

Safe Work Method Statement (SWMS) – Loading/Unloading Mobile Plant

ORGANISATION DETAILS			
Principal contractor:	Brendan McKenna Earthmoving Pty Ltd	Contact number:	0417 710 806
Project manager or supervisor:	Brendan McKenna	Contact number:	0417 710 806
Person completing the SWMS:	Brendan McKenna	Contact number:	0417 710 806
Position:	Site Manager	Reviewed by:	Ron Broadhurst
Date prepared:	07/09/26	Review date:	As Required
PROJECT DETAILS			
Project	Vernon Conservation Park – Fireline Construction Works		
Project Reference	P263811		
What is the scope of the work?	Loading and unloading of mobile plant and associated equipment for fireline construction, drainage works, creek crossing works and associated civil activities within Vernon Conservation Park.		
Who else was consulted/involved in preparing this SWMS?	This SWMS has been developed in consultation with relevant workers, supervisors and subject matter experts. Control measures will be monitored and reviewed where incidents occur, hazards are identified, or site conditions and work activities change.		
What high risk work activities are covered by this SWMS?	Loading and unloading of mobile plant, equipment and associated machinery using low loaders and transport vehicles.		
References: Legislation, Australian Standards, Codes of Practice, MSDS and SOPs.	WHS Act 2011 (Qld) / WHS Regulation 2011 (Qld) / Managing Risks of Plant in the Workplace Code of Practice / Heavy Vehicle National Law (HVNL) / Environmental Protection Act 1994 (Qld) / Biosecurity Act 2014 (Qld) / QPWS Road Maintenance Manual / Project Scope of Works		
Plant involved in the scope of work:			
What high risk licence classes will be required to do the work?			

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The following notes apply to the risk controls where relevant:

Personal Protective Equipment (PPE): The following PPE will need to be worn by workers at times on this project as directed:

☐ High Vis Garments ☐ Hearing protection ☐ Safety Glasses ☐ Hard Hats ☐ Gloves ☐ Safety Footwear ☐ Other

Loading / Unloading Notes

- Loading and unloading activities shall only be undertaken by competent and authorised personnel.
- Loading/unloading areas must be on firm, stable ground and clear of unnecessary personnel.
- Exclusion zones and spotters shall be used where visibility is restricted.
- Plant and equipment shall be inspected prior to loading or unloading activities commencing.

Loading / Unloading Safety Message

Loading and unloading activities shall occur only within approved work areas on firm and stable ground. Exclusion zones shall be maintained during loading activities and environmental controls implemented to prevent impacts to waterways, habitat areas and public access areas.

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Identify each task in order	Specify the hazards/risks you have identified	What are the risks to health and safety?	Who is responsible for implementing and monitoring controls?
Present yourself fit for work Drugs Alcohol Fatigue	Being under the influence of drugs, alcohol or feeling the effects of fatigue or illness can affect your judgement and could lead to serious injury.	Do not operate any machine if you are under the influence of drugs or alcohol which can impair your alertness and co-ordination. If you are unwell or feeling the effects of fatigue speak to your supervisor. An operator on over-the-counter medication needs medical advice on whether or not they can operate the machine. Workers are reminded of their obligation to not place at risk the health and safety of themselves or anyone else in the workplace.	Site Manager or Supervisor
Pre-planning	Hazard: Inadequate Planning Environmental constraints Public interface / rail trail access fauna interaction Risk: Environmental harm, public exposure, wildlife interaction & Unsafe work site	Pre-start meetings to ensure employees and other persons on worksites are inducted and fully aware of the scope of work and site hazards/risks before work commences. Obtain Site Access Plan/Map Prepare for safe operation of employees and other persons on worksites. Use the following as appropriate: • Traffic management by signage. • Control devices. • Road closure. • Ensure that all equipment and signage needed to undertake the work task is available. • Review approved work areas, public access interfaces and environmental constraints prior to commencing work. • Confirm rail trail access restrictions and Traffic Guidance Scheme requirements where applicable. • Identify habitat areas, waterways and exclusion zones before loading/unloading activities commence.	Site Manager or Supervisor
Arrival on site.	Hazard: Drivers unfamiliar with the site, Unstable ground conditions, Environmental disturbance Risk: Unsafe loading -unloading point. Uncontrolled vehicle movement, vehicle	Site manager or Supervisor or nominated person to meet Low Loader drivers to direct them to the Loading/Unloading site. • Ensure the Loading/Unloading site is safe. • Firm level ground. • Away from powerlines • Ensure Park brake is applied. • Loading/unloading areas shall be assessed for ground stability, slope, weather conditions and environmental impacts before use.	Site Manager or Supervisor

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	rollover, bogging & environmental harm	Loading/unloading shall only occur within approved work areas.	
Loading/Unloading of mobile plant.	Hazard: Unsafe deck and/or ramps. Unexpected movements. Fall/Roll Over. Environmental disturbance / fauna interaction Public interface activities Wet weather conditions Risk: Person hit by mobile plant. Loads not properly restrained. Person struck by load restraints. Environmental harm, injury to public, loss of plant control	Only a competent person to load/unload mobile plant from Low Loader. - Check safety of deck and/or ramps. - Ensure area on which ramps are to be lowered is clear and firm. - Ensure that surfaces are free of chains, dogs and debris. - Ensure ramps are secure. - Check that there will be enough friction for a controlled move. - Set up an exclusion zone and/or spotter so that a person may not walk into an area where the operator will not see them. - Appoint a spotter to assist and direct the operator if necessary. - Maintain exclusion zones around loading/unloading activities at all times. - Restrict loading/unloading activities to approved work areas only. - Machinery hygiene and biosecurity controls shall be implemented where required prior to entering or leaving site. - Avoid disturbance to waterways, drainage paths, habitat areas and surrounding vegetation. - Loading/unloading activities shall cease where heavy rainfall, unstable ground conditions or environmental conditions create an unacceptable risk. - Work must cease and the Site Supervisor notified if protected fauna, habitat areas, cultural heritage items or environmental concerns are identified. - Plant with ground engagement tools must have blades or attachments as low as possible. Use to help balance as needed. - When loading ensure blades/attachments are properly secured and restrained against uncontrolled movement. - When unloading, release restraints, dog and chains/ straps, slowly and carefully.	Site Manager or Supervisor
Environmental and public interface monitoring	Hazard: Public access / environmental interaction Risk: Public injury, environmental harm	Maintain signage, exclusion zones and public interface controls throughout loading and unloading activities. Monitor surrounding work areas for changes in environmental conditions, public movement and worksite hazards.	Site Manager or Supervisor

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This SWMS has been developed in consultation and has been read, understood, and signed by all workers undertaking the scope of works:		
Print Names:	Signatures:	Dates: