

Safe Work Method Statement

Job Task Summary:

Driving vehicles and vehicle safety

Can this involve High Risk Construction Work?

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

Excludes buses, trucks but includes towing trailers and off-road driving
Refer to [Manual Handling SWMS](#) for loading/unloading of vehicles.

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

SWMS completed by Tony Griffiths

Site: All sites

Date: 20 August 2020

PPC (Mandatory in field environments): DRA field clothing including DRA long sleeve shirt, non-synthetic trousers, safety boots or safety gumboots (AS 2210.1.2010 Operational Protective Footwear), non-synthetic layers or outer clothing for warmth (if required).
Sunglasses (optional)

Other PPE as required by relevant SWMS/Safety 5.

DRA Policies

1. Drivers are to complete the DRA driver registration process including supplying a copy of the license to Membership Services.
2. Members who intend using private vehicles for DRA tasking including deployment, are to certify to Membership Services the vehicle is registered and roadworthy.
3. Members are obliged to report loss of license and/or serious breaches of traffic rules to Membership Services.

Safe Work Method Statement

4. DRA vehicles (including loan or hire vehicles) are to travel with a minimum of two personnel whenever practicable. Members deploying in own vehicles are strongly encouraged to carpool.
5. DRA has a strict policy of zero blood alcohol content and zero indication of drugs when operating vehicles conducting DRA operations and activities.

R1 Risk without controls

R2 Risk with controls

PROCEDURAL STEPS	POSSIBLE HAZARD(S)	R1	SAFETY CONTROL(S)	PERSON RESPONSIBLE	R2
Load vehicle • Secure loads	<ul style="list-style-type: none"> • Strain to spine & back muscles • Stress on back & limbs • Fatigue & stress • Slips, trips & falls • Lacerations and abrasions • Fractures & crush injuries 	M	<ul style="list-style-type: none"> • Refer to Manual Handling SWMS • Secure all loads appropriately in vehicle ensuring goods are stored within the boot of sedans in the back of station wagons or 4WDs with properly fitted cargo barriers or cargo nets; or utilities with properly fitted cargo nets or covers which can be secured to the vehicle as required. • Ensure no loose items are within the passenger area as they may become projectiles in the event of an accident. 	Driver	L
Prepare for driving • Check vehicle • Adjust seat, mirrors • Set radio & Bluetooth mobile • Driver licensed • Ensure windscreen and side mirrors are clean • Check tyre pressure, oil, radiator, windscreen water	<ul style="list-style-type: none"> • Unserviceable/unsafe vehicle results in damage, breakdown or accident • Crush injuries • Strains/ Sprains • Cuts/ abrasions/ superficial • Slips/ trips/ falls • Fatigue 	M	<ul style="list-style-type: none"> • Driver is responsible for conducting pre-start vehicle checks • Consider flying as an alternative to driving long distances or share driving (where appropriate) • Set radio to desired station and Bluetooth mobile phone before moving off, to ensure no distraction while driving. • Plan trip and have necessary navigation equipment, e.g. maps, GPS etc. • Ensure appropriate communication devices are obtained, working and are appropriate for journey. • Notify supervisor of estimated travel times – departure and arrival times 	Worker/Driver	L

Safe Work Method Statement

			<ul style="list-style-type: none"> • Ensure sufficient fuel or plan to fill up before getting near empty. • Check spare tyre available and roadworthy • Check recovery equipment included if undertaking 4WD operations • Check car contains a suitably stocked first aid kit and reflective vest. • A fire extinguisher should be carried where risk requires. • Carry adequate food and water in case of breakdown. • Ensure that all drivers are in a fit state to drive eg not affected by tiredness/fatigue, drugs, alcohol or illness. • Consider an overnight stay if a late finish to an evening activity requires a long drive late in the evening. 		
<p>Driving vehicle</p> <ul style="list-style-type: none"> • Drive according to road conditions & RMS Road Users' Handbook • Obey road rules 	<p>Motor vehicle accident</p> <ul style="list-style-type: none"> • Death • Trauma/Psychological Injury • Strains/sprains/fractures • Head injuries • Cuts/abrasion/superficial injuries • Fatigue <p>Getting lost (see below) Breakdown of vehicle (see below)</p>	H	<ul style="list-style-type: none"> • Only licensed drivers are permitted to drive vehicles. If current P plater – P plates must be displayed. • Drive conservatively. Observe road rules. The driver is responsible for any traffic infringements. • Manage fatigue by changing drivers frequently and taking regular rest stops (ie at least every 2 hours). • Do not – use mobile phone handset while vehicle in motion. Use Bluetooth if available to make/receive calls • Do not – adjust radio while vehicle in motion. • Be aware of animals on roads and verges, particularly at dawn and dusk. Slow down. • Do not – read maps whilst driving a vehicle. Use a navigation GPS unit where possible. • Do not - eat whilst driving. • Drive to the road conditions i.e. slowdown in rain or on poorly constructed gravel roads • In 4WD vehicle fast flowing water that is deeper than 50cm must not be crossed 	Worker/Driver	M

Safe Work Method Statement

<p>Break down of vehicle (including running out of fuel)</p> <ul style="list-style-type: none"> Contact supervisor 	<ul style="list-style-type: none"> Exposure Stress & fatigue Pedestrian hit by another vehicle 	<p>H</p>	<ul style="list-style-type: none"> Stay with vehicle if lost or broken down In the event of mechanical breakdown follow procedure (usually in car) for breakdown of vehicle. Contact supervisor and ask for assistance if required. In the event of a breakdown position the vehicle safely as far off the road as possible and turn on hazard lights. Exercise extreme care on the traffic side of the vehicle – wear reflective vest. Warn on-coming traffic of hazard if safe to do so. Keep fuel tank above quarter full to avoid running out of fuel, where possible. 	<p>Worker/Driver</p>	<p>L</p>
<p>Overdue arrival or return and getting lost</p> <ul style="list-style-type: none"> Contact supervisor 	<ul style="list-style-type: none"> Exposure Stress & fatigue 	<p>H</p>	<ul style="list-style-type: none"> Stay with vehicle Call for assistance using mobile phone or radio if unsure of location, or activate spot tracker or equivalent device Notify all relevant parties (eg supervisor) of movements prior to departure and update during day if expected arrival times change 	<p>Worker/Driver</p>	<p>L</p>
<p>Refuelling</p>	<ul style="list-style-type: none"> Fuel spills Explosion/fire due to static electricity discharge Chemical injuries: overcome by or inhalation of fumes Chemical burns 	<p>M</p>	<ul style="list-style-type: none"> Remain with vehicle whilst refuelling Follow directions and warnings at fuel outlets Adhere strictly to warnings prohibiting the use of electronic equipment/devices Only fill appropriate fuel containers if required to do so. Containers must be removed from the vehicle and placed on ground for filling. Always discharge static electricity before touching fuel pumps No smoking during refuelling operations 	<p>Worker/Driver</p>	<p>L</p>
<p>At end of journey</p> <ul style="list-style-type: none"> Refuel, unload and clean inside vehicle 	<ul style="list-style-type: none"> Cuts/abrasion/superficial injuries Burns Strain of spine & back muscles Stress on back & limbs Slips, trips & falls Lacerations & abrasions 	<p>M</p>	<ul style="list-style-type: none"> Notify appropriate persons on arrival. After a long trip, refuel the vehicle and clean the windscreen (if required). Refill windscreen wash reservoir if necessary. Avoid contact with hot engine parts. Use appropriate manual handling to unload the vehicle. Refer to Manual Handling SWMS Report any difficulties encountered on the route (may require different vehicle type eg 4WD). 	<p>Worker/Driver</p>	<p>L</p>



Safe Work Method Statement

	<ul style="list-style-type: none"> Fractures & crush injuries 		<ul style="list-style-type: none"> Report any faults or damage to Logistics and complete log sheets 		
Driving in remote areas	<ul style="list-style-type: none"> Motor vehicle accident Death by physical trauma Severe lacerations Crush/impact injuries Sprains/Strains, cuts and abrasions Fatigue Vehicle breakdown Getting lost 	H	<ul style="list-style-type: none"> Prior to undertaking a remote location trip, ensure that an itinerary is lodged with Mobilisation/ supervisor & includes: <ul style="list-style-type: none"> Date and time of proposed start Emergency plan Locations to be visited and ETA Date and time proposed end of journey Contact details of any other parties involved and accommodation details Drivers must comply with DRA policy and procedures for the use of Gap Guardian. Workers must inform their supervisor of their departure to and from the event via App, phone call/SMS or Gap Guardian or similar reporting system The following minimum equipment is to be taken when operating in remote areas. <ul style="list-style-type: none"> A first aid kit Insect repellent Garmin In Reach Tracker Sun protection (e.g. hat, sunscreen) Sufficient water (2 litre per person per day) Suitable communication equipment for the area (mobile phone, satellite phone, 2-way radio, EPIRB, Garmin In Reach Tracker) Emergency contact list / nearest medical help and hospitals i.e. medical plan DRA is to establish procedures for monitoring of personnel travelling from home locations. The IMT is to monitor movements of deployed personnel within the AO. Where necessary, when an agreed elapsed time is 	Worker/Driver	M



Safe Work Method Statement

			exceeded, the monitoring personnel are to take appropriate action including notifying police.		
Towing Trailers	<ul style="list-style-type: none"> • Motor vehicle accident • Death by physical trauma • Severe lacerations • Crush/impact injuries • Damage to vehicles 	H	<ul style="list-style-type: none"> • Ensure the vehicle, trailer (and combination) are loaded within the manufacturer's limits including allowances for passengers and equipment • when assessing the load, consider the weight of the tow vehicle and trailer, including: <ul style="list-style-type: none"> ○ the number of passengers you intend to carry ○ the equipment in the tow vehicle, such as tools and camping gear ○ modifications to the tow vehicle, such as bull bars, long-range fuel tanks, supplementary batteries and roof racks ○ the load on the trailer • Ensure tyres are inflated to manufacturer's specifications • Ensure the functioning of all trailer equipment including couplings • Ensure the securing of the load • allow for the extra length and width of the trailer when entering traffic • allow for its tendency to 'cut in' on corners and curves • accelerate, brake and steer smoothly and gently to avoid swaying • allow for the effects of crosswinds, passing traffic and uneven road surfaces • leave a longer stopping distance between you and the vehicle ahead; increase the gap for longer, heavier trailers and allow even more distance in poor driving conditions • use a lower gear in both manual and automatic 	Drivers	M

Safe Work Method Statement

			<p>vehicles when travelling downhill to make your car easier to control and reduce the strain on your brakes</p> <ul style="list-style-type: none"> • allow more time and distance to overtake and avoid 'cutting off' the vehicle you are overtaking when returning to the left lane • get someone to watch the rear of the trailer when you reverse—reversing is difficult and takes practice • not hold up traffic—pull off the road where it is safe to do so, and where it won't create a build-up of traffic unable to overtake • be aware that your vehicle and trailer will tend to sway when a heavy vehicle overtakes you. • 		
Off-road driving	<ul style="list-style-type: none"> • Motor vehicle accident • Death by physical trauma • Severe lacerations • Crush/impact injuries • Damage to vehicles 	M	<ul style="list-style-type: none"> • DRA will offer off-road driver training to members • Individual members will be authorised for driving off-road by membership Services 		L



Safe Work Method Statement

OTHER JOB REQUIREMENTS

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

- ☐ Possess current Australian driver's licence or equivalent (eg international driver's licence) appropriate for the vehicle being driven
- ☐ Operators must complete a 4WD driver and vehicle recovery training course or be under the supervision of a competent operator before operating a 4WD in 4WD mode

List items of plant/equipment/tools required:

- ☐ Motor vehicle
- ☐ Vehicle first aid kit
- ☐ Reflective vest and appropriate PPE where required
- ☐ Communication equipment
- ☐ Fire extinguisher
- ☐ Tie downs and restraints for loads

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

- State/Territory Road Users Handbook or equivalent
 - State/Territory Heavy Vehicle Handbook or equivalent
- Manufacturer's operator manual
- Worksafe Victoria: [Managing Risk factors on the Road](#)
- [Heavy Vehicle National Law \(HVNL\)](#)
- [Heavy Vehicle \(Fatigue Management\) National Regulation](#)
- Enabling State Heavy Vehicle Legislation
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Maintenance checks, site/workplace inspections required:

- Follow directions in the manufacturer's operator's manual.
- Vehicles to have maintenance checks according to the manufacturer's instructions.

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

Has a risk assessment been completed for any work involving confined spaces, electrical work or diving work **Yes** **No** **N/A**



Safe Work Method Statement

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 team members and will ensure compliance with the SWMS.

Name: Not applicable	Signature:	Date:
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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)

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.

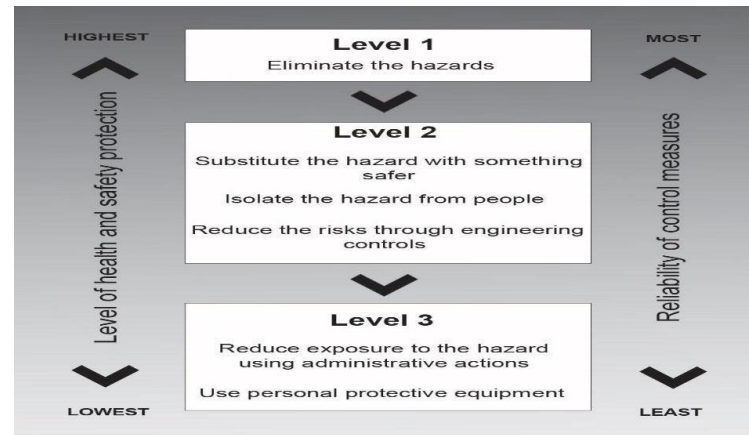
NAME	SIGNATURE	DATE
Not applicable		

Safe Work Method Statement

WHS RISK MATRIX

	Minor	Moderate	Substantial	Major	Catastrophic
Almost Certain	Medium	High	High	Extreme	Extreme
Likely	Medium	Medium	High	Extreme	Extreme
Possible	Low	Medium	High	High	Extreme
Unlikely	Low	Low	Medium	High	High
Very Unlikely	Low	Low	Medium	Medium	High

HIERARCHY OF CONTROLS



Acknowledgements: NSW Department of Primary Industries