

Instant Hire Pty Ltd Safe Work Method Statement	Prepared by A Edgerton	Date Accepted
Job: Driving & transporting equipment	Reviewed by G Newman	Manager's Approval:
		Issue:

Procedure (in steps):	Possible Hazards	Risk Assessment	Safety Controls
Entering & Exiting Vehicle.	Impact injuries from being struck by other vehicles & or plant.	Medium	Exercise extreme caution, use appropriate PPE including high visibility safety vest. Watch out for cyclists & pedestrians.
	Soft tissue injuries & or sprains & strains from entering & exiting vehicle & or cab incorrectly.	Low	Personal care must be taken at all times ensuring you enter & exit vehicles using steps & or handrails & ladders as fitted to vehicle. Do not jump down from vehicle cab. Do not attempt to gain access to vehicle carrying heavy objects
	Exposure to natural elements, sun, rain & wind.	Low	Personal care to be taken at all times, appropriate PPE to be worn at all times including long sleeve shirts, long pants, sun glasses, wet weather jacket and hard hat.
	Hearing loss from exposure to high noise levels	Medium	Use appropriate P.P.E including approved ear muffs or ear plugs.
Driving Vehicle	Traffic Accidents, resulting in injury & or death.	Medium	Exercise extreme care when driving, obey all state & federal road regulations, Do not speed. Inspect vehicle daily for any faults, check condition & or operation of seat belts, tyres, brakes (foot brake & park brake), steering & rear view mirrors. Observe company drug, alcohol & smoke free policy; do not drive if affected by drugs or alcohol. It is illegal to use hand held mobile phones or text messages while driving.
	Exposure to natural elements, glare, sun, rain & wind.	Low	Personal care to be taken at all times, appropriate PPE to be worn at all times including long sleeve shirts, long pants, sun glasses, wet weather jacket if required.
	Driver fatigue resulting in a crash causing death or injury	Medium	Personal care to be taken at all times, take regular rest / meal breaks every two hours on long trips, watch for signs of driver

<p><u>Procedure (in steps) Cont'd</u></p> <p>Driving Vehicle (Cont'd)</p>	<p><u>Procedure (in steps) Cont'd</u></p> <p>Vehicle & or property damage.</p> <p>Stress from driving.</p> <p>Repetitive stress injuries, back pain, leg pain.</p>	<p><u>Risk Assessment</u></p> <p>Medium</p> <p>Low</p> <p>Low</p>	<p>fatigue . <u>STOP . REVIVE . SURVIVE.</u></p> <p><u>Safety Controls</u></p> <p>Personal care to be taken, keep a lookout, especially when reversing, for pedestrians , other vehicles & objects.</p> <p>Personal care must be taken at all times, take regular rest breaks every two hours on long trips. Be patient & tolerant of other road users.</p> <p>Personal care must be taken at all times, use correct posture when driving, adjust seat, rear view mirror & or steering wheel position. Take regular rest brakes every two hours on long trips.</p> <p><u>Stop, Revive, Survive</u></p>
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<p>Training requirements for the safe operation of this procedure</p> <ol style="list-style-type: none"> 1. Induction training 2. General OHS legislative awareness 3. Manual Handling (general) 4. Noise 5. Use of PPE 6. Company Drivers Sheet 7. Company Drug, Alcohol and smoke free policy. 8. Company Motor Vehicle Policy 9. Company Motor Vehicle Inspection Sheet 10. Accident notification 11. Fire and emergency procedures 12. Lock out policy 13. State Motor Vehicle Authority Drivers regulations 14. Current Motor vehicle drivers licence. 	<p>List the required hazard control methods required for the safe operation of the above</p> <ol style="list-style-type: none"> 1. Eye protection 2. Skin protection 3. Approved safety footwear 4. Approved dust mask / respirator 5. Wet weather clothing
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I have been read and explained this safe work method statement and I understand the document presented to me. Failure to follow this statement may lead to disciplinary action including termination employment.

Signature..... **Print Name**.....

Date..... **Presented By Signature**..... **Print Name**.....