

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
Other contractors (PCBUs):		Contact number:	
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:	07/09/28
PROJECT DETAILS			
What is the scope of the work?	Loading and Unloading Mobile Plant		
Who else was consulted/involved in preparing this SWMS?	This SWMS has been developed in consultation with Subject Matter Experts. Reviews will be conducted two years, in the event an incident occurs, if there is a change in operational practices and if there is a change in legislation. It will also be reviewed in conjunction with any review of associated procedures and/or training programs. Effectiveness of control measures will be monitored by on site Managers/Supervisors		
What high risk work activities are covered by this SWMS?	Loading and Unloading Mobile Plant		
References: Legislation, Australian Standards, Codes of Practice, MSDS and SOPs.	WHS Act and Regulations 2011 Local and State legislation		
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

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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 Risk: 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.	Site Manager or Supervisor
Arrival on site.	Hazard: Drivers unfamiliar with the site. Unsafe loading/unloading point. Uncontrolled vehicle movement.	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.	Site Manager or Supervisor

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Loading/Unloading of mobile plant.	Hazard: Unsafe deck and/or ramps. Unexpected movements. Fall/Roll Over. Person hit by mobile plant. Loads not properly restrained. Person struck by load restraints.	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. • 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
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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: