

# SAFE WORK METHOD STATEMENT

# Loading and Unloading of Trucks and Trailers

<b>COMPANY NAME:</b> Blue Transport Solutions Pty Ltd			<b>CLIENT DETAILS:</b>	
Company ABN	26 076 456 678		Principal contractor	
Address	46-48 Plasser Crescent St Marys NSW 2760		Contact name	
Phone no.	0499 666 661	Mobile: 0499 666 661	Phone no.	DATE:
Works manager	Louise Dwyer	Contact no.: As Above	Project/owner name	
Work activity	Loading & Unloading of Trucks and Trailers.		Work location	

## Scope of work covered by this SWMS

The Trucks and Trailers – Loading and Unloading Safe Work Method Statement (SWMS) outlines the main hazards and risks associated with the loading and unloading of trucks and trailers used in the general transport and logistics industry, including work on or near traffic corridors, operation of mobile plant, and hazardous manual tasks. The SWMS provides details of the health and safety precautions (including personal protection) required when loading and unloading trucks and trailers.

## INSTRUCTIONS FOR SWMS

**A safe work method statement (SWMS) must be prepared for any and all high-risk construction work to be undertaken prior to the work commencing.**

All high-risk construction work must be carried out in accordance with this SWMS.

This SWMS must be kept and be available for inspection until the high-risk construction work to which this SWMS relates is completed. If the SWMS is revised, all versions should be kept.

If a notifiable incident occurs in relation to the high-risk construction work in this SWMS, the SWMS must be kept for at least 2 years from the date of the notifiable incident.

## High risk construction work activities (Check any that are applicable to this site) (A SWMS is required for all high-risk work activities)

	A risk of a person falling more than 2 metres (or 3 m in SA, or housing const. in Qld)		Demolition of a load-bearing structure	Work on a telecommunications tower
	Work in or near a shaft or trench with an excavated depth over 1.5m; or in a tunnel		Temporary load-bearing support structures	Work on or near pressurised gas distribution mains or piping
X	Work in an area at a workplace in which there is any movement of powered mobile plant		Work involving the use of explosives	Work on or near chemical, fuel or refrigerant lines
	The disturbance of or likely disturbance of asbestos		Tilt-up or precast concrete	Work in an area in which there are artificial extremes of temperature
	Work on or near energised electrical installations or services	X	Work on, in or adjacent to a road, railway, shipping lane or other traffic corridor used by traffic other than pedestrians	Work on, under or near water or other liquid that involves a risk of drowning
	Work carried out in or near a confined space		Work in an area that may have a contaminated or flammable atmosphere	Diving work

**PERSONAL PROTECTIVE CLOTHING AND EQUIPMENT (PPE) REQUIRED**  
(Required PPE is highlighted). Ensure all workers have required PPE before any work requiring the PPE is commenced.

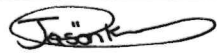

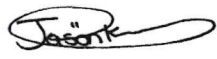




# SAFE WORK METHOD STATEMENT

# Loading and Unloading of Trucks and Trailers

## Site-specific considerations

**NOTE: This is a generic SWMS.** A generic SWMS may be prepared and used for high risk construction work activities that are carried out on a regular basis; however, the generic SWMS must be reviewed by the person carrying out the work to consider the hazards and risks for the specific workplace and amend the SWMS as necessary for the site where the work is to be carried out, and complete details such as names and qualifications of workers who will carry out the work. All amendments to the SWMS must conform to regulatory requirements and be recorded on the SWMS. Workers and their health and safety representatives (if any) should be consulted before the generic SWMS is first made available to them and all workers instructed in the SWMS by site-specific inductions or toolbox talks. Details of consultation with workers and instruction in the SWMS must be recorded on the SWMS for that project or site. All workers are required to sign-off on the SWMS before the work is commenced.

<b>SWMS approved by</b>	Jason Kvisle		<b>Person responsible for ensuring compliance with SWMS</b>	Louise Dwyer
<b>Implementation of SWMS</b>	1st July 2023	<i>How will the SWMS be communicated to workers?</i>		Inductions
<b>Monitoring of SWMS</b>		<i>How will the SWMS control measures be monitored?</i>		<i>Review of SWMS When will SWMS control measures be reviewed? Every 6 months</i>
<p style="color: red;">This safe work method statement (SWMS) has been developed through consultation with our employees and industry standards. Any changes to the above work process will be discussed by BTS management and relayed to our employees. This SWMS is constantly reviewed based on suggestions from employees and the rules and regulations from independent sites to ensure that it is up to date and relevant to the work that Reach Crane Trucks participates in.</p>				
<b>Person responsible</b>	Louise Dwyer		<b>Person responsible</b>	Jason Kvisle
				

Have workers been consulted about this SWMS?		Yes	No	Details of licenses, competencies and qualifications of persons who contributed		
Workers consulted	Signature	Date	Class	Type/description	Worker's name	Position
Jason Kvisle		1.8.22	HC	Heavy Combination Licence	Jason Kvisle	Managing Director
Louise Dwyer		1.8.22	HR	Heavy Rigid Licence	Louise Dwyer	Operations Manager
Scott Johnson		1.8.22	HC	Heavy Combination Licence	Scott Johnson	Truck Driver
Leslie Towers		1.8.22	HR	Heavy Rigid Licence	Leslie Towers	Truck Driver

## Worker instruction and sign off

All workers must sign below before commencing work covered by this SWMS: *I have been instructed in and fully understand the content of this SWMS*

Worker's name	Signature	Date	Worker's name	Signature	Date
See Attached Appendix at the end of this document with the drivers' signatures					

# SAFE WORK METHOD STATEMENT

# Loading and Unloading of Trucks and Trailers

RISK CALCULATOR	Expected likelihood of an incident occurring			Risk level and management actions required		
	Likely outcome of an incident	Unlikely	Likely	Very likely	Risk Level	Action required to control risk
Serious injury or death; major environmental impact	MODERATE	HIGH	HIGH	HIGH	High risk	Urgent action required to control risk
Time off work, major damage; moderate environmental impact	LOW	MODERATE	HIGH	MODERATE	Medium risk	Ensure listed controls are implemented
First aid injury, minor damage; negligible or minor environmental impact	LOW	LOW	MODERATE	LOW	Low risk	Monitor task and existing controls

Job activity	Hazards and associated risks	Risk level	How will the hazards and the risks be controlled?	Who will do this?
Inductions and training	Untrained workers	HIGH	<p>All persons working on a construction site must hold a General Construction Induction (GCI) card.</p> <p>Carry out site-specific inductions for all workers.</p> <p>All workers must be competent in the tasks carried out.</p> <p>Vehicles, plant and equipment must only be operated by appropriately licensed or competent persons.</p>	BTS Operations Manager
Site safety	Collisions	MODERATE	<p>Always park vehicles in a safe location on site where practicable.</p> <p>Use traffic control when working near traffic during delivery or removal of materials or plant being transported.</p> <p>Wear high-visibility clothing when working in or near roadways and traffic.</p> <p>Work within barricaded work areas where possible. All plant and vehicles must remain inside barricaded areas unless moving from site.</p>	<p>Works Supervisor</p> <p>Site Foreman</p> <p>Plant Operator</p>
	Pedestrian safety	MODERATE	<p>Provide safe access for pedestrians past locations where trucks and trailers are loaded or unloaded.</p> <p>Keep pedestrian paths clear of obstacles, trip or slip hazards.</p>	<p>Works Supervisor</p> <p>Site Foreman</p>
Hazardous manual tasks	Strains, personal injury	MODERATE	<p>Obtain assistance or utilise mechanical aids to handle and move large, heavy or awkward loads (e.g., gates, tarps, etc.). Minimise manual movement of heavy items. Provide manual handling training to all persons.</p> <p>Company policy is to avoid manual handling as much as possible</p> <p>Wear suitable gloves to protect hands when carrying out manual tasks.</p>	Plant Operator
Pre-start checks	Unroadworthy vehicle	HIGH	<p>Carry out operating check of all lights, flashers and warning signals.</p> <p>Check all tyres for correct pressure, wear or damage to tread or casings.</p>	

# SAFE WORK METHOD STATEMENT

# Loading and Unloading of Trucks and Trailers

			<p>Visually check condition of chassis, body and suspension components. Check all parts for loose or missing bolts, screws or fasteners.</p> <p>Check air and electrical systems to and on trailers after connection.</p> <p>When coupling/uncoupling a trailer all drivers are to complete a push/pull coupling test before moving.</p> <p>All drivers are to complete their 'DAILY' prestart checks via the gearbox software app.</p>	<p>Plant Operator</p> <p>Operations Manager</p>
--	--	--	---	---

Job activity	Hazards and associated risks	Risk level	How will the hazards and the risks be controlled?	Who will do this?
Electrical hazards	Overhead electricity lines	HIGH	<p>Keep clear of overhead wiring when delivering or loading materials.</p> <p>Provide trained spotter if any person or vehicle will be placed at risk due to presence of electricity installations in vicinity of work carried out.</p>	ALL
Handling materials	Hazardous manual tasks	MODERATE	<p>Wear suitable gloves when handling rough or sharp objects or materials.</p> <p>Exercise care when handling heavy, large and awkward objects. Observe correct lifting procedures. Obtain assistance for heavy or awkward loads.</p> <p>Ensure adequate working space is available when rolling or unrolling tarps, or fitting or removing gates. Do not leave items in traffic routes.</p>	Plant Operator
	Harmful exposure	HIGH	<p>A current Safety Data Sheet can be request from Jason in the office. EPG must be available for all hazardous chemicals being used or transported.</p> <p>Ensure good ventilation in areas where volatile chemicals are used. Avoid contact with skin and eyes.</p> <p>Keep containers of chemicals closed at all times when not in use. Do not allow spills or leaks to pollute the environment.</p> <p>Avoid skin and eye contact with fuels and oils when checking vehicles.</p>	Plant Operator
Use of load shifting plant	Untrained operator	HIGH	<p>Forklifts and cranes (including overhead cranes) must only be operated by persons who hold the correct Class of HRW licence for the plant.</p> <p>Vehicle loading cranes must only be operated by a person holding a Class CV licence or other slewing mobile crane licence.</p> <p>Slinging and directing of loads must only be carried out by a licensed person (dogger, rigger, or Class CV vehicle-loading crane operator).</p>	<p>Plant Operator</p> <p>&amp;</p> <p>Operations Manager</p>

# SAFE WORK METHOD STATEMENT

# Loading and Unloading of Trucks and Trailers

	Collisions	<b>HIGH</b>	<p>Exclude pedestrians from areas where vehicles and forklifts may be operating. All persons in or near operating areas must wear approved high visibility clothing or safety vest. Persons must not enter or remain in an exclusion zone when forklift is operating.</p> <p>Forklifts must be fitted with and use audible reversing alarms and flashing amber beacons. Workplace speed limits must be adhered to at all times.</p> <p>Vehicles should not be moved while forklift is operating in vicinity unless movement is requested by and under supervision of the forklift operator.</p>	<p>Works Supervisor</p> <p>Site Foreman</p> <p>Plant Operator</p>
--	------------	-------------	---	---

Job activity	Hazards and associated risks	Risk level	How will the hazards and the risks be controlled?	Who will do this?
Loading and unloading of vehicles	Collision	<b>HIGH</b>	<p>Drivers must observe instructions regarding workplace layout, traffic routes, and safety procedures for loading and unloading.</p> <p>Drivers must remain in vehicle or in a designated driver waiting area while loading and unloading is carried out, except when overhead lifting is taking place (i.e. tower crane), the driver must vacate the cabin of the truck.</p> <p>Driver must not enter exclusion zone while forklift is moving about the vehicle.</p> <p>Drivers are to wait until forklift has stopped and operator has lowered forks before entering exclusion zone to reposition curtains, remove or fit gates, or to remove lashings or to secure loads. Maintain effective communications &amp; eye contact with forklift operator at all times.</p>	<p>Works Supervisor</p> <p>Site Foreman</p> <p>Plant Operator</p>
Vehicle loading  <i>(All trucks have copies of the 2018 Load Restraint Guide in their vehicles).</i>	Overloading of vehicle	<b>HIGH</b>	<p>Check total mass of proposed load to ensure that legal mass limits are not exceeded. Vehicle loading must not exceed rated tyre and axle capacity of the vehicle.</p> <p>Vehicle must have sufficient space for the load on tray for whole of load and to ensure correct weight distribution.</p>	<p>Plant Operator</p> <p>Ops Manager</p>
	Load falling or moving	<b>HIGH</b>	<p>Liquids and loose bulk materials must be completely contained. Loose materials must be suitably covered to retain load.</p> <p>Tanks for transport of liquids must be baffled to prevent liquid movement which may affect stability of moving vehicle.</p> <p>Loads must be properly restrained to prevent shifting whilst vehicle is in motion.</p>	<p>Plant Operator</p> <p>Works Supervisor</p>

# SAFE WORK METHOD STATEMENT

# Loading and Unloading of Trucks and Trailers

	Uneven/excess axle loads	HIGH	<p>Position load to maintain stability, steering and braking, and to not overload tyres and axles.</p> <p>Place heavy objects between axles and provide even loading across tray.</p> <p>Position load on centreline of tray to minimise risk of loads offset to one side of vehicle affecting the stability of vehicle when turning.</p> <p>Place heavy loads lower (on tray) to reduce overturning moment.</p>	Plant Operator Works Supervisor
Over-dimensional loads <i>(All Trucks to have a copy of the 2020 NHVR Gazette in their truck for reference)</i>	Tall or high loads	HIGH	<p>High centre of gravity of load will result in higher overturning risk. Use low loader or drop deck trailer, etc., for high or tall loads.</p> <p>Check overall height of loaded vehicle to ensure that it does not exceed height restrictions on proposed route (generally 4.3m or 4.6m where permitted on a 4.6 Vehicle Route).</p> <p>All company vehicles were provided with a measuring tape. All company drivers are to measure their loads and plot their route accordingly. Any concerns with bridge heights, a call should be made to the Operations Manager before proceeding.</p>	Operations Manager Plant Operator

Job activity	Hazards and associated risks	Risk level	How will the hazards and the risks be controlled?	Who will do this?
Over-dimensional loads (continued)	Wide loads	HIGH	<p>A load on a vehicle must not project more than 150 millimetres from the side of a vehicle.</p> <p>The maximum width limit for all vehicles is 2.5 metres. (This measurement of the width of the vehicle does not include external rear vision mirrors, signalling devices and tyre pressure monitors).</p> <p>Permits from the traffic authority will be required to transport loads over 2.5m wide. Permits may require the use of pilot vehicles and specify routes and times of travel.</p> <p>'Oversize' signs must be displayed and flags attached to the outermost parts of the load.</p>	Plant Operator & Operations Manager
	Long loads	HIGH	<p>A load on a vehicle must not project more than 1.2 metres in front of the vehicle. A warning signal must be attached to the rear of the load in daytime if it:</p> <ul style="list-style-type: none"> <li>projects more than 1.2 metres behind the vehicle, or</li> <li>overhangs the rear of the vehicle so that the end of the load cannot be seen easily from behind.</li> </ul>	Plant Operator

# SAFE WORK METHOD STATEMENT

# Loading and Unloading of Trucks and Trailers

			<p>The warning signal must be a brightly coloured flag or piece of material with each side at least 300 millimetres long. At night-time, the warning signal must be a rotating beacon which can be seen for 200 metres.</p> <p>For vehicles over 4.5 tonnes GVM, the rear overhang, including the load, must not exceed 60 per cent of the vehicle's wheelbase or 3.7 metres, whichever is less.</p> <p>The maximum allowable length for a rigid vehicle including any overhanging load front or rear is 12.5 metres. The maximum allowable length for an articulated or heavy trailer combination vehicle, including any overhanging load, is 19 metres.</p>	& Operations Manager
Security of loads	Loss of or movement of loads	HIGH	<p>Restraint methods for loads should be in accordance with the NTC 'Load Restraint Guide' and the 'Heavy Vehicle Driver Handbook' (NSW Transport). A copy of this can be found in every company truck.</p> <p>Load restraints must be capable of restrains the following percentages of the weight of the load from shifting:</p> <ul style="list-style-type: none"> <li>• 20% upward</li> <li>• 80% forward</li> <li>• 50% rearward, and</li> <li>• 50% sideways.</li> </ul>	Plant Operator & Operations Manager






Job activity	Hazards and associated risks	Risk level	How will the hazards and the risks be controlled?	Who will do this?
Security of loads (continued)	Placement of restraints	HIGH	<p>Load restraints should be attached to load anchorage points attached to the vehicle so that the main chassis frame takes the force of the load.</p> <p>Non-anchorage points (e.g., tie-bars) should not be relied on to secure any load other than light loads.</p> <p>Persons attaching load restraints must be trained and competent in the correct selection and use of the equipment.</p>	Plant Operator
	Loads on pallets	HIGH	<p>Ideally loads on pallets should be carried on vehicles fitted with side gates or side curtains capable of restraining the load being carried. Lashings should be used over each row of pallets to prevent tipping of the load.</p> <p>When carrying pallets on company trucks, use angles and shrink wrap to secure any loose items. Refer to the 2018 Loads Restraint Guide for guidance.</p>	Plant Operator

<p>Transport of steel sections</p>	<p>Movement of load</p>	<p><b>HIGH</b></p>	<p>Vehicles carrying lengths of steel must be fitted with a solidly constructed bulkhead capable of preventing a section from piercing the headboard or crushing the cabin instead of a normal headboard.</p> <p>Lengths of structural steel, steel pipe or tube or bundled sheet metal product should be placed on dunnage across the body of the truck and be securely lashed to prevent movement.</p> <p>The following points apply to the loading / unloading of multiple tier items. I.e. Items stacked on top of each other (e.g. Steel, Armorzone Barriers, Formwork, Natform Screens):</p> <ul style="list-style-type: none"> <li>• Conduct load / unload activities on flat level ground.</li> <li>• Load restraint shall be applied / removed with the load being supported e.g. by the Hiab crane, Franna, gantry crane, forklift, tower crane etc.</li> <li>• Dunnage should always be used between the layers to assist with sliding slings or a forklift through to allow for easier loading/unloading.</li> <li>• There should be no reason any driver should have to stand on the truck and risk any fall from heights.</li> </ul> <p>Restrain each layer with either minimum of 2 x 2t ratchet webbing straps or chains prior to loading the next layer. This means each layer is independently restrained.</p> <p>From this day on when loading 2-3 tiers high we expect 'at least' two straps to be used once the second tier goes on the truck.</p> <p>When the third tier is loaded 'at least' two more straps are to be used. There is to be NO loading of plastic barriers 3 layers high – company policy.</p> <p>When unloading, only unchain the top tier after it has been rigged up to be lifted off and leave the remainder of the load tied down.</p> <p>All section, pipes, bars, etc., must be secured to prevent any item from moving out of the stack. Stakes or stanchions must be used to prevent the load from falling from the side of the truck either when being loaded or unloaded and during travel.</p>	<p>Plant Operator</p>
------------------------------------	-------------------------	--------------------	---	-----------------------



**SAFE WORK METHOD STATEMENT****Loading and Unloading of Trucks and Trailers**

			No person should stand between steel sections during loading or unloading due to risk of crushing should any part of the load move if bumped or dislodged.	
--	--	--	--	--

Review No.	01	02	03	04	05	06
Signature						
Date	3 <sup>rd</sup> February 2017	1 <sup>st</sup> January 2020	1 <sup>st</sup> August 2020	1 <sup>st</sup> August 2022	1 JULY 2023	