

FORKLIFT SAFE WORK METHOD STATEMENT (SWMS)

Business Contact:	Phone #:	Principal Contractor (PC):
Responsible person (for monitoring SWMS and work):		PC Address:
Signature:	Date:	PC Phone #: Date SWMS provided to PC:
Contact Phone #:		Job Site Address:

SITE MANAGEMENT PLAN	Is the work associated with a Construction Project? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes – This SWMS must align with requirements of the Site Management Plan in place for the Construction Project.
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THIS WORK ACTIVITY INVOLVES THE FOLLOWING “HIGH-RISK CONSTRUCTION WORK” (HRCW - IDENTIFIED IN THE JOB TASK COLUMN)

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| <input type="checkbox"/> Confined spaces | <input checked="" type="checkbox"/> Mobile plant movement | <input type="checkbox"/> Demolition of a load-bearing structure | <input type="checkbox"/> Asbestos disturbance |
| <input type="checkbox"/> Using explosives | <input type="checkbox"/> Diving work | <input checked="" type="checkbox"/> Artificial extremes of temperature | <input type="checkbox"/> Tilt-up or pre-cast concrete |
| <input checked="" type="checkbox"/> Pressurised gas distribution mains or piping chemical, fuel or refrigerant lines energised electrical installations or services | | | |
| <input type="checkbox"/> Structures or buildings involving structural alterations or repairs that require temporary support to prevent collapse | | | |
| <input type="checkbox"/> Involves a risk of a person falling from 2m or more, including work on telecommunications towers | | <input type="checkbox"/> Work in a ceiling space (W.A. Only) | |
| <input type="checkbox"/> Working at depths greater than 1.5 metres, including tunnels or mines | | <input checked="" type="checkbox"/> Work in an area that may have a contaminated or flammable atmosphere | |
| <input checked="" type="checkbox"/> Work carried out adjacent to a road, railway or shipping lane, traffic corridor | | <input type="checkbox"/> In or near water or other liquid that involves the risk of drowning | |

WORKING WITH A RISK OF A FALL OVER 2 METRES. Select the fall from height 'hierarchy of control level' considered when establishing controls:

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| <input type="checkbox"/> L 1: Work on the ground or solid construction | <input type="checkbox"/> L 4: Use a fall arrest system e.g., safety harness, catch platforms |
| <input type="checkbox"/> L 2: Use a passive fall restraint system e.g., guard rails, scaffolding, EWP | <input type="checkbox"/> L 5: Implement administrative controls e.g., signage, or instruction |
| <input type="checkbox"/> L 3: Use a work positioning system e.g., travel restraint, rope access | <input type="checkbox"/> Other? |

More than one of these measures to reduce risk can be used. For example, engineering controls like edge protection can be implemented with administrative controls like training and use of this SWMS, while wearing PPE (non-slip shoes). Please describe why it is not reasonably practicable to use higher-order control measures. E.g. The job is less than 5 minutes on a ladder.

Personal Protective Equipment (PPE)											
FOOT PROTECTION	HEARING PROTECTION	HIGH VISIBILITY	HEAD PROTECTION	EYE PROTECTION	FACE PROTECTION	HAND PROTECTION	PROTECTIVE CLOTHING	BREATHING PROTECTION	SUN PROTECTION	SAFETY HARNESS	SEAT BELT
											
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
JOB TASK	HAZARDS	IR	CONTROL MEASURES							RR	RESPONSIBLE PERSON
			<i>INHERENT RISK-RATING (IR) BEFORE CONTROLS - RESIDUAL RISK-RATING (RR) AFTER CONTROLS</i>								
1. Arrival on-site & assess onsite conditions	Personal injury, property damage &/or environmental incident	3H	<ul style="list-style-type: none"> The vehicle should be positioned in a safe location, clear of traffic/vehicles/pedestrians during equipment delivery and materials removal (deploy physical barriers, caution signs as necessary) Do not park illegally Identify and obey all safety-related signage (check site entry requirements) Report to Site Supervisor Ensure site-specific induction undertaken Assess mobile phone reception The worksite is exactly as detailed in Terms of Agreement or contract Complete a JSA specifying the control measures of unanticipated hazards. 							2M	Operator to check the site and conduct JSA where necessary
2. HRCW Work area set-up	Adjacent to traffic/public	4A	<ul style="list-style-type: none"> If loading/unloading/setting-up roadside – comply with local laws and permits Barricading controls are implemented and authorised as part of the safe work system to protect people from hazards Establish exclusion zones to stop people from entering the area Signage in place to caution people not to enter Public footpath or roadway exclusion zone: <ul style="list-style-type: none"> Seek approval from the relevant authority; <i>safely direct people to an alternative footpath where required</i> Lane closures and other operations requiring barricades and signs must meet local road traffic authority, local government authorities' requirements Use a spotter as required - designate a responsible person for controlling the immediate area where the operation is occurring Responsible person to authorise entry into the area The barricade must be far enough to keep observers safe. 							2M	Operator to ensure control measures followed

JOB TASK	HAZARDS	IR	CONTROL MEASURES		RR	RESPONSIBLE PERSON
			<i>INHERENT RISK-RATING (IR) BEFORE CONTROLS - RESIDUAL RISK-RATING (RR) AFTER CONTROLS</i>			
9. HRCW Working outside the cabin near powered mobile plant	<ul style="list-style-type: none"> Struck by mobile plant Crush injuries Amputation Entanglement Fatality 	4A	<ul style="list-style-type: none"> Follow site traffic management plan (TMP) requirements <ul style="list-style-type: none"> Some TMP may say that pedestrians have the right-of-way. Never assume this. Make visual and verbal contact with the plant operator as required Check constantly for changing hazards and monitor work position at all times, ensure: <ul style="list-style-type: none"> Do not stand behind reversing vehicles Allow sufficient distance from the plant during operation Do not conduct work in established "no go zones." Alertness at all times. Listen for reversing alarms/beepers & calls from Plant Operators Safety/warning signs, spotters, traffic barriers. must be obeyed as required Work positions should be in clear sight of plant operators Pedestrian workers must: <ul style="list-style-type: none"> Not approach mobile plant until the operator has agreed to their request to approach Maintain a safe distance from the mobile plant while in operation Be made familiar with the blind spots of the mobile plant High visibility clothing worn at all times by all workers. 	2M	Supervisors to check all controls in place and followed Operator to follow controls and make supervisor aware of any issues	
10. HRCW Hydraulic equipment – changing attachments	<ul style="list-style-type: none"> Struck by moving parts Falling objects 	4A	<ul style="list-style-type: none"> Remove non-essential people from the area Remove & attach following manufacturer's instructions. Inspect quick-hitch devices, if applicable Ensure attachment is on a stable, level surface Ensure all locking pins are secured in place and marked with the following: <ul style="list-style-type: none"> Manufacturer's name, make, model and serial number Quick hitch weight Maximum rated capacity If faults are detected, do not use. Follow LOTO procedures & report to supervisor immediately Operator to raise shaft slowly and test attachment secured for use 	2M	Supervisors to check all controls in place and followed Operator to follow controls and make supervisor aware of any issues	
	<ul style="list-style-type: none"> Escape of fluids under pressure Eye or hand injury 	4A	<ul style="list-style-type: none"> When attaching/detaching hydraulic lines, wear gloves and eye protection: <ul style="list-style-type: none"> Turn plant off Release hydraulic pressure Cover quick connect with rag and disconnect Reconnect new attachment Check for proper hydraulic connection, hose routing and hose length Check for leaks. Have a spill kit readily available or a containment unit. 	2M		
11. HRCW Refuelling	Fire/explosion	4A	<ul style="list-style-type: none"> ONLY fuel in designated areas DO NOT fuel while the engine is running 	2M	Supervisors to check all	