SafetyDocs by SafetyCulture

Company Name:
Company Address:
ABN/NZBN:

TRUCK-MOUNTED 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? ☐ **Yes** ☐ **No** *If yes* – This SWMS must align with requirements of the Site Management Plan in place for the Construction Project.

THIS WORK ACTIVITY INVOLVES THE FOLLOWING "HIGH-RISK CONSTRUCTION WORK" (HRCW - *IDENTIFIED IN THE JOB TASK COLUMN*)

☐ Confined spaces	☒ Mobile plant movement	☐ Demolition of a load-bearing structure	☐ Asbestos disturbance
☐ Using explosives	☐ Diving work	☐ Artificial extremes of temperature	☐ Tilt-up or pre-cast concrete

☐ Pressurised gas distribution mains or piping chemical, fuel or refrigerant lines energised electrical installations or services

☐ Structures or buildings involving structural alterations or repairs that require temporary support to prevent collapse

☐ Involves a risk of a person falling from 2m or more, including work on telecommunications towers ☐ Work in a ceiling space (W.A. Only)

☐ Working at depths greater than 1.5 metres, including tunnels or mines	☒ Work in an area that may have a contaminated or flammable atmosphere
☒ Work carried out adjacent to a road, railway or shipping lane, traffic corridor	☐ 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:

☐ L 1: Work on the ground or solid construction	☐ L 4: Use a fall arrest system e.g., safety harness, catch platforms
☐ L 2: Use a passive fall restraint system e.g., guard rails, scaffolding, EWP	☐ L 5: Implement administrative controls e.g., signage, or instruction
☐ L 3: Use a work positioning system e.g., travel restraint, rope access	☐ 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.

SAMPLE

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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	Do not wear rings, watches or jewellery that may become entangled. Long and loose hair must be tied back.
☒	☒	☒	☒	☐	☐	☒	☐	☐	☒	☐	☒

Job Task	Hazards	IR	Control Measures *Inherent Risk-rating (IR) before controls - Residual Risk-rating (RR) after controls*	RR	Responsible Person
1. Training	Lack of training resulting in injuries & fatalities	4A	• All operators have the appropriate licence for truck and forklift • Trained & competent to operate the type of truck, forklift & attachments they are using • Knowledge of types of forklifts, attachments and their functions • Types of lifting equipment and techniques for use	2M	**Supervisor**
2. Road and vehicle operation	Equipment failure	4A	• Vehicle must be registered with the State Road and Traffic Authorities before use • Inspect vehicle before travel and as per 'manufacturer's instructions • Vehicle break-down and barrier equipment: ○ High visibility gear suited for day/night combinations ○ Wet weather gear ○ Traffic cones / signs / barricades ○ Emergency contact details ⚠ *Do not use if any fault/damage/missing parts. Report immediately and follow tag-out/lock-out procedures.*	2M	**Supervisor** to maintain awareness of weather conditions **Operator** to follow controls
	Slips trips and falls	3H	• Face the vehicle whenever you mount and dismount the cabin • Use provided steps/handholds when entering or exiting cabin (see operations manual for instruction) • Maintain a three-point contact with the steps and with handholds.	2M	
	Load failure	3H	• After each loading operation and at regular intervals on long trips, check the restraint equipment to ensure the forklift is secure.	2M	
	Collision	3H	• Only licensed drivers to drive vehicles • Observe road rules/Traffic management plan at all times • Wear seat belts at all times when driving • Monitor vehicle constantly for any malfunctions that may affect vehicle performance ⚠ *DO NOT drive under the influence of drugs or alcohol* ⚠ *DO NOT use electronic devices while driving*	2M	

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JOB TASK	HAZARDS	IR	CONTROL MEASURES *INHERENT RISK-RATING (IR) BEFORE CONTROLS - RESIDUAL RISK-RATING (RR) AFTER CONTROLS*	RR	RESPONSIBLE PERSON
			• Wear seatbelt • Ensure all body parts are kept within the cabin at all times when operating the forklift • Start-up as per manufacturer's instructions and never leave operator seat with the engine running • Be familiar with the width of equipment to maintain safe clearances • Do not use any controls as handholds when you enter/exit the operator compartment • At no time is any person permitted to ride on the exterior of the vehicle • Enter/exit cabin when forks or other attachments are in a completely lowered position.		place and followed **Workers** to follow controls and make supervisor aware of any issues
	Falls	3H	• Entering or exiting the cab • Face the forklift whenever you mount and dismount the forklift • Use the provided steps/handholds when entering or exiting the cabin • Maintain a 3-point contact with the steps and handholds (2 hands X 1 foot/2 feet X 1 hand) • Never mount or dismount a moving forklift • Do not jump off the forklift • Do not carry tools or supplies when you try to mount/dismount • Do not use any controls as handholds when you enter/exit the operator compartment • Never leave operator seat with engine running.	2M	
	Collision	4A	• Amber beacon-light must be flashing while the forklift is moving • Ensure no people or obstructions in the vicinity before start-up • Maintain exclusion zone and cease work if approached • Travel at the appropriate speed for conditions. Reduce speeds over unexpected hazards – such as wet conditions, long grass, hill peaks or low visibility • Raised load does not impede the view of the operator.	2M	

	Rollover	4A	• Ensure:
			  ○ The forklift does not operate or travel near the edge of a drop-off
			  ○ The forklift stays within defined travel boundaries
			  ○ The heavier end is always higher upslope
			  ○ Attachments kept in lowest working position possible
			  ○ The operator is familiar with the width of equipment to maintain safe clearances
			  ○ To avoid sudden movements and combined movements such as raising attachment while starting a forward movement. (Particularly with rubber wheel models where more bounce is generated than a solid wheel model)
			  × *DO NOT SPEED, turn on slopes or overload/exceed capabilities. Be aware of reduced lifting capacity if using extensions.*
				2M	

SAMPLE

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