

		SAFE WORK METHOD STATEMENT – 03 Skid Steer			SWMS Skid Steer
PCBU: Aaron Birt	ABN 51 631 001 691		Telephone Number 0434 267 906	Address: 166 Maine Road CLONTARF QLD 4019	Email aaron.bwcivil@gmail.com

Project:		Project No:	
Location:			
Principal Contractor:		Issue Date:	

The purpose of this work method statement is to eliminate (or reduce as far as practicable) the possibility of an incident occurring where persons may suffer injury or work related illness, or where property may be damaged. A consultative process has been used to prepare this work method statement by a Work Group of senior company staff.

Personnel Involved in Developing this Work Method Statement: Project Manager & Site Staff, WHSO, Subcontractor including their staff			Legislation: Workplace Health & Safety Act 2011, Workplace Health & Safety Regulations 2017, Plant COP 2005					
Date Reviewed:	22.01.20	Reviewers:	Workplace health and safety committee					
Tasks / Activities (this WMS)	All project activities							
Personnel:	All onsite personnel except supervised	Who is responsible for Supervision &						
Qualifications/Training:	Permits required		Maintenance/Checks Required		Equipment:			
Plant / equipment license or certification, manual handling, small tools, hazardous substances. VOC for Skid Steer	Permit to excavate Traffic control permit		Plant and Machinery Checklist, Dial Before You Dig		Skid Steer			
Day Operations – Normal Requirements: Safety footwear, hearing protection, high visibility shirt or vest, hard hat and sun protection. Additional requirements as necessary; Eye/face protection (goggles) face protection (shield), breathing protection (as required), hand protection (gloves etc.)					Foot Protection 	Hearing Protectio 	High Visibility 	Head Protectio 
Reviewed for use on site by:	Signature	Date	Approved:	Signature	Date			

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RISK MATRIX				
LIKELIHOOD: How likely could it happen?	CONSEQUENCES: How Severely could it hurt someone?			
	EXTREME: PERSONNEL - Death, permanent disability or injury. ENV / OTHER – Detrimental, long term impact on the community, environment and/or	MAJOR: PERSONNEL - Serious injury requiring medical treatment or hospitalisation. ENV / OTHER - Detrimental impact on the community,	MODERATE: PERSONNEL - Casualty treatment. ENV / OTHER - Adverse impact to the community, environment and/or business in some instance	MINOR: PERSONNEL - First aid only, no lost time. ENV / OTHER - Short term adverse community impact in particular locations; short term local environmental and/or
VERY LIKELY –could happen often	1	1	1	2
LIKELY – could happen occasionally	1	1	2	2
UNLIKELY – could happen, but rare	1	2	3	3
VERY UNLIKELY – could happen, but improbable	2	3	3	3
Score	Action			
HIGH 1	Do something about the risks now			
Medium	Do something about these risks as soon as possible			
Low 3	These risks may not need immediate attention			

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High Risk Construction Work (Is there any high risk construction work required? Check (the relevant Items and provide SWMS))		
☒ Risk of a person falling more than 2 meters.	☐ Work on a telecommunication tower.	☐ Demolition of loadbearing structure.
☐ Likely to involve disturbing asbestos.	☐ Temporary load-bearing support for structural alterations or repairs.	☐ Work in or near a confined space.
☒ Work in or near a shaft or trench deeper than 1.0 m or a tunnel.	☐ Use of explosives.	☐ Work on or near pressurised gas mains or piping.
☐ Work on or near chemical, fuel or refrigerant lines.	☐ Work on or near energised electrical installations or services.	☐ Work in any area that may have a contaminated or flammable atmosphere.
☐ Tilt-up or precast concrete elements.	☒ Work on, in or adjacent to a road, railway, shipping lane or other traffic corridor in use by traffic other than pedestrians.	☒ Work in an area with movement of powered Mobile plant.
☐ Work in areas with artificial extremes of temperature.	☒ Work in or near water or other liquid that involves a risk of drowning.	☐ Diving work.

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Also refer to if relevant	Applicable	Not Applicable	Initial of reviewer	Comments
NOTE: THIS WMS IS RELEVANT TO ALL OTHER WMS. Control measures for individual tasks must be covered under a specific WMS.				

1		Prerequisites before performing any task specified in this WMS.
	ACTIVITY	
1	All persons to complete site specific inductions. The only exceptions are: ☐ Delivery drivers ☐ Visitors who are accompanied on site by an authorised employee.	
2	All relevant personnel must attend the daily works co-ordination planning & briefings.	
3	Ensure equipment is well maintained and in good condition and serviced in accordance with manufacturers' instructions and log-book.	

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ACTIVITY / HAZARD (break the job down into steps)	RISK (what can go wrong)	Risk Score	MANAGEMENT METHOD (Controls to be in place in order to manage potential hazards based on hierarchy – Eliminate, Substitute, Isolate, Engineer, Administer, PPE)	Risk score after control measures implemented	Responsible person
Toolbox Session and pre starts Meetings to cover training requirements and review the procedure outlined on this SWMS	☐ Unfamiliarity with the site conditions & scope of works.	2	☐ A documented toolbox/training session is to be conducted by the foreman with all personnel prior to undertaking any activity and attendees are to print and sign their name on the toolbox talk minutes declaring they understand the risks and documented control procedures. ☐ Highlight any training requirements.	3	Foreman - prior to commencing works
Ensure that all workers involved in a task are fit and able to work	☐ Workers fatigued, dehydrated, heat/cold stressed, inebriated or otherwise under the influence of drugs ☐ Workers distracted by mobile phones while on- site	1	☐ Foreman is to assess the state of all workers prior to commencing work and throughout the day. ☐ No plant or vehicles to be operated by an operator who is visibly fatigued or under the influence of drugs or alcohol. ☐ All workers to ensure that they drink enough water throughout the day ☐ Mobile phones are NOT to be used while operating vehicle or plant. ☐ Mobile phones should be used sparingly while on-site and users should remain stationary.	3	Foreman All workers - prior to commencing works
Check that plant or equipment is fit for use.	☐ Plant is defective or has other unknown safety risk ☐ Plant has contaminated weed or materials present	2	☐ Plant to be clean before arriving on-site. ☐ Daily pre-start checklist to be completed ☐ MSDS for all hazardous substances to be kept with them and complied with at all times.	3	Safety Supervisor Foreman Plant Operators - prior to commencing
Driver should inspect the area over which the Skid	☐ Colliding with plant or light vehicles or	1	☐ Ensure travelling speed is appropriate to the conditions (eg wet, confined area, proximity of other plant) and remain in exclusion zone	3	All operators - prior to

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steer / Bobcat is to transverse	personnel.		☐ Licensed & competent operators only. ☐ Reverse alarms are to be fitted and operational ☐ Light vehicles are to remain clear of plant and equipment. ☐ Flashing lights fitted to all vehicles. ☐ High visibility clothing to be worn by all personnel working on the ground. * make sure there are no hazards including but not limited to public roads, public access, site workers other plant, ditches, other excavations or overhead power lines		commencing works
Mounting / Dismounting the Machine	☐ Slip, trips & falls	2	☐ Maintain 3 points of contact ☐ Ensure steps and grab rails are in good condition ☐ Maintain good housekeeping ☐ Never jump from the machine	3	All operators
General operation of plant	☐ Plant roll-over ☐ Injury from collisions (with other plant, fixtures, workers or the public)	1	☐ Ensure travelling speed is appropriate to the conditions (eg wet, confined areas, proximity of other plant) and the plant remains in the work zone. ☐ Use of water trucks to ensure dust suppression. ☐ Licensed & competent operators only. ☐ Reverse alarms are to be fitted and operational. ☐ Light vehicles are to remain clear of plant and equipment. ☐ Flashing lights fitted to all machines. ☐ High visibility clothing to be worn by all personnel working on the ground. ☐ Stay clear of the edges of batters, pits, trenches and overhead power lines.	3	All operators - during works
	☐ Ergonomic strains ☐ Vibration	2	☐ Maintain seat & controls in good working order ☐ Ensure operator stretches regularly	3	Maintenance

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	☐ Noise	2	☐ Regular preventative maintenance ☐ Hearing protection to be supplied & worn as required ☐ Machinery to be operating during prescribed working hours only	3	All operators
	☐ Fumes	2	☐ Regular preventative maintenance ☐ Ensure cab is properly sealed ☐ Operate in ventilated area only	3	All operators
	☐ Entanglement injury in engine bay ☐ Shearing injury near blade	1	☐ Ensure all guards are securely in place ☐ Personnel are to stay clear of moving parts ☐ Skid steer / Bobcat should be shut down and engine isolated before working on machine or removing guards	2	Foreman All workers
Refueling	☐ Collision with plant ☐ Falls from heights ☐ Fuel spills	1	☐ Do not climb onto areas of the machine that do not have edge protection ☐ Spill kits to be available.	3	Foreman Refueller
Parking up the Skid steer / Bobcat	☐ Injury from collisions (with other plant, fixtures, workers or the public) ☐ Uncontrolled plant movement	1	☐ Ensure travelling speed is appropriate to the conditions (eg wet, confined areas, proximity of other plant) and the plant remains in the work zone. ☐ Licensed & competent operators only. ☐ Reverse alarms are to be fitted and operational. ☐ Flashing lights fitted to all machines. ☐ High visibility clothing to be worn by all personnel working on the ground. ☐ Switch off the machine when leaving it unattended and ensure park brake is applied and engine immobilised if	3	Foreman All operators

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Servicing the Skid steer / Bobcat		☐ Slip, trips & falls		2		☐ Maintain 3 points of contact ☐ Ensure steps and grab rails are in good condition ☐ Maintain good housekeeping		3 All Operators	

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WORK METHOD STATEMENT TOOLBOX / BRIEFING RECORD

(All personnel on site who are to be involved in, or associate with this work activity must be fully briefed on it.)

We hereby acknowledge that this work method statement has been explained to us, we confirm that the document precautions / controls will be complied with and we had the opportunity to be involved in the creation and/or review of the document.

Print Name	Company	Signature	Date	Print Name	Company	Signature	Date