

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

Procedure (in steps):	Possible Hazards	Risk Assessment	Safety Controls
Loading & Unloading	Manual Handling <ul style="list-style-type: none"> • Pushing • Pulling • Lifting • Carrying 	Low	Must observe manual handling procedure as outlined in company safety handbook. Must assess the weight before lifting & seek assistance or use mechanical lifting device.
	Cuts & abrasions from coming into contact with cutting blades & or discs / chains.	Medium	Personal care must be taken at all times & wearing of appropriate PPE to limit exposure to cutting hazards, gloves should be worn at all times.
	Crushing injuries from equipment being dropped, overturned & shifting from improper loading & or improper use of truck mounted crane & or tilt tray if fitted.	Medium	Personal care must be taken at all times & wearing of appropriate PPE to limit exposure to crushing. Gloves, hard hat & steel capped boots to be worn. Loads to be secured at all times. Load binders, straps, chains & load dogs to be inspected before use. Truck mounted cranes & or tilt trays are only to be used on a firm level surface with outrigger legs fully extended. Use only approved lifting chains & or slings in good condition, inspect before use. When using truck mounted crane / tilt tray, keep bystanders away. Do not use cranes or winches to secure load.
	High noise levels	Medium	Appropriate hearing protection must be worn.
	Exposure to electric shock from equipment, truck mounted crane & or tilt tray coming into contact with live power lines.	Medium	Exercise extreme care when using truck mounted crane or tilt tray, keep the minimum distance away from any power line. Before lifting or tilting operations LOOK UP for power lines.
	Exposure to natural elements, sun, rain, glare & 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.
	Head Injuries from coming into contact with load or chains & slings	Medium	Personal care must be taken at all times & wearing of appropriate PPE including hard hat.
	Falling, tripping & slipping from tray of truck.	Low	Personal care must be taken at all times & wearing of appropriate PPE including rubber soled & steel capped boots. Access vehicle tray via fitted step ladders and access ramps, do not jump from truck trays.

Procedure (In steps) Cont'd	Possible Hazards Cont'd	Risk Assessment	Safety Controls Cont'd
Loading & Unloading Cont'd	<p>Eye damage & irritation from dust & debris.</p> <p>Fire Hazard from flammable liquids & or gases.</p> <p>Exhaust fumes causing possible respiratory aggravation.</p> <p>Being struck by other vehicles & or plant.</p>	<p>Medium</p> <p>Low</p> <p>Low</p>	<p>Use appropriate P.P.E including approved safety goggles or safety glasses.</p> <p>Personal care must be taken at all times. Make sure all fuel caps on equipment are fitted correctly, clean up spilt fuel immediately. Ensure all gas cylinder taps & valves are closed. Read & understand M.S.D.S for fuels and gases. Handle gas cylinders with extreme care. No naked flames, <u>NO SMOKING.</u></p> <p>Area must be well ventilated and clear of personnel.</p> <p>Exercise extreme caution, use appropriate PPE including high visibility safety vest. Keep bystanders away.</p>
Securing & Releasing Load	<p>Manual Handling</p> <ul style="list-style-type: none"> • Pushing • Pulling • Lifting • Carrying <p>Catching clothing / hands & or fingers in load binders, straps, ropes, slings, load chains & dogs.</p> <p>Property damage and/or personal injury. Possible crushing injuries from breakaway of towed plant and equipment.</p> <p>Head injuries from coming into contact with suspended load and/or crane slings or chains.</p> <p>Crushing injuries from unintentional movement of vehicle or load</p>	<p>Low</p> <p>Low</p> <p>Low / Medium</p> <p>Low</p> <p>Low / Medium</p>	<p>Must observe manual handling procedure as outlined in company safety handbook. Must assess the weight before lifting & seek assistance or use mechanical lifting device.</p> <p>Personal care must be taken at all times & wearing of appropriate PPE, including gloves & hard hat.</p> <p>Attach tow couplings securely to towing vehicle. Use lock pins and safety latches on tow ball or pintle hook tow couplings. Attach all breakaway safety chains securely to towing vehicle. Inspect tow coupling and safety chains before use do not rely on bystanders to secure tow couplings and safety chains you are responsible for securing the tow coupling. Do not tow or use vehicles or plant with faulty tow couplings or safety chains, report faults to your manager immediately.</p> <p>Use appropriate P.P.E including approved hard hat. When using crane exercise extreme care check work area is clear of bystanders before using crane, chains, ropes, slings and load binders. Do not stand under suspended load or crane.</p> <p>Position vehicle / plant on a firm level surface before commencing work. Apply park brake or chock wheels and drums. Keep bystanders and other vehicles away from the work area.</p>

Procedure (in steps) Cont'd	Possible Hazards Cont'd	Risk Assessment	Safety Controls Cont'd
Securing & Releasing Load Cont'd	Electric shock from load chains, slings, binders & ropes coming in contact with power lines.	Medium	Exercise extreme caution, LOOK UP for power lines before using chains, ropes & slings.
	Fire Hazards from flammable liquids & gases.	Low	Exercise extreme caution. No naked flames, NO SMOKING ensure all fuel caps on equipment are secured and taps on gas cylinders are closed. Clean up fuel spills immediately. Read and understand M.S.D.S for all chemicals, fuel and gas cylinders.
	Crushing injuries including hands & feet from improperly loaded equipment, wedging of the body between truck tray & the load.	Medium	Personal care to be taken at all times, use only load straps, binders, chains & dogs in serviceable condition inspect before use. Never stand between load and truck tray. Keep bystanders clear of work area.
	Eye injury from splashing of fuel, chemicals or gas into the eyes.	Low	Exercise extreme care when refuelling plant or vehicles. Wear appropriate P.P.E including safety glasses, goggles or face shield. Read and understand M.S.D.S for all fuel, gases and chemicals.
	Cuts & abrasions from coming into contact with cutting blades & or discs / chains.	Low	Personal care must be taken at all times & wearing of appropriate PPE to limit exposure to cutting hazards, gloves should be worn at all times. Ensure all equipment guards are secure and in place.
	Falling, tripping & slipping from tray of truck.	Medium	Personal care must be taken at all times & wearing of appropriate PPE including rubber soled & steel capped boots. Access vehicle tray via fitted step ladders and access ramps, do not jump from truck trays.
	Exposure to natural elements, sun, rain & wind.	Medium	Wear appropriate PPE including long sleeve shirt & long trousers, sun glasses & wet weather jacket when required.

<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. Electrical Hazard awareness 7. Safe machine operation 8. Safe Crane operation 9. Safe Tilt tray operation 10. Safe use of load binders, chains , load dogs 11. Accident notification 12. Fire and emergency procedures 13. Lock out policy 14. Material Safety data Sheets. 	<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. Hearing protection 3. Skin protection 4. Work Gloves 5. Approved safety footwear 6. Approved dust mask / respirator
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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.....