



# Safe Work Method Statement

Job Task Summary:

**Scope: Powered Mobile Plant**

Definition: Powered mobile plant means plant that is provided with some form of self-propulsion and is ordinarily under the direct control of the operator (eg forklifts [but see separate SWMS], tractors, quad bikes, earth-moving machinery and mobile cranes).

**Can this involve High Risk Construction Work?**

|  |     |
|--|-----|
| Where there is a risk of a person falling more than two metres?        | Yes |
| At workplaces where there is any movement of powered mobile plant?     | Yes |
| Involving demolition of an element of a structure that is load-bearing | No  |

Excludes: Chainsaw operations, forklifts which are detailed in the relevant SWMS. All other plant will be dealt with in other SWMS as required.

Applicable to the following worker type: employee, contractor, volunteer

SWMS completed by: Tony Griffiths

Site: All sites

Date: April 2021

PPE required: Sunscreen, Sunscreen, DRA field clothing including DRA long sleeve shirt. Hi visibility vest/shirt, helmet, safety boots/gumboots, eye and hearing protection, gloves (optional). Dust protection may be required. Other PPE as required by relevant SWMS/Safety 5.



## Safe Work Method Statement

### DRA Policies

1. DRA will adopt the relevant code of practice [CoP] (see below) and ensure compliance by management, supervisors and workers
2. DRA will maintain registers of members authorised to operate plant.
3. DRA will provide workers with information, training, instruction and supervision in accordance with the CoP.
4. DRA will maintain plant and equipment registers and maintenance schedules.
5. DRA will ensure maintenance and repair in accordance with manufacturer's specifications.
6. All plant or equipment provided by external parties shall be subject to maintenance inspection prior to use and is to be operated in accordance with DRA policy and this SWMS.
7. DRA will **always** employ a spotter when using mobile plant in company with other workers

## Safe Work Method Statement

R1 Risk without controls

R2 Risk with controls

| Procedural step(s) | Possible hazard(s)   | R1 | Safety control(s)  | Person responsible  | R2 |
|--------------------|--|----|--|---|----|
| Renting plant      | Unserviceable plant<br>Missing or inoperable controls or safety features |    | DRA will rent from reputable companies endorsed by the National Logistics manager (NLM)<br>Confirm presence of operator manual<br>Confirm functionality of controls and safety features.   | National Logistics Manager/<br>DRT Managers/<br>MC/<br>Operator |    |
| Transporting Plant | Unsafe loading or tying down   |    | <p>Comply with vehicle and trailer SWMS requirements<br/>Ensure the truck/vehicle and/or trailer used to transport the mobile plant is appropriate –weight and size<br/>Tie downs:</p> <ul style="list-style-type: none"> <li>• Tie down points are identified by tie down decals where required</li> <li>• Use designated tie-down points on plant if provided (see operations manual)</li> <li>• Do not attach tie down accessories around hydraulic cylinders or in any way that may damage hoses or hydraulic components</li> <li>• Ensure machine is stabilised before travel</li> <li>• Verify all tie down equipment (chains, shackles etc.) is rated for the task and fixed in such a way to prevent movement during transit</li> </ul> <p>Ramps:</p> <ul style="list-style-type: none"> <li>• Suitable load capacity for weight of plant, wide enough, foot boards on the side</li> <li>• Lock ramps in place, use locking pin/clips if required</li> <li>• Assess ground conditions at loading/unloading site to determine forward or reverse loading</li> <li>• Ensure clear of obstructions (tree branches, structures / overhead electric lines etc.)</li> <li>• Ensure persons are clear of loading/unloading site</li> <li>• Ensure bucket is in lowest position possible to remain stabilised</li> </ul> <p>To load / unload:</p> <ul style="list-style-type: none"> <li>• Apply handbrake and block tow/transport vehicle wheels</li> </ul> | Operator  |    |

## Safe Work Method Statement

|                            |  |  |  |   |  |
|----------------------------|--|--|--|---|--|
|                            | <p>Falling objects</p> <p>Slips, trips and falls</p>   |  | <ul style="list-style-type: none"> <li>• Load / unload as per manufacturer's instructions</li> <li>• Mobile plant is loaded/unloaded to and from the vehicle whilst on level ground</li> <li>• Aligned for loading/unloading and positioned with the vehicle by a suitably qualified, competent and experienced operator</li> <li>• Ensure the mobile plant is adequately restrained to prevent movement during transit.</li> </ul> <p>Do not leave any loose items in cabin or on tray<br/>Ensure all fittings and attachments are secure before loading /unloading plant.</p> <p>Do not exit cab while loading/unloading to and from the vehicle<br/>Do not jump from cabin or vehicle tray<br/>Wear non-slip footwear<br/>Only access tray of vehicle using manufacturer's access points.</p> |   |  |
| Arrival on work site       | Personal injury, damage to equipment, environmental damage   |  | <p>Position plant in a safe location for unloading<br/>Deploy physical barriers, caution signs and equipment, where necessary<br/>Report to STL/supervisor<br/>Ensure site-specific induction is undertaken<br/>Undertake a site and task specific risk assessment/Safety 5 with STL and team members.</p>   | Operator/<br>STL/ safety officer/<br>team members |  |
| Unloading and move to site | <p>Personal injury, damage to equipment, environmental damage</p> <p>Falling objects</p> <p>Slips, trips and falls</p> |  | <p>Complete pre-start checks as per appropriate DRA checklist</p> <p>As for loading above</p>  | Operator/<br>STL/safety officer                   |  |

## Safe Work Method Statement

|            |                           |  |   |   |  |
|------------|---------------------------|--|---|---|--|
| Operations | Damage to plant           |  | Inspect and operate the machine as per manufacturers' instructions. <i>Do not use if any fault/damage/missing parts. Report immediately and follow tag-out/lock-out procedures.</i>   | operator/<br>STL/<br>Safety<br>Officer/<br>Spotter  |  |
|            | Slips, trips and falls    |  | <p>Face the machine whenever you mount and dismount the machine</p> <p>Use provided steps/handholds when entering or exiting cabin</p> <p>Maintain a three-point contact with the steps and with handholds:</p> <p>Never mount or dismount a moving machine</p> <p>Do not jump off the machine</p> <p>Do not carry tools or supplies when you try to mount / dismount</p> <p>Do not use any controls as handholds when you enter / exit the operator compartment</p> <p>Never leave the operator's seat with engine running.</p>  | <b>Operator</b>   |  |
|            | Crush injuries/entrapment |  | <p>Adjust seat to achieve full pedal contact when the operator's back is against the back of the seat.</p> <p>Wear seatbelt</p> <p>Use the restraint bar / seat belt interlock to prevent engine start up unless engaged</p> <p>Ensure all body parts are kept within cabin at all times when operating machine</p> <p>Startup as per manufacturer's instructions</p> <p><b><i>Enter or exit cabin only when bucket or other attachments are in a completely lowered position</i></b></p> <p>Ensure machine does not operate or travel near the edge of an excavation unless the ground support system installed has been designed by a competent person to carry such loads</p> <p>Ensure the machine stays on existing access tracks, and within construction boundaries.</p> <p>Ensure heavier end is always higher up slope</p> <p>Do not turn on slopes</p> <p>Avoid sudden movements and combined movements such as raising attachment whilst starting forward movement. (Particularly with rubber wheel models where more bounce is generated than a tracked model)</p> <p>Do not overload/exceed capabilities. Be aware of reduced lifting capacity when boom or bucket arms are extended</p> | <p><i>Never operate machine while standing in bucket. Always ensure operator is completely inside cab and seated.</i></p> <p><b>Operator/</b></p> |  |

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|  |   |  | <p>Attachments kept in lowest working position possible</p> <p>Be familiar with the width of equipment to maintain safe clearance near fences, boundaries or other obstacles.</p> <p>If machine begins to side-slip:</p> <ul style="list-style-type: none"> <li>● discard load and turn the machine downhill</li> </ul>  |                                       |  |
|  | Falling objects                                   |  | <p>Plant is not to be used where there is a risk from falling objects such as tree branches or building debris unless the plant is fitted with Falling Object Protective Structure (FOPS) and this is operable.</p>  |                                       |  |
|  | Plant overturning<br>Operator ejection from plant |  | <p>Plant is not to be used unless:</p> <ul style="list-style-type: none"> <li>● fitted with Roll Over Protective Structure (ROPS) and this is operable.</li> <li>● a seat belt is used (where fitted)</li> <li>● mobile plant is operated in accordance with manufacturer's recommendations</li> <li>● the surface of any off-loading, transit and operating area is appropriate for the mobile plant's requirements in accordance with the manufacturer's recommendations</li> <li>● The Safety 5 is to include an assessment of the risk posed by any sloping, uneven, unstable or slippery ground. v1.1</li> <li>● appropriate rules and standards are in place for safe onsite road and travel way use, including speed limits for travel and manoeuvres, taking into account changing environments and conditions</li> <li>● appropriate safe systems of work are in place and these are regularly monitored, enforced, reviewed and, if necessary, revised.</li> <li>● workers have been provided with training on new or revised systems of work</li> </ul> |                                       |  |
|  | Injury to other site workers                      |  | <p>Worker consultation:</p> <ul style="list-style-type: none"> <li>● Ensure an effective system of communication between machine operator and ground workers is established before work commences</li> <li>● Relevant workers must be trained in the procedures involved prior to the work commencing</li> <li>● Ground workers are instructed not to approach machine until the operator has agreed to their request to approach</li> <li>● Ensure ground workers are instructed on set distances to maintain from the machine while in operation</li> </ul>  | <b>Operator/<br/>STL/<br/>workers</b> |  |

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|  |                                      |  | <ul style="list-style-type: none"> <li>• Ground workers are instructed made familiar with the blind spots of the machine</li> <li>• Machine operators and ground workers are required to wear high-visibility clothing</li> </ul> <p>Ensure no persons or obstructions in vicinity before start-up<br/> Maintain exclusion zone and cease work if approached<br/> Be aware of swing boom operations or turning sharply with machine<br/> Follow manufacturer's instructions, specific safe work method statement, site rules and traffic control plan<br/> Travel at appropriate speed for conditions. Reduce speeds over unexpected hazards – such as wet conditions, long grass, hill peaks or low visibility<br/> Raised load does not impede the view of the operator.</p>   |  |  |
|  | Working near power lines             |  | <p>Ensure work is not conducted in close proximity to electrical power lines. Check for:</p> <ul style="list-style-type: none"> <li>• Overhead power lines (including high and low voltage distribution conductors)</li> <li>• Single wire earth return (SWER)</li> <li>• Service cables to premises</li> <li>• Communications cables</li> </ul> <p>Electrical transformers (mounted lower than cables)<br/> Identify maximum range of equipment and how close equipment or load can come to asset (known as design envelope) The following dimensions are taken from the closest point of any extended component of the machine e.g. extended long reach boom. In general:</p> <ul style="list-style-type: none"> <li>• 3m above, either side and below power lines is No Go Zone</li> <li>• Between 3-6.4m of power lines a spotter is required</li> <li>• Further than 6.4m of power lines is open area</li> <li>• No work to be conducted within 10m radius of SWER transformer.</li> <li>• No work to be conducted within Minimum Clearance Zones without written permission from power supplier.</li> <li>• Spotter is required where any part of the machine is within 6.4m of power line.</li> </ul> |  |  |
|  | Damage to underground infrastructure |  | <ul style="list-style-type: none"> <li>• Contact Dial before you Dig to obtain utilities maps of intended work area</li> <li>• Mark intended the work site. Provide signage if required</li> <li>• Control risks from mobile plant/vehicles (establish traffic management plan – include barricades, signs, traffic controllers as required)</li> </ul>  |  |  |

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|                      |   |  | <ul style="list-style-type: none"> <li>• Ensure sufficient time is provided for location before the project begins.</li> </ul>  |  |  |
|                      | Silica dust and other airborne contaminants |  | <p><b>DRA will not work in environments where there is a risk of respirable crystalline silica (RCS - silica dust) or other harmful contaminants are suspected such as asbestos.</b></p> <p>DRA will provide training to members in recognising such situations and include training and information RCS and asbestos which should include:</p> <ul style="list-style-type: none"> <li>• Information on the health effects</li> <li>• Identification Material Safety Data sheet (MSDS) or labels</li> <li>• Dust exposure prevention</li> <li>• Checking controls are working and using them</li> <li>• When and how to use any respiratory protective equipment provided and what to do if something goes wrong (Including worker respirator fit and check processes)</li> </ul> <p>As a precaution, DRA will adopt measures to mitigate operations in dusty environments including:</p> <ul style="list-style-type: none"> <li>• working upwind</li> <li>• where practicable, utilising plant with enclosed cabins and filtered air conditioning.</li> <li>• use of water to dampen conditions</li> <li>• appropriate PPE</li> <li>• ensuring the use, maintenance and storage is in accordance with manufacturers recommendations</li> </ul> |  |  |
|                      | Hearing damage                              |  | <ul style="list-style-type: none"> <li>• Wear hearing protection,</li> <li>• Ensure it is worn</li> <li>• Worn by all persons throughout the period of exposure to noise</li> <li>• Ensure that vehicles are adequately maintained.</li> </ul>  | Operator/<br>safety officer/<br>STL            |  |
| Changing attachments | Hit by moving plant/parts                   |  | <p>Remove and attach as per manufacturer's instructions. Inspect quick-hitch device (if applicable). Ensure:</p> <ul style="list-style-type: none"> <li>• Ensure attachment is on a flat, level surface</li> <li>• Designed for use with attachment</li> <li>• Maintained and in good working order</li> <li>• Ensure all locking pins are secured in place Marked with the following:             <ul style="list-style-type: none"> <li>o Manufacturer's name, make, model and serial number</li> </ul> </li> </ul>   | Operator/<br>STL/Safety<br>Officer/<br>Spotter |  |



## Safe Work Method Statement

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|  | <p>Injury to other workers</p> <p>Crush injury</p> <p>Fluid injection injury</p> |  | <ul style="list-style-type: none"> <li>o Quick hitch weight</li> <li>o Maximum rated capacity</li> </ul> <p>If damage or faults detected, do not use. Follow tag-out/lock-out procedures and report to supervisor immediately</p> <p>Operator to raise shaft slowly and test attachment is secured for use</p> <p>Do not overload the capacity of attachments</p> <p>Attachments kept in lowest working position possible.</p> <p>Remove non-essential persons from area</p> <p>Ground workers are clear of turn radius at all times</p> <p>Never carry or lift a person in the bucket/blade</p> <p>Never pass the bucket over a person</p> <p>Always travel with bucket/blade in lowest position available.</p> <p><i>4 in 1 buckets. Never allow another person to place any part of their body inside the bucket whilst in operation.</i></p> <p>When changing hydraulic attachments, wear gloves and eye protection:</p> <ul style="list-style-type: none"> <li>● Turn plant off</li> <li>● Release hydraulic pressure</li> <li>● Cover quick connect with rag and disconnect</li> <li>● Reconnect new attachment</li> <li>● Check for proper hydraulic connection, hose routing and hose length</li> <li>● Check for leaks.</li> </ul> | <p><i>Note: If attachment is alternate brand – seek advice from manufacturer to ensure the different attachment does not affect the centre of balance.</i></p> |  |
|--|--|--|---|--|--|



## Safe Work Method Statement

|                    |  |  |   |          |  |
|--------------------|--|--|---|----------|--|
| Refuelling on site | Fire / explosion                             |  | <ul style="list-style-type: none"> <li>DO NOT smoke during re-fuelling</li> <li>Ensure re-fueling is undertaken in well-ventilated area, clear of ignition sources</li> <li>Material/Safety Data Sheets (M/SDS) for all fuel products on hand</li> <li>Follow manufacturer's manual/recommendations for re-fuelling</li> <li>Ensure fire extinguisher available and in date.</li> </ul> <p><b>Diesel: Fire extinguisher</b> – Water, foam, dry chemical powder, CO<sub>2</sub><br/> <b>Unleaded petrol: Fire extinguisher</b> – Dry chemical powder, foam, CO<sub>2</sub>. Never use water to extinguish an Unleaded Petrol fire.</p> | Operator |  |
|                    | Exposure to hazardous chemicals / substances |  | <ul style="list-style-type: none"> <li>Avoid breathing vapours or contact with fuel</li> <li>If clothing is splashed with fuel, change immediately</li> <li>Do not siphon or swallow fuel as this can be fatal</li> <li>Do not eat, drink or smoke during/after-handling fuel until hands are carefully washed</li> <li>Shower and wash immediately after work</li> <li>Wash clothes in separate wash from other clothes.</li> </ul>  | Operator |  |
|                    | Environment incident                         |  | <ul style="list-style-type: none"> <li>Ensure training in emergency response for chemical spill. Emergency response –fuel spill:               <ol style="list-style-type: none"> <li>Stop the source of the spill or leak or release:                   <ol style="list-style-type: none"> <li>If that is not possible &amp; it is safe to do so - stop the spill or release from spreading</li> </ol> </li> <li>Turn off any ignition sources if safe to do so</li> <li>Use gravel or other material to stop fuel entering drains/water courses</li> <li>Clean up spill as required.</li> </ol> </li> </ul>                         | Operator |  |

|                                |                     |  |   |                                 |  |
|--------------------------------|---------------------|--|---|---------------------------------|--|
| Task completion/<br>end of day | Crush injuries      |  | <p>Lower all attachments/bucket/blade to ground<br/>         Turn off all hydraulic valves and idle the engine down. Remove keys<br/>         Inspect equipment for any damage/leaks. If damage is detected – report immediately and take out of service.</p> | Operator                        |  |
|                                | Hit by moving plant |  | <p>Store the key in a safe place (restrict unauthorised access)<br/>         Ensure the machine is parked in a safe, level area, clear of unstable or sloping ground.</p>   | Operator/<br>safety<br>officer/ |  |



## Safe Work Method Statement

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|  |                            |  |  |   |
|  | Environmental contaminants |  | Ensure all equipment /plant is washed free of dirt, vegetation, debris before leaving site<br>Ensure any contaminated wastewater is captured as per Local and State Environment Laws<br>Do not wash machine where residue can enter sensitive areas such as storm water drains and water-ways. | STL<br>Operator/<br>safety<br>officer/<br>STL |
|  | Public safety              |  | If acceptable, remove any barricades or signs  | Operator                                      |

## Safe Work Method Statement

### OTHER JOB REQUIREMENTS

List staff skills/competencies and licences required for safe job performance:

**With the exception of forklifts**, mobile plant does not require a license, however the National Training Manager will maintain a list of approved mobile plant operators. Note that certain types of loaders when used as forklifts, would require a forklift license.

List items of plant/equipment/tools required:

Relevant codes of practice, legislation standards or critical risk controls that may be applicable:

- **Relevant codes of practice, legislation standards or critical risk controls that may be applicable:**
- Model Code of Practice [Managing The Risks of Plant In The Workplace<sup>1</sup>](#)
- SafeWork NSW [Safety Alert: Working With or Around Mobile Plant](#)
- SafeWork NSW [Moving plant on construction sites code of practice](#)
- SafeWork Australia [Traffic Management guide - construction work](#)
- Safework NSW [Safety Alert: Mobile plant operating near overhead power lines](#)
- Worksafe Victoria [Compliance Code - Plant 2019](#)
- Worksafe Victoria - [Using powered mobile plant near overhead assets - Guidebook](#)
- Worksafe WA [Guidance Note - Powered Mobile Plant](#)

[1] Use the relevant State-endorsed COP where available

Maintenance checks, site/workplace inspections required:

- 

Additional approvals, certificates, WorkCover approvals/permits required e.g. confined spaces, working at heights, hot works etc: Nil

<sup>1</sup> as adopted by State and territory jurisdictions (less WA and Vic)



## Safe Work Method Statement

|   |     |    |   |
|---|-----|----|---|
| Has a risk assessment been completed for any work involving confined spaces, electrical work or diving work | Yes | No | N/A <input checked="" type="checkbox"/> |
|---|-----|----|---|

### Approvals

This SWMS is approved by DRA national Director of Field Operations

| Name | Signature | Date |
|------|-----------|------|
|      |           |      |

**Site SWMS Approval** (Strike Team Leader/ Supervisor i.e. person responsible for ensuring compliance with SWMS)

*I have read and understand this SWMS. I have completed a site risk assessment with the chainsaw operator(s) and team members and will ensure compliance with the SWMS.*

|              |                   |              |
|--------------|-------------------|--------------|
| <b>Name:</b> | <b>Signature:</b> | <b>Date:</b> |
|--------------|-------------------|--------------|

### Operator/team confirmation

*I have read and understand this Safe Work Method Statement. I have no medical conditions that may affect my ability to operate the vehicle.*

| NAME | SIGNATURE | DATE |
|------|-----------|------|
|      |           |      |
|      |           |      |

**Safety Officer confirmation (or Operations Chief in lieu)**



## Safe Work Method Statement

*I confirm that the safety controls detailed above are in place or will be acted upon. I can confirm that proposed tasks are within the scope of operations and that plant operators (if applicable) are duly authorised by the National Training Manager.*

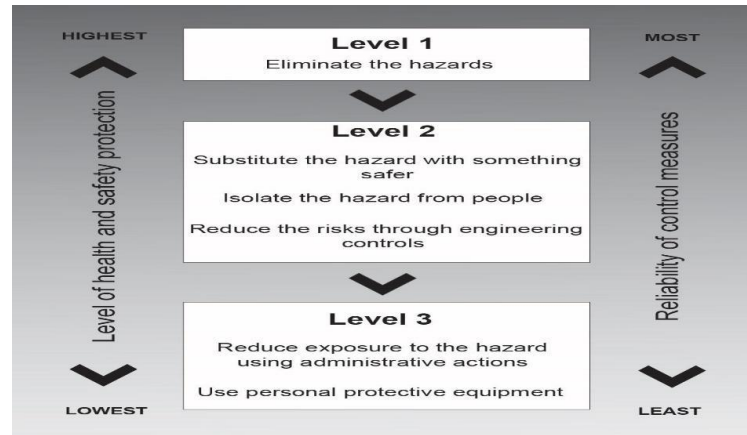
| NAME | SIGNATURE | DATE |
|------|-----------|------|
|      |           |      |

### WHS RISK MATRIX

|                | Minor                | Moderate | Substantial | Major   | Catastrophic | Beneficial              |
|----------------|----------------------|----------|-------------|---------|--------------|-------------------------|
| Almost Certain | Medium               | High     | High        | Extreme | Extreme      | Significant             |
| Likely         | Medium               | Medium   | High        | Extreme | Extreme      | High                    |
| Possible       | Low                  | Medium   | High        | High    | Extreme      | Medium                  |
| Unlikely       | Low                  | Low      | Medium      | High    | High         | Low                     |
| Very Unlikely  | Low                  | Low      | Medium      | Medium  | High         | Insignificant           |
|                | Negative risk (harm) |          |             |         |              | Positive risk (benefit) |

### HIERARCHY OF CONTROLS

## Safe Work Method Statement



**Acknowledgements:**

NSW Government – Department of Industry  
 NSW Government – Department of Primary Industries  
 Health and Safety Handbook - Portner Press