b> (during set up, operating, dismantling, maintenance or cleaning)	Worker falls from height due to lack of proper work platform	Persons are not to use these areas while crane operational, climbing on top of boom is not permitted. Harness to be worn where required	D / 5 = LOW
	Worker falls from height due to deficient stairs, ladders or hand grip points for accessing & exiting from the cab	High contrast steps on plant & hand grips fitted on access to cab. Three points of contact are to be used while entering & exiting the cab while facing inwards.	D / 5 = LOW
	Worker falls from height due to lack of guardrails or other suitable edge protection	Non-slip surfaces are applied to steps	E / 5 = LOW
	Worker falls from height due to unprotected holes, penetrations, or gaps	persons are not to use these areas while the crane is in operation, climbing on top of boom is not permitted. Harness is to be worn where required	E / 3 = LOW
	Worker falls from height due to poor floor or walking surfaces such as the lack of slip-resistance surfaces	Non slip surfaces are applied to steps & walking surfaces	E / 3 = LOW
	Worker falls from height due to steep walking surfaces	Non slip surfaces are applied to steps & walking surfaces	E / 3 = LOW
	Worker falls from height due to collapse of the supporting structure	Overload warning alarms. Only lift as per crane manufactures guidelines.	E / 4 = LOW
<b>Ergonomic / Manual Handling Hazards</b> (during set up, operating, dismantling, maintenance or cleaning)	Worker injured due to poorly designed seating	Adjustable suspension seat fitted seat is positioned correctly for visibility & reach of driving controls.	E / 4 = LOW
	Worker injured due to the need for excessive manual handling efforts	Outriggers blocks, lifting of rigging gear. All employees are reminded of the Manual Handling requirements in the QLD Worksafe guidelines.	E / 4 = LOW
	Worker injured due to lack of consideration given to human error or human behaviour	Fatigue Management conducted to ensure drivers do not drive while fatigued (decreasing the likelihood of human error)	E / 4 = LOW
<b>High Temperature or Fire Hazards</b> (during set up, operating, dismantling, maintenance or cleaning)	Worker injured by fire	Battery isolation & fuel lines regularly checked by mechanic	D / 5 = LOW

<b>Temperature (Thermal Comfort)</b> (during set up, operating, dismantling, maintenance or cleaning)	Worker suffering ill-health due to exposure to high or low temperatures	Air conditioner is fitted & serviced as per manufacturers operations & maintenance manual (every 4000 hours). Corrective PPE issued	E / 5 = LOW
<b>Contaminants / Environmental Hazards</b> (during set up, operating, dismantling, maintenance or cleaning)	Worker injured by or suffering from ill-health due to exposure with chemicals	Sealed cab; sealed fuel tank; a/c with filters, exhaust positioned away from a/c filter inlet, batteries in sealed compartment.	D / 3 = MEDIUM
	Worker injured by or suffering from ill-health due to exposure with toxic gases or vapours	Sealed cab; sealed fuel tank; a/c with filters, exhaust positioned away from a/c filter inlet, batteries in sealed compartment.	D / 3 = MEDIUM
	Worker injured by or suffering from ill-health due to exposure with exhaust fumes	All exhaust locations are venting away from operator positions	D / 4 = LOW
	Worker injured by or suffering from ill-health due to exposure with dust	Ensure cab is closed & air conditioner is used	E / 5 = LOW
	Worker injured by or suffering from ill-health due to exposure with noise	Noise level in cab below 78dbA	E / 4 = LOW
	Worker injured by or suffering from ill-health due to exposure with vibration	Plant meets the criteria of ISO 7096 for vertical vibration levels with air suspension seating	E / 4 = LOW
<b>Maintenance / Cleaning Hazards</b> (during set up, operating, dismantling, maintenance, or cleaning)	Worker injured by or suffering from ill-health due to exposure while refuelling	Plant to be parked on level ground, shut down with all attachments lowered while refuelling	E / 5 = LOW



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# Safe Work Method Statement




Work Activity: General Delivery



<b>Principle Contractor:</b>	<b>Date Provided to Principal Contractor:</b>
<b>Project Name:</b>	<b>Project Address:</b>
<b>Commencement Date:</b>	<b>Duration of Works:</b>
<b>Relevant Legislation:</b> WHS Act 2011 WHS, Regulation QLD 2011, Environmental Protection Regulation QLD 2019, Australian Standards & Codes of Practice	
<b>Refer to:</b> Team Transport SWMS & Principal Contractor's Safe Work Requirements	

High Risk Work: (indicate with a "✓" high risk activities associated with this activity)			
On or near energised electrical installations/services	Working around powered mobile plant		Risk of falls from greater than 2 metres
In trenches/shafts deeper than 1.5 metres	Temporary support for structural alterations	✓	On, in or adjacent to road, rail, shipping, or other major traffic
In or near a confined space	Removal/disturbance of asbestos		On or near pressurised gas distribution mains or piping
In an area with contaminated or flammable atmosphere	With dangerous goods or substances		Work that involves explosives
Work involving tilt up/pre-cast concrete	Other:		Other:

Qualifications/Competencies	Plant & Equipment
<ul style="list-style-type: none"> <li>Team Transport Driver Induction</li> <li>Relevant vehicle licence</li> <li>Construction induction</li> </ul>	<ul style="list-style-type: none"> <li>Vehicle</li> </ul>

Mandatory Personal Protective Equipment Required for This Task:					Other:
Uniform (long pants)	Hi Vis	Footwear			
					

Safety & Emergency Equipment	Hazardous Substances
<ul style="list-style-type: none"> <li>Fire extinguisher</li> <li>Signage, barriers &amp; traffic cones</li> </ul>	TBC

STEP	ACTIVITY	HAZARD / RISK	CONTROL MEASURES	RESIDUAL RISK RATING (WITH CONTROLS APPLIED)	RESPONSIBLE PERSON
1	Arrive on site	Not knowing site rules	<ul style="list-style-type: none"> <li>Consider standard operating procedures and how you are to go about the work task while on site. Discuss with any workers on site involved in the work task.</li> </ul>	E/5=LOW	Site personnel
2	Clear tray and set up dunnage in anticipation of loading specific goods	Tripping on loose items or dunnage on the truck could cause a fall onto the tray or to the ground	<ul style="list-style-type: none"> <li>Be aware of the risks in falling from heights</li> <li>All tasks where possible are performed from the ground</li> <li>Access loads via correct methods to prevent falls</li> <li>If working on the back of a trailer, ensure the area is clear of trip and slip hazards and consider any associated risks.</li> <li>Get on &amp; off trailer facing the truck, using steps with three points of contact</li> <li>Do not jump off trailer and/or work platforms</li> </ul>	E/5= LOW	Driver
3	Group items together for appropriate unloading by address, weight, and suitability. Stagger product where possible for crane slinging.	Incorrectly grouped material will place the driver or dogman at risk on site when splitting load for slinging on top of the tray of the truck	<ul style="list-style-type: none"> <li>Planned unload will eliminate or minimize exposure to risk of falling from tray of truck.</li> <li>Pre-sling on the ground or put spacers in load or limit load height to 2.4 meters for tower crane deliveries</li> </ul>	E/5= LOW	Driver
4	Place item on tray with consideration for other items to be loaded	Goods travelling forward under brakes could injure the driver	Load against headboard where possible; the only exception is due to weight distribution requirements.	E/5= LOW	Driver Loader
5	Place items on truck with consideration for weight distribution and carrying capacity	Risk of overloading due to unbalanced or unevenly loaded vehicle or being unable to stop quickly causing serious injury	<ul style="list-style-type: none"> <li>Plan the load for most appropriate weight distribution and safe carrying capacity</li> <li>Load in accordance with the plan with even weight distribution where possible.</li> </ul>	E/5= LOW	Driver Loader
6	Load loose items toward centre having due regard to items opposite or to be placed opposite	Risk of injury to travelling public if gaps left in load causing the load to shift toward the centre and the load restraint coming loose	<ul style="list-style-type: none"> <li>Loose items to be caged together</li> <li>Keep goods in an orderly manner with minimal if any gap between goods</li> </ul>	E/5= LOW	Driver Loader

7	Check the manner of load restraint and the way the load is already strapped	Risk of injury to bystanders or traveling public if load is unable to be secured correctly	<ul style="list-style-type: none"> <li>Use correct restraint procedure to ensure all products are secure on the vehicle.</li> </ul>	E/5= LOW	Driver Loader
8	Consider any pre-strapped goods to be loaded and how they will fit with other goods	Risk of goods pre-strapped coming loose in transit will cause injury to travelling public should the straps come loose and fall off the truck	<ul style="list-style-type: none"> <li>Don't rely on restraint of pre-strapped items.</li> <li>Goods should be loaded so as a strap can go over the goods to the other side not along the goods</li> </ul>	E/5= LOW	Driver Loader
9	Load to your Plan	Injury to the driver caused by being knocked over or crushed by forklift	<ul style="list-style-type: none"> <li>Driver to stand on opposite corner of truck to operating forklift whilst loading</li> <li>No bystander is to stand within 3m of working forklift</li> <li>Maintain awareness of forklift/vehicle movements &amp; do not assume other drivers/operators/dogman/spotters can see you</li> <li>Create an exclusion zone around forklift using bunting or cones. If any other worker enters the exclusion zone, the operator must cease work immediately.</li> </ul>	D/5= LOW	Driver Loader
		Standing on the tray or the freight involves a high risk of injury due to falls from heights	<ul style="list-style-type: none"> <li>Never stand on freight</li> <li>Limit mounting the tray to an absolute minimum using the steps attached to the tray or a suitable and stable ladder</li> </ul>	E/5= LOW	Driver
10	Tie load down with straps or chains	Throwing the straps over while workers are on the other side of the load could cause injury to any bystanders	<ul style="list-style-type: none"> <li>When throwing straps over, confirm by calling out "coming over" and checking that it has been heard</li> <li>Ensure the load is restrained in compliance with the Load Restraint Guidelines.</li> </ul>	D/5= LOW	Driver
		Doing up strap on winches can cause injury to the worker	<ul style="list-style-type: none"> <li>If too much load is placed on the winch bar, sprains can occur</li> <li>If the bar slips from the winch, facial and other injuries can occur</li> <li>Place bar all the way through the winch and crank at 90 degrees, use a straight back and bent knees as you would whilst lifting and place on hand on the combing rail for support</li> </ul>	D/5= LOW	Driver
11	On Route	A high load of 4.2metres causes instability	Drive slowly around corners	D/5= LOW	Driver
		Truck movement. By nature of the product the load may become loose or move	<ul style="list-style-type: none"> <li>Follow speed limits both on roads and sites.</li> <li>Stop after the first 5kms travelled to check load hasn't become loose in transit.</li> </ul>	D/5= LOW	Driver
12	Deliver to site. Unstrap the load.	Doing up strap on winches can cause injury to the worker	<ul style="list-style-type: none"> <li>Place bar all the way through the winch and crank at 90 degrees</li> <li>Use a straight back and bent knees as you would whilst lifting</li> <li>Place on hand on the combing rail for support.</li> </ul>	D/5= LOW	Driver

		Walking on undulating ground can cause sprains and falls	Watch your step and inspect the site for any hidden holes, gullies, stakes, rocks or hidden building material		
13	Unloading; Remove loose items on the load by hand.	Standing on the tray of the truck to do unload increases risk of fall from heights	Remove loose items from the ground and tidy tray. Carry out all unloading tasks from the ground where possible.	D/5= LOW	Driver
14	Dogman controlled unload	Risk of driver being hit by crane hook	Stand on the ground at the rear of the tray keep crane hook in sight. Maintain an exclusion zone around the crane while in operation.	D/5= LOW	Driver Dogman
		Not following Dogman's instructions leading to injury or incident	Follow instructions given by the Dogman	D/5= LOW	Dogman
15	Forklift Unload	Risk of crushing injury by forklift	Maintain an exclusion zone around the forklift while in operation. Ensure the forklift operator is aware of your location.	D/5= LOW	Driver Loader
		Standing on the tray of the truck whilst unloading increases the risk of falls from height	Maintain an exclusion zone around the forklift while in operation.	D/5= LOW	Loader Driver
		Standing on the tray or the load to release intermingled freight or caught straps involves a high risk of injury due to falls from heights	Assess risks involved in activity and limit this where possible. Perform all work from the ground where possible and reduce the need to access the truck/tray. Where needed, access truck/tray via a ladder with three points of contact. Ensure forklift ceases operation/unloading activities while this task is carried out.	D/5= LOW	Driver Loader
16	Unload balance of load	Standing on the tray or climbing on the products increase the risk of falls from heights	Assess risks involved in activity and limit this where possible. Perform all work from the ground where possible and reduce the need to access the truck/tray. Where needed, access truck/tray via a ladder with three points of contact. Avoid climbing on the product.	D/5= LOW	Driver
17	Secure the dunnage	Standing on the tray stacking up dunnage straps involves a high risk of injury due to falls from height	Be aware that a risk of falling is high. Do not stand on dunnage as this may increase risk of trip/slip/fall. Maintain balance	D/5= LOW	Driver
18	Tie balance of load down with straps or chains for cartage to next site	Throwing the straps over while workers are on the other side of the load could cause injury to any bystanders.	When throwing straps over confirm by calling out "coming over" and checking that it has been heard	E/5= LOW	Driver
		Doing up winch straps can cause injury to the worker if the bar slips from the winch. This generally causes facial injuries. Sprains are possible if too much load is placed on the winch bar	<ul style="list-style-type: none"> <li>· If too much load is placed on the winch bar, sprains can occur</li> <li>· If the bar slips from the winch, facial and other injuries can occur</li> </ul> Place bar all the way through the winch and crank at 90 degrees, use a straight back and bent knees as you would whilst lifting and place on hand on the combing rail for support.	E/5= LOW	Driver

# Risk & Safety Assessment

## Work Activity: General Delivery



HAZARD		CONTROL MEASURES (WITH CONTROLS APPLIED)	RESIDUAL RISK RATING
<b>Entanglement Hazards</b> (during set up, operation, dismantling, maintenance or cleaning)	Hair, clothing, gloves, necktie, jewellery, cleaning brushes, rags or other materials become entangled with moving parts of the plant or materials in motion	<ul style="list-style-type: none"> <li>· Appropriate PPE will worn at all times</li> <li>· Keep personnel clear</li> <li>· Isolate work area from other persons</li> <li>· Only trained persons shall service the vehicle or other equipment</li> <li>· Trained persons shall be aware of rotating parts and ensure that guarding provided by the manufacturer will be replaced after servicing</li> </ul>	E / 4 = LOW
<b>Crushing Hazards</b> (during set up, operation, dismantling, maintenance or cleaning)	Material falling off forklift, crane or vehicle; body or limbs can be crushed if not kept clear of operating parts.	<ul style="list-style-type: none"> <li>· Isolate the lifting area</li> <li>· Clear all persons from the immediate vicinity when mounting or demounting</li> </ul>	E / 4 = LOW
	Uncontrolled or unexpected movement of the plant or its load	Warning lights on machine, do not leave machine in working mode with keys in ignition.	E / 5 = LOW
	Lack of capacity for the plant to be slowed, stopped or immobilised	Dual braking system fitted; isolation of ignition.	D / 4 = LOW
	The forklift tipping or rolling over	<ul style="list-style-type: none"> <li>· Ensure that the load is balanced</li> <li>· Never exceed the rated capacity of the forklift</li> <li>· Never operate on an incline outside of the recommended specifications</li> <li>· Never travel in 4-way steering mode without a load being carried</li> <li>· Always be aware of the stability triangle movement when operating on an incline in 4-way steering mode (further training can be provided on request)</li> <li>· Ensure the ground surface is not sloping or slippery ground</li> <li>· Ensure the ground is not soft or crumbly under the wheels</li> <li>· Ensure the environment does not present strong side winds</li> <li>· Ensure that where a forklift is intended to operate on pneumatic tyres, attention shall be given to the condition of the tyres</li> <li>· The tyres shall be free from defects and inflated to the correct pressure</li> </ul>	D / 2 = MEDIUM
	Coming in contact with moving parts of the plant during testing, inspection,	<ul style="list-style-type: none"> <li>· Ensure that all inspection and maintenance procedures are done in accordance with the procedures manual</li> </ul>	D / 4 = LOW

	operating, maintenance, cleaning or repair	<ul style="list-style-type: none"> <li>Ensure that all fitted warning decals are placed on the plant and safe operating procedures are placed in the manual and kept on the machine as reference</li> </ul>	
	Being trapped between the plant and materials or fixed structures while in operating, testing or maintenance	<ul style="list-style-type: none"> <li>Avoid congested work areas</li> <li>Remain outside of the working area of the vehicle when possible</li> <li>Ensure sufficient clearance between the load and overhead obstructions</li> <li>Ensure that all inspection and maintenance procedures are done in accordance with the procedures manual</li> <li>Ensure that where a forklift is intended to operate on pneumatic tyres, attention shall be given to the condition of the tyres</li> </ul>	D / 3 = MEDIUM
	Being crushed between the plant and materials or fixed structures when operating the plant	<ul style="list-style-type: none"> <li>Ensure traffic management system is employed when working near or around people</li> <li>Ensure that hazardous parts are clearly labelled with warning decals displaying the potential crushing hazard associated with operation of the forklift</li> <li>When reversing the truck, consideration should be given to the provision of a spotter to eliminate or reduce driver blind spots</li> <li>Ensure that area is isolated from persons walking into the path of the reversing truck or an operating forklift</li> </ul>	D / 3 = MEDIUM
<b>Cutting, Stabbing &amp; Puncturing Hazards</b> (during set up, operating, dismantling, maintenance or cleaning)	Coming into contact with moving parts of the plant	<ul style="list-style-type: none"> <li>Guarding is in place as per the manufactures operation maintenance manual over engine.</li> <li>No persons are near moving parts.</li> </ul>	C / 4 = MEDIUM
	The plant, parts of the plant or work pieces disintegrating	All parts of forklift, crane or vehicle are inspected by a qualified fitter at regular intervals.	D / 4 = LOW
	Uncontrolled or unexpected movement of the plant	Warning lights on machine. Do not leave machine in working mode with keys in the ignition	D / 4 = LOW
<b>Shearing Hazards</b> (during set up, operating, dismantling, maintenance or cleaning)	Body part sheared due to forklift/pedestrian interaction which could lead to a person being trapped between the forklift and another object or structure	<ul style="list-style-type: none"> <li>Various mirrors fitted to vehicle.</li> <li>Appropriate barricades should also be in place to ensure noone enter the Danger Zone.</li> <li>Ensure appropriate traffic management controls are in place</li> <li>Raised work shall only be undertaken on firm ground and an assessment shall be conducted prior to commencing work</li> <li>Ensure that operators are trained in the mounting and demounting process</li> <li>Ensure that the persons are clear of the area when mounting and demounting the forklift or extending the crane on a vehicle</li> </ul>	D / 4 = LOW
<b>Friction Hazards</b> (during set up, operating, dismantling, maintenance or cleaning)	Worker burnt due to contact with moving parts or surfaces of the plant or material handled by the plant	Corrective PPE issued & worn as intended.	D / 5 = LOW

<b>Striking Hazards</b> (during set up, operating, dismantling, maintenance or cleaning)	Worker struck by moving objects due to uncontrolled or unexpected movement of the plant or material handled by the plant	Warning lights on machine. Do not leave machine in working mode with keys in the ignition	D / 5 = LOW
	Worker struck by moving objects due to the plant, parts of the plant or work pieces disintegrating	All parts of forklift, crane and vehicle are to be inspected by a qualified fitter at regular intervals	D / 3 = MEDIUM
	Worker struck by moving objects due to the mobility of the plant	Ensure site has traffic controllers in place i.e. UHF radio, amber 360 flashing lights, mirrors, audible alarm & spotter in place	E / 4 = LOW
	Worker struck by moving objects due to work pieces' being ejected	Anti-drop valves on all hydraulic lines	E / 4 = LOW
<b>High Pressure Fluid Hazards</b> (during set up, operating, dismantling, maintenance or cleaning)	Worker comes into contact with fluids under high pressure, due to plant failure or misuse of the plant	Ensure that all hydraulic hoses used have a bursting pressure as per local requirements	D / 5 = LOW
<b>Electrical Hazards</b> (during set up, operating, dismantling, maintenance or cleaning)	Worker injured by electrical shock or burn due to contact with overhead electrical conductors	<ul style="list-style-type: none"> <li>· Maintain mandatory minimum clearances from overhead powerlines as defined by Regulatory Authorities</li> <li>· Remember the golden rule "Look up and Live"</li> </ul>	D / 4 = LOW
	Worker injured by electrical shock or burn from poor isolation of water & electrical circuits	<ul style="list-style-type: none"> <li>· If using electrical items outdoors, they must be weather proof. If cleaning the machine, do not use pressurized water near control boxes or electronic components</li> </ul>	E / 5 = LOW
	The plant contacting live electrical conductors	<ul style="list-style-type: none"> <li>· Ensure that the operator is to take safety measures to avoid all hazards in the work areas prior to machine and/or vehicle operation</li> <li>· Forklifts are not isolated and do not provide protection from contact or proximity to electrical current</li> <li>· Ensure that the operator maintains a safe distance from electrical lines, apparatus or any energized (exposed or insulated) parts according to the Minimum Safe Approach Distance (MSAD)</li> <li>· The operator, when conducting an assessment of the task should allow for machine movement and electrical line swaying</li> </ul>	D / 4 = LOW
<b>Explosion Hazards</b> (during set up, operating, dismantling, maintenance or cleaning)	Worker injured by explosion of gases, vapours, liquids, dusts or other substances triggered by the operation of the plant or by material handled by the plant	Battery isolation & fuel lines regularly checked by mechanic extinguisher	E / 4 = LOW
<b>Slipping &amp; Tripping Hazards</b>	Worker on the plant or in the vicinity of the plant slips or trips due to uneven or slippery work surfaces	Ensure that all slip, trip & fall hazards are removed from the area during the site inspection process, prior to starting lift	E / 5 = LOW

(during set up, operating, dismantling, maintenance or cleaning)	Worker on the plant or in the vicinity of the plant slips or trips due to poor housekeeping (e.g spillage not cleaned up)	Ensure that all slip, trip & fall hazards are removed from the area during the site inspection process, prior to starting lift	E / 5 = LOW
<b>Falling Hazards</b> (during set up, operating, dismantling, maintenance or cleaning)	Worker falls from height	<ul style="list-style-type: none"> <li>The operator should never stand on forklift tynes or mast of the forklift</li> <li>Operator should never stand on top of a load being lifted or when the load is on the ground or loaded onto the truck</li> <li>Worker should not climb onto a truck or trailer unless it is necessary</li> <li>Perform all work from the ground if possible</li> <li>Pre-sling all loads where possible to prevent need to access trailer</li> <li>Use three points of contact when climbing</li> <li>Ensure appropriate ladder is used when climbing; rested on stable ground</li> </ul>	E / 3 = LOW
	Worker falls from height due to deficient stairs, ladders or hand grip points for accessing & exiting from the cab	<ul style="list-style-type: none"> <li>High contrast steps on plant &amp; hand grips fitted on access to cab.</li> <li>Three points of contact are to be used while entering</li> <li>Exit the cab while facing inwards</li> </ul>	D / 5 = LOW
	Worker falls from height due to lack of guardrails or other suitable edge protection	Non-slip surfaces are applied to steps	E / 5 = LOW
	Worker falls from height due to steep walking surfaces	Non slip surfaces are applied to steps & walking surfaces	E / 3 = LOW
	Worker falls from height due to collapse of the supporting structure	<ul style="list-style-type: none"> <li>Overload warning alarms</li> <li>Only lift as per forklift and/or crane manufactures guidelines</li> </ul>	E / 4 = LOW
<b>Ergonomic / Manual Handling Hazards</b> (during set up, operating, dismantling, maintenance or cleaning)	Worker injured due to poorly designed seating	Adjustable suspension seat fitted seat is positioned correctly for visibility & reach of driving controls.	E / 4 = LOW
	Worker injured due to the need for excessive manual handling efforts	<ul style="list-style-type: none"> <li>Outriggers blocks, lifting of rigging gear</li> <li>All employees are reminded of the Manual Handling requirements in the QLD Worksafe guidelines</li> </ul>	E / 4 = LOW
	Worker injured due to lack of consideration given to human error or human behaviour	Fatigue Management conducted to ensure drivers do not drive while fatigued (decreasing the likelihood of human error)	E / 4 = LOW
<b>High Temperature or Fire Hazards</b> (during set up, operating, dismantling, maintenance or cleaning)	Worker injured by fire	Battery isolation & fuel lines regularly checked by mechanic	D / 5 = LOW
<b>Temperature (Thermal Comfort)</b>	Worker suffering ill-health due to exposure to high or low temperatures	<ul style="list-style-type: none"> <li>Air conditioner is fitted &amp; serviced as per manufacturers operations &amp; maintenance manual</li> <li>Corrective PPE issued</li> </ul>	E / 5 = LOW



(during set up, operating, dismantling, maintenance or cleaning)			
<b>Contaminants / Environmental Hazards</b> (during set up, operating, dismantling, maintenance or cleaning)	Worker injured by or suffering from ill-health due to exposure with dust	Ensure truck cab is closed & air conditioner is used where possible	E / 5 = MEDIUM
	Worker injured by or suffering from ill-health due to exposure with exhaust fumes	All exhaust locations are venting away from operator positions	D / 4 = LOW
<b>Maintenance / Cleaning Hazards</b> (during set up, operating, dismantling, maintenance or cleaning)	Worker injured by or suffering from ill-health due to exposure while refuelling	Plant to be parked on level ground, shut down while refuelling	E / 5 = LOW

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## Safe Work Method Statement

Work Activity: General Lifting using Vehicle Loading Crane (VLC)



<b>Principle Contractor:</b>	<b>Date Provided to Principal Contractor:</b>
<b>Project Name:</b>	<b>Project Address:</b>
<b>Commencement Date:</b>	<b>Duration of Works:</b>
<b>Relevant Legislation:</b> WHS Act 2011 WHS, Regulation QLD 2011, Environmental Protection Regulation QLD 2019, Australian Standards & Codes of Practice, Mobile Crane Code of Practice 2006	<b>Refer to:</b> Team Transport SWMS & Principal Contractor's Safe Work Requirements

High Risk Work: (indicate with a "✓" high risk activities associated with this activity)		
On or near energised electrical installations/services	Working around powered mobile plant	Risk of falls from greater than 2 metres
In trenches/shafts deeper than 1.5 metres	Temporary support for structural alterations	On, in or adjacent to road, rail, shipping, or other major traffic
In or near a confined space	Removal/disturbance of asbestos	On or near pressurised gas distribution mains or piping
In an area with contaminated or flammable atmosphere	With dangerous goods or substances	Work that involves explosives
Work involving tilt up/pre-cast concrete	Other:	Other:

Qualifications/Competencies	Plant & Equipment
<ul style="list-style-type: none"> <li>Team Transport Driver Induction</li> <li>High Risk CV (VLC) Licence</li> <li>Dogging Licence (DG)</li> <li>VOC complete</li> </ul>	<ul style="list-style-type: none"> <li>Vehicle loading crane</li> <li>Vehicle</li> <li>Lifting gear, slings, chains &amp; spreader bar</li> </ul>

Mandatory Personal Protective Equipment Required for This Task:					Other:
Uniform	Hi Vis	Footwear	Hard Hat & Chin Strap	Gloves	<ul style="list-style-type: none"> <li>Fall arrest system where required should be used</li> </ul>
					

Safety & Emergency Equipment	Hazardous Substances
<ul style="list-style-type: none"> <li>Fire extinguisher</li> <li>Signage, barriers &amp; traffic cones</li> <li>Tag lines</li> </ul>	TBC

STEP	ACTIVITY	HAZARD / RISK	CONTROL MEASURES	RESIDUAL RISK RATING (WITH CONTROLS APPLIED)	RESPONSIBLE PERSON
1	Worksite arrival (Driver reported to site gate to enter work site)	Drivers' lack of awareness of site procedures & rules & may be unfamiliar with site environment	<ul style="list-style-type: none"> <li>· Driver to receive site induction where applicable</li> <li>· Driver to be provided with site instructions</li> <li>· Become aware of site safety &amp; first aid personnel</li> </ul>	D / 5 = LOW	Driver & Site Supervisor
		Driver unsure of scope of work	<ul style="list-style-type: none"> <li>· Confirm with site where possible, details of the job including the scope of work</li> <li>· Request information on any specific hazards/risk that may be relevant</li> <li>· Ensure clear communication &amp; understanding of works to be undertaken</li> </ul>	D / 5 = LOW	Driver & Site Supervisor
		Other vehicles & pedestrian traffic	<ul style="list-style-type: none"> <li>· Mandatory PPE to be worn including Hi-Vis long-sleeved shirt, trousers, steel-toed boots, hard hat with chin strap, gloves &amp; safety glasses</li> <li>· Observe any temporary traffic management plans in place</li> <li>· Observe public road rules</li> <li>· Deploy interim traffic &amp; pedestrian management where necessary (hazard warning lights, safety cones etc.)</li> </ul>	E / 5 = LOW	Driver
		Lack of required qualifications, authorisations & experience to complete the task	<ul style="list-style-type: none"> <li>· Workers qualified &amp; competent for task being undertaken</li> <li>· Training current &amp; up to date</li> <li>· Licences current &amp; up to date</li> <li>· Trainees must hold a log book</li> <li>· Only operators with a CV high risk ticket are to operate the VLC</li> </ul>	D / 4 = LOW	Driver
		Weather	<ul style="list-style-type: none"> <li>· Appropriate application of sunscreen</li> <li>· Ensure regular fluids intake</li> <li>· Plan work to minimise exposure</li> <li>· Take regular breaks when working in high temperatures</li> </ul>	E / 5 = LOW	Driver
2	Driving on site to work area	Other vehicles & pedestrian traffic	<ul style="list-style-type: none"> <li>· Select appropriate location to perform risk assessment</li> <li>· Assess the site</li> <li>· Observe site speed limits</li> <li>· Use a spotter when reversing or accessing tight areas <ul style="list-style-type: none"> <li>· Spotter is to remain within eye-sight of driver while vehicle is moving</li> </ul> </li> <li>· Maintain communication with all other work parties on site</li> <li>· Use rotating lights</li> </ul>	E / 5 = LOW	Driver
		Overhead powerlines, filled in trenches & underground cables	<ul style="list-style-type: none"> <li>· Be aware of ground surfaces</li> <li>· Abide by site traffic management plans &amp; allocated direction of travel</li> <li>· Maintain safe approach distances from overhead powerlines</li> </ul>	E / 5 = LOW	Driver

			<ul style="list-style-type: none"> <li>Follow all reasonable instructions given by an authorised site representative</li> </ul>		
		Plant & equipment incorrect for the task	<ul style="list-style-type: none"> <li>Ensure plant is appropriate for the allocated task</li> <li>Operators aware of crane limitations, controls, indications etc.</li> <li>Do not ever attempt to operate the crane outside its capacity</li> </ul>	E / 5 = LOW	Driver
3	Position crane tuck for unloading	Incline of ground surfaces greater than 5 degrees	<ul style="list-style-type: none"> <li>Set up on solid flat ground only with outriggers fully extended, unless safety position warning device is fitted.</li> <li>Use 200 x 75 x 600 timber pieces, or approved plastic pads, placed under outrigger legs before beginning crane operation</li> </ul>	D / 5 = LOW	Driver
		Soft ground, underground services, filled in trenches, buildings & site workers	<ul style="list-style-type: none"> <li>Be aware of site environment, other workers, vehicles &amp; ground surfaces</li> <li>Inspect ground for soft spots, drains, pits or penetrations</li> </ul>	E / 5 = LOW	Driver
		Overhead powerlines	<ul style="list-style-type: none"> <li>Maintain safe approach distances from overhead powerlines</li> <li>Follow all reasonable instructions given by an authorised site representative</li> </ul>	E / 5 = LOW	Driver
4	Setting up crane to unload product	Faulty plant & equipment	<ul style="list-style-type: none"> <li>Driver to have completed inspection of vehicle &amp; crane prior to arriving on site</li> <li>Crane, vehicle &amp; equipment regular checks to be completed which includes looking for equipment damage &amp; faults</li> <li>Any damage or faults to be reported to Team Transport Workshop as soon as possible &amp; prior to operation of VLC/vehicle</li> <li>Extend outriggers for the crane as required by the manufacturers operating instructions</li> </ul>	D / 5 = LOW	Driver
		Uneven ground & hazardous area	<ul style="list-style-type: none"> <li>Check ground conditions prior to setting crane up</li> <li>Clear area of rubbish &amp; other items to minimise slips, trips &amp; falls</li> <li>If the area is not clear &amp; if access is obstructed, contact Team Transport office or WHSO directly to resolve before proceeding</li> </ul>	E / 5 = LOW	Driver
		Site workers & other pedestrians	<ul style="list-style-type: none"> <li>Maintain awareness of crane/vehicle movements &amp; do not assume other drivers/operators/dogman/spotters can see you</li> <li>Create an exclusion zone around crane operating radius using bunting or cones. If any other worker enters the exclusion zone, the operator must cease work immediately.</li> </ul>	D / 5 = LOW	Driver
		Chemical spills (e.g. hydraulic oil, diesel)	<ul style="list-style-type: none"> <li>Mandatory PPE worn correctly</li> </ul>	E / 5 = LOW	Driver
		Electrical apparatus	<ul style="list-style-type: none"> <li>Look up &amp; maintain safe approach distances</li> <li>Position the crane with consideration for the load radius before lifting to avoid any contact. Ensure there is clearance for the crane to slew</li> <li>Make allowances for hook deflection during lifting</li> </ul>	D / 5 = LOW	Driver

		Crush points on the crane outriggers	<ul style="list-style-type: none"> <li>· Create an exclusion zone around crane operating radius using bunting or cones. If any other worker enters the exclusion zone, the operator must cease work immediately.</li> </ul>	D / 5 = LOW	Driver
5	Slinging or using lifting chains on product to be unloaded	Working at heights	<ul style="list-style-type: none"> <li>· All items to be unloaded are to be pre-slung or chained wherever possible</li> <li>· Access loads via correct methods to prevent falls</li> <li>· If working on the back of a trailer, ensure the area is clear of trip &amp; slip hazards</li> <li>· Get on &amp; off trailer facing the truck, using steps with three points of contact</li> <li>· Do not jump off work platforms</li> </ul>	E / 4 = LOW	Driver
		Items not slung properly	<ul style="list-style-type: none"> <li>· All slings to be tagged with Australian Standards tag. All slings &amp; lifting chains are to be inspected by the crane operator &amp; dogman before each use</li> <li>· Ensure that loads are correctly slung using sheave or choke methods as per dogging guidelines</li> </ul>	E / 5 = LOW	Driver
		Slings worn out or are in poor condition	<ul style="list-style-type: none"> <li>· Where slings or chains are in poor condition do not use</li> <li>· Report poor condition to Team Transport Operations for immediate replacement</li> </ul>	E / 5 = LOW	Driver
		Manual handling	<ul style="list-style-type: none"> <li>· Use correct manual handling techniques &amp; mechanical aids where available</li> <li>· Avoid overreaching at all times</li> <li>· Mandatory PPE worn correctly with working gloves</li> </ul>	E / 5 = LOW	Driver
6	Lifting items into place using VLC	Poor communication	<ul style="list-style-type: none"> <li>· Mobile phones are not to be used when operating the crane or dogging</li> <li>· Do not assume that other workers/ dogman is clear of the crane</li> <li>· Ensure all workers within the exclusion zone are within line of site of the crane operator</li> <li>· Ensure exclusion zone has been set &amp; maintained prior to lifting items</li> </ul>	D / 5 = LOW	Driver
		Entanglement	<ul style="list-style-type: none"> <li>· Crane operator to be licenced &amp; competent</li> <li>· Ensure exclusion zone has been set &amp; maintained prior to lifting items</li> <li>· Use a safety spotter where possible</li> </ul>	E / 5 = LOW	Driver
		Persons or mobile plant being hit by moving load	<ul style="list-style-type: none"> <li>· Maintain the exclusion zone in place until movement is completed</li> <li>· Use a tag line to control the movement of the load</li> </ul>	D / 5 = LOW	Driver

		Falling loads	<ul style="list-style-type: none"> <li>· Maintain the exclusion zone in place until movement is completed</li> <li>· Slings, chains &amp; other lifting equipment to be visually inspected prior to use</li> <li>· Ensure lifting equipment is within test date &amp; rated to suit the load</li> <li>· Do not exceed SWL (ensure load is checked against lifting capacity plate)</li> <li>· Do not walk under the load</li> <li>· Ensure the crane hook is always positioned over the centre of the load</li> <li>· If unsure of the mass of the load, contact Team Transport Operations for more information</li> <li>· Ensure the load being moved is in view of the operator at all times</li> <li>· Use taglines as required</li> <li>· Before lifting, ensure the load is rigged &amp; attached to the crane correctly</li> <li>· If load falls, stop work immediately &amp; ensure the area is safe then contact Team Transport WHSO for further instructions</li> </ul>	E / 5 = LOW	Driver
		Plant rollover	<ul style="list-style-type: none"> <li>· Check &amp; ensure stable ground conditions</li> <li>· Check crane &amp; vehicle's stability, capacity, range diagrams &amp; rating charts before making the lift</li> <li>· Use dunnage – packing for stabilisers/outriggers</li> <li>· Crane operator will not operate the crane over 100% or near LMI limits</li> <li>· Ensure plant is set up within operating limits using <ul style="list-style-type: none"> <li>· Maximum range indicators</li> <li>· Stabilisers &amp; outriggers</li> </ul> </li> </ul>	E / 5 = LOW	Driver
		Plant & equipment failure	<ul style="list-style-type: none"> <li>· Operator to complete daily pre-start checks</li> <li>· Ensure any defects are recorded &amp; rectified</li> <li>· Plant to be operated as per Manufacturer's instructions</li> <li>· Ensure SWL of any lifting &amp; equipment is not exceeded</li> <li>· Crane operator to swing, lift &amp; land the load slowly</li> <li>· Ensure crane is within mechanical, weight &amp; electrical test dates</li> </ul>	E / 5 = LOW	Driver
		Crush or pinch	<ul style="list-style-type: none"> <li>· Ensure any defects of crane &amp; vehicle are recorded &amp; rectified</li> <li>· Crane operator to be licensed &amp; competent</li> <li>· Safety spotter used if necessary</li> <li>· Maintain awareness of pinch points &amp; crush hazards</li> <li>· Install barriers, guards or exclusion zones</li> <li>· Maintain communication between workers &amp; the operator</li> </ul>	E / 5 = LOW	Driver

		Inadvertent contact with live overhead powerlines	<ul style="list-style-type: none"> <li>Operator licenced &amp; competent with understanding of safe working distances with powerlines</li> <li>Safe working distances to be maintained between crane &amp; powerline</li> <li>Communication in place between operator &amp; spotter (if available) with line of site maintained</li> <li>In the event that electrical contact is made, hit the emergency stop button on the hand held remote, call 000 &amp; stay clear of the vehicle</li> </ul>	E / 5 = LOW	Driver
7	Lowering items unloaded to ground	Unsuitable landing area	<ul style="list-style-type: none"> <li>Inspect the landing platform/ground surface prior to lifting to ensure that it can support to load</li> <li>Ensure that the load is placed in the correct or intended location</li> </ul>	E / 5 = LOW	Driver
		Persons or mobile plant being hit by moving load	<ul style="list-style-type: none"> <li>Maintain the exclusion zone in place until movement is completed</li> <li>Use a tag line to control the movement of the load</li> <li>Ensure all workers within the exclusion zone are within line of site of the crane operator</li> <li>Maintain communication with workers</li> </ul>	E / 5 = LOW	Driver
		Chains or slings being caught under the load resulting in damage	<ul style="list-style-type: none"> <li>Operator is to place timber under the load before lowering it to the ground</li> </ul>	E / 5 = LOW	Driver
8	Packing up of crane after job completion	Workers or mobile plant being struck by the crane arm	<ul style="list-style-type: none"> <li>Maintain an exclusion zone around the crane operating radius</li> <li>Only licences &amp; competent operators to use the crane</li> <li>If any other worker enters the exclusion zone the operator must cease work immediately</li> </ul>	E / 5 = LOW	Driver
		Crush points on out riggers	<ul style="list-style-type: none"> <li>Ensure any defects of crane &amp; vehicle are recorded &amp; rectified</li> <li>Crane operator to be licensed &amp; competent</li> <li>Safety spotter used if necessary</li> <li>Maintain awareness of pinch points &amp; crush hazards</li> <li>Install barriers, guards or exclusion zones</li> <li>Maintain communication between workers &amp; the operator</li> </ul>	E / 3 = MEDIUM	Driver
		Manual handling	<ul style="list-style-type: none"> <li>Use correct manual handling techniques &amp; mechanical aids where available</li> <li>Avoid overreaching at all times</li> <li>Mandatory PPE, used correctly is to be worn including working gloves</li> <li>Carry heavy loads (packing, chains &amp; hooks) close to your body</li> </ul>	D / 4 = LOW	Driver
		Unsecured plant, tools & equipment	<ul style="list-style-type: none"> <li>Plant, equipment &amp; tools must be secured &amp; correctly stored prior to travelling</li> </ul>	E / 5 = LOW	Driver
9	Driver leaving site	Other vehicles & on site workers	<ul style="list-style-type: none"> <li>Driver to follow all signs &amp; posted speed limits &amp; turn off rotating lights</li> </ul>	E / 5 = LOW	Driver



# Risk & Safety Assessment

Work Activity: General Lifting using Vehicle Loading Crane (VLC)



HAZARD	CONTROL MEASURES (WITH CONTROLS APPLIED)	RESIDUAL RISK RATING	
<b>Entanglement Hazards</b> (during set up, operation, dismantling, maintenance or cleaning)	Hair, clothing, gloves, necktie, jewellery, cleaning brushes, rags or other materials become entangled with moving parts of the plant or materials in motion	Guarding is in place as per the Manufacturers Operation Maintenance Manual over engine. Appropriate PPE will worn at all.	E / 4 = LOW
<b>Crushing Hazards</b> (during set up, operation, dismantling, maintenance or cleaning)	Material falling off plant	Guarding is in place over the engine as per the Manufacturers Operation Maintenance Manual. No persons are in the vicinity of all moving components as winch ropes.	E / 4 = LOW
	Uncontrolled or unexpected movement of the plant or its load	Warning lights on machine, do not leave machine in working mode with keys in ignition.	E / 5 = LOW
	Lack of capacity for the plant to be slowed, stopped or immobilised	Dual braking system fitted; isolation of ignition.	D / 4 = LOW
	The plant tipping or rolling over	Outrigger to have secure ground conditions to set up on to avoid any tipping over & to maintain plant stability.	D / 5 = LOW
	Parts of the plant collapsing	Overload warning alarm.	D / 4 = LOW
	Coming in contact with moving parts of the plant during testing, inspection, operating, maintenance, cleaning or repair	No person to be in exclusion area of crane whilst operating.	E / 5 = LOW
	Being thrown off or under the plant	Sealed cab door closed, step carefully on deck, holding onto handrails on the access step with 3 points of contact & facing inwards. Handrails located on the operators cain to hold stability. Steps are covered with slip resistant flooring. Appropriate areas of crane are clearly visable with appropriate signage.	E / 5 = LOW
	Being trapped between articulation points (pinch points) on the plant	Guarding is in place as per the Manufactures Operation Maintenance Manual. No persons are in the vicinity of all moving components.	D / 5 = LOW

	Being run over while vehicle is reversing	Ensure traffic controllers are in place (for example UHF radio, amber 360 flashing light, mirrors, audio alarm & use of spotter).	E / 5 = LOW
<b>Cutting, Stabbing &amp; Puncturing Hazards</b> (during set up, operating, dismantling, maintenance or cleaning)	Coming into contact with moving parts of the plant	Guarding is in place as per the manufactures operation maintenance manual over engine. No persons are near moving parts.	C / 4 = MEDIUM
	The plant, parts of the plant or work pieces disintegrating	All parts of crane are inspected by a qualified fitter at regular intervals.	D / 4 = LOW
	Uncontrolled or unexpected movement of the plant	Warning lights on machine. Do not leave machine in working mode with keys in the ignition	D / 4 = LOW
<b>Shearing Hazards</b> (during set up, operating, dismantling, maintenance or cleaning)	Body part sheared between two parts of the plant & a work piece or structure	Various mirrors fitted to vehicle. Appropriate barricades should also be in place to ensure noone other than the Crane Crew enter the Danger Zone. Dogman to be aware of all load movements.	D / 4 = LOW
<b>Friction Hazards</b> (during set up, operating, dismantling, maintenance or cleaning)	Worker burnt due to contact with moving parts or surfaces of the plant or material handled by the plant	Corrective PPE issued & worn as intended.	D / 5 = LOW
<b>Striking Hazards</b> (during set up, operating, dismantling, maintenance or cleaning)	Worker struck by moving objects due to uncontrolled or unexpected movement of the plant or material handled by the plant	Warning lights on machine. Do not leave machine in working mode with keys in the ignition	D / 5 = LOW
	Worker struck by moving objects due to the plant, parts of the plant or work pieces disintegrating	All parts of crane are to be inspected by a qualified fitter at regular intervals	D / 3 = MEDIUM
	Worker struck by moving objects due to the mobility of the plant	Ensure site has traffic controllers in place i.e. UHF radio, amber 360 flashing lights, mirrors, audible alarm & spotter in place	E / 4 = LOW
	Worker struck by moving objects due to work pieces' being ejected	Anti-drop valves on all hydraulic lines	E / 4 = LOW
<b>High Pressure Fluid Hazards</b> (during set up, operating, dismantling, maintenance or cleaning)	Worker come into contact with fluids under high pressure, due to plant failure or misuse of the plant	Sealed cab; sealed fuel tank; air conditioner with filters, exhaust positioned aware from air conditioner inlet, batteries in sealed compartment.	D / 5 = LOW
<b>Electrical Hazards</b> (during set up, operating, dismantling, maintenance or cleaning)	Worker injured by electrical shock or burn due to contact with overhead / underground electrical conductors	Have any electrical items accurately surveyed to ensure all working distances are adhered to in accordance to the QLD work cover Code of Practice working near overhead power lines. Operator isolated in cabin	D / 5 = LOW
	Worker injured by electrical shock or burn from poor isolation of water & electrical circuits	Battery isolated in lockable compartment must have good access at all times	E / 5 = LOW

<b>Explosion Hazards</b> (during set up, operating, dismantling, maintenance or cleaning)	Worker injured by explosion of gases, vapours, liquids, dusts or other substances triggered by the operation of the plant or by material handled by the plant	Battery isolation & fuel lines regularly checked by mechanic extinguisher	E / 4 = LOW
<b>Slipping &amp; Tripping Hazards</b> (during set up, operating, dismantling, maintenance or cleaning)	Worker on the plant or in the vicinity of the plant slips or trips due to uneven or slippery work surfaces	Ensure that all slip, trip & fall hazards are removed from the area during the site inspection process, prior to starting lift	E / 5 = LOW
	Worker on the plant or in the vicinity of the plant slips or trips due to poor housekeeping (e.g spillage not cleaned up)	Ensure that all slip, trip & fall hazards are removed from the area during the site inspection process, prior to starting lift	E / 5 = LOW
<b>Falling Hazards</b> (during set up, operating, dismantling, maintenance or cleaning)	Worker falls from height due to lack of proper work platform	Persons are not to use these areas while crane operational, climbing on top of boom is not permitted. Harness to be worn where required	D / 5 = LOW
	Worker falls from height due to deficient stairs, ladders or hand grip points for accessing & exiting from the cab	High contrast steps on plant & hand grips fitted on access to cab. Three points of contact are to be used while entering & exiting the cab while facing inwards.	D / 5 = LOW
	Worker falls from height due to lack of guardrails or other suitable edge protection	Non-slip surfaces are applied to steps	E / 5 = LOW
	Worker falls from height due to unprotected holes, penetrations, or gaps	persons are not to use these areas while the crane is in operation, climbing on top of boom is not permitted. Harness is to be worn where required	E / 3 = LOW
	Worker falls from height due to poor floor or walking surfaces such as the lack of slip-resistance surfaces	Non slip surfaces are applied to steps & walking surfaces	E / 3 = LOW
	Worker falls from height due to steep walking surfaces	Non slip surfaces are applied to steps & walking surfaces	E / 3 = LOW
	Worker falls from height due to collapse of the supporting structure	Overload warning alarms. Only lift as per crane manufactures guidelines.	E / 4 = LOW
<b>Ergonomic / Manual Handling Hazards</b> (during set up, operating, dismantling, maintenance or cleaning)	Worker injured due to poorly designed seating	Adjustable suspension seat fitted seat is positioned correctly for visibility & reach of driving controls.	E / 4 = LOW
	Worker injured due to the need for excessive manual handling efforts	Outriggers blocks, lifting of rigging gear. All employees are reminded of the Manual Handling requirements in the QLD Worksafe guidelines.	E / 4 = LOW
	Worker injured due to lack of consideration given to human error or human behaviour	Fatigue Management conducted to ensure drivers do not drive while fatigued (decreasing the likelihood of human error)	E / 4 = LOW
<b>High Temperature or Fire Hazards</b>	Worker injured by fire	Battery isolation & fuel lines regularly checked by mechanic	D / 5 = LOW

(during set up, operating, dismantling, maintenance or cleaning)			
<b>Temperature (Thermal Comfort)</b> (during set up, operating, dismantling, maintenance or cleaning)	Worker suffering ill-health due to exposure to high or low temperatures	Air conditioner is fitted & serviced as per manufacturers operations & maintenance manual (every 4000 hours). Corrective PPE issued	E / 5 = LOW
<b>Contaminants / Environmental Hazards</b> (during set up, operating, dismantling, maintenance or cleaning)	Worker injured by or suffering from ill-health due to exposure with chemicals	Sealed cab; sealed fuel tank; a/c with filters, exhaust positioned away from a/c filter inlet, batteries in sealed compartment.	D / 3 = MEDIUM
	Worker injured by or suffering from ill-health due to exposure with toxic gases or vapours	Sealed cab; sealed fuel tank; a/c with filters, exhaust positioned away from a/c filter inlet, batteries in sealed compartment.	D / 3 = MEDIUM
	Worker injured by or suffering from ill-health due to exposure with exhaust fumes	All exhaust locations are venting away from operator positions	D / 4 = LOW
	Worker injured by or suffering from ill-health due to exposure with dust	Ensure cab is closed & air conditioner is used	E / 5 = LOW
	Worker injured by or suffering from ill-health due to exposure with noise	Noise level in cab below 78dbA	E / 4 = LOW
	Worker injured by or suffering from ill-health due to exposure with vibration	Plant meets the criteria of ISO 7096 for vertical vibration levels with air suspension seating	E / 4 = LOW
<b>Maintenance / Cleaning Hazards</b> (during set up, operating, dismantling, maintenance or cleaning)	Worker injured by or suffering from ill-health due to exposure while refuelling	Plant to be parked on level ground, shut down with all attachments lowered while refuelling	E / 5 = LOW

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## Safe Work Method Statement





Work Activity: Delivering Mesh and Bar Products



<b>Principle Contractor:</b>	<b>Date Provided to Principal Contractor:</b>
<b>Project Name:</b>	<b>Project Address:</b>
<b>Commencement Date:</b>	<b>Duration of Works:</b>
<b>Relevant Legislation:</b> WHS Act 2011 WHS, Regulation QLD 2011, Environmental Protection Regulation QLD 2019, Australian Standards & Codes of Practice, Mobile Crane Code of Practice 2006	<b>Refer to:</b> Team Transport SWMS & Principal Contractor's Safe Work Requirements

High Risk Work: (indicate with a "✓" high risk activities associated with this activity)		
On or near energised electrical installations/services	Working around powered mobile plant	Risk of falls from greater than 2 metres
In trenches/shafts deeper than 1.5 metres	Temporary support for structural alterations	On, in or adjacent to road, rail, shipping, or other major traffic
In or near a confined space	Removal/disturbance of asbestos	On or near pressurised gas distribution mains or piping
In an area with contaminated or flammable atmosphere	With dangerous goods or substances	Work that involves explosives
Work involving tilt up/pre-cast concrete	Other:	Other:

Qualifications/Competencies	Plant & Equipment
<ul style="list-style-type: none"> <li>Team Transport Driver Induction</li> <li>High Risk CV (VLC) Licence</li> <li>Dogging Licence (DG)</li> <li>VOC complete</li> </ul>	<ul style="list-style-type: none"> <li>Vehicle loading crane</li> <li>Vehicle</li> <li>Lifting gear, slings, chains &amp; spreader bar</li> </ul>

Mandatory Personal Protective Equipment Required for This Task:					Other:
Uniform	Hi Vis	Footwear		Gloves	
					

Safety & Emergency Equipment	Hazardous Substances
<ul style="list-style-type: none"> <li>Fire extinguisher</li> <li>First aid pack</li> <li>Signage, barriers &amp; traffic cones</li> <li>Tag lines</li> </ul>	TBC

STEP	ACTIVITY	HAZARD / RISK	CONTROL MEASURES	RESIDUAL RISK RATING (WITH CONTROLS APPLIED)	RESPONSIBLE PERSON
1	Loading the vehicle; clear tray and set up dunnage in anticipation of loading specific goods	Tripping on loose items or dunnage on the truck could cause a fall onto the tray or to the ground constituting a fall from height	Ensure that the walking surface is clear of tripping hazards	D/4=LOW	Driver
2	Plan to load truck with overhead crane or gantry crane in reverse order to unload (pre-sling where possible)	Incorrectly grouped material will result in the driver re-slinging the load on site from the trucks' tray which in turn increases the drivers' risk of falling from height	<ul style="list-style-type: none"> <li>Planned unload will eliminate or minimize exposure to risk of falls from tray of the truck (as will prevent the need for the driver to access the tray of the vehicle on site)</li> <li>Sling all products from the ground wherever possible</li> </ul>	D/4=LOW	Driver Loader
3	Consider manner of load restraint in which item is already strapped	Risk of injury to bystanders or traveling public if load is unable to be secured correctly	Use correct strapping procedure	D/4=LOW	Driver
4	Consider the weight of Item. (Total outcome of load/ loose items toward centre having due regard to items opposite or to be placed opposite.	Risk of overloading due to unbalanced or unevenly loaded vehicle to be unable to stop quickly causing serious injury	<ul style="list-style-type: none"> <li>Plan the load based on carrying capacity and weight distribution</li> <li>Then load the vehicle in accordance with the plan with even weight distribution where possible</li> </ul>	D/4=LOW	Driver Loader
		Risk of injury to travelling public if gaps left in load causing the load to shift toward the centre and restraint coming loose	<ul style="list-style-type: none"> <li>Loose items to be caged together place</li> <li>Keep goods in an orderly manner with minimal if any gap between goods</li> </ul>	D/4=LOW	Driver Loader
5	Consider any pre-strapped goods to be loaded and how they will fit with other goods	Risk of goods pre-strapped coming loose in transit will cause injury to travelling public should the straps come loose and fall off the truck	<ul style="list-style-type: none"> <li>Don't rely on restraint of pre-strapped items.</li> <li>Goods should be loaded so as a strap can go over the goods to the other side not along the goods</li> </ul>	D/4=LOW	Driver Loader
6	Load your Plan	Injury to the driver caused by crushing or coming in contact with product on crane hook	<ul style="list-style-type: none"> <li>Driver to stand at rear of truck whilst loading</li> <li>Do not stand under the load or let the load pass over your head</li> </ul>	E/4=LOW	Driver

		Injury to other workers assisting with loading	Bystanders to remain in safe zone/ out of exclusion zone	D/4=LOW	Driver
7	Tie load down with straps or chains	Steel and mesh are prone to movement whilst in transit Steel can cut unprotected straps causing the load to fall from the vehicle causing injury or death	Chain loads where preferably or use strap protection	E/4=LOW	Driver
		Throwing the straps over while workers are on the other side of the load could cause injury to any bystanders	Before throwing straps over confirm by calling out “coming over” and checking that it has been heard	E/5 = LOW	Driver
		Doing up strap on winches can cause injury to the worker if the bar slips from the winch. This generally causes facial injuries. Sprains are possible if too much load is placed on the winch bar	Before putting downward pressure on the load binder, make sure the tie down bar is in properly and place one hand on the combing rail for support	D/5=LOW	Driver
8	Travel to delivery site	A high load of 4.2 metres causes instability.	<ul style="list-style-type: none"> <li>· Driver to drive slowly around corners.</li> <li>· Keep to signed speed limits both on roads and site.</li> </ul>	D/5=LOW	Driver
		Due to truck movement and nature of the product, the load may become loose or move during transit	Stop after the first 5kms of the journey to check that the load is secure and has not moved during transit	D/5=LOW	Driver
9	Worksite arrival (Driver reported to site gate to enter work site)	Drivers’ lack of awareness of site procedures & rules & may be unfamiliar with site environment	<ul style="list-style-type: none"> <li>· Driver to receive site induction where applicable</li> <li>· Driver to be provided with site instructions</li> <li>· Become aware of site safety &amp; first aid personnel</li> </ul>	E/5=LOW	Driver
		Driver unsure of scope of work	<ul style="list-style-type: none"> <li>· Confirm with site where possible, details of the job including the scope of work</li> <li>· Request information on any specific hazards/risk that may be relevant</li> <li>· Ensure clear communication &amp; understanding of works to be undertaken</li> </ul>	D/5=LOW	Driver
		Other vehicles & pedestrian traffic	<ul style="list-style-type: none"> <li>· Mandatory PPE to be worn including Hi-Vis long-sleeved shirt, trousers, steel-toed boots, hard hat with chin strap, gloves &amp; safety glasses</li> </ul>	D/5=LOW	Driver

			<ul style="list-style-type: none"> <li>· Observe any temporary traffic management plans in place</li> <li>· Observe public road rules</li> <li>· Deploy interim traffic &amp; pedestrian management where necessary (hazard warning lights, safety cones etc.)</li> </ul>		
		Lack of required qualifications, authorisations & experience to complete the task	<ul style="list-style-type: none"> <li>· Workers qualified &amp; competent for task being undertaken</li> <li>· Training current &amp; up to date</li> <li>· Licences current &amp; up to date</li> <li>· Trainees must hold a log book</li> <li>· Only operators with a CV high risk ticket are to operate the VLC</li> </ul>	E/5=LOW	Driver
		Weather	<ul style="list-style-type: none"> <li>· Appropriate application of sunscreen</li> <li>· Ensure regular fluids intake</li> <li>· Plan work to minimise exposure</li> <li>· Take regular breaks when working in high temperatures</li> </ul>	E/5=LOW	Driver
10	Driving on site to work area	Other vehicles & pedestrian traffic	<ul style="list-style-type: none"> <li>· Select appropriate location to perform risk assessment</li> <li>· Assess the site</li> <li>· Observe site speed limits</li> <li>· Use a spotter when reversing or accessing tight areas <ul style="list-style-type: none"> <li>· Spotter is to remain within eye-sight of driver while vehicle is moving</li> </ul> </li> <li>· Maintain communication with all other work parties on site</li> <li>· Use rotating lights</li> </ul>	E/5=LOW	Driver
		Overhead powerlines, filled in trenches & underground cables	<ul style="list-style-type: none"> <li>· Be aware of ground surfaces</li> <li>· Abide by site traffic management plans &amp; allocated direction of travel</li> <li>· Maintain safe approach distances from overhead powerlines</li> <li>· Follow all reasonable instructions given by an authorised site representative</li> </ul>	D/5=LOW	Driver
		Plant & equipment incorrect for the task	<ul style="list-style-type: none"> <li>· Ensure plant is appropriate for the allocated task</li> <li>· Operators aware of crane limitations, controls, indications etc.</li> <li>· Do not ever attempt to operate the crane outside its capacity</li> </ul>	D/5=LOW	Driver
11	Position crane truck for unloading	Incline of ground surfaces greater than 5 degrees	<ul style="list-style-type: none"> <li>· Set up on solid flat ground only with outriggers fully extended</li> <li>· Use 200 x 75 x 600 timber pieces placed under outrigger legs before beginning crane operation</li> </ul>	D/4=LOW	Driver
		Soft ground, underground services, filled in trenches, buildings & site workers	<ul style="list-style-type: none"> <li>· Be aware of site environment, other workers, vehicles &amp; ground surfaces</li> <li>· Inspect ground for soft spots, drains, pits or penetrations</li> </ul>	E/5=LOW	Driver
		Overhead powerlines	<ul style="list-style-type: none"> <li>· Check for overhead hazards</li> <li>· Maintain safe approach distances from overhead powerlines</li> </ul>	E/5=LOW	Driver



			<ul style="list-style-type: none"> <li>Follow all reasonable instructions given by an authorised site representative</li> </ul>		
12	Setting up crane to unload product	Faulty plant & equipment	<ul style="list-style-type: none"> <li>Driver to have completed inspection of vehicle &amp; crane prior to arriving on site</li> <li>Crane, vehicle &amp; equipment regular checks to be completed which includes looking for equipment damage &amp; faults</li> <li>Any damage or faults to be reported to Team Transport Workshop as soon as possible &amp; prior to operation of VLC/vehicle</li> <li>Extend outriggers for the crane as required by the manufacturers operating instructions</li> </ul>	D/5=LOW	Driver
		Uneven ground & hazardous area	<ul style="list-style-type: none"> <li>Check ground conditions prior to setting crane up</li> <li>Clear area of rubbish &amp; other items to minimise slips, trips &amp; falls</li> <li>If the area is not clear &amp; if access is obstructed, contact Team Transport office or WHSO directly to resolve before proceeding</li> </ul>	D/5=LOW	Driver
		Site workers & other pedestrians while deploying crane stabilizers and unpacking crane	<ul style="list-style-type: none"> <li>Maintain awareness of crane/vehicle movements &amp; do not assume other drivers/operators/dogman/spotters can see you</li> <li>Create an exclusion zone around crane operating radius using bunting or cones. If any other worker enters the exclusion zone, the operator must cease work immediately.</li> </ul>	E/5=LOW	Driver
		Chemical spills (e.g. hydraulic oil, diesel)	<ul style="list-style-type: none"> <li>Mandatory PPE worn correctly</li> </ul>	E/5=LOW	Driver
		Electrical apparatus	<ul style="list-style-type: none"> <li>Look up &amp; maintain safe approach distances</li> <li>Position the crane with consideration for the load radius before lifting to avoid any contact. Ensure there is clearance for the crane to slew</li> <li>Make allowances for hook deflection during lifting</li> </ul>	D/5=LOW	Driver
		Crush points on the crane outriggers	<ul style="list-style-type: none"> <li>Create an exclusion zone around crane operating radius using bunting or cones. If any other worker enters the exclusion zone, the operator must cease work immediately.</li> </ul>	E/5=LOW	Driver
13	Slinging or using lifting chains on product to be unloaded	Working at heights while accessing product on the back of the truck; driver could fall if within 2m of an unprotected edge	<ul style="list-style-type: none"> <li>All items to be unloaded are to be pre-slung or chained wherever possible</li> <li>Access loads via correct methods to prevent falls</li> <li>If working on the back of a trailer, ensure the area is clear of trip &amp; slip hazards</li> <li>Get on &amp; off trailer facing the truck, using steps with three points of contact</li> <li>Do not jump off work platforms</li> </ul>	D/5=LOW	Driver

		Items not slung properly	<ul style="list-style-type: none"> <li>All slings to be tagged with Australian Standards tag. All slings &amp; lifting chains are to be inspected by the crane operator &amp; dogman before each use</li> <li>Ensure that loads are correctly slung using sheave or choke methods as per dogging guidelines</li> </ul>	E/5=LOW	Driver
		Sling mesh using 4-legged chain sling with open hooks or closed hooks with pin system; load may fall	<ul style="list-style-type: none"> <li>Lift load slightly off the tray and visually inspect all hooks are correctly in place before continuing with the lift</li> </ul>	D/5=LOW	Driver
		Slings worn out or are in poor condition	<ul style="list-style-type: none"> <li>Where slings or chains are in poor condition do not use</li> <li>Report poor condition to Team Transport Operations for immediate replacement</li> </ul>	D/5=LOW	Driver
		Manual handling	<ul style="list-style-type: none"> <li>Use correct manual handling techniques &amp; mechanical aids where available</li> <li>Avoid overreaching at all times</li> <li>Mandatory PPE worn correctly with working gloves</li> </ul>	E/5=LOW	Driver
14	Lifting items into place using VLC	Poor communication	<ul style="list-style-type: none"> <li>Mobile phones are not to be used when operating the crane or dogging</li> <li>Do not assume that other workers/ dogman is clear of the crane</li> <li>Ensure all workers within the exclusion zone are within line of site of the crane operator</li> <li>Do not turn your back on a load suspended by an overhead crane</li> <li>If the lighting in the loading/unloading area is poor then you are to cease work immediately</li> <li>Ensure exclusion zone has been set &amp; maintained prior to lifting items</li> <li>Follow the “can’t see – can’t work” rule <ul style="list-style-type: none"> <li>If the operator of the load-shifting equipment loses visual contact with personnel assisting in the loading/unloading process all functions of the load shifting equipment is to stop</li> </ul> </li> </ul>	D/5=LOW	Driver
		Entanglement	<ul style="list-style-type: none"> <li>Crane operator to be licenced &amp; competent</li> <li>Ensure exclusion zone has been set &amp; maintained prior to lifting items</li> <li>Use a safety spotter where possible</li> </ul>	E/5=LOW	Driver
		Persons or mobile plant being hit by moving load or the crane	<ul style="list-style-type: none"> <li>Maintain the exclusion zone in place until movement is completed</li> <li>Use a tag line to control the movement of the load</li> <li>Driver stands clear of any potential crush zone</li> <li>Driver never positions the boom directly overhead</li> </ul>		Driver

		Falling loads	<ul style="list-style-type: none"> <li>· Maintain the exclusion zone in place until movement is completed</li> <li>· Slings, chains &amp; other lifting equipment to be visually inspected prior to use</li> <li>· Ensure lifting equipment is within test date &amp; rated to suit the load</li> <li>· Do not exceed SWL (ensure load is checked against lifting capacity plate)</li> <li>· Do not walk under the load</li> <li>· Ensure the crane hook is always positioned over the centre of the load</li> <li>· If unsure of the mass of the load, contact Team Transport Operations for more information</li> <li>· Ensure the load being moved is in view of the operator at all times</li> <li>· Use taglines as required</li> <li>· Before lifting, ensure the load is rigged &amp; attached to the crane correctly</li> <li>· If load falls, stop work immediately &amp; ensure the area is safe then contact Team Transport WHSO for further instructions</li> </ul>	D/3=MEDIUM	Driver
		Plant rollover	<ul style="list-style-type: none"> <li>· Check &amp; ensure stable ground conditions</li> <li>· Check crane &amp; vehicle's stability, capacity, range diagrams &amp; rating charts before making the lift</li> <li>· Use dunnage – packing for stabilisers/outriggers</li> <li>· Crane operator will not operate the crane over 100% or near LMI limits</li> <li>· Ensure plant is set up within operating limits using <ul style="list-style-type: none"> <li>· Maximum range indicators</li> <li>· Stabilisers &amp; outriggers</li> </ul> </li> </ul>	D/4=LOW	Driver
		Plant & equipment failure	<ul style="list-style-type: none"> <li>· Operator to complete daily pre-start checks</li> <li>· Ensure any defects are recorded &amp; rectified</li> <li>· Plant to be operated as per Manufacturer's instructions</li> <li>· Ensure SWL of any lifting &amp; equipment is not exceeded</li> <li>· Crane operator to swing, lift &amp; land the load slowly</li> <li>· Ensure crane is within mechanical, weight &amp; electrical test dates</li> </ul>	D/5=LOW	Driver
		Crush or pinch	<ul style="list-style-type: none"> <li>· Ensure any defects of crane &amp; vehicle are recorded &amp; rectified</li> <li>· Crane operator to be licensed &amp; competent</li> <li>· Safety spotter used if necessary</li> <li>· Maintain awareness of pinch points &amp; crush hazards</li> <li>· Install barriers, guards or exclusion zones</li> <li>· Maintain communication between workers &amp; the operator</li> </ul>	D/4=LOW	Driver

		Inadvertent contact with live overhead powerlines	<ul style="list-style-type: none"> <li>Operator licenced &amp; competent with understanding of safe working distances with powerlines</li> <li>Safe working distances to be maintained between crane &amp; powerline</li> <li>Communication in place between operator &amp; spotter (if available) with line of site maintained</li> <li>In the event that electrical contact is made, hit the emergency stop button on the hand held remote, call 000 &amp; stay clear of the vehicle</li> </ul>	D/5=LOW	Driver
15	Lowering items unloaded to ground	Unsuitable landing area	<ul style="list-style-type: none"> <li>Inspect the landing platform/ground surface prior to lifting to ensure that it can support to load</li> <li>Ensure that the load is placed in the correct or intended location</li> </ul>	E/5=LOW	Driver
		Persons or mobile plant being hit by moving load	<ul style="list-style-type: none"> <li>Maintain the exclusion zone in place until movement is completed</li> <li>Use a tag line to control the movement of the load</li> <li>Ensure all workers within the exclusion zone are within line of site of the crane operator</li> <li>Maintain communication with workers</li> </ul>	E/5=LOW	Driver
		Chains or slings being caught under the load resulting in damage	<ul style="list-style-type: none"> <li>Operator is to place timber under the load before lowering it to the ground</li> </ul>	E/5=LOW	Driver
16	Packing up of crane after job completion	Workers or mobile plant being struck by the crane arm	<ul style="list-style-type: none"> <li>Maintain an exclusion zone around the crane operating radius</li> <li>Only licences &amp; competent operators to use the crane</li> <li>If any other worker enters the exclusion zone the operator must cease work immediately</li> </ul>	D/5=LOW	Driver
		Crush points on out riggers	<ul style="list-style-type: none"> <li>Ensure any defects of crane &amp; vehicle are recorded &amp; rectified</li> <li>Crane operator to be licensed &amp; competent</li> <li>Safety spotter used if necessary</li> <li>Maintain awareness of pinch points &amp; crush hazards</li> <li>Install barriers, guards or exclusion zones</li> <li>Maintain communication between workers &amp; the operator</li> </ul>	D/5=LOW	Driver
		Manual handling	<ul style="list-style-type: none"> <li>Use correct manual handling techniques &amp; mechanical aids where available</li> <li>Avoid overreaching at all times</li> <li>Mandatory PPE, used correctly is to be worn including working gloves</li> <li>Carry heavy loads (packing, chains &amp; hooks) close to your body</li> </ul>	D/5=LOW	Driver
		Unsecured plant, dunnage, tools & equipment	<ul style="list-style-type: none"> <li>Plant, equipment, dunnage &amp; tools must be secured &amp; correctly stored prior to travelling</li> <li>Be careful of slips, trips and fall risks during this process</li> </ul>	D/5=LOW	Driver
17	Driver ensures that all items and any remaining parts of	Unrestrained objects can fall off the vehicle during transit	<ul style="list-style-type: none"> <li>Remaining load is to be secured from ground level</li> <li>Secure all objects on the truck</li> </ul>	E/5=LOW	Driver

	the load are secured on the truck before departure		<ul style="list-style-type: none"> <li>· Verify the load has been secured to the truck body prior to leaving the site</li> <li>· Stop after the first 5kms of the journey to check that the load is secure and has not moved during transit</li> </ul>		
18	Driver leaving site	Other vehicles & on site workers	· Driver to follow all signs & posted speed limits & turn off rotating lights	E/5=LOW	Driver

**Please Note:**

**Rigging of Steel Bar**

Chains must be used on steel bar and rigged as procedure. Chains are to be wrapped twice around the bar then choked. This decreases the possibility of the chains moving inadvertently to the centre of the load. The distance between where the chains are wrapped must be kept to a minimum to avoid slippage.

**Rigging of Steel Mesh**

Steel mesh is manufactured to accommodate all the different requirements in various industries, as a result of this size and weights will vary, including number of sheets per pack. As a general rule, most deliveries are 6 meters long and between one to two tonnes in weight.

The ideal method to rig steel mesh is by using four-legged chain of equal length per leg. The end of the chain is also fitted with steel 'O' ring. Each leg is weaved into the mesh, approximately two meters from each end and into the second row or opening of the square holes from each side. Steel pins are than inserted into the 'O' rings. This allows the mesh to be craned off by four lifting points. Once on the ground, remove the four pins out of the 'O' ring and the job is done.

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# Risk & Safety Assessment

Work Activity: Unloading Mesh and Bar



HAZARD		CONTROL MEASURES (WITH CONTROLS APPLIED)	RESIDUAL RISK RATING
<b>Entanglement Hazards</b> (during set up, operation, dismantling, maintenance or cleaning)	Hair, clothing, gloves, necktie, jewellery, cleaning brushes, rags or other materials become entangled with moving parts of the plant or materials in motion	Guarding is in place as per the Manufacturers Operation Maintenance Manual over engine. Appropriate PPE will worn at all.	E / 4 = LOW
	<b>Crushing Hazards</b> (during set up, operation, dismantling, maintenance or cleaning)	Material falling off plant	Guarding is in place over the engine as per the Manufacturers Operation Maintenance Manual. No persons are in the vicinity of all moving components as winch ropes.
	Uncontrolled or unexpected movement of the plant or its load	Warning lights on machine, do not leave machine in working mode with keys in ignition.	E / 5 = LOW
	Lack of capacity for the plant to be slowed, stopped or immobilised	Dual braking system fitted; isolation of ignition.	D / 4 = LOW
	The plant tipping or rolling over	Outrigger to have secure ground conditions to set up on to avoid any tipping over & to maintain plant stability.	D / 5 = LOW
	Parts of the plant collapsing	Overload warning alarm.	D / 4 = LOW
	Coming in contact with moving parts of the plant during testing, inspection, operating, maintenance, cleaning or repair	No person to be in exclusion area of crane whilst operating.	E / 5 = LOW
	Being thrown off or under the plant	Sealed cab door closed, step carefully on deck, holding onto handrails on the access step with 3 points of contact & facing inwards. Handrails located on the operators cain to hold stability. Steps are covered with slip resistant flooring. Appropriate areas of crane are clearly visable with appropriate signage.	E / 5 = LOW
	Being trapped between articulation points (pinch points) on the plant	Guarding is in place as per the Manufactures Operation Maintenance Manual. No persons are in the vicinity of all moving components.	D / 5 = LOW

	Being run over while vehicle is reversing	Ensure traffic controllers are in place (for example UHF radio, amber 360 flashing light, mirrors, audio alarm & use of spotter).	E / 5 = LOW
<b>Cutting, Stabbing &amp; Puncturing Hazards</b> (during set up, operating, dismantling, maintenance or cleaning)	Coming into contact with moving parts of the plant	Guarding is in place as per the manufacture's operation maintenance manual over engine. No persons are near moving parts.	C / 4 = MEDIUM
	The plant, parts of the plant or work pieces disintegrating	All parts of crane are inspected by a qualified fitter at regular intervals.	D / 4 = LOW
	Uncontrolled or unexpected movement of the plant	Warning lights on machine. Do not leave machine in working mode with keys in the ignition	D / 4 = LOW
<b>Shearing Hazards</b> (during set up, operating, dismantling, maintenance or cleaning)	Body part sheared between two parts of the plant & a work piece or structure	Various mirrors fitted to vehicle. Appropriate barricades should also be in place to ensure no one other than the Crane Crew enter the Danger Zone. Dogman to be aware of all load movements.	D / 4 = LOW
<b>Friction Hazards</b> (during set up, operating, dismantling, maintenance or cleaning)	Worker burnt due to contact with moving parts or surfaces of the plant or material handled by the plant	Corrective PPE issued & worn as intended.	D / 5 = LOW
<b>Striking Hazards</b> (during set up, operating, dismantling, maintenance or cleaning)	Worker struck by moving objects due to uncontrolled or unexpected movement of the plant or material handled by the plant	Warning lights on machine. Do not leave machine in working mode with keys in the ignition	D / 5 = LOW
	Worker struck by moving objects due to the plant, parts of the plant or work pieces disintegrating	All parts of crane are to be inspected by a qualified fitter at regular intervals	D / 3 = MEDIUM
	Worker struck by moving objects due to the mobility of the plant	Ensure site has traffic controllers in place i.e. UHF radio, amber 360 flashing lights, mirrors, audible alarm & spotter in place	E / 4 = LOW
	Worker struck by moving objects due to work pieces' being ejected	Anti-drop valves on all hydraulic lines	E / 4 = LOW
<b>High Pressure Fluid Hazards</b> (during set up, operating, dismantling, maintenance or cleaning)	Worker come into contact with fluids under high pressure, due to plant failure or misuse of the plant	Sealed cab; sealed fuel tank; air conditioner with filters, exhaust positioned away from air conditioner inlet, batteries in sealed compartment.	D / 5 = LOW
<b>Electrical Hazards</b> (during set up, operating, dismantling, maintenance or cleaning)	Worker injured by electrical shock or burn due to contact with overhead / underground electrical conductors	Have any electrical items accurately surveyed to ensure all working distances are adhered to in accordance to the QLD work cover Code of Practice working near overhead power lines. Operator isolated in cabin	D / 5 = LOW
	Worker injured by electrical shock or burn from poor isolation of water & electrical circuits	Battery isolated in lockable compartment must have good access at all times	E / 5 = LOW



<b>Explosion Hazards</b> (during set up, operating, dismantling, maintenance or cleaning)	Worker injured by explosion of gases, vapours, liquids, dusts or other substances triggered by the operation of the plant or by material handled by the plant	Battery isolation & fuel lines regularly checked by mechanic extinguisher	E / 4 = LOW
<b>Slipping &amp; Tripping Hazards</b> (during set up, operating, dismantling, maintenance or cleaning)	Worker on the plant or in the vicinity of the plant slips or trips due to uneven or slippery work surfaces	Ensure that all slip, trip & fall hazards are removed from the area during the site inspection process, prior to starting lift	E / 5 = LOW
	Worker on the plant or in the vicinity of the plant slips or trips due to poor housekeeping (e.g spillage not cleaned up)	Ensure that all slip, trip & fall hazards are removed from the area during the site inspection process, prior to starting lift	E / 5 = LOW
<b>Falling Hazards</b> (during set up, operating, dismantling, maintenance or cleaning)	Worker falls from height due to lack of proper work platform	Persons are not to use these areas while crane operational, climbing on top of boom is not permitted. Harness to be worn where required	D / 5 = LOW
	Worker falls from height due to deficient stairs, ladders or hand grip points for accessing & exiting from the cab	High contrast steps on plant & hand grips fitted on access to cab. Three points of contact are to be used while entering & exiting the cab while facing inwards.	D / 5 = LOW
	Worker falls from height due to lack of guardrails or other suitable edge protection	Non-slip surfaces are applied to steps	E / 5 = LOW
	Worker falls from height due to unprotected holes, penetrations, or gaps	persons are not to use these areas while the crane is in operation, climbing on top of boom is not permitted. Harness is to be worn where required	E / 3 = LOW
	Worker falls from height due to poor floor or walking surfaces such as the lack of slip-resistance surfaces	Non slip surfaces are applied to steps & walking surfaces	E / 3 = LOW
	Worker falls from height due to steep walking surfaces	Non slip surfaces are applied to steps & walking surfaces	E / 3 = LOW
	Worker falls from height due to collapse of the supporting structure	Overload warning alarms. Only lift as per crane manufactures guidelines.	E / 4 = LOW
<b>Ergonomic / Manual Handling Hazards</b> (during set up, operating, dismantling, maintenance or cleaning)	Worker injured due to poorly designed seating	Adjustable suspension seat fitted seat is positioned correctly for visibility & reach of driving controls.	E / 4 = LOW
	Worker injured due to the need for excessive manual handling efforts	Outriggers blocks, lifting of rigging gear. All employees are reminded of the Manual Handling requirements in the QLD Worksafe guidelines.	E / 4 = LOW
	Worker injured due to lack of consideration given to human error or human behaviour	Fatigue Management conducted to ensure drivers do not drive while fatigued (decreasing the likelihood of human error)	E / 4 = LOW
<b>High Temperature or Fire Hazards</b>	Worker injured by fire	Battery isolation & fuel lines regularly checked by mechanic	D / 5 = LOW

(during set up, operating, dismantling, maintenance or cleaning)			
<b>Temperature (Thermal Comfort)</b> (during set up, operating, dismantling, maintenance or cleaning)	Worker suffering ill-health due to exposure to high or low temperatures	Air conditioner is fitted & serviced as per manufacturers operations & maintenance manual (every 4000 hours). Corrective PPE issued	E / 5 = LOW
<b>Contaminants / Environmental Hazards</b> (during set up, operating, dismantling, maintenance or cleaning)	Worker injured by or suffering from ill-health due to exposure with chemicals	Sealed cab; sealed fuel tank; a/c with filters, exhaust positioned away from a/c filter inlet, batteries in sealed compartment.	D / 3 = MEDIUM
	Worker injured by or suffering from ill-health due to exposure with toxic gases or vapours	Sealed cab; sealed fuel tank; a/c with filters, exhaust positioned away from a/c filter inlet, batteries in sealed compartment.	D / 3 = MEDIUM
	Worker injured by or suffering from ill-health due to exposure with exhaust fumes	All exhaust locations are venting away from operator positions	D / 4 = LOW
	Worker injured by or suffering from ill-health due to exposure with dust	Ensure cab is closed & air conditioner is used	E / 5 = LOW
	Worker injured by or suffering from ill-health due to exposure with noise	Noise level in cab below 78dbA	E / 4 = LOW
	Worker injured by or suffering from ill-health due to exposure with vibration	Plant meets the criteria of ISO 7096 for vertical vibration levels with air suspension seating	E / 4 = LOW
<b>Maintenance / Cleaning Hazards</b> (during set up, operating, dismantling, maintenance or cleaning)	Worker injured by or suffering from ill-health due to exposure while refuelling	Plant to be parked on level ground, shut down with all attachments lowered while refuelling	E / 5 = LOW

ABN: 16 334 296 903

Address: 34 Iris Place, Acacia Ridge, Queensland, 4110

Phone: 1300 138 326

## Safe Work Method Statement

Work Activity: Delivering Scaffold Products



<b>Principle Contractor:</b>	<b>Date Provided to Principle Contractor:</b>
<b>Project Name:</b>	<b>Project Address:</b>
<b>Commencement Date:</b>	<b>Duration of Works:</b>
<b>Relevant Legislation:</b> WHS Act 2011 WHS, Regulation QLD 2011, Environmental Protection Regulation QLD 2019, Australian Standards & Codes of Practice, Mobile Crane Code of Practice 2006	<b>Refer to:</b> Team Transport SWMS & Principal Contractor's Safe Work Requirements

High Risk Work: (indicate with a "✓" high risk activities associated with this activity)		
On or near energised electrical installations/services	Working around powered mobile plant	Risk of falls from greater than 2 metres
In trenches/shafts deeper than 1.5 metres	Temporary support for structural alterations	On, in or adjacent to road, rail, shipping, or other major traffic
In or near a confined space	Removal/disturbance of asbestos	On or near pressurised gas distribution mains or piping
In an area with contaminated or flammable atmosphere	With dangerous goods or substances	Work that involves explosives
Work involving tilt up/pre-cast concrete	Other:	Other:

Qualifications/Competencies	Plant & Equipment
<ul style="list-style-type: none"><li>· Team Transport Driver Induction</li><li>· High Risk CV (VLC) Licence</li><li>· Dogging Licence (DG)</li><li>· VOC complete</li></ul>	<ul style="list-style-type: none"><li>· Vehicle loading crane</li><li>· Vehicle</li><li>· Lifting gear, slings, chains &amp; spreader bar</li></ul>

Mandatory Personal Protective Equipment Required for This Task:						Other:
Uniform	Hi Vis	Footwear	Hard Hat & Chin Strap		Gloves	
						

Safety & Emergency Equipment	Hazardous Substances
<ul style="list-style-type: none"> <li>· Fire extinguisher</li> <li>· Signage, barriers &amp; traffic cones</li> <li>·</li> </ul>	TBC

STEP	ACTIVITY	HAZARD / RISK	CONTROL MEASURES	RESIDUAL RISK RATING (WITH CONTROLS APPLIED)	RESPONSIBLE PERSON
1	Loading the vehicle; clear tray and set up dunnage in anticipation of loading specific goods	Tripping on loose items or dunnage on the truck could cause a fall onto the tray or to the ground constituting a fall from height	Ensure that the walking surface is clear of tripping hazards	D/3 = MED	Driver
2	Pre- sling any product above the first layer using correct method	Risk of items falling from forklift causing damage to driver	<ul style="list-style-type: none"> <li>· Forklift brakes are on</li> <li>· Ensure the tynes are as low to the ground as practicable</li> <li>· Sling all products where possible from the ground</li> </ul>	D/3 = MED	Driver
		Risk of items falling from forklift causing damage to bystanders	No bystanders are to be inside the exclusion zone with forklift is in operation	D/3 = MED	Driver
		Risk of spearing goods situated close by the load or tynes hitting other goods causing them to fall and injure bystanders	Confirm that forklift tynes do not go beyond load being picked	D/4 = LOW	Driver
3	Place item on the tray after considering placement of other items to be loaded	Goods travelling forward under brakes could injure the driver.	Load against the headboard where possible. The only exception is due to compliance with weight distribution requirements.	D/4 = LOW	Driver
4	Consider the weight of Item. (Total outcome of load/	Risk of overloading due to unbalanced or unevenly loaded vehicle to be unable to stop quickly causing serious injury	<ul style="list-style-type: none"> <li>· Plan the load based on carrying capacity and weight distribution</li> <li>· Then load the vehicle in accordance with the plan with even weight distribution where possible</li> <li>· Load against headboard where possible (the only exception is due to weight distribution)</li> </ul>	D/4 = LOW	Driver

	loose items toward centre having due regard to items opposite or to be placed opposite.	Risk of injury to travelling public if gaps left in load causing the load to shift toward the centre and restraint coming loose	<ul style="list-style-type: none"> <li>Foot plates and loose items to be shrink wrapped and roped</li> <li>Keep goods in an orderly manner with minimal if any gap between materials</li> </ul>	D/4 = LOW	Driver
5	Consider any pre-strapped goods to be loaded and how they will fit with other goods	Risk of goods pre-strapped coming loose in transit will cause injury to travelling public should the straps come loose and fall off the truck	<ul style="list-style-type: none"> <li>Don't rely on restraint of pre-strapped items.</li> <li>Goods should be loaded so as a strap can go over the goods to the other side (not along the goods)</li> <li>Use correct strapping procedure</li> <li>Rope all stillage's not directly secured for transport</li> </ul>	D/3 = MED	Driver
6	Load your Plan	Injury to the driver caused by crushing or coming in to contact with the product or forklift during loading	<ul style="list-style-type: none"> <li>Driver to stand clear of truck while forklift is operating (if not operating the forklift)</li> <li>Do not stand under the load or let the load pass over your head</li> </ul>	D/3 = MED	Driver Forklift Operator
		Injury to other workers assisting with loading	Bystanders to remain in safe zone/ out of exclusion zone	D/3 = MED	Driver
7	Tie load down with straps or chains	Throwing the straps over while workers are on the other side of the load could cause injury to any bystanders	Before throwing straps over confirm by calling out "coming over" and checking that it has been heard	D/3 = MED	Driver
		Doing up strap on winches can cause injury to the worker if the bar slips from the winch. This generally causes facial injuries. Sprains are possible if too much load is placed on the winch bar	Training	D/3 = MED	Driver
8	Travel to delivery site	A high load of 4.2 metres causes instability.	<ul style="list-style-type: none"> <li>Driver to drive slowly around corners.</li> <li>Keep to signed speed limits both on roads and site.</li> </ul>	D/4 = LOW	Driver
		Due to truck movement and nature of the product, the load may become	Stop after the first 5kms of the journey to check that the load is secure and has not moved during transit	D/4 = LOW	Driver

		loose or move during transit			
9	Worksite arrival (Driver reported to site gate to enter work site)	Drivers' lack of awareness of site procedures & rules & may be unfamiliar with site environment	<ul style="list-style-type: none"> <li>Driver to receive site induction where applicable</li> <li>Driver to be provided with site instructions</li> <li>Become aware of site safety &amp; first aid personnel</li> </ul>	D/4 = LOW	Driver
		Driver unsure of scope of work	<ul style="list-style-type: none"> <li>Confirm with site where possible, details of the job including the scope of work</li> <li>Request information on any specific hazards/risk that may be relevant</li> <li>Ensure clear communication &amp; understanding of works to be undertaken</li> </ul>	D/3 = MED	Driver Site Supervisor
		Other vehicles & pedestrian traffic	<ul style="list-style-type: none"> <li>Mandatory PPE to be worn including Hi-Vis long-sleeved shirt, trousers, steel-toed boots, hard hat with chin strap, gloves &amp; safety glasses</li> <li>Observe any temporary traffic management plans in place</li> <li>Observe public road rules</li> <li>Deploy interim traffic &amp; pedestrian management where necessary (hazard warning lights, safety cones etc.)</li> </ul>	D/4 = LOW	Driver
		Lack of required qualifications, authorisations & experience to complete the task	<ul style="list-style-type: none"> <li>Workers qualified &amp; competent for task being undertaken</li> <li>Training current &amp; up to date</li> <li>Licences current &amp; up to date</li> <li>Trainees must hold a log book</li> <li>Only operators with a high risk ticket are to operate the forklift</li> </ul>	D/3 = MED	Driver
		Weather	<ul style="list-style-type: none"> <li>Appropriate application of sunscreen</li> <li>Ensure regular fluids intake</li> <li>Plan work to minimise exposure</li> <li>Take regular breaks when working in high temperatures</li> </ul>	E/4 = LOW	Driver
10	Driving on site to work area	Other vehicles & pedestrian traffic	<ul style="list-style-type: none"> <li>Select appropriate location to perform risk assessment</li> <li>Assess the site</li> <li>Observe site speed limits</li> <li>Use a spotter when reversing or accessing tight areas <ul style="list-style-type: none"> <li>Spotter is to remain within eye-sight of driver while vehicle is moving</li> </ul> </li> <li>Maintain communication with all other work parties on site</li> <li>Use rotating lights</li> </ul>	D/3 = MED	Driver
		Overhead powerlines, filled in trenches & underground cables	<ul style="list-style-type: none"> <li>Be aware of ground surfaces</li> <li>Abide by site traffic management plans &amp; allocated direction of travel</li> <li>Maintain safe approach distances from overhead powerlines</li> <li>Follow all reasonable instructions given by an authorised site representative</li> </ul>	D/3 = MED	Driver

		Plant & equipment incorrect for the task	<ul style="list-style-type: none"> <li>· Ensure plant is appropriate for the allocated task</li> <li>· Operators aware of crane limitations, controls, indications etc.</li> <li>· Do not ever attempt to operate the crane outside its capacity</li> </ul>	D/3 = MED	Driver
11	Position truck for unloading	Incline of ground surfaces	<ul style="list-style-type: none"> <li>· Driver to set up on even ground</li> </ul>	D/4 = LOW	Driver
		Soft ground, underground services, filled in trenches, buildings & site workers	<ul style="list-style-type: none"> <li>· Be aware of site environment, other workers, vehicles &amp; ground surfaces</li> <li>· Inspect ground for soft spots, drains, pits or penetrations</li> </ul>	D/3 = MED	Driver
		Overhead powerlines	<ul style="list-style-type: none"> <li>· Check for overhead hazards</li> <li>· Maintain safe approach distances from overhead powerlines</li> <li>· Follow all reasonable instructions given by an authorised site representative</li> </ul>	D/3 = MED	Driver
12	Unload by crane	Faulty plant & equipment	<ul style="list-style-type: none"> <li>· Completed inspection of vehicle &amp; crane to be done prior to arriving on site</li> <li>· Crane, vehicle &amp; equipment regular checks to be completed which includes looking for equipment damage &amp; faults</li> <li>· Any damage or faults to be reported to Team Transport Workshop as soon as possible &amp; prior to operation of VLC/vehicle</li> <li>· Extend outriggers for the crane as required by the manufacturers operating instructions</li> </ul>	E/3 = LOW	Driver
		Uneven ground & hazardous area	<ul style="list-style-type: none"> <li>· Check ground conditions prior to setting crane up</li> <li>· Clear area of rubbish &amp; other items to minimise slips, trips &amp; falls</li> <li>· If the area is not clear &amp; if access is obstructed, contact Team Transport office or WHSO directly to resolve before proceeding</li> </ul>	D/4 = LOW	Driver
		Site workers & other pedestrians while deploying crane stabilizers and unpacking crane	<ul style="list-style-type: none"> <li>· Maintain awareness of crane/vehicle movements &amp; do not assume other drivers/operators/dogman/spotters can see you</li> <li>· Create an exclusion zone around crane operating radius using bunting or cones. If any other worker enters the exclusion zone, the operator must cease work immediately.</li> </ul>	D/4 = LOW	Driver
		Chemical spills (e.g. hydraulic oil, diesel)	<ul style="list-style-type: none"> <li>· Mandatory PPE worn correctly</li> </ul>	E/5 = LOW	Driver
		Electrical apparatus	<ul style="list-style-type: none"> <li>· Look up &amp; maintain safe approach distances</li> <li>· Position the crane with consideration for the load radius before lifting to avoid any contact. Ensure there is clearance for the crane to slew</li> <li>· Make allowances for hook deflection during lifting</li> </ul>	D/4 = LOW	Driver
		Crush points on the crane outriggers	<ul style="list-style-type: none"> <li>· Create an exclusion zone around crane operating radius using bunting or cones. If any other worker enters the exclusion zone, the operator must cease work immediately.</li> </ul>	D/4 = LOW	Driver

13	Slinging or using lifting chains on product to be unloaded	Working at heights while accessing product on the back of the truck; driver could fall if within 2m of an unprotected edge	<ul style="list-style-type: none"> <li>· All items to be unloaded are to be pre-slung or chained wherever possible</li> <li>· Access loads via correct methods to prevent falls</li> <li>· If working on the back of a trailer, ensure the area is clear of trip &amp; slip hazards</li> <li>· Get on &amp; off trailer facing the truck, using steps with three points of contact</li> <li>· Do not jump off work platforms</li> </ul>	D/4 = LOW	Driver
		Items not slung properly	<ul style="list-style-type: none"> <li>· All slings to be tagged with Australian Standards tag. All slings &amp; lifting chains are to be inspected by the crane operator &amp; dogman before each use</li> <li>· Ensure that loads are correctly slung using sheave or choke methods as per dogging guidelines</li> </ul>	E/5 = LOW	Driver
		Sling mesh using 4-legged chain sling with open hooks or closed hooks with pin system; load may fall	<ul style="list-style-type: none"> <li>· Lift load slightly off the tray and visually inspect all hooks are correctly in place before continuing with the lift</li> </ul>	E/4 = LOW	Driver
		Slings worn out or are in poor condition	<ul style="list-style-type: none"> <li>· Where slings or chains are in poor condition do not use</li> <li>· Report poor condition to Team Transport Operations for immediate replacement</li> </ul>	E/5 = LOW	Driver
		Manual handling	<ul style="list-style-type: none"> <li>· Use correct manual handling techniques &amp; mechanical aids where available</li> <li>· Avoid overreaching at all times</li> <li>· Mandatory PPE worn correctly with working gloves</li> </ul>	D/3 = MED	Driver
14	Sling products not pre-slung using documented methods	Standing on the tray of the truck to do this increases risk of falls from heights	<ul style="list-style-type: none"> <li>· Remove loose items from the ground and tidy tray before standing on tray to release sling ends</li> <li>· Place sling ends as close to tray edge as possible</li> </ul>	D/3 = MED	Driver
		Incorrect rigging could cause the product to fall during lifting causing injury	Use only prescribed slinging methods	D/3 = MED	Driver
15	Remove loose items on the load and release pre-	Risk of bystanders being hit by crane or material slung from crane	<ul style="list-style-type: none"> <li>· Keep bystanders outside crane arc</li> <li>· Keep unloading area clear of pedestrians</li> </ul>	E/4 = LOW	Driver



	slung ancillary sling ends	Standing on the tray or the load to release intermingled freight or caught straps involves a high risk of injury due to falls from heights	<ul style="list-style-type: none"> <li>Concentrate on your safety first</li> <li>If you can perform the task from your ladder then do so</li> <li>Make sure the area is clear of hazards</li> <li>Avoid climbing on the load</li> </ul>	D/3 = MED	Driver
16	Sling off all pre-slung items gaining access to sling eyes via ladder	Caught slings or swinging product could force product to spin and hit driver Standing on the tray or climbing on the stillage's or form work increase the risk of falls from heights	Start slowly from truck and glut on the ground then remove slings slowly Correctly pre-slung loads with sling ends reachable from the ground or the tray of the truck reduces exposure	E/4 = MED	Driver
		Be aware of any power lines in the vicinity of the crane arc	Do not unload under power lines. You must remain 2 meters from any power line	D/3 = MED	Driver
17	Lifting items into place using VLC	Poor communication	<ul style="list-style-type: none"> <li>Mobile phones are not to be used when operating the crane or dogging</li> <li>Do not assume that other workers/ dogman is clear of the crane</li> <li>Ensure all workers within the exclusion zone are within line of site of the crane operator</li> <li>Do not turn your back on a load suspended by an overhead crane</li> <li>If the lighting in the loading/unloading area is poor then you are to cease work immediately</li> <li>Ensure exclusion zone has been set &amp; maintained prior to lifting items</li> <li>Follow the "can't see – can't work" rule <ul style="list-style-type: none"> <li>If the operator of the load-shifting equipment loses visual contact with personnel assisting in the loading/unloading process all functions of the load shifting equipment is to stop</li> </ul> </li> </ul>	E/5=LOW	Driver
		Entanglement	<ul style="list-style-type: none"> <li>Crane operator to be licenced &amp; competent</li> <li>Ensure exclusion zone has been set &amp; maintained prior to lifting items</li> <li>Use a safety spotter where possible</li> </ul>	E/5=LOW	Driver
		Persons or mobile plant being hit by moving load or the crane	<ul style="list-style-type: none"> <li>Maintain the exclusion zone in place until movement is completed</li> <li>Use a tag line to control the movement of the load</li> <li>Driver stands clear of any potential crush zone</li> <li>Driver never positions the boom directly overhead</li> </ul>	E/4=LOW	Driver

		Falling loads	<ul style="list-style-type: none"> <li>· Maintain the exclusion zone in place until movement is completed</li> <li>· Slings, chains &amp; other lifting equipment to be visually inspected prior to use</li> <li>· Ensure lifting equipment is within test date &amp; rated to suit the load</li> <li>· Do not exceed SWL (ensure load is checked against lifting capacity plate)</li> <li>· Do not walk under the load</li> <li>· Ensure the crane hook is always positioned over the centre of the load</li> <li>· If unsure of the mass of the load, contact Team Transport Operations for more information</li> <li>· Ensure the load being moved is in view of the operator at all times</li> <li>· Use taglines as required</li> <li>· Before lifting, ensure the load is rigged &amp; attached to the crane correctly</li> <li>· If load falls, stop work immediately &amp; ensure the area is safe then contact Team Transport WHSO for further instructions</li> </ul>	E/5= LOW	Driver
		Plant rollover	<ul style="list-style-type: none"> <li>· Check &amp; ensure stable ground conditions</li> <li>· Check crane &amp; vehicle's stability, capacity, range diagrams &amp; rating charts before making the lift</li> <li>· Use dunnage – packing for stabilisers/outriggers</li> <li>· Crane operator will not operate the crane over 100% or near LMI limits</li> <li>· Ensure plant is set up within operating limits using <ul style="list-style-type: none"> <li>· Maximum range indicators</li> <li>· Stabilisers &amp; outriggers</li> </ul> </li> </ul>	E/5= LOW	Driver
		Plant & equipment failure	<ul style="list-style-type: none"> <li>· Operator to complete daily pre-start checks</li> <li>· Ensure any defects are recorded &amp; rectified</li> <li>· Plant to be operated as per Manufacturer's instructions</li> <li>· Ensure SWL of any lifting &amp; equipment is not exceeded</li> <li>· Crane operator to swing, lift &amp; land the load slowly</li> <li>· Ensure crane is within mechanical, weight &amp; electrical test dates</li> </ul>	E/5= LOW	Driver
		Crush or pinch	<ul style="list-style-type: none"> <li>· Ensure any defects of crane &amp; vehicle are recorded &amp; rectified</li> <li>· Crane operator to be licensed &amp; competent</li> <li>· Safety spotter used if necessary</li> <li>· Maintain awareness of pinch points &amp; crush hazards</li> <li>· Install barriers, guards or exclusion zones</li> <li>· Maintain communication between workers &amp; the operator</li> </ul>	E/4= LOW	Driver

		Inadvertent contact with live overhead powerlines	<ul style="list-style-type: none"> <li>Operator licenced &amp; competent with understanding of safe working distances with powerlines</li> <li>Safe working distances to be maintained between crane &amp; powerline</li> <li>Communication in place between operator &amp; spotter (if available) with line of site maintained</li> <li>In the event that electrical contact is made, hit the emergency stop button on the hand held remote, call 000 &amp; stay clear of the vehicle</li> </ul>	E/4= LOW	Driver
18	Lowering items unloaded to ground	Unsuitable landing area	<ul style="list-style-type: none"> <li>Inspect the landing platform/ground surface prior to lifting to ensure that it can support to load</li> <li>Ensure that the load is placed in the correct or intended location</li> </ul>	E/5= LOW	Driver
		Persons or mobile plant being hit by moving load	<ul style="list-style-type: none"> <li>Maintain the exclusion zone in place until movement is completed</li> <li>Use a tag line to control the movement of the load</li> <li>Ensure all workers within the exclusion zone are within line of site of the crane operator</li> <li>Maintain communication with workers</li> </ul>	E/4= LOW	Driver Dogman
		Chains or slings being caught under the load resulting in damage	<ul style="list-style-type: none"> <li>Operator is to place timber under the load before lowering it to the ground</li> </ul>	E/5= LOW	Driver
19	Packing up of crane after job completion	Workers or mobile plant being struck by the crane arm	<ul style="list-style-type: none"> <li>Maintain an exclusion zone around the crane operating radius</li> <li>Only licences &amp; competent operators to use the crane</li> <li>If any other worker enters the exclusion zone the operator must cease work immediately</li> </ul>	E/5= LOW	Driver
		Crush points on out riggers	<ul style="list-style-type: none"> <li>Ensure any defects of crane &amp; vehicle are recorded &amp; rectified</li> <li>Crane operator to be licensed &amp; competent</li> <li>Safety spotter used if necessary</li> <li>Maintain awareness of pinch points &amp; crush hazards</li> <li>Install barriers, guards or exclusion zones</li> <li>Maintain communication between workers &amp; the operator</li> </ul>	E/5= LOW	Driver
		Manual handling	<ul style="list-style-type: none"> <li>Use correct manual handling techniques &amp; mechanical aids where available</li> <li>Avoid overreaching at all times</li> <li>Mandatory PPE, used correctly is to be worn including working gloves</li> <li>Carry heavy loads (packing, chains &amp; hooks) close to your body</li> </ul>	E/5= LOW	Driver
		Unsecured plant, dunnage, tools & equipment	<ul style="list-style-type: none"> <li>Plant, equipment, dunnage &amp; tools must be secured &amp; correctly stored prior to travelling</li> <li>Be careful of slips, trips and fall risks during this process</li> </ul>	E/5= LOW	Driver
20	Driver ensures that all items and any remaining parts of	Unrestrained objects can fall off the vehicle during transit	<ul style="list-style-type: none"> <li>Remaining load is to be secured from ground level</li> <li>Secure all objects on the truck</li> </ul>	E/5= LOW	Driver

	the load are secured on the truck before departure		<ul style="list-style-type: none"> <li>· Verify the load has been secured to the truck body prior to leaving the site</li> <li>· Stop after the first 5kms of the journey to check that the load is secure and has not moved during transit</li> </ul>		
21	Driver leaving site	Other vehicles & on site workers	· Driver to follow all signs & posted speed limits & turn off rotating lights	E/5= LOW	Driver

**Please Note:**

**RIGGING LARGE PACK OF PLYWOOD**

When lifting heavy packs of plywood, or uneven size sheets in large quantities, they have a tendency to rip or tear where the slings are positioned. To overcome this problem, position slings so the lifting point is located at the edge of the pack, similar to carrying a suitcase. This will allow the opposite end of the pack to settle into the natural contour of the lower section of the slings.

This procedure is also successful when lifting fibre cement sheets; however, the crane must be maneuvered when one side of pack starts to lift. Move the crane to the centre of the pack and slowly take the weight. This will eliminate dragging the pack and damaging the goods and reduce crushing.

**RIGGING OF SCAFFOLD IN STILLAGE'S**

Lifting chains must be positioned under the crossbars of the stillage, and within the four- [4] legs. To eliminate the chains from sliding, they are then routed on the outside of each leg [one leg, one chain], now connect the end of chain to hook on your crane; or connect end of chain onto the two [2] legs coming from crane hook.

# Risk & Safety Assessment

## Work Activity: Transporting Scaffold Products



	HAZARD	CONTROL MEASURES (WITH CONTROLS APPLIED)	RESIDUAL RISK RATING
<b>Entanglement Hazards</b> (during set up, operation, dismantling, maintenance or cleaning)	Hair, clothing, gloves, necktie, jewellery, cleaning brushes, rags or other materials become entangled with moving parts of the plant or materials in motion	Guarding is in place as per the Manufacturers Operation Maintenance Manual over engine. Appropriate PPE will worn at all.	E / 4 = LOW
	<b>Crushing Hazards</b> (during set up, operation, dismantling, maintenance or cleaning)	Material falling off plant	Guarding is in place over the engine as per the Manufacturers Operation Maintenance Manual. No persons are in the vicinity of all moving components as winch ropes.
	Uncontrolled or unexpected movement of the plant or its load	Warning lights on machine, do not leave machine in working mode with keys in ignition.	E / 5 = LOW
	Lack of capacity for the plant to be slowed, stopped or immobilised	Dual braking system fitted; isolation of ignition.	D / 4 = LOW
	The plant tipping or rolling over	Outrigger to have secure ground conditions to set up on to avoid any tipping over & to maintain plant stability.	D / 5 = LOW
	Parts of the plant collapsing	Overload warning alarm.	D / 4 = LOW
	Coming in contact with moving parts of the plant during testing, inspection, operating, maintenance, cleaning or repair	No person to be in exclusion area of crane whilst operating.	E / 5 = LOW
	Being thrown off or under the plant	Sealed cab door closed, step carefully on deck, holding onto handrails on the access step with 3 points of contact & facing inwards. Handrails located on the operators cain to hold stability. Steps are covered with slip resistant flooring. Appropriate areas of crane are clearly visable with appropriate signage.	E / 5 = LOW
	Being trapped between articulation points (pinch points) on the plant	Guarding is in place as per the Manufactures Operation Maintenance Manual. No persons are in the vicinity of all moving components.	D / 5 = LOW
	Being run over while vehicle is reversing	Ensure traffic controllers are in place (for example UHF radio, amber 360 flashing light, mirrors, audio alarm & use of spotter).	E / 5 = LOW

<b>Cutting, Stabbing &amp; Puncturing Hazards</b> (during set up, operating, dismantling, maintenance or cleaning)	Coming into contact with moving parts of the plant	Guarding is in place as per the manufacture's operation maintenance manual over engine. No persons are near moving parts.	C / 4 = MEDIUM
	The plant, parts of the plant or work pieces disintegrating	All parts of crane are inspected by a qualified fitter at regular intervals.	D / 4 = LOW
	Uncontrolled or unexpected movement of the plant	Warning lights on machine. Do not leave machine in working mode with keys in the ignition	D / 4 = LOW
<b>Shearing Hazards</b> (during set up, operating, dismantling, maintenance or cleaning)	Body part sheared between two parts of the plant & a work piece or structure	Various mirrors fitted to vehicle. Appropriate barricades should also be in place to ensure no one other than the Crane Crew enter the Danger Zone. Dogman to be aware of all load movements.	D / 4 = LOW
<b>Friction Hazards</b> (during set up, operating, dismantling, maintenance or cleaning)	Worker burnt due to contact with moving parts or surfaces of the plant or material handled by the plant	Corrective PPE issued & worn as intended.	D / 5 = LOW
<b>Striking Hazards</b> (during set up, operating, dismantling, maintenance or cleaning)	Worker struck by moving objects due to uncontrolled or unexpected movement of the plant or material handled by the plant	Warning lights on machine. Do not leave machine in working mode with keys in the ignition	D / 5 = LOW
	Worker struck by moving objects due to the plant, parts of the plant or work pieces disintegrating	All parts of crane are to be inspected by a qualified fitter at regular intervals	D / 3 = MEDIUM
	Worker struck by moving objects due to the mobility of the plant	Ensure site has traffic controllers in place i.e. UHF radio, amber 360 flashing lights, mirrors, audible alarm & spotter in place	E / 4 = LOW
	Worker struck by moving objects due to work pieces' being ejected	Anti-drop valves on all hydraulic lines	E / 4 = LOW
<b>High Pressure Fluid Hazards</b> (during set up, operating, dismantling, maintenance or cleaning)	Worker come into contact with fluids under high pressure, due to plant failure or misuse of the plant	Sealed cab; sealed fuel tank; air conditioner with filters, exhaust positioned away from air conditioner inlet, batteries in sealed compartment.	D / 5 = LOW
<b>Electrical Hazards</b> (during set up, operating, dismantling, maintenance or cleaning)	Worker injured by electrical shock or burn due to contact with overhead / underground electrical conductors	Have any electrical items accurately surveyed to ensure all working distances are adhered to in accordance to the QLD work cover Code of Practice working near overhead power lines. Operator isolated in cabin	D / 5 = LOW
	Worker injured by electrical shock or burn from poor isolation of water & electrical circuits	Battery isolated in lockable compartment must have good access at all times	E / 5 = LOW
<b>Explosion Hazards</b>	Worker injured by explosion of gases, vapours, liquids, dusts or other substances triggered by the operation of	Battery isolation & fuel lines regularly checked by mechanic extinguisher	E / 4 = LOW

(during set up, operating, dismantling, maintenance or cleaning)	the plant or by material handled by the plant		
<b>Slipping &amp; Tripping Hazards</b> (during set up, operating, dismantling, maintenance or cleaning)	Worker on the plant or in the vicinity of the plant slips or trips due to uneven or slippery work surfaces	Ensure that all slip, trip & fall hazards are removed from the area during the site inspection process, prior to starting lift	E / 5 = LOW
	Worker on the plant or in the vicinity of the plant slips or trips due to poor housekeeping (e.g spillage not cleaned up)	Ensure that all slip, trip & fall hazards are removed from the area during the site inspection process, prior to starting lift	E / 5 = LOW
<b>Falling Hazards</b> (during set up, operating, dismantling, maintenance or cleaning)	Worker falls from height due to lack of proper work platform	Persons are not to use these areas while crane operational, climbing on top of boom is not permitted. Harness to be worn where required	D / 5 = LOW
	Worker falls from height due to deficient stairs, ladders or hand grip points for accessing & exiting from the cab	High contrast steps on plant & hand grips fitted on access to cab. Three points of contact are to be used while entering & exiting the cab while facing inwards.	D / 5 = LOW
	Worker falls from height due to lack of guardrails or other suitable edge protection	Non-slip surfaces are applied to steps	E / 5 = LOW
	Worker falls from height due to unprotected holes, penetrations, or gaps	persons are not to use these areas while the crane is in operation, climbing on top of boom is not permitted. Harness is to be worn where required	E / 3 = LOW
	Worker falls from height due to poor floor or walking surfaces such as the lack of slip-resistance surfaces	Non slip surfaces are applied to steps & walking surfaces	E / 3 = LOW
	Worker falls from height due to steep walking surfaces	Non slip surfaces are applied to steps & walking surfaces	E / 3 = LOW
	Worker falls from height due to collapse of the supporting structure	Overload warning alarms. Only lift as per crane manufactures guidelines.	E / 4 = LOW
<b>Ergonomic / Manual Handling Hazards</b> (during set up, operating, dismantling, maintenance or cleaning)	Worker injured due to poorly designed seating	Adjustable suspension seat fitted seat is positioned correctly for visibility & reach of driving controls.	E / 4 = LOW
	Worker injured due to the need for excessive manual handling efforts	Outriggers blocks, lifting of rigging gear. All employees are reminded of the Manual Handling requirements in the QLD Worksafe guidelines.	E / 4 = LOW
	Worker injured due to lack of consideration given to human error or human behaviour	Fatigue Management conducted to ensure drivers do not drive while fatigued (decreasing the likelihood of human error)	E / 4 = LOW
<b>High Temperature or Fire Hazards</b> (during set up, operating, dismantling, maintenance or cleaning)	Worker injured by fire	Battery isolation & fuel lines regularly checked by mechanic	D / 5 = LOW

<b>Temperature (Thermal Comfort)</b> (during set up, operating, dismantling, maintenance or cleaning)	Worker suffering ill-health due to exposure to high or low temperatures	Air conditioner is fitted & serviced as per manufacturers operations & maintenance manual (every 4000 hours). Corrective PPE issued	E / 5 = LOW
<b>Contaminants / Environmental Hazards</b> (during set up, operating, dismantling, maintenance or cleaning)	Worker injured by or suffering from ill-health due to exposure with chemicals	Sealed cab; sealed fuel tank; a/c with filters, exhaust positioned away from a/c filter inlet, batteries in sealed compartment.	D / 3 = MEDIUM
	Worker injured by or suffering from ill-health due to exposure with toxic gases or vapours	Sealed cab; sealed fuel tank; a/c with filters, exhaust positioned away from a/c filter inlet, batteries in sealed compartment.	D / 3 = MEDIUM
	Worker injured by or suffering from ill-health due to exposure with exhaust fumes	All exhaust locations are venting away from operator positions	D / 4 = LOW
	Worker injured by or suffering from ill-health due to exposure with dust	Ensure cab is closed & air conditioner is used	E / 5 = LOW
	Worker injured by or suffering from ill-health due to exposure with noise	Noise level in cab below 78dbA	E / 4 = LOW
	Worker injured by or suffering from ill-health due to exposure with vibration	Plant meets the criteria of ISO 7096 for vertical vibration levels with air suspension seating	E / 4 = LOW
<b>Maintenance / Cleaning Hazards</b> (during set up, operating, dismantling, maintenance or cleaning)	Worker injured by or suffering from ill-health due to exposure while refuelling	Plant to be parked on level ground, shut down with all attachments lowered while refuelling	E / 5 = LOW



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# Safe Work Method Statement




Work Activity: Unloading Tiles with the use of a Truck Mounted Forklift



<b>Principle Contractor:</b>	<b>Date Provided to Principal Contractor:</b>
<b>Project Name:</b>	<b>Project Address:</b>
<b>Commencement Date:</b>	<b>Duration of Works:</b>
<b>Relevant Legislation:</b> WHS Act 2011 WHS, Regulation QLD 2011, Environmental Protection Regulation QLD 2019, Australian Standards & Codes of Practice	
<b>Refer to:</b> Team Transport SWMS & Principal Contractor's Safe Work Requirements	

High Risk Work: (indicate with a "✓" high risk activities associated with this activity)			
On or near energised electrical installations/services	Working around powered mobile plant		Risk of falls from greater than 2 metres
In trenches/shafts deeper than 1.5 metres	Temporary support for structural alterations	✓	On, in or adjacent to road, rail, shipping, or other major traffic
In or near a confined space	Removal/disturbance of asbestos		On or near pressurised gas distribution mains or piping
In an area with contaminated or flammable atmosphere	With dangerous goods or substances		Work that involves explosives
Work involving tilt up/pre-cast concrete	Other:		Other:

Qualifications/Competencies	Plant & Equipment
<ul style="list-style-type: none"> <li>Team Transport Driver Induction</li> <li>High Risk Licence (LF)</li> </ul>	<ul style="list-style-type: none"> <li>Fork Lift</li> <li>Vehicle</li> </ul>

Mandatory Personal Protective Equipment Required for This Task:					Other:
Uniform (long pants)	Hi Vis	Footwear			
					

Safety & Emergency Equipment	Hazardous Substances
<ul style="list-style-type: none"> <li>Fire extinguisher</li> <li>Signage, barriers &amp; traffic cones</li> </ul>	TBC

**PRESTART CHECKS**

<b>TRUCK/ TRAILER</b>	Drivers are to conduct daily checks on their truck/trailer and fill out their prestart book accordingly each day before starting the truck. Report any faults to the workshop manager.	<b>TRUCK MOUNTED FORKLIFT</b>	Drivers are to conduct daily checks on truck mounted forklifts and fill out the prestart book before starting any high-risk work and report any faults to the workshop manager.
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STEP	ACTIVITY	HAZARD / RISK	CONTROL MEASURES	RESIDUAL RISK RATING (WITH CONTROLS APPLIED)	RESPONSIBLE PERSON
1	Ensure that the vehicle is ready to receive forklift	Local traffic	<ul style="list-style-type: none"> <li>· Ensure work location is safe to proceed.</li> <li>· Hi Visibility clothing must be worn.</li> </ul>	E/4	Driver
		Manual handling	Ensure all manual handling activities are carried out in a manner that is safe and in line with current ergonomic best practices.	E/5	Driver
2	Drive the forklift to the truck	Tipping	<ul style="list-style-type: none"> <li>· Ensure all safe working practices are engaged for the normal use of a forklift.</li> <li>· Always wear the seat belt</li> <li>· If the forklifts tips or rolls over, do not attempt to leave the vehicle while it is tipping</li> <li>· Do not use the forklift on steep terrain or where the ground surfaces are highly uneven where tipping is likely</li> </ul>	E/5	Driver
		Struck by objects/ struck against objects	Traffic management plan is considered and actioned to ensure work activities are separated from local traffic	E/5	Driver
3	Place the forklift onto the vehicle	Colliding with vehicle	<ul style="list-style-type: none"> <li>· Ensure operators are trained in the correct method</li> <li>· Ensure approach is slow and demonstrates correct loading process</li> </ul>	E/5	Driver, Trainer and Assessor
4	Secure the forklift to the vehicle	Fall from height	Dismounting from forklift may be at height, if this is the case ensure the correct use of the forklifts' stairs, including three points of contact.	E/5	Driver
		Manual handling	Securing holding chains or mounting supports should be done by accessing the side of the machine or with the appropriate tool	E/5	Driver
		Struck by object /struck against object	Traffic management plan is considered and actioned to ensure work activities are separated from local traffic	E/5	Driver

5	Clear tray and set up dunnage if required in anticipation of loading freight.	Tripping on loose items or dunnage on the truck could cause a fall onto the tray or to the ground constituting a fall from height	Use timber or hooks to clear the tray without climbing onto it.	E/5	Driver
6	Group items together for appropriate unloading by delivery address, weight, and suitability. Stagger product where possible for even weight distribution	Incorrectly grouped material will place the driver at risk of onsite forklift tipping and multiple unloads.	Planned unload will eliminate or minimize exposure to risk of additional unloading or overweight tipping of the fork	E/5	Driver
7	Place freight on tray having regard to other items to be loaded	Freight travelling forward due to the application of brakes could injure driver	<ul style="list-style-type: none"> <li>· Load against headboard where possible; the only exception is due to weight distribution requirements.</li> <li>· Ensure compliance with Load Restraint Guidelines</li> </ul>	E/3	Driver
8	Manner of load restraint & way item is already strapped or wrapped	Risk of injury to bystanders or public if load is unable to be secured correctly	Ensure product is unitised correctly so that it can be secured to the vehicle (i.e strapped and wrapped to pallet).	D/3	Driver
9	Asses weight of Items/weight of load	Risk of overloading due to unbalanced or unevenly loaded vehicle or being unable to stop quickly.	Plan the load then load as per the plan with even weight distribution where possible. Refer to the load restraint guidelines.	E/5	Driver
10	Ensure that there are no loose items	Risk of injury to travelling public if gaps left in load causing the load to shift toward the centre and restraint coming loose	<ul style="list-style-type: none"> <li>· Loose items to be restrained together</li> <li>· Keep goods in an orderly manner with minimal (if any) gap between goods</li> <li>· Use gates where possible</li> </ul>	D/1	Driver
11	Consider any pre-strapped goods to be loaded and how they will fit with other goods	Risk of goods pre-strapped coming loose in transit will cause injury to travelling public should the straps come loose and fall off the truck	<ul style="list-style-type: none"> <li>· Don't rely on restraint of pre-strapped items</li> <li>· Make sure gates are locked down and no loose items can come free</li> <li>· Ensure restraints are applied as per the Load Restraint Guidelines</li> </ul>	D/2	Driver
12	Load/ unload the Vehicle to your Plan	Injury to the driver caused by being knocked over or crushed by forklift	Driver to stand outside the exclusion zone if loading/unloading is carried out by a third party.	D/2	Driver

		Injury to other workers assisting with loading	Bystanders or other workers to maintain exclusion zone from forklift while in operation.	D/2	Driver
		Standing on the tray or the freight involves a high risk of injury due to falls from heights	<ul style="list-style-type: none"> <li>· Never stand on freight</li> <li>· Never stand on the truck during loading/unloading. If the truck/tray needs to be accessed, forklift unloading should cease.</li> </ul>	E/5	Driver
13	Tie load down with straps or chains to prevent movement	Throwing the straps over while workers are on the other side of the load could cause injury to any bystanders	Before throwing straps over the load, confirm that there is no one standing nearby by calling out 'coming over' and check that it has been heard	D/2	Driver
		Doing up strap on winches can cause injury to the worker if the bar slips from the winch. This generally causes facial injuries	<ul style="list-style-type: none"> <li>· If too much load is placed on the winch bar, sprains can occur</li> <li>· If the bar slips from the winch, facial and other injuries can occur</li> <li>· Place bar all the way through the winch and crank at 90 degrees, use a straight back and bent knees as you would whilst lifting and place on hand on the combing rail for support</li> </ul>	D/2	WHSO
14	Travelling to site	An unstable or unbalanced load causes instability and may cause freight to slide into or off the truck if inappropriate driving technique is used.	<ul style="list-style-type: none"> <li>· Driver to drive slowly around corners</li> <li>· Keep to signed speed limit both on roads and site</li> <li>· Ensure load is properly restrained.</li> <li>· Ensure compliance with road laws.</li> </ul>	D/3	Driver
		The load may become loose or move	Stop after the first 5kms of the journey to check that the load is secure and hasn't moved in transit	D/2	Driver
15	Stop at Site and prepare to unload freight using vehicle mounted forklift	Vehicular Traffic and pedestrians pose an impact risk to the driver whilst preparing to, and during, unloading. Before entering site, drivers are to consult with other workers	<p>Park the vehicle so the unloading side is kerb side so that the driver operates off the road surface. Drivers are to use safety cones or 'closed footpath' signage where pedestrian footpaths are crossed in order to prevent pedestrians or other workers being hit by moving plant during unloading.</p> <p>If unloading kerb side is impracticable due to restricted access (i.e undulating ground surfaces, impeding trees, services, fences and other obstructions) unloading may be undertaken from the roadside provided risks are assessed and controls are in place:</p> <ul style="list-style-type: none"> <li>– Assess risks and identify a suitable location to park and unload</li> <li>– Pedestrian and vehicular traffic closely monitored while forklift is in operation</li> <li>– Exclusion zone maintained from all pedestrians, workers and moving plant/road users</li> <li>– Ensure forklift is registered for road use</li> <li>– Limit road travel via forklift as far as practicable</li> </ul>	E/3	Driver

			<ul style="list-style-type: none"> <li>– Observe and abide by traffic and road laws</li> <li>– Give way to oncoming traffic</li> <li>– Do not block the flow of traffic with the heavy vehicle (do not double park)</li> <li>– Assess if traffic management is required for the site and communicate this with despatch</li> <li>– Deploy safety cones or ‘footpath closed’ signage if traveling across/blocking pedestrian pathways</li> </ul>		
		Operator being injured or rolling plant while driving on uneven, steep, or soft ground	<ul style="list-style-type: none"> <li>· Before driving on any site the driver must check the driveway surface to make sure that it is safe to drive on</li> <li>· Driver must check for filled in trenches, power lines, underground services and the driveway is not too steep to operate plant safely</li> </ul>	C/5	Driver
		Undoing winch straps can cause injury to the worker if the bar slips from the winch. This generally causes facial injuries as the head hits the coming of the truck	Place bar all the way through winch and crank at 90 degrees	D/3	Driver
		Sprains are possible if too much load is placed on the winch bar	Use a straight back and bent knees as you would whilst lifting	D/2	Driver
		Walking on undulating ground can cause sprains and falls	Watch your step and inspect the site for any hidden holes, gullies, stakes, rocks, or hidden building material	D/1	Driver
16	Unloading: removing loose items on the load by hand	Standing on the tray of the truck to do this increases risk of falls from heights	Remove loose items from the ground level with a hook to tidy tray	E/1	Driver
17	Third party forklift unload	Risk of crushing injury by forklift	<ul style="list-style-type: none"> <li>· Stand offside at rear of tray whilst forklift is in operation</li> <li>· Observe 3 meters’ exclusion zones around truck when being unloaded</li> </ul>	E/4	Driver
		Standing on the tray of the truck whilst unloading increases the risk of falls from height or being struck by the forklift or freight.	<ul style="list-style-type: none"> <li>· Use a hook to move or remove ropes, binders, and chains; do not stand on the tray of the truck whilst unloading is occurring</li> <li>· Observe from at least 3 meters away in an exclusion zone</li> </ul>	E/4	Driver
18	Remove strapping and wrapping	Cutting of straps and plastic poses a risk of the driver slashing himself/ herself with a packing knife	<ul style="list-style-type: none"> <li>· Wear gloves when cutting if necessary</li> <li>· Always cut away from hands and arms so slipping will not result in an injury</li> <li>· Use a retractable blade to reduce likelihood of cutting yourself</li> <li>· Be careful to remove strapping and wrapping while the pallet of tiles is on relatively level ground so that tiles do not fall off the</li> </ul>	D/4	Driver

			pallet after unwrapping (could result in injury and/or product damage)		
		Failure to pack strapping and wrapping away in site bin or in truck toolbox could result in slicing arms and face due to strapping being handled improperly	Wear gloves and safety glasses when rolling up the strapping inside the plastic wrap for stowage and/or removal	D/5	Driver
19	Hand unload	Lifting tiles from pallets on a truck poses a HIGH MSD risk under the SWA Manual Handling Code of Practice (CoP)	Avoid using delivery vehicles that place the overall height of the top of a pallet above the driver's shoulder height.	D/3	Driver
		Walking tiles into a house poses a HIGH MSD risk and a HIGH Trip and Fall risk on uneven, soft, muddy, cluttered or sloping building sites	<ul style="list-style-type: none"> <li>Use a brick barrow or fridge trolley, or where this is not possible, carry for no more than fifteen minutes at a time and have a five minute break.</li> <li>No more than one hour of hand unload followed by a thirty minute break</li> <li>No more than two hours total hand unload in a day</li> </ul>	D/3	Driver
		Setting tiles onto the floor inside a house poses a HIGH MSD risk under the SWA Manual Handling CoP	<ul style="list-style-type: none"> <li>Place freight down with least bend distance</li> <li>Always lift and lower by bending at the knees, not by bending the back</li> <li>Use a fridge trolley where possible which removes the final lift and place down</li> </ul>	C/3	Driver
		Hand unload poses a HIGH risk under through the required REPETITION under the SWA Manual Handling CoP	<ul style="list-style-type: none"> <li>Use a brick barrow or fridge trolley, or where this is not possible, carry for no more than fifteen minutes at a time and have a five minute break or seek assistance wherever possible</li> <li>No more than one hour of hand unload followed by a thirty minute break</li> <li>No more than two hours' total hand unload in a day</li> </ul>	C/2	Driver
20	Secure the truck and load to depart delivery site	Standing on the tray securing dunnage/straps involves a high risk of injury due to falls from height	<ul style="list-style-type: none"> <li>Be aware that a risk of falling is high</li> <li>Do not climb onto the tray</li> <li>Use hooks where possible so that this can be done from the ground</li> </ul>	D/1	Driver
21	Tie the balance of the load down with straps or chains and secure load gates for cartage to the next site	Throwing the straps over while workers are on the other side of the load could cause injury to any bystanders	Before throwing straps over the load, confirm that there is no one standing nearby by calling out 'coming over' and check that it has been heard	E/2	Driver
		Doing up winch straps can cause injury to the worker if the bar slips from the winch. This	Training and use of gates	D/2	Driver

		generally causes facial injuries Sprains are also possible if too much load is placed on the winch bar or when securing gates			
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# Safe Work Method Statement

Work Activity: Unloading with the use of a Truck Mounted Forklift



<b>Principle Contractor:</b>	<b>Date Provided to Principle Contractor:</b>
<b>Project Name:</b>	<b>Project Address:</b>
<b>Commencement Date:</b>	<b>Duration of Works:</b>
<b>Relevant Legislation:</b> WHS Act 2011 WHS, Regulation QLD 2011, Environmental Protection Regulation QLD 2019, Australian Standards & Codes of Practice	
<b>Refer to:</b> Team Transport SWMS & Principal Contractor's Safe Work Requirements	

High Risk Work: (indicate with a "✓" high risk activities associated with this activity)				
On or near energised electrical installations/services	Working around powered mobile plant			Risk of falls from greater than 2 metres
In trenches/shafts deeper than 1.5 metres	Temporary support for structural alterations			On, in or adjacent to road, rail, shipping, or other major traffic
In or near a confined space	Removal/disturbance of asbestos			On or near pressurised gas distribution mains or piping
In an area with contaminated or flammable atmosphere	With dangerous goods or substances			Work that involves explosives
Work involving tilt up/pre-cast concrete	Other:			Other:
Mandatory Personal Protective Equipment Required for This Task:				Other:
Uniform (long pants)	Hi Vis	Footwear		
				

Qualifications/Competencies	Plant & Equipment
<ul style="list-style-type: none"> <li>Team Transport Driver Induction</li> <li>High Risk Licence (LF)</li> </ul>	<ul style="list-style-type: none"> <li>Fork Lift</li> <li>Vehicle</li> </ul>

Safety & Emergency Equipment	Hazardous Substances
<ul style="list-style-type: none"> <li>Fire extinguisher</li> <li>Signage, barriers &amp; traffic cones</li> </ul>	TBC

**PRESTART CHECKS**

<b>TRUCK/ TRAILER</b>	Drivers are to conduct daily checks on their truck/trailer and fill out their prestart book accordingly each day before starting the truck. Report any faults to the workshop manager.	<b>TRUCK MOUNTED FORKLIFT</b>	Drivers are to conduct daily checks on truck mounted forklifts and fill out the prestart book before starting any high-risk work and report any faults to the workshop manager.
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STEP	ACTIVITY	HAZARD / RISK	CONTROL MEASURES	RESIDUAL RISK RATING (WITH CONTROLS APPLIED)	RESPONSIBLE PERSON
1	Ensure that the vehicle is ready to receive forklift	Local traffic	<ul style="list-style-type: none"> <li>· Ensure work location is safe to proceed.</li> <li>· Hi Visibility clothing must be worn.</li> </ul>	E/4	Driver
		Manual handling	Ensure all manual handling activities are carried out in a manner that is safe and in line with current ergonomic best practices.	E/5	Driver
2	Drive the forklift to the truck	Tipping	<ul style="list-style-type: none"> <li>· Ensure all safe working practices are engaged for the normal use of a forklift.</li> <li>· Always wear the seat belt</li> <li>· If the forklift tips or rolls over, do not attempt to leave the vehicle while it is tipping</li> <li>· Do not use the forklift on steep terrain or where the ground surfaces are highly uneven where tipping is likely</li> </ul>	E/5	Driver
		Struck by objects/ struck against objects	Traffic management plan is considered and actioned to ensure work activities are separated from local traffic	E/5	Driver
3	Place the forklift onto the vehicle	Colliding with vehicle	<ul style="list-style-type: none"> <li>· Ensure operators are trained in the correct method</li> <li>· Ensure approach is slow and demonstrates correct loading process</li> </ul>	E/5	Driver, Trainer and Assessor
4	Secure the forklift to the vehicle	Fall from height	Dismounting from forklift may be at height, if this is the case ensure the correct use of the forklifts' stairs	E/5	Driver
		Manual handling	Securing holding chains or mounting supports should be done by accessing the side of the machine or with the appropriate tool	E/5	Driver
		Struck by object /struck against object	Traffic management plan is considered and actioned to ensure work activities are separated from local traffic	E/5	Driver

5	Clear tray and set up dunnage if required in anticipation of loading freight.	Tripping on loose items or dunnage on the truck could cause a fall onto the tray or to the ground constituting a fall from height	Use timber or hooks to clear the tray without climbing onto it.	E/5	Driver
6	Group items together for appropriate unloading by delivery address, weight, and suitability. Stagger product where possible for even weight distribution	Incorrectly grouped material will place the driver at risk of onsite forklift tipping and multiple unloads.	Planned unload will eliminate or minimize exposure to risk of additional unloading or overweight tipping of the fork.	E/5	Driver
7	Place freight on tray having regard to other items to be loaded	Freight travelling forward under brakes could injure driver	Load against headboard where possible. The only exception is due to weight distribution. Ensure use of load gates. Place a binder strap around front edge of freight to stop it sliding forward. Refer Load Restraint Guide.	E/3	Driver
8	Manner of load restraint & way item is already strapped or wrapped	Risk of injury to bystanders or public if load is unable to be secured correctly	Use correct strapping procedure and always secure load gates.	D/3	Driver
9	Asses weight of Items/weight of load	Risk of overloading due to unbalanced or unevenly loaded vehicle or being unable to stop quickly.	Plan the load then load as per the plan with even weight distribution where possible.	E/5	Driver
10	Ensure that there are no loose items	Risk of injury to travelling public if gaps left in load causing the load to shift toward the centre and restraint coming loose	Loose items to be caged together. Keep goods in an orderly manner with minimal (if any) gap between goods. Lock gates down.	D/1	Driver
11	Consider any pre-strapped goods to be loaded and how they will fit with other goods	Risk of goods pre-strapped coming loose in transit will cause injury to travelling public should the straps come loose and fall off the truck	Don't rely on restraint of pre-strapped items. Make sure gates are locked down and no loose items can come free.	D/2	Driver
12	Load/ unload the Vehicle to your Plan	Injury to the driver caused by being knocked over or crushed by forklift	Driver to stand 3 meters from the truck outside the exclusion zone whilst loading is done.	D/2	Driver

		Injury to other workers assisting with loading	Bystanders and other workers are not to enter exclusion zone while forklift is in operation.	D/2	Driver
		Standing on the tray or the freight involves a high risk of injury due to falls from heights	Never stand on the truck during loading/unloading. If the truck/tray needs to be accessed, forklift unloading should cease	E/5	Driver
13	Tie load down with straps or chains to prevent movement	Throwing the straps over while workers are on the other side of the load could cause injury to any bystanders	When throwing straps over the load, confirm that there is no one standing nearby by calling out 'coming over' and check that it has been heard	D/2	Driver
		Doing up strap on winches can cause injury to the worker if the bar slips from the winch. This generally causes facial injuries	Training on how to strap load efficiently. Be aware over tightening may cause the freight to break.	D/2	WHSO
		Sprains are possible if too much load is placed on the winch bar	Training and retro fitment of load gates instead of using binders	E/5	WHSO & WS
14	Travelling to site	An unstable or unbalanced load causes instability and may cause freight to slide into or off the truck if inappropriate driving technique is used.	Driver to drive slowly around corners. Keep to speed limit both on roads and site. Ensure load is properly restrained.	D/3	Driver
		The load may become loose or move	Stop after 1st 5kms to check load.	D/2	Driver
15	Stop at Site and prepare to unload freight using vehicle mounted forklift	Vehicular Traffic and pedestrians pose an impact risk to the driver whilst preparing to, and during, unloading. Before entering site, drivers are to consult with other workers	<p>Park the vehicle so the unloading side is kerb side so that the driver operates off the road surface. Drivers are to use safety cones or 'closed footpath' signage where pedestrian footpaths are crossed in order to prevent pedestrians or other workers being hit by moving plant during unloading</p> <p>If unloading kerb side is impracticable due to restricted access (i.e undulating ground surfaces, impeding trees, services, fences and other obstructions) unloading may be undertaken from the roadside provided risks are assessed and controls are in place:</p> <ul style="list-style-type: none"> <li>– Assess risks and identify a suitable location to park and unload</li> <li>– Pedestrian and vehicular traffic closely monitored while forklift is in operation</li> <li>– Exclusion zone maintained from all pedestrians, workers and moving plant/road users</li> <li>– Ensure forklift is registered for road use</li> <li>– Limit road travel via forklift as far as practicable</li> </ul>	E/3	Driver

			<ul style="list-style-type: none"> <li>– Observe and abide by traffic and road laws</li> <li>– Give way to oncoming traffic</li> <li>– Do not block the flow of traffic with the heavy vehicle (do not double park)</li> <li>– Assess if traffic management is required for the site and communicate this with despatch</li> <li>– Deploy safety cones or ‘footpath closed’ signage if traveling across/blocking pedestrian pathways</li> </ul>		
		Operator being injured or rolling plant while driving on uneven, steep, or soft ground	Before driving on any site the driver must check the driveway surface to make sure that it is safe to drive on. The driver must also check for filled in trenches, power lines, underground services and the driveway is not too steep to operate plant safely.	C/5	Driver
		Undoing winch straps can cause injury to the worker if the bar slips from the winch. This generally causes facial injuries as the head hits the coming of the truck	Place bar all the way through winch and crank at 90 degrees	D/3	Driver
		Sprains are possible if too much load is placed on the winch bar	Use a straight back and bent knees as you would whilst lifting	D/2	Driver
		Walking on undulating ground can cause sprains and falls	Watch your step and inspect the site for any hidden holes, gullies, stakes, rocks, or hidden building material	D/1	Driver
16	Unloading: removing loose items on the load by hand	Standing on the tray of the truck to do this increases risk of falls from heights	Remove loose items from the ground level with a hook to tidy tray	E/1	Driver
17	Third party forklift unload	Risk of crushing injury by forklift	Stand offside at rear of tray whilst forklift is in operation. Observe 3 meters’ exclusion zones around truck when being unloaded.	E/4	Driver
		Standing on the tray of the truck whilst unloading increases the risk of falls from height or being struck by the forklift or freight.	Use a hook to move or remove ropes, binders, and chains; do not stand on the tray of the truck whilst unloading is occurring. Observe from at least 3 meters away in an exclusion zone.	E/4	Driver
18	Remove strapping and wrapping	Cutting of straps and plastic poses a risk of the driver slashing himself/ herself with a packing knife	Wear gloves when cutting if necessary. Always cut away from hands and arms so slipping will not result in an injury.	D/4	Driver
19	Hand unload	Lifting freight from pallets on a truck poses a HIGH MSD risk	Avoid using delivery vehicles that place the overall height of the top of a pallet above the driver’s shoulder height.	D/3	Driver

		under the SWA Manual Handling CoP.			
		Walking freight into a house poses a HIGH MSD risk and a HIGH Trip and Fall risk on uneven, soft, muddy, cluttered or sloping building sites.	Use a brick barrow or fridge trolley, or where this is not possible, carry for no more than 15 minutes at a time and have a five minute break or radio another driver to assist. No more than 1 hour of hand unload followed by a 30 minute break. No more than two hours total hand unload in a day.	D/3	Driver
		Setting freight down on ground poses a HIGH MSD risk under the SWA Manual Handling CoP.	Place freight down with least bend distance. Always lift and lower by bending at the knees, not by bending the back. Use a fridge trolley where possible which removes the final lift and place down.	C/3	Driver
		Hand unload poses a HIGH risk under through the required REPETITION under the SWA Manual Handling CoP.	Use a brick barrow or fridge trolley, or where this is not possible, carry for no more than 15 minutes at a time and have a five minute break or seek assistance wherever possible. No more than 1 hour of hand unload followed by a 30 minute break. No more than two hours' total hand unload in a day. Wear an appropriate back support device to assist in preventing fatigue and to keep warmth in the back between jobs	C/2	Driver
20	Secure the truck and load to depart delivery site	Standing on the tray stacking up dunnage/straps involves a high risk of injury due to falls from height	Be aware that a risk of falling is high. Do not climb onto the tray. Use hooks where possible.	D/1	Driver
21	Tie the balance of the load down with straps or chains and secure load gates for cartage to the next site	Throwing the straps over while workers are on the other side of the load could cause injury to any bystanders	When throwing straps over the load, confirm that there is no one standing nearby by calling out 'coming over' and check that it has been heard	E/2	Driver
		Doing up winch straps can cause injury to the worker if the bar slips from the winch. This generally causes facial injuries	Training and use of gates	D/2	Driver
		Sprains are possible if too much load is placed on the winch bar or when securing gates	Training and use of gates	D/2	Driver

# Risk & Safety Assessment

Work Activity: Unloading with the use of a truck mounted forklift



	HAZARD	CONTROL MEASURES (WITH CONTROLS APPLIED)	RESIDUAL RISK RATING
<b>Entanglement Hazards</b> (during set up, operation, dismantling, maintenance or cleaning)	Hair, clothing, gloves, necktie, jewellery, cleaning brushes, rags or other materials become entangled with moving parts of the plant or materials in motion	<ul style="list-style-type: none"> <li>· Appropriate PPE will worn at all times</li> <li>· Keep personnel clear</li> <li>· Isolate work area from other persons</li> <li>· Only trained persons shall service the forklift</li> <li>· Trained persons shall be aware of rotating parts and ensure that guarding provided by the manufacturer will be replaced after servicing</li> </ul>	E / 4 = LOW
<b>Crushing Hazards</b> (during set up, operation, dismantling, maintenance or cleaning)	Material falling off forklift or vehicle; body or limbs can be crushed if not kept clear of operating parts.	<ul style="list-style-type: none"> <li>· Isolate the lifting area</li> <li>· Clear all persons from the immediate vicinity when mounting or demounting</li> </ul>	E / 4 = LOW
	Uncontrolled or unexpected movement of the plant or its load	Warning lights on machine, do not leave machine in working mode with keys in ignition.	E / 5 = LOW
	Lack of capacity for the plant to be slowed, stopped or immobilised	Dual braking system fitted; isolation of ignition.	D / 4 = LOW
	The forklift tipping or rolling over	<ul style="list-style-type: none"> <li>· Ensure that the load is balanced</li> <li>· Never exceed the rated capacity of the forklift</li> <li>· Never operate on an incline outside of the recommended specifications</li> <li>· Never travel in 4-way steering mode without a load being carried</li> <li>· Always be aware of the stability triangle movement when operating on an incline in 4-way steering mode (further training can be provided on request)</li> <li>· Ensure the ground surface is not sloping or slippery ground</li> <li>· Ensure the ground is not soft or crumbly under the wheels</li> <li>· Ensure the environment does not present strong side winds</li> <li>· Ensure that where a forklift is intended to operate on pneumatic tyres, attention shall be given to the condition of the tyres</li> <li>· The tyres shall be free from defects and inflated to the correct pressure</li> </ul>	D / 2 = MEDIUM

	Coming in contact with moving parts of the plant during testing, inspection, operating, maintenance, cleaning or repair	<ul style="list-style-type: none"> <li>· Ensure that all inspection and maintenance procedures are done in accordance with the procedures manual</li> <li>· Ensure that all fitted warning decals are placed on the plant and safe operating procedures are placed in the manual and kept on the machine as reference</li> </ul>	D / 4 = LOW
	Being trapped between the plant and materials or fixed structures while in operating, testing or maintenance	<ul style="list-style-type: none"> <li>· Avoid congested work areas</li> <li>· Remain outside of the working area of the forklift</li> <li>· Ensure sufficient clearance between the load and overhead obstructions</li> <li>· Ensure that any and all inspection and maintenance procedures are done in accordance with the procedures manual</li> <li>· Ensure that where a forklift is intended to operate on pneumatic tyres, attention shall be given to the condition of the tyres</li> </ul>	D / 3 = MEDIUM
	Being crushed between the plant and materials or fixed structures when operating the plant	<ul style="list-style-type: none"> <li>· Ensure traffic management system is employed when working near or around people</li> <li>· Ensure that hazardous parts are clearly labelled with warning decals displaying the potential crushing hazard associated with operation of the forklift</li> <li>· When reversing the truck, consideration should be given to the provision of a spotter to eliminate or reduce driver blind spots</li> <li>· Ensure that area is isolated from persons walking into the path of the reversing truck or an operating forklift</li> </ul>	D / 3 = MEDIUM
<b>Cutting, Stabbing &amp; Puncturing Hazards</b> (during set up, operating, dismantling, maintenance or cleaning)	Coming into contact with moving parts of the plant	<ul style="list-style-type: none"> <li>· Guarding is in place as per the manufactures operation maintenance manual over engine.</li> <li>· No persons are near moving parts.</li> </ul>	C / 4 = MEDIUM
	The plant, parts of the plant or work pieces disintegrating	All parts of forklift are inspected by a qualified fitter at regular intervals.	D / 4 = LOW
	Uncontrolled or unexpected movement of the plant	Warning lights on machine. Do not leave machine in working mode with keys in the ignition	D / 4 = LOW
<b>Shearing Hazards</b> (during set up, operating, dismantling, maintenance or cleaning)	Body part sheared due to forklift/pedestrian interaction which could lead to a person being trapped between the forklift and another object or structure	<ul style="list-style-type: none"> <li>· Various mirrors fitted to vehicle.</li> <li>· Appropriate barricades should also be in place to ensure noone enter the Danger Zone.</li> <li>· Ensure appropriate traffic management controls are in place</li> <li>· Raised work shall only be undertaken on firm ground and an assessment shall be conducted prior to commencing work</li> <li>· Ensure that operators are trained in the mounting and demounting process</li> <li>· Ensure that the persons are clear of the area when mounting and demounting the forklift on a vehicle</li> </ul>	D / 4 = LOW



<b>Friction Hazards</b> (during set up, operating, dismantling, maintenance or cleaning)	Worker burnt due to contact with moving parts or surfaces of the plant or material handled by the plant	Corrective PPE issued & worn as intended.	D / 5 = LOW
<b>Striking Hazards</b> (during set up, operating, dismantling, maintenance or cleaning)	Worker struck by moving objects due to uncontrolled or unexpected movement of the plant or material handled by the plant	Warning lights on machine. Do not leave machine in working mode with keys in the ignition	D / 5 = LOW
	Worker struck by moving objects due to the plant, parts of the plant or work pieces disintegrating	All parts of forklift are to be inspected by a qualified fitter at regular intervals	D / 3 = MEDIUM
	Worker struck by moving objects due to the mobility of the plant	Ensure site has traffic controllers in place i.e. UHF radio, amber 360 flashing lights, mirrors, audible alarm & spotter in place	E / 4 = LOW
	Worker struck by moving objects due to work pieces' being ejected	Anti-drop valves on all hydraulic lines	E / 4 = LOW
<b>High Pressure Fluid Hazards</b> (during set up, operating, dismantling, maintenance or cleaning)	Worker comes into contact with fluids under high pressure, due to plant failure or misuse of the plant	Ensure that all hydraulic hoses used have a bursting pressure as per local requirements	D / 5 = LOW
<b>Electrical Hazards</b> (during set up, operating, dismantling, maintenance or cleaning)	Worker injured by electrical shock or burn due to contact with overhead electrical conductors	<ul style="list-style-type: none"> <li>Maintain mandatory minimum clearances from overhead powerlines as defined by Regulatory Authorities</li> <li>Remember the golden rule "Look up and Live"</li> </ul>	D / 4 = LOW
	Worker injured by electrical shock or burn from poor isolation of water & electrical circuits	<ul style="list-style-type: none"> <li>If using electrical items outdoors, they must be weather proof. If cleaning the machine, do not use pressurized water near control boxes or electronic components</li> </ul>	E / 5 = LOW
	The plant contacting live electrical conductors	<ul style="list-style-type: none"> <li>Ensure that the operator is to take safety measures to avoid all hazards in the work areas prior to machine operation</li> <li>The machine is not isolated and does not provide protection from contact or proximity to electrical current</li> <li>Ensure that the operator maintains a safe distance from electrical lines, apparatus or any energized (exposed or insulated) parts according to the Minimum Safe Approach Distance (MSAD)</li> <li>The operator, when conducting an assessment of the task should allow for machine movement and electrical line swaying</li> </ul>	D / 4 = LOW
<b>Explosion Hazards</b> (during set up, operating, dismantling, maintenance, or cleaning)	Worker injured by explosion of gases, vapours, liquids, dusts, or other substances triggered by the operation of the plant or by material handled by the plant	Battery isolation & fuel lines regularly checked by mechanic extinguisher	E / 4 = LOW

<b>Slipping &amp; Tripping Hazards</b> (during set up, operating, dismantling, maintenance, or cleaning)	Worker on the plant or in the vicinity of the plant slips or trips due to uneven or slippery work surfaces	Ensure that all slip, trip & fall hazards are removed from the area during the site inspection process, prior to starting lift	E / 5 = LOW
	Worker on the plant or in the vicinity of the plant slips or trips due to poor housekeeping (e.g spillage not cleaned up)	Ensure that all slip, trip & fall hazards are removed from the area during the site inspection process, prior to starting lift	E / 5 = LOW
<b>Falling Hazards</b> (during set up, operating, dismantling, maintenance, or cleaning)	Worker falls from height	<ul style="list-style-type: none"> <li>The operator should never stand on the tynes or mast of the forklift</li> <li>Operator should never stand on top of a load being lifted or when the load is on the ground or loaded onto the truck</li> </ul>	E / 3 = LOW
	Worker falls from height due to deficient stairs, ladders or hand grip points for accessing & exiting from the cab	High contrast steps on plant & hand grips fitted on access to cab. Three points of contact are to be used while entering & exiting the cab while facing inwards.	D / 5 = LOW
	Worker falls from height due to lack of guardrails or other suitable edge protection	Non-slip surfaces are applied to steps	E / 5 = LOW
	Worker falls from height due to steep walking surfaces	Non slip surfaces are applied to steps & walking surfaces	E / 3 = LOW
	Worker falls from height due to collapse of the supporting structure	Overload warning alarms. Only lift as per forklift manufactures guidelines.	E / 4 = LOW
<b>Ergonomic / Manual Handling Hazards</b> (during set up, operating, dismantling, maintenance or cleaning)	Worker injured due to poorly designed seating	Adjustable suspension seat fitted seat is positioned correctly for visibility & reach of driving controls.	E / 4 = LOW
	Worker injured due to the need for excessive manual handling efforts	Outriggers blocks, lifting of rigging gear. All employees are reminded of the Manual Handling requirements in the QLD Worksafe guidelines.	E / 4 = LOW
	Worker injured due to lack of consideration given to human error or human behaviour	Fatigue Management conducted to ensure drivers do not drive while fatigued (decreasing the likelihood of human error)	E / 4 = LOW
<b>High Temperature or Fire Hazards</b> (during set up, operating, dismantling, maintenance or cleaning)	Worker injured by fire	Battery isolation & fuel lines regularly checked by mechanic	D / 5 = LOW
<b>Temperature (Thermal Comfort)</b> (during set up, operating, dismantling, maintenance or cleaning)	Worker suffering ill-health due to exposure to high or low temperatures	<ul style="list-style-type: none"> <li>Air conditioner is fitted &amp; serviced as per manufacturers operations &amp; maintenance manual</li> <li>Corrective PPE issued</li> </ul>	E / 5 = LOW
<b>Contaminants / Environmental Hazards</b>	Worker injured by or suffering from ill-health due to exposure with dust	Ensure truck cab is closed & air conditioner is used where possible	E / 5 = MEDIUM

(during set up, operating, dismantling, maintenance or cleaning)	Worker injured by or suffering from ill-health due to exposure with exhaust fumes	All exhaust locations are venting away from operator positions	D / 4 = LOW
<b>Maintenance / Cleaning Hazards</b> (during set up, operating, dismantling, maintenance or cleaning)	Worker injured by or suffering from ill-health due to exposure while refuelling	Plant to be parked on level ground, shut down while refuelling	E / 5 = LOW

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ABN: 16 334 296 903

Address: 34 Iris Place, Acacia Ridge, Queensland, 4110






Phone: 1300 138 326

## Safe Work Method Statement

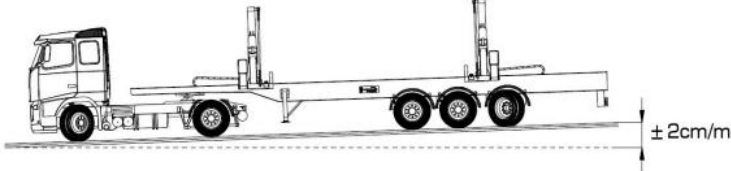
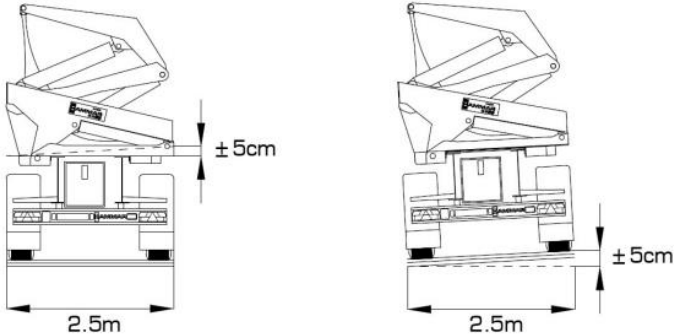
### Work Activity: Operating side loader /swinglift

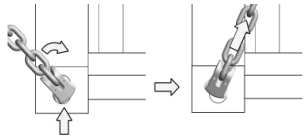
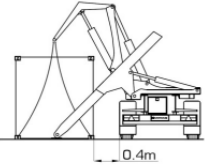


<b>Principle Contractor:</b>	<b>Date Provided to Principle Contractor:</b>
<b>Project Name:</b>	<b>Project Address:</b>
<b>Commencement Date:</b>	<b>Duration of Works:</b>
<b>Relevant Legislation:</b> WHS Act 2011 WHS, Regulation QLD 2011, Environmental Protection Regulation QLD 2019, Australian Standards & Codes of Practice	<b>Refer to:</b> Team Transport SWMS & Principal Contractor's Safe Work Requirements

High Risk Work: (indicate with a "✓" high risk activities associated with this activity)						Qualifications/ Competencies	Plant & Equipment
On or near energised electrical installations/services	✓	Working around powered mobile plant		Risk of falls from greater than 2 metres		<ul style="list-style-type: none"> <li>Team Transport Driver Induction</li> <li>High Risk CV (VLC) Licence</li> <li>VOC complete</li> <li>MC/HC licence</li> </ul>	<ul style="list-style-type: none"> <li>Swing lift/side loader trailer</li> <li>Vehicle</li> <li>Lifting gear, slings, chains</li> </ul>
In trenches/shafts deeper than 1.5 metres		Temporary support for structural alterations	✓	On, in or adjacent to road, rail, shipping, or other major traffic			
In or near a confined space		Removal/disturbance of asbestos		On or near pressurised gas distribution mains or piping			
In an area with contaminated or flammable atmosphere		With dangerous goods or substances		Work that involves explosives			
Work involving tilt up/pre-cast concrete		Other:		Other:			
Mandatory Personal Protective Equipment Required for This Task:						Safety & Emergency Equipment	Hazardous Substances
Uniform (Long pants) 	Long sleeve Hi Vis 	Footwear 	Hard Hat & Chin Strap 	Gloves 	Other:	<ul style="list-style-type: none"> <li>Fire extinguisher</li> <li>First aid pack</li> <li>Signage, barriers &amp; traffic cones</li> </ul>	TBC

STEP	ACTIVITY	HAZARD / RISK	CONTROL MEASURES	RESIDUAL RISK RATING (WITH CONTROLS APPLIED)	RESPONSIBLE PERSON
1	Before operating sideloader	Failure to follow the operating instructions may result in serious injury or death.	Read the operators manual and familiarise with the HAMMAR, its operation and maintenance requirements. Undergo a verification of competency by a suitably experienced or qualified Team Transport representative before operating machine without supervision by experienced personnel. Sideloader must always be securely coupled to the prime mover when operating under load.	D/5 = LOW	Operator
2	Carry out sideloader trailer prestart check	Faults in sideloader components may cause injury or death if the machine fails in certain situations.  Engine stoppage may leave the container suspended inconveniently.	Ensure secure coupling of the trailer to the prime mover vehicle ( <b><i>coupling and uncoupling procedure</i></b> ) Check container hooks, chains and container twist locks are undamaged and functioning correctly Check and report any leaks of oil from hydraulic hose system, couplings, and components. Check hydraulic oil level in tank is suitable Check tyres for damage and abnormal wear Ensure brake system is functioning properly Check lights are functional Drain air reservoirs daily (important at low temps or high humidity) Check that the sideloader is not damaged in a way which could cause injury or material damage (cracks etc) Check the emergency stop button is functioning correctly Ensure there is sufficient fuel in the HAMMAR fuel tank to complete the task Test that stabilisers and cranes are functioning correctly	D/4 = LOW	Operator
3	Check operating conditions	Operation of equipment in high winds or low visibility is unsafe and can lead to machine overturning.	Do not operate the equipment in high winds or thunderstorms. Ensure adequate visibility and exclusion zone in place when operating. Ensure ground surface is stable, solid, relatively flat ( <i>within operating limits</i> ) and not slippery.	D/4 = LOW	Operator
4	Check container weight	Lifting of loads greater than the rated capacity will reduce the HAMMAR's stability and may result in damage to the HAMMAR cranes.	Do not attempt to load or unload containers weighing more than the rated capacity or 28 Tonne all up when lifting 2 x 20' simultaneously.  Refer to equipment load chart to plan allowable load.	D/5 = LOW	Operator
5	Check working area is clear	Standing alongside the sideloader trailer is dangerous and may result in injury or death. The operator must inform any people in the vicinity	Do not allow people including yourself to be within the working area. The working area is the area up to 5 Metres away from the non-loading side of the HAMMAR and 5 Metres from the loading side of the HAMMAR, there is also 1 metre clearance at the front and rear of the sideloader.	D/3 = MED	Operator & site personnel

		that entry into the working area is not permitted. The driver should only enter the area when the container is either loaded onto the sideloader or placed on the ground.	Exclusion zone warning decals are fitted to the unit and are in good legible condition. Exclusion zones must be obeyed and operation of equipment to cease if breached. Where radio remote controls are fitted, operator is advised to stand at the rear of the unit in the safe zone. Ensure exclusion zone around equipment remains in place whilst sideloader is loading/unloading.		
6	Ensure ground is level	Attempting to load on a slope greater than this may result in the equipment slipping and the cranes being permanently buckled.	Operate the HAMMAR on level ground or close to level ground. The maximum permissible longitudinal slope is 2cm / metre.  The maximum transverse inclination is 5cm over the width of the trailer. 	D/3=MED	Operator
7	Check overhead clearance	Contact with overhead power wires may result in injury or death.	Check overhead clearance to power wires etc. Refer to the chart in the operator's manual for details of Voltage and clearance. Do not operate the sideloader trailer within 10 metres of a high voltage power line.	D/3=MED	Operator
8	Place stabilisers on ground	Placing the stabilisers on soft ground without extra support may result in the HAMMAR rolling over, causing damage and possible injury or death.	Ensure that the ground under the stabilisers is firm. Use adequate support under the stabiliser feet (such as dunnage made from hardwood sizing: 450x450x40mm) if the ground is soft. Refer to the <b>Guidance notes for ground pressure calculations</b> . Ensure appropriate manual handling methods are used to move the stabiliser supports into position.	D/3=MED	Operator
9	Extend stabilisers legs fully	Lifting containers heavier than the maximum permissible weight according to the load chart may result in the HAMMAR rolling over, injury or death.	Always extend the stabilisers to the maximum possible length. If the stabilisers cannot be extended fully the lifting capacity of the HAMMAR will be reduced. Operator must refer to the load chart (contained in the control housing) for a guide to maximum permissible load weight. Refer to equipment load chart to plan allowable load.	D/3=MED	Operator

10	Check container and fit lifting hooks to container	An incorrectly fitted hook may fall out of the container corner resulting in the container swinging uncontrollably or falling.	<p>Check container is serviceable and that corner fittings are not cracked or defective in any way.</p> <p>Ensure that the lifting hooks are correctly fitted into the container corner fittings, do not mix up the left- and right-hand hooks.</p> <p>Ensure chains are not twisted in any way.</p> <p>Protect chains from sharp objects.</p> <p>Test hooks are attached correctly by pulling chains tight prior to lifting the container from the ground.</p> 	D/5=LOW	Operator
11	Loading or unloading	<p>Handling containers further away than 400mm from the HAMMAR may reduce stability resulting in the HAMMAR rolling over.</p> <p>Operating close or placing body parts near pinch points of the sideloader operating parts can cause serious injury.</p>	<p>Always keep the container close (400mm maximum) to the HAMMAR while loading or unloading.</p> <p>Before lifting, pull chains tight to ensure all are evenly tensioned.</p> <p>Never climb on the trailer whilst it is lifting.</p> <p>Take note of signage that indicates a potentially crush or pinch point on the sideloader (moving parts) and ensure body parts are kept clear whilst the equipment is moving in any way.</p> 	D/3=MED	Operator
12	Placing stabilisers on trailers	Placing support feet on a single chassis rail will reduce stability and may damage the companion trailer, there is also a high risk of the stabiliser foot sliding off and rolling the HAMMAR over.	<p>When placing stabiliser feet onto another trailer ensure that the support feet are on a purpose built-in platform for this use. Single chassis rails alone are not a stable platform and are not designed for the point loading of a stabiliser foot.</p> <p>HAMMAR models such as 155 and 160 are designed to cover both chassis' rails and are suitable for this use in most cases.</p> <p>Where a sideloader is performing a changeover of a loaded 40' container from another combination. The other prime mover (not attached to the sideloader) is to be removed from its trailer combination prior to performing the lift. Jack knifing of prime movers is not permitted as this restricts the sideloader stabiliser leg from being fully extended. The above does not apply for empty containers or any 20' containers as the pads on the trailer must be used whilst performing the changeover. This also does not apply when using the leg over lifter.</p> <p>Where another trailer is being loaded by a sideloader, and it is not attached to a prime mover (i.e., it is only supported by its own legs), the stabiliser closest to the trailer legs must be placed on the ground (not supported by the trailer chassis rails or built-in platforms).</p>	D/3=MED	Operator
13	Vehicle must be stationary	Driving with a suspended load may result in	Do not drive the vehicle with a suspended container.	D/3=MED	Operator



		permanent damage to the crane arms and may also result in the HAMMAR rolling over, resulting in injury or death.			
14	Stay out of exclusion zones	A falling container may cause serious injury, or even death.	Do not walk or stand below a suspended container. Do not allow another other person to walk or stand below a suspended container. Cease operation if anyone enters the operating exclusion zone. The exclusion zone area is 5 Metres away from the non-loading side of the HAMMAR and 5 Metres from the loading side of the HAMMAR, there is also 1 metre clearance at the front and rear of the sideloader.	D/5=LOW	Operator & Site safety personnel
15	Stabiliser must remain in place during lift	Moving the stabilisers may cause the container to move uncontrollably.	Do not move the stabiliser legs while a container is suspended on the HAMMAR.	D/4=LOW	Operator
16	Lift container	The HAMMAR is designed to lift containers vertically. Dragging or pulling containers may permanently buckle the HAMMAR crane. (This damage will not be covered by guarantee)	Do not drag containers with the HAMMAR cranes.	D/3=MED	Operator
17	Landing container	Lifting containers past the centre line may result in the HAMMAR rolling over causing damage, injury or death.	Do not lift containers past the centre line toward the non-loading side of the HAMMAR.	D/3=MED	Operator
18	Close cranes and stabilisers and stowe chains	Driving with cranes or stabilisers in the opened position may cause a collision with low clearance bridges, tunnels or oncoming traffic and obstacles resulting in damage and possible injury.	Always close the cranes and stabilisers fully before driving. Ensure chains are stowed in pockets fitted for this purpose before transit.	D/4=LOW	Operator
19	Stowe remote	There is a risk the remote control or its connecting lead will be crushed by the trailer wheels.	Always place the remote control into the control housing when not in use. Always ensure the operating remote is secure before departure.	D/5=LOW	Operator

20	Lock twist locks	Unlocked twist locks may allow the container to fall off the HAMMAR resulting in injury or death to people in the vicinity.	Ensure that the twist locks are locked before driving with container(s) loaded.	D/3=MED	Operator
21	Adjusting sideloader size from 40' to 20' container or vice versa	<p>Sideloader chains may become trapped/jammed if not stowed when shortening trailer causing damage.</p> <p>Movement of equipment may cause injury.</p>	<p>During adjustment, the cranes must be fully closed, and no load of any kind should be suspended from the cranes.</p> <p>Never run the cranes towards end stop at high speed, as this may cause damage to the equipment.</p> <p>Ensure chassis is correctly locked on both sides of the trailer before transport of the trailer.</p> <p>Ensure chains are stowed correctly so they do not become caught up in any of the mechanisms.</p>		

<b>ABN: 16 334 296 903</b>	<h1 style="margin: 0;">Safe Work Method Statement</h1> <p style="font-size: 1.2em; margin: 5px 0;"><b>Work Activity: Loading &amp; unloading of plant via low loader/drop deck trailer</b></p>
<b>Address: 34 Iris Place, Acacia Ridge, Queensland, 4110</b>	
<b>Phone: 1300 138 326</b>	

<b>Principle Contractor:</b>	<b>Date Provided to Principle Contractor:</b>
<b>Project Name:</b>	<b>Project Address:</b>
<b>Commencement Date:</b>	<b>Duration of Works:</b>
<b>Relevant Legislation:</b> WHS Act 2011 WHS, Regulation QLD 2011, Environmental Protection Regulation QLD 2019, Australian Standards & Codes of Practice, Managing Risks of plant in the workplace.	
<b>Refer to:</b> Team Transport SWMS & Principal Contractor's Safe Work Requirements	

High Risk Work: (indicate with a "✓" high risk activities associated with this activity)			
On or near energised electrical installations/services	✓	Working around powered mobile plant	✓
In trenches/shafts deeper than 1.5 metres		Temporary support for structural alterations	✓
In or near a confined space		Removal/disturbance of asbestos	
In an area with contaminated or flammable atmosphere		With dangerous goods or substances	
Work involving tilt up/pre-cast concrete		Other:	Other:

Qualifications/Competencies	Plant & Equipment
<ul style="list-style-type: none"> <li>· Team Transport Driver Induction</li> <li>· MR/HR licence</li> <li>· HC/MC licence</li> <li>· VOC complete</li> <li>· Construction industry card</li> </ul>	<ul style="list-style-type: none"> <li>· Vehicle</li> <li>· Excavator or other plant</li> <li>· Lifting gear, slings, chains &amp; spreader bar</li> </ul>

Mandatory Personal Protective Equipment Required for This Task:						Other:
Uniform	Hi Vis	Footwear	Hard Hat & Chin Strap	Eyewear	Gloves	<ul style="list-style-type: none"> <li>· Fall arrest system where required should be used</li> </ul>
						

Safety & Emergency Equipment	Hazardous Substances
<ul style="list-style-type: none"> <li>· Fire extinguisher</li> <li>· Signage, barriers &amp; traffic cones</li> </ul>	TBC

STEP	ACTIVITY	HAZARD / RISK	CONTROL MEASURES	RESIDUAL RISK RATING (WITH CONTROLS APPLIED)	RESPONSIBLE PERSON
1	Loading the plant	Tipping of plant	<ul style="list-style-type: none"> <li>· Ensure ramps are firmly in place and on solid ground</li> <li>· Pedestrians must be clear of load and exclusion/no-go zones maintained</li> <li>· Driver is to wait in waiting area clear of the loading procedure</li> <li>· Drive on to the bed slowly and along the centre line of the ramps, do not turn on the ramps, reverse and correct</li> </ul>	D2=MED	Driver
2	Securing the load to the truck bed (general)	Load collapse	<ul style="list-style-type: none"> <li>· Attached loads can be directly restrained by lashings that provide all the necessary restraint – engineering anchor points must be used where fitted</li> <li>· Use webbing strap to tie down attachments to prevent bounce</li> </ul>	D5=LOW	Driver
		Damage to the plant	<ul style="list-style-type: none"> <li>· Check that all doors and covers are locked before transit</li> <li>· Buckets and blades that rest against the gooseneck require diagonal chain arrangement at the rear of the machine</li> <li>· Diagonal chain arrangement may be required to avoid tyre/track damage on some plant</li> <li>· Lower to the deck all buckets, blades, and rippers</li> <li>· Articulated vehicles must have steering locks engaged</li> <li>· Loose attachments must be secured</li> <li>· Wheeled vehicles should be checked for leaks and correct pressure</li> </ul>	E5=LOW	Driver
		Striking overhead structures or services	<ul style="list-style-type: none"> <li>· Consider load height for both travel and the delivery site</li> </ul>	D4=LOW	Driver
3	Arrival on site	Unaware of site rules, hazards and instruction	<ul style="list-style-type: none"> <li>· All members of the crew will need to: <ul style="list-style-type: none"> <li>· Be site inducted (where applicable)</li> <li>· Have read and understood this SWMS</li> <li>· Be involved in the work site inspection for the work</li> </ul> </li> <li>· Make sure you are aware of the site's emergency procedures</li> <li>· If at any time you are unsure or have questions, speak up and ask your supervisor and/or site manager for advice</li> <li>· Assess weather conditions and adjust work accordingly</li> <li>· Locate area where item is being delivered and assess the area</li> <li>· Discuss truck bed access with site supervisor and make adjustments where necessary</li> <li>· Assess site hazards before commencement. Check for: <ul style="list-style-type: none"> <li>· Drains, gutters and other water services</li> <li>· Pits, pot holes and ditches</li> </ul> </li> </ul>	D5=LOW	Driver, Site Supervisor

			<ul style="list-style-type: none"> <li>· Debris that may affect ramps</li> <li>· Other mobile equipment moving within the working area</li> </ul>		
4	Pre-job risk assessment	Driver has not assessed risks and is unaware of potential hazards	<ul style="list-style-type: none"> <li>· You must inspect the site and complete the work site inspection before commencing work activity</li> <li>· Do not commence work until you are satisfied the job is safe</li> </ul>	D5=LOW	Driver
5	Position truck onsite	Driving or parking in an unauthorised area	<ul style="list-style-type: none"> <li>· Call or radio ahead to find out which gate or location you should deliver the plant to</li> </ul>	D4=LOW	Driver
		Overhead wires, services, obstructions, or structures	<ul style="list-style-type: none"> <li>· Look up and live! Inspect the area for overhead wires, services, structure, or obstructions</li> <li>· Do not unload under overhead wires, structures, services, or obstructions to the unloading</li> </ul>	D4=LOW	Driver
		Hit by moving plant or vehicles	<ul style="list-style-type: none"> <li>· Park in assigned areas</li> <li>· Unload vehicle off roadways where possible</li> <li>· Where unloading on a roadway is requires, use traffic cones at least 60cm from side of vehicle to warn traffic. Follow road safety laws at all times</li> <li>· PPE to be worn, steel capped boots and high visibility garments</li> </ul>	D4=LOW	Driver
6	Performing duties near roadways or mobile plant	Hit by moving plant or vehicles	<ul style="list-style-type: none"> <li>· Check constantly for changing hazards while working</li> <li>· Monitor work position at all times. Ensure: <ul style="list-style-type: none"> <li>· High visibility clothing worn at all times</li> <li>· Do not stand behind reversing vehicles</li> <li>· Allow sufficient distance from plant during operation (allow sufficient room for equipment failure – such as plant rollover)</li> <li>· No work is conducted in established “no go zones” or exclusion zone</li> <li>· Alertness is required at all times. Listen for: <ul style="list-style-type: none"> <li>✓ Reversing alarms/beepers</li> <li>✓ Calls from plant operators</li> <li>✓ Safety/warning signs, spotters, traffic barriers etc. must be obeyed as required.</li> </ul> </li> <li>· Work positions should be in clear sight of plant operators</li> <li>· Follow traffic management plan where required</li> </ul> </li> <li>· Never assume you have right of way. Ensure visual and verbal contact with plant operator as required</li> <li>· Avoid performing work on roadway directly where possible</li> <li>· Use traffic cones and signage where available</li> </ul>	D3=MED	Driver, Site supervisor

7	Lowering ramps	Crush or pinch hazard	<ul style="list-style-type: none"> <li>Gloves are to be worn when unlatching and lowering ramps</li> <li>Fingers are to be kept clear of pinch or nip points of ramps</li> </ul>	D4=LOW	Driver
		Slips, trips and falls	<ul style="list-style-type: none"> <li>Inspect the area for slips and trips hazards: <ul style="list-style-type: none"> <li>Reo, timber, debris, broken or uneven ground are often found on construction sites. Clear these where possible</li> <li>Look out for steps, gutters and other obstacles</li> </ul> </li> </ul>	D4=LOW	Driver
8	Moving plant from the truck bed	Failure of plant	<ul style="list-style-type: none"> <li>Inspect plant before use</li> <li>Operator must be competent in the operation of the plant</li> <li>Cease operation if plant makes unusual noise, vibration or warning lights are illuminated</li> <li>Tag out and report issue to site contact and Team Transport</li> </ul>	D4=LOW	Driver
		Fall from truck bed or cabin	<ul style="list-style-type: none"> <li>3 points of contact is to be used at all times when accessing the truck bed and the plant</li> <li>When ramps are installed, access via ramp</li> <li>Care must be taken in wet conditions</li> <li>Safety footwear must be worn</li> </ul>	D=LOW	Driver
		Tipping or roll over of plant	<ul style="list-style-type: none"> <li>Plant is to move forward only, do not turn</li> <li>Move at a very slow pace</li> <li>Float attachment, close to ground/surface</li> <li>Leave winch attached when using winch and drive technique – maintain tension on the line</li> <li>Use a competent spotter where required</li> </ul>	D2=MED	Driver
		Damage to surfaces	<ul style="list-style-type: none"> <li>Inspect area of travel and be sure the surface is capable of taking the weight of the plant without damage</li> </ul>	D4=LOW	Driver
		Damage to equipment	<ul style="list-style-type: none"> <li>Clear the truck bed of debris or materials including chains and straps</li> <li>Double check that attachments are securely locked in</li> <li>Unattached/extra buckets are firmly fixed in the bucket</li> <li>Do not place other attachments onto truck bed until plant is in place and secured</li> </ul>	D5=LOW	Driver
		Struck by moving plant	<ul style="list-style-type: none"> <li>Establish and maintain an exclusion zone</li> <li>Use a spotter where required</li> </ul>	D4=LOW	Driver
9	Driving to parking location	Hitting other vehicle, persons or property	<ul style="list-style-type: none"> <li>Follow site safety rules and traffic management</li> <li>Inspect area before moving plant. Look for: <ul style="list-style-type: none"> <li>Pipes, vegetation</li> <li>Overhead wires</li> <li>Drains, gutters and water services</li> <li>Pits, holes and ditches</li> <li>Existing site structures</li> </ul> </li> </ul>	D4=LOW	Driver

			<ul style="list-style-type: none"> <li>· Look out for traffic thoroughfares and pedestrian walkways</li> <li>· Monitor direction of travel and surroundings at all times. Ensure: <ul style="list-style-type: none"> <li>· Do not drive behind reversing vehicles</li> <li>· Allow sufficient distance from plant during operation (allow sufficient room for equipment failure – such as plant rollover)</li> <li>· Stop working immediately if pedestrians enter exclusion zone</li> <li>· Alertness is required at all times. Listen for: <ul style="list-style-type: none"> <li>✓ Reversing alarms/beepers</li> <li>✓ Calls from plant operators</li> <li>✓ Safety/warning signs, spotters, traffic barriers etc. must be obeyed as required.</li> </ul> </li> </ul> </li> <li>· Make visual and verbal contact with other plant operators and pedestrians as required</li> <li>· Ensure clearance from structures</li> <li>· Never driver over or alongside trenches as they may collapse</li> </ul>		
		Overhead wires and services	<ul style="list-style-type: none"> <li>· Look up and live!</li> <li>· Inspect area before moving plant. Look out for overhead wires and electrical services including lights</li> <li>· Have plant arm as low as possible at all times (where applicable)</li> <li>· Minimum clearance from overhead services to be maintained at all times with a competent spotter used where required</li> </ul>	D4=LOW	Driver
		Damage to surfaces	<ul style="list-style-type: none"> <li>· Inspect area of travel and be sure the surface is capable of taking the weight of the plant without damage</li> </ul>	D4=LOW	Driver
		Overturn of plant	<ul style="list-style-type: none"> <li>· Never drive plant on wet, sloping services</li> <li>· Never park plant on surface sloping more than 20 degrees</li> <li>· Drive plant up and down, never across a slope</li> <li>· Stay clear of other plant and demolition works</li> <li>· Never drive over or alongside trenches, cuttings or ravines/ditches</li> </ul>	D3=MED	Driver
10	Completing work and leaving site	Damage to plant, theft or hazards	<ul style="list-style-type: none"> <li>· Equipment to be switched off and keys secured when plant not attached</li> <li>· Keys returned to site contact or client</li> <li>· Attachments to be left on ground level. No loads to be left suspended from machine while unattended</li> <li>· Park plant in designated area clear of other hazards such as overhead wires, trenches, traffic areas</li> </ul>	D5=LOW	Driver
		Fall from cabin	<ul style="list-style-type: none"> <li>· 3 points of contact at all times when accessing the truck bed and cabin</li> <li>· Care must be taken in wet conditions</li> <li>· Safety footwear must be worn</li> </ul>	D4=LOW	Driver
11	Emergency situation	Various	<ul style="list-style-type: none"> <li>· Stop work, then follow the site evacuation instructions and notify emergency services if required</li> </ul>	D5=LOW	Driver

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**1. Scope**

This Instruction details the transport, storage and handling of water filled traffic barriers (in particular, ArmorZone and Triton) where trucks/trailers are fitted with suitable stanchions. If suitable stanchions are not fitted the alternate (Non-stanchion WMS must be followed). A 3rd WMS cover Tilt tray operations which are our least preferred method. This WMS covers:

- Storage and handling in Coates Hire yards
- Loading/ Unloading using a forklift, or Vehicle Loading Crane (VLC)
- Barriers are water fillable and **must only be moved when empty – drainage bungs or taps are fitted. Partly filled water barriers can cause the load to shift during transit or handling**

*At all times during storage, loading, and unloading, barriers shall have some form of restraint to prevent them falling or being inadvertently separated from the rest of the load. Stanchions are the ideal means of achieving this.*

*At no time, are workers permitted to climb onto the load. Good pre-slinging techniques will prevent the need to climb to apply crane hooks.*

*Any loads higher than stanchions must have each layer bound together, and each layer must be independently restrained to the vehicle.*

**2. Key Product Differences:**

Triton  
 Weight 65kg  
 Length 2134mm  
 Height 810mm  
 Width 533mm (can be loaded **4 rows** across truck tray)  
 Connection Single steel pin  
 Stack-ability Good

ArmorZone  
 50kg  
 2 metres (effective) – or 2160mm unjoined.  
 860mm  
 450mm – narrower profile (enables **5 rows** to fit across truck tray)  
 Dual steel pin  
 Average\*

**3. PPE Requirements**



**4. Preparation**

**People**

- Determine number of persons and competencies required for task.
- Assign roles for forklift operations, Vehicle Loading Crane (VLC) operations, Spotter if required, etc.
- Inspect work area and conduct JSEA- communicate identified hazards and controls to all persons involved. All participants in the activity to sign off JSEA to acknowledge understanding of hazards and control measure employed
- Review Communication and Emergency arrangements.
- As far as possible complete all tasks without climbing on truck/trailer tray.

- Consider using a spotter or other observer to assist.

#### **Equipment & Materials**

- Conduct pre-start/ pre-operational checks on equipment and materials.
- Arrange forklift tyre spacing to match tyre slots
- **Forklift operators note the extended load centre of 1250mm, you need a suitable forklift with long tynes (2300mm) if picking up a bound layer of 15.** (See part 9 below)
- Recommend ArmorZone lifting bars x 2 (if available) when lifting by crane (preferable to ordinary slings through barriers). These also suit Triton barriers. As an alternative a device to thread webbing restraints through the barriers is required. (Refer Sec 8)
- Vehicle Loading Crane must be of sufficient capacity to lift barriers into position (30 Armorzone barriers weigh 1.5 tonne)
- 4 leg Lifting sling capacity- min. SWL 2.0t at 120 deg (max).
- Use tag line to control rotation during crane movements.
- Trucks fitted with suitable load support stanchions on both sides. Ensure these are securely locked in so they don't bounce out during transit. If steel barriers are to be carried the stanchions need to be engineered and certified. Stanchions prevent collapse of barriers when removing restraints and speed up loading by aligning loads.

**Note 1:** To drain Armorzone barriers you need a special key tool to unscrew the drainage bungs. They must not be moved when full. Consider also carrying spare bungs.

**Note 2:** When installing barriers ensure they are orientated to position drainage bungs on the non-traffic side. (We don't want people standing on the traffic side of the barrier to undo bungs when the barriers are being retrieved).

#### **5. Permits/Licences**

- Obtain Permit to Work (or equivalent) if required by Customer.
- Complete site induction as required.
- High risk licences required for forklift operator and VLC rated at 10 meter/tonne or greater.
- Appropriate heavy vehicle licence for class of truck/trailer.
- Plan your trip, check documents and all addresses are in order.

## 6. Work Areas

- For **all** loading/ unloading operations, Safe & No Go Zones shall be established.
- Maintain a 3 metre separation between mobile plant and people. For each meter the load is raised add an extra meter of separation.
- Isolate work area using barricades and signage to control pedestrians and traffic.
- For customer sites report to site controller and review traffic management plan prior to commencing task.
- Determine if pedestrian or vehicle traffic risks are controlled.
- At no time are persons permitted to climb on the load.

**Look up and Live! - Check for overhead hazards and proximity to power lines, establish “Safe” and “No Go Zones. MAKE SURE YOU HAVE COMPLETED YOUR JSEA!!!**

## 7. Storage & Binding

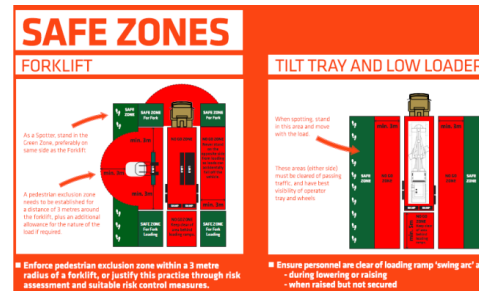
- On completion of Pre-Hire Checks, water filled barriers can be assembled into lengths containing 3 barriers (slugs).
- “Layers” can be assembled to facilitate storage and loading e.g. 4 wide for Triton Barriers, 5 wide for ArmorZone barriers
  - Each layer can be individually restrained using 3 x poly woven strap (ie Powerpak Part No. 4524min. SWL 750kg which retain 80% of original breaking strain after 12 months UV exposure) or similar.
  - Otherwise apply conventional webbing restraints with ratchet assemblies of sufficient length for transportation only (unsuited for long term storage).
- Strapping should be tensioned to “taut” but not over tensioned. Over tensioning will cause barriers to pull inwards.
- Storage of barriers in yards shall be a maximum height of 3 layers (approx. 2.6m).
- Additional (movable) stanchions set into the ground should be considered for yard storage.

**Note:** Barriers may be stacked without restraint using a pyramid type pattern where space and suitable material handling equipment allows. However stacking against a building can impact structural integrity and fire rating of building. Bound stacks like the picture at right are preferred.

## 8. Truck Tray Configuration and Load Restraint

- Truck trays shall be fitted with a min. of 2 stanchions (load support guide pins or docking pins) on each side of the tray.
- Where possible, lift loads up and over pins. If absolutely necessary stanchions located on the loading side can be removed to facilitate

## Good stacking



Note the 3 straps on each layer of 5 rows

loading, and must be secured back onto the tray prior to the vehicle moving off.  
 Restrain each layer of barriers as shown in Section 12. This means each layer is independently restrained.

- If lifting bars are not used webbing straps can be threaded through the holes in the barriers prior to being lifted onto the tray of the truck.  
A
- Strap Retrieval Bar may be used to thread straps.
- In special circumstances involving very large consignments and/or *long distance transport, 3 layers high is acceptable provided each layer is strapped to itself.*
- Over-width loads are not permissible. Tritons can be carried 4 rows wide, whereas Armorzone with its narrower profile can be carried 5 wide. Arrange the load so that it does not protrude from the tray.



### 9. Loading Barriers by Forklift

**If a suitable extended tyne forklift is not available then whole layers must be loaded and unloaded by crane. Ensure all layers except the one being loaded remain restrained, take care not to fowl adjacent barriers. Ideally each layer is bound to itself (Sec 7).**

- If possible load/unload by lifting over stanchions. Otherwise remove stanchions on side being accessed by forklift only
- If stanchions have been removed consider positioning forklift to brace load before releasing the layer load restraints with lower levels remaining restrained. Repeat this process for each layer.



- When moving between storage area and road transport vehicle, keep the load as low as possible.
- If lifting bars are not used webbing straps can be threaded through the recesses in the barriers prior to being lifted onto the tray of the truck. A Strap Retrieval Bar may be used to thread straps.
- Position barriers across tray (Triton- 4 wide / ArmorZone- 5 wide).
- Normal arrangement for metropolitan deliveries is a maximum of two layers high.
- If a standard length tyne forklift is being used do not attempt to lift off an entire layer in a single move.

*All layers must be individually strapped. The forklift must remain still to protect workers as until restraints are applied. If stanchions are removed or too low to contain barriers - the top layer may have to 1 row less*

### **10. Loading/Unloading Barriers Using Vehicle Loading Crane.**

#### **One or Two layers in a single movement**

- Set up vehicle for safe use of the Vehicle Loading Crane. Deploy stabilisers.
- **Look up and Live!- Check for overhead hazards and proximity to power lines, establish “Safe” and “No Go Zones.”**
- **Do not climb on the load – use pre-slinging technique instead.**
- Insert load bars in the outer barriers as pictured and attach lifting sling.
- If lifting bars are not available, webbing lifting slings can be used. Note: Using slings will cause the load to become “U” shaped when lifted. Take care not to break banding when using slings.
- If layers are not bound together or load bars are unavailable only lift a single layer.
- Thread load restraint straps through the holes in the barriers prior to being lifted onto the tray of the truck. (Leave lifting slings secured in place to facilitate easy unload (ie pre-slinging).
- Use the crane controls and tag line to place barriers into position as required. Use the tag line to steady the barriers and separate operator from the suspended load.
- If load is not contained by stanchions (ie 3rd layer) apply and remove load restraints while the crane and lifting sling are attached to the load to prevent collapse of unrestrained load.
- When loading/unloading layer by layer, the lower layer (and all adjacent layers) must remain independently strapped to prevent loss of load.
- Take care in windy conditions, VLC will be rated at 10ms (35Kmh) wind speed. Refer to Crane Load chart
- Maintain 3 meter separation between people and suspended load and for each meter of elevation add an additional meter of separation – tag lines help achieve this.



*Picture shows unrestrained load with pre-slung chains arranged so each layer can be attached to crane without climbing. Chains are for lifting only and restraint is by webbing straps  
Lifting chains must be secured to prevent swinging into oncoming traffic etc during transit.*

### Individual lengths (Slugs)

As far as possible load and unload the entire layer in a single movement. At the roadside during delivery/ pick up this is not always possible and only individual “slugs” (3 x 2m sections joined together) may need to be moved.

- Pre-sling each slug if possible when loaded at the branch. When picking off the first slug again leave the layer restrained until crane is applied. Cautiously loosen restraints while watching for uncontrolled load movement.
- If load looks too precarious don't apply lifting slings and knock off slugs with VLC allowing them to fall to the ground.
- Otherwise use the crane controls to place barriers into position as required. Use the tag line to steady the barriers and separate operator from the suspended load.
- If loading individual slugs it may be appropriate to load one row less on the second row, or only load two layers high.
- Ensure slings are secured for transit.
- Never apply these techniques beyond two layers high.

### 11. Unloading Barriers Using Forklift

Ideally a forklift with 2.4 meter tyres with each whole layer strapped together applies making forklift movements safe and easy. If this situation does not apply extra care must be taken.

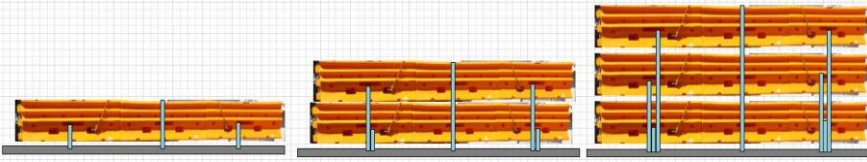
If a standard forklift has to be used it can only remove a maximum of 3 rows at once due to limited length of tyne. Remaining slugs need to be removed from the opposite side of the truck.

- Remove load restraints only for layer being unloaded. Consider using the forklift to protect you when releasing restraints – refer section 9.
- Stanchions on the loading side may be removed to facilitate loading/unloading.
- If stanchions have been removed consider positioning forklift to brace load before releasing that layers load restraints, ensuring lower levels remain restrained. Repeat this process for each layer.
- Maintain No –Go Zones – and only release restrains when load is stable or braced.
- Align forklift with the centre of the barrier/s, lift barrier/s, and tilt mast back.
- When moving between road transport vehicle and storage, keep the load as low as possible





## 12. Restraint



Each layer must be independently restrained. Suggest two webbing straps per 6m length with a 3rd centre strap over the middle of the top layer. Thus a single layer has 3 straps; 2 layers have 5 straps and 3 layers have 7 straps.

Use 50mm webbing straps with 2.5 tonne load capacity.

## 13. Restore work areas/ Housekeeping

- Stow any loose items- load restraints, dunnage/ packing, lifting bars etc.
- Remove barriers and signage if applicable.
- File JSEA and retain for a period of 3 months.
- Report any Near Miss/ incidents/ damage.

Ensure VLC is properly nested and all outriggers are retracted and secured.

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**1. Scope**

This Instruction details the transport, storage and handling of water fillable traffic barriers (in particular, ArmorZone and Triton) where trucks/trailers are not fitted with (or exceptional circumstances where load height exceeds level of) stanchions. If suitable stanchions are fitted (our most preferred method) an alternative (WMS Stanchioned Trucks) must be followed. This WMS covers

- Storage and Handling in Coates Hire yards
- Loading/ Unloading using a forklift, or Vehicle Loading Crane (VLC)
- Barriers are water fillable and **must only be moved when empty – drainage bungs or taps are fitted. Partly filled water barriers can cause the load to shift during transit or handling**

*At all times during storage, loading, and unloading, barriers shall have some form of restraint to prevent them falling or being inadvertently separated from the rest of the load. At no time, are workers permitted to climb onto the load. Good pre-slinging techniques will prevent the need to climb to apply crane hooks. Any loads not contained by stanchions must have each layer bound together, and each layer must be independently restrained to the vehicle.*

**2. Key Product Differences**

	<b>Triton</b>	<b>ArmorZone</b>
Weight	65kg	50kg
Length	2134mm	2 metres (effective) – or 2160mm unjoined.
Height	810mm	860mm
Width	533mm (can be loaded <b>4 rows</b> across truck tray)	450mm – narrower profile (enables <b>5 rows</b> to fit across truck tray)
Connection	Single steel pin	Dual steel pin
Stack-ability	Good	Average*

**3. PPE Requirements**



**4. Permits/Licences**

- Obtain Permit to Work (or equivalent) if required by Customer.
- Complete site induction as required.
- High risk licences required for forklift operator and VLC rated at 10 meter/tonne or greater.
- Appropriate heavy vehicle drivers licence for class of truck/trailer.
- Plan your trip, check documents and all addresses are in order.

## 5. Preparation

### People

- Determine number of persons and competencies required for task.
- Assign roles for forklift operations, VLC operations, Spotter as required.
- Inspect work area and conduct JSEA- communicate identified hazards and controls to all persons involved. All participants in the activity to sign off JSEA to acknowledge understanding of hazards and control measure employed
- Review Communication and Emergency arrangements.
- As far as possible complete all tasks without climbing on truck/trailer tray.
- Consider using a spotter or other observer to assist.

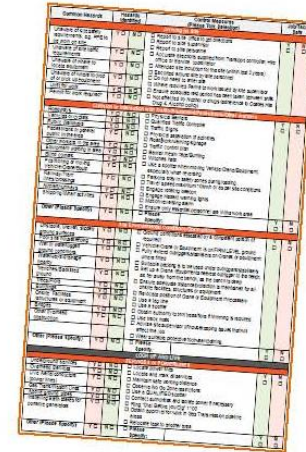
### Equipment & Materials

- Conduct pre-start/ pre-operational checks on equipment and materials.
- Arrange forklift tyre spacing to match tyre slots
- **Forklift operators: Note the extended load centre of 1250mm you need a suitable forklift with long tynes (2400mm) if picking up a bound layers of 12 or 15. (See part 9 below)**
- Vehicle Loading Crane must be of sufficient capacity to lift barriers into position (30 Armorzone barriers weigh 1.5 tonne).
- 4 leg Lifting sling capacity - min. SWL 2.0t at 120 deg (max).
- Recommend lifting bars x 2 (if available) when lifting by crane (preferable to ordinary slings through barriers). These also suit Triton barriers. An alternative is to use a device to thread webbing through the barriers. (Refer Sec 8)
- For in branch application only: Recommend poly woven straps (min. SWL 750kg, retain 80% of original breaking strain after 12 months UV exposure) or similar. (e.g. Powerpak Part No. 4524) to bind layers of strapping together. An alternative is 25mm webbing ratchet straps.
- Tag line to be applied to control rotation during crane movements, don't unload if too windy(< 10m/s)

**Note1:** To drain Armorzone barriers you need a special key tool to unscrew the drainage bungs. They must not be moved when full of water. Consider also carrying spare bungs.

**Note 2:** When installing barriers ensure they are orientated to position drainage bungs on the non-traffic side. (We don't want people standing on the traffic side of the barrier to undo bungs when the barriers are being retrieved).

## JSEA

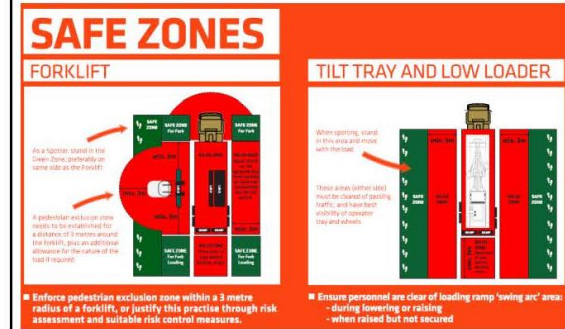




## 6. Work Areas

- For all loading/ unloading operations, Safe & No Go Zones shall be established.
- Maintain a 3 metre separation between mobile plant and people. For each meter the load is raised add an extra meter of separation.
- Isolate work area using barricades and signage to control pedestrians and traffic.
- For customer sites report to site controller and review traffic management plan prior to commencing task.
- Determine if pedestrian or vehicle traffic risks are controlled.
- At no time are persons permitted to climb on the load.

**Look up and Live! - Check for overhead hazards and proximity to power lines, establish “Safe” and “No Go Zones. MAKE SURE YOU HAVE COMPLETED YOUR JSEA!!!**



## 7. Storage & Binding

- On completion of Pre-Hire Checks, water filled barriers can be assembled into lengths containing 3 barriers (slugs).
- Layers can be assembled and bound to facilitate storage and loading e.g. 4 wide for Triton Barriers, 5 wide for ArmorZone barriers
  - Each layer can be individually restrained using 3 x poly woven strap (min. SWL 750kg, retain 80% of original breaking strain after 12 months UV exposure) or similar. (e.g. Powerpak Part No. 4524)
  - Otherwise apply conventional webbing restraints with ratchet assemblies of sufficient length for transportation only (unsuited for long term storage).
- Strapping should be tensioned to “taut” but not over tensioned. Over tensioning will cause barriers to pull inwards.
- Storage of barriers in yards shall be a maximum height of 3 layers (approx. 2.6m).
- Additional (movable) stanchions set into the ground should be considered for yard storage.



**Stacking could be better!**



*Good stacking at a branch*

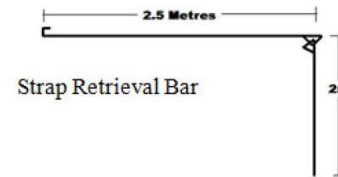
*Note the 3 straps on each layer of 5 rows.*

**Note:** Barriers may be stacked without restraint using a pyramid type pattern where space and suitable material handling equipment allows. However stacking against a building can impact structural integrity and fire rating of building. Bound stacks like the picture at right are preferred.

### 8. Truck Tray Configuration and Load Restraint

- Ensure each layer of barriers is strapped as described. Alternative methods such as ratchet straps can be utilised e.g. when on site.
- Restrain each layer of barriers (minimum of 3 x 2t ratchet webbing straps) prior to loading the next layer of barriers. This means each layer is independently restrained.
- If lifting bars are not used webbing straps can be threaded through the recesses in the barriers prior to being lifted onto the tray of the truck. A Strap Retrieval Bar may be used to thread straps.
- Restraint pattern is shown in Sec 12.

- *In special circumstances involving very large consignments and/or long distance transport, 3 layers high is acceptable provided each layer is strapped to itself.*
- Over-width loads are not permissible. Tritons can be carried 4 rows wide, whereas Armorzone with its narrower profile can be carried 5 wide. Arrange the load so that it does not protrude from the tray.



*This restraint method is unacceptable – refer section 12.*

### 9. Loading Barriers by Forklift

**If a suitable extended tyne forklift is not available then whole layers must be loaded and unloaded by crane. Ensure all layers except the one being loaded/unloaded remain restrained, take care not to fowl adjacent barriers. Ideally each layer is bound to itself (Sec 7).**

- Align forklift with the centre of the barrier/s, lift barrier/s, and load/unload as required.
- When moving between storage area and road transport vehicle, keep the load as low as possible.
- Position barriers across tray (Triton- 4 wide/Armorzone- 5 wide).
- **If layers are not bound take extreme care to use forklift to stabilise load. Ensure the forklift remains immobile when workers enter the exclusion zone to apply load restraints prior to loading the next layer of barriers.**
- Normal arrangement for metropolitan deliveries is a maximum of two layers high.
- Don't load a second layer until first layer is fully restrained.
- Restraint pattern is shown in Sec 12.



*All layers must be individually strapped. The forklift must remain still to protect workers until restraints are applied. Without stanchions the top layer may need to have 1 less row.*



## 10. Loading/Unloading Barriers Using Vehicle Loading Crane.

Where stanchions are not available loads should leave our branches with each layer bound to itself. (Refer Sec 7 above)

### One or Two layers in a single movement

- Set up vehicle for safe use of the Vehicle Loading Crane. Deploy stabilisers.
- **Look up and Live!- Check for overhead hazards and proximity to power lines, establish “Safe” and “No Go Zones.**
- **Do not climb on the load – use pre-slinging technique instead.**
- Select suitable lifting apparatus. Available methods include Lifting bars, Pre slinging techniques or Crane forklift jib attachment.
- Insert load bars in the outer barriers as pictured and attach lifting sling.
- Take care when using load bars due to length, especially in traffic conditions or where equipment is being used in the area. Cordon off work area if required.
- If lifting bars are not available, slings can be used. Note- Using slings will cause the load to become “U” shaped when lifted. Take care not to break banding when using slings.
- If layers are not bound together or load bars are unavailable **only lift a single layer.**
- Thread load restraint straps through the holes in the barriers prior to being lifted onto the tray of the truck. (Leave lifting slings secured in place to facilitate easy unload (ie pre-slinging).
- Use the crane controls and tag line to control barriers into position as required and separate operator from the suspended load.
- When loading apply load restraints before the crane and lifting sling are detached from the load, to prevent barriers falling. Apply similar principle when unloading
- When loading/unloading layer by layer, the lower layer (and all adjacent layers) must remain independently strapped to prevent loss of load.
- Take care in windy conditions, VLC will be rated at 10ms (35Kmh) wind speed. Refer to *Crane Load chart*
- Maintain 3 meter separation between people and suspended load and for each meter of elevation add an additional meter of separation –tag lines help achieve this.

### Slugs

As far as possible load and unload the entire layer in a single movement. At the roadside during delivery/ pick up this is not always possible and only individual “slugs” (3 x 2m sections joined together) may need to be moved. There is increased risk here because adjacent slugs can’t remain independently restrained.

- Pre-sling each slug if possible when loaded at the branch. When picking off the first slug again leave the layer restrained until crane is applied. Cautiously loosen restraints while watching for uncontrolled load movement.
- Use the crane controls and to place barriers into position as required, and separate operator from the suspended load.
- If loading individual slugs it may be appropriate to load one row less on the second row, or only load one layer high.
- Ensure slings are secured for transit.
- **Never apply these techniques beyond two layers high.**

Lifting Bars (ArmorZone)



*In this unloading example the crane is connected **before** the load restraints are released. Any other layer not being lifted remains independently restrained.*

### Caution:

Individual (unjoined isolated barriers) must be appropriately restrained. This could be by individual restraints or by restraining through multiple units. They may fit between stanchions – meaning less protection.

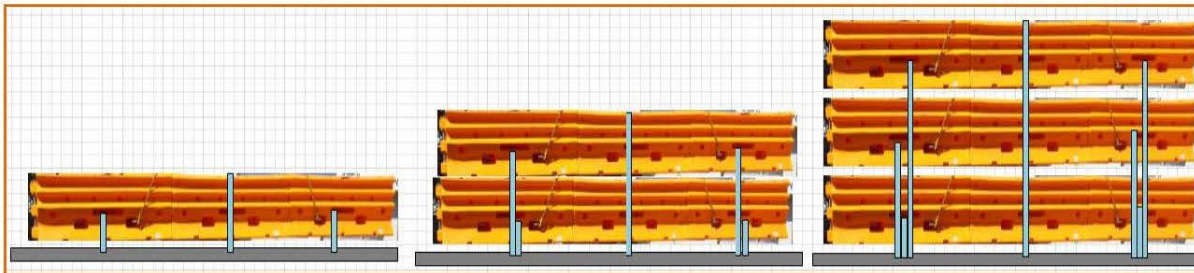
### 11. Unloading Barriers Using Forklift

Ideally a forklift with 2.4 meter long tynes is used with each whole layer strapped together. This makes forklift movements safe and easy. If this situation does not apply extra care must be taken. If a standard forklift has to be used it can only remove a maximum of 3 rows at once due to limited reach of tynes. Remaining slugs need to be unloaded from the opposite side of the truck.

- Remove load restraints only for layer being unloaded. Consider using the forklift to protect you when releasing restraints – refer section 9. Position forklift before releasing the top layer restraints with lower levels remaining restrained. Repeat this process for each layer.
- Maintain No Go Zones – and only release restraints when load is stable.
- Align forklift with the centre of the barrier/s, lift barrier/s, and tilt mast back.
- When moving between road transport vehicle and storage, keep the load as low as possible.



### 12. Restraint



Each layer must be independently restrained. Suggest two webbing straps per 6m length with a 3<sup>rd</sup> centre stap over the middle of the top layer. Thus a single layer has 3 straps; 2 layers have 5 straps and 3 layers have 7 straps.

Use 50mm webbing straps with 2.5 tonne lashing capacity.

### 13. Restore work areas/ Housekeeping

- Stow any loose items- load restraints, dunnage/ packing, lifting bars etc.
- Remove barriers and signage if applicable.
- File JSEA and retain for a period of 3 months.
- Report any Near Miss/ incidents/ damage.
- Ensure VLC is properly nested and all outriggers are retracted and secured.



### 1. Preliminary

- Check that the cable drum to be delivered to the site is the correct drum.
- Inspect drum and cable for signs of damage. Report any cable damage and assess damage to drum with regard safe handling.
- Wear correct PPE

### 2. Load/Handling Using Forklift

\*\* NOTE only licences and competent personnel are to drive and operate a forklift

\*\* NOTE wear correct Personal Protective Equipment (PPE)

- When approaching cable drum stop approximately 15cm from the drum then square the fork lift up to the load. Ensure no personnel are standing near the drum (**Figure 1**).
- Confirm forks are positioned correctly (so not to damage drum when lifting).
- Before lifting, check forks go past the flange by at least 15-20c (**Figure 2**).



Figure 1. fork lift squared to load



Figure 2. Forks correctly placed



Figure 3. Move drum with care

- Move or shift the load to the required location, taking care not to damage the drum.
- Be aware of personnel and other vehicle movements (**Figure 3**).

\*\* NOTE metal drums must be lifted under the flange of the drum and not through the middle, as this will damage the drum (figure 4.)

\*\* NOTE drums are not to be lifted from the side as forks will damage the cable (figure 5.)



Figure 4

- Ensure ground is level and drum/load will not shift.
- Lower load smoothly onto the ground.
- Secure drum with timber chocks (if required)



Figure 5

### 3. Load Placements

- When positioning the drum, place onto even ground/surface. If possible use chocks to secure load from movement.
- When positioning and securing drum onto a transporter, load placement should be assessed on an individual basis (Figure 6).



Figure 6



Figure 7

- Keep all drum flanges level when loading multiple drums.
  - Always use timber chocks to secure the load and minimise damage to drums and cable
- \*\* NOTE Drums should be positioned in the centre of the vehicle where possible, to ensure load suitability (figure 8 and 9)





Figure 8



Figure 9

#### 4. Correct Load Security



Figure 10



Figure 11



Figure 12

**\*\*CAUTION** cable drums are to be double chained through the spindle holes. Failure to do so could cause load restraints to work loose resulting in load being unstable (figure 10 and 11)

#### 5. Load Handling Using Crane and/or Crane Truck

**\*\*NOTE** Only licences and competent personnel are to operate crane

**\*\* NOTE** always wear correct PPE

- Assess the work site by checking for uneven ground or wet, slippery ground, overhead obstructions and/or contact with live apparatus, working on a roadway including pedestrian and personnel movement around work site
- Static Cranes require legs to be used at all times with the use of wooden blocks under all legs.
- Relocate delivery, or abandon if the ground is too soft, as identified within the risk assessment.

**\*\*CAUTION** ensure exclusion zones are maintained as per ENERGEX safety procedures

**\*\* CAUTION** traffic cones to be placed a legs of crane on road side

**\*\*NOTE** all work sites near roadways must be assessed to ensure a traffic management plan is established in accordance with Main Roads or local authority requirements and ENERGEX working on Roadways procedure.

#### 6. Load Placement

Assess the load and check drum for the following

- correct cable has been delivered;

- any damage; and
  - drum weight is within crane lifting capacity.
- Confirm crane /truck is in a suitable position to lift drum

- When preparing to move load, ensure all personnel are wearing appropriate PPE as identified within the risk assessment.
- Use correct manual handling techniques as required.
- Check all lifting equipment is within test and fit for purpose.
- Check drop zone is created and in place
- When moving the load, check all relevant safety observers are positioned (if required) as identified within the risk assessment.

**\*\*CAUTION** no personnel to enter drop zone until drum is in position/stationary

- Slings pushing against the sides of the drum flange can damage the sling during the lift (figure 13)
- Spreader bars should be set in a position so the chains hang parallel to the drum flanges, to eliminate damage and/or slippage (Figure 14 and 15)



Figure 13



Figure 14



Figure 15

**\*\*NOTE** prior to cable installations on site, care should be taken not to damage the drum and the cable stored upon them

- By preventing damage to the cable drum during the loading/unloading and transportation, installation of the product on site can be achieved without risk of personal injury from broken drums, while allowing the product to be installed as intended by the manufacturer.
- Part drums should never be stored on their side as this can cause cable to tangle and will restrict future lifting (Figure 16).
- Cable drums are to be chocked with suitable material to prevent drum movement. (Figure 17).



Figure 16

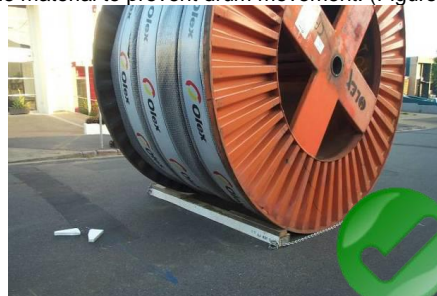


Figure 17



Figure 18

- When cables are stores and/or part used a suitable cable sealing cap must be applied correctly to all ends of the cable. These sealing caps when applied correctly will stop the ingress of water into the cable (ensure that the correct size end cap be used to ensure water-tight seal)
- To stop cable becoming tangled on the drum, all cables should be tied back to the drum (Figure 18)

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## Steel Safety Checklist

Work Activity: restraining and transporting steel safely



1. Before leaving the truck parking yard with your trailer for the day, drivers are to check the tool boxes and ensure that enough load restraint is on board to secure the amount of steel you are going to carry
2. If you are doing a trailer drop, you must unlock your tool box(s) so that loaders have access to the load restraint. Note that for long loads, the drivers are required to open trailer to the desired length).
3. Drivers must inform loaders that there is to be **no loose items** place within channels or on top of steel lengths, unless secured to the steel with wire.
4. Before securing the loads, drivers are to make that all steel is loaded in a way that it can be restrained securely for transport.
5. If you think that the load is unsafe to travel, do not restrain the load until you have either spoken to the loaders to have the load loaded safely, or contact Team Transport Operation Staff for further instructions
6. All structural steel is to be secured in layers (not straight over the entire load) with either chains or straps.
7. After securing the load, check and make sure there are no loose items that may move during transit. If loose items can be found, ensure the loaders move the items so that they can be secured.
8. Once you have left the pickup site, you should pull over 200-300 metres into your journey (where safe to do so) and re-check all restraints to make sure that they are tight and that the load has not moved.

**DRIVERS ARE NOT PERMITTED ON THE BACK OF TRAILERS WHILE STEEL IS BEING LOADED**

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## Procedure

### Work Activity: Trailer Coupling

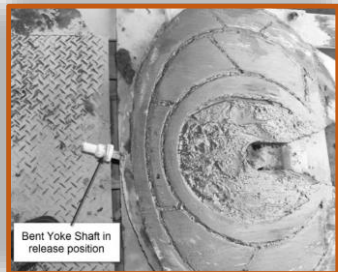


The following document acts as an advisory procedure that provides a safe and standardised method for the coupling and uncoupling of Heavy Single and Multi-Combination trailers while under the responsibility of Team Transport and Logistics. This procedure applies to all Team Transport and Logistics employees and subcontractors who perform coupling and/or uncoupling practices for Heavy Single and Multi-Combination trailers, Australia-wide. While this procedure has been written to include a broad range of systems and parts, the procedure is provided as a guide and is not intended to be complete or without exceptions. Please understand, therefore, some recommendations or procedures included in this document may not be suitable for, or applicable to all situations. In which case the outcome or method is to be decided by the individual operator. Recommendations or comments regarding this procedure are welcome.

#### Please note:

Failure to adhere to this procedure/method will result in Inherent risks which may lead to catastrophic outcomes. Therefore, failure to follow this procedure every time you couple/uncouple a trailer may result in disciplinary action or termination of your employment/ contract.

### COUPLING TURNTABLES (FIFTH-WHEEL COUPLINGS) SEMI-TRAILERS AND B-DOUBLES



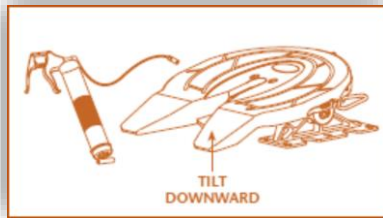
#### A. INSPECT TURNTABLE

Check for damage

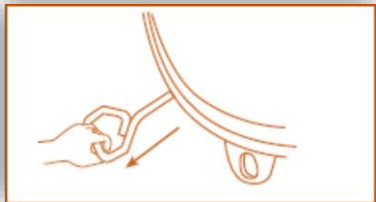
- Is the skid plate bent or warped?
- Are any of the handles, levers or safety locks worn, bent or broken? (Remember: even a minor bend can affect the operation of the coupling mechanism)

If turntable is not damaged, continue with the procedure as follows:

- Check that the turntable plate is greases as required or the fry lube plate is intake
- Check the turntable is in the correct position for coupling ie:



B. Turntable tilted down towards the rear of the prime-mover:



C. Safety unlocking handle is in the automatic lock position



D. Jaws are open

**E. INSPECT AREA AND SECURE WHEELS**

- Make sure the area around the vehicle is clear
- Be sure trailer wheels are either chocked or verify the spring brakes are applied
- Check that freight (if any) is secured against any movement caused by the prime-mover being coupled to the trailer

**F. POSITION PRIME-MOVER**

- Reverse the prime-mover directly in front of the trailer. Note: Never back under a trailer at an angle because you may push trailer sideways and/or permanently damage the landing gear
- Check position, using external mirrors, by looking down both sides of the trailer.

**G. BACK SLOWLY**

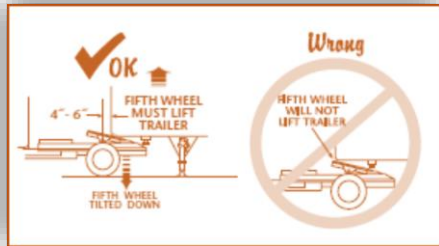
- Back up slowly until the turntable just touches the trailer
- Don't hit the trailer



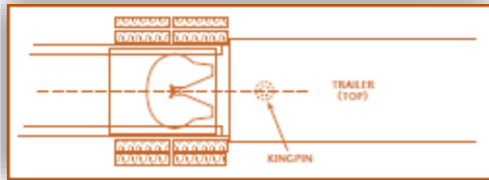
## H. SECURE PRIME-MOVER

- Put on the park brakes
- Put the transmission in neutral

## I. CHECK TRAILER HEIGHT



- Check turntable height against front of trailer skid plate
- Trailer skid plate should be positioned 50mm lower than the centre of the turntable
- The trailer should now be low enough that it will be slightly raised when the prime-mover is backed under it



- Check that the kingpin is aligned with the centre of the turntable

## J. BACK UNDER TRAILER

- For the prime-movers equipped with airbag suspension, deflate bags before continuing
- Use lowest gear (deep reduction)
- Stop (if prime-mover is equipped with airbag suspension) when turntable is 300mm from kingpin and re-inflate air suspension
- Wind the landing gear handing in retract – ONLY until enough weight is lifted off feet to allow the feet pins to move (if tapped with your safety boot). This avoids any damage to trailer legs
- Back prime-mover SLOWLY under trailer to avoid hitting the kingpin too hard
- Stop when the kingpin is locked into the turntable

## K. CHECK CONNECTION FOR SECURITY

- Tug test connection by pulling forward gently while brakes are locked on trailer
- If there is any play or “slop” in the turntable while performing the tug test, inform your supervisor or workshop

## L. SECURE VEHICLE

- Put parking brakes on
- Transmission in neutral
- Shut off engine and remove key so that someone else won't move the vehicle while you are under it.

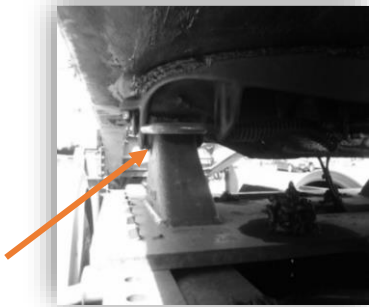
### M. INSPECT COUPLING

- Use a flashlight, if necessary
- Make sure there is no space between trailer skid plate and the turntable. If there is no space between trailer skid plate and the turntable. If there is a space, something wrong (kingpin may be on top of the closed turntable jaws and in that situation, the trailer would come loose and dislodge from the trailer)
- Go under trailer and look into the back of the turntable and ensure the following:

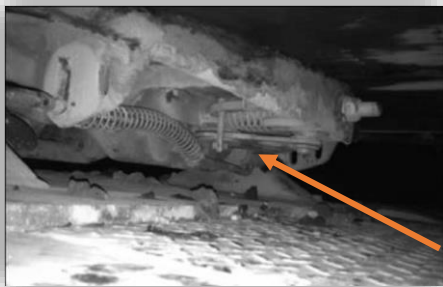


- ✓ Make sure the turntable jaws have closed around the shank of the kingpin
- ✓ Make sure there is no gap between skid plate and turntable
- ✓ Make sure the yoke shaft is fully seated against turntable

- Check that the locking lever is in the “lock” position



- Check that the secondary lock is in position



- Check that the safety latch is in position over the locking lever (on some turntables the catch must be put in place by hand)
- FULLY retract the trailer landing legs





#### N. CONNECTING THE ELECTRICAL LEAD AND AIR LINE HOSES

- Check hoses and lead for any damage
- Check bayonet fittings ensure both female coupling have seals intact and that lock collars are free.
- Push in connections and ensure lock collars snap back, give both snap collars ¼ turn to lock them.
- Give the airlines a shake to ensure they are secure and locked into the trailer fittings

OR

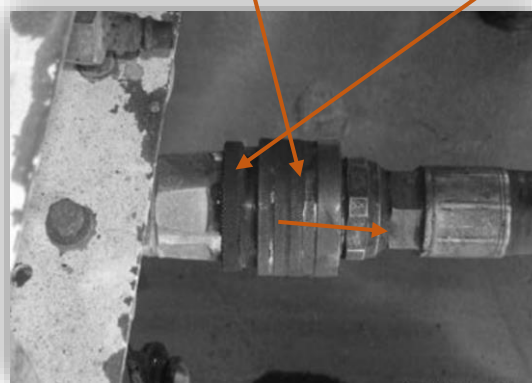
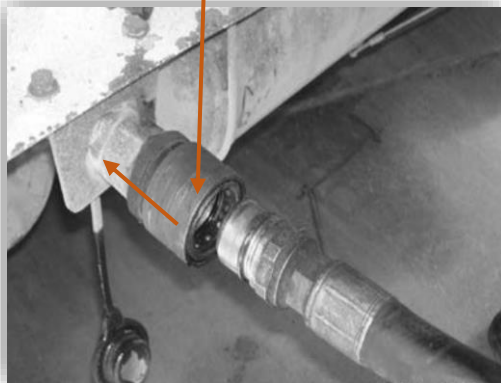


- If glad hand fittings are used, ensure seals are intact on both fittings then twist and lock each fitting into position and check that the tab is in position
- Ensure that each glad fitting is a firm, tight fit
  - Make sure that airlines and electrical leaf are safely supported where they won't be crushed or caught and not hit any moving parts while in transit

#### O. HYDRAULIC HOSE CONNECTION

- CHECK hydraulic hose for wear and tear
- NEVER attempt to connect hydraulic hoses while the trailer is in elevated position

Push back the slide coupling and insert male coupling. Pull slide coupling out to secure fitting then twist lock ring to secure side coupling



**P. RAISE TRAILER UNDERCARRIAGE (LENDING LEGS)**

- Using low range gear to begin raising landing gear. Once free of weight, change to the high range gear.
- Raise the landing gear all the way up (Never partially raise landing gear, even when only moving a trailer around a yard)
- After raising the landing gear fully, secure the crank handle safely
  - Check for enough clearance between rear of prime mover chassis and landing legs to ensure when turning sharply, the two do not hit

**Q. REMOVE TRAILER WHEEL CHOCKS**

- If trailer wheel checks have been used and are still in place, remove the wheel chocks and safely return to a designated storage position.

**REMEMBER**

1. **INSPECT TURNTABLE FOR DAMAGE (CRACKS, BENT RODS OR LEVERS)**
2. **LOCK (SKID PLATE CHECK, GENTLE COUPLE UP, CHECK JAWS, LIFT LEGS SLIGHTLY AND TUG TEST)**
3. **LEADS (AIR LINES AND ELECTRICAL LEAD, LOCK AND SECURE)**
4. **LEGS (RAISE ALL THE WAY UP)**
5. **VISUAL CHECK (PIN IS IN, JAWS ARE FULLY CLOSED, HANDLE IS IN AND LOCK MECHANISM IS FULLY ENGAGED)**

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