Southern
PLANT HIRE SERVICES

Emergency Contact Numbers:

Police, Fire, Ambulance	000
SES	132 500
Vic Roads	13 11 70
EPA Vic	1300 EPA VIC (1300 372 842)

Safe Work Method Statement

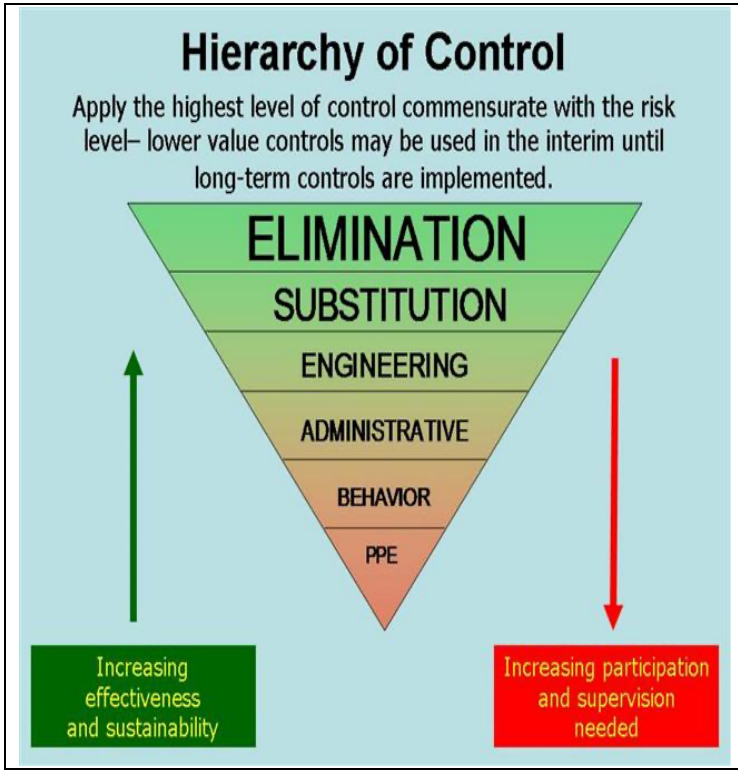
WMS No:		Task/Activity	Tip Truck Operation
SPH Job No:		Date to be Reviewed :	
Project:		Personnel responsible for monitoring this activity:	
Site Address:		Monitoring and review:	
Principal Contractor :		Southern Plant Hire Client:	
Sub Contractor:		Operator Name:	

References

Vic OHS Act 2004	Vic OHS Regulations 2017	Code of Practice for Plant 1995 & 2005	Worksite Safety Traffic Management 2004. No S351 31 August 2010
Manual Handling Code of Practice	Code of Practice Safety Precautions in Trenching Operations	Compliance Code: Prevention of falls in General Construction	Environmental Protection and Biodiversity Conservation Act 1999
Environmental Protection Act 1970	Flora and Fauna Guarantee Act 1988	State Environmental Protection Policy (waters of Victoria) 2003	Environment Protection (Industrial Waste Resource) Regulations 2009
	Environmental Guidelines for Major Construction Site 1996	EPA Victoria – Doing it Right on Subdivisions 2004	

Personnel Consulted with on this WMS

Position:	Name	Signature	Date



Consequences / Likelihood	Insignificant	Minor	Moderate	Major	Catastrophic
Rare	1	2	3	4	5
Unlikely	2	4	6	8	10
Possible	3	6	9	12	15
Likely	4	8	12	16	20
Almost Certain	5	10	15	20	25

Key:
- 1-4 Very Low (Green)
- 5-11 Low (Yellow)
- 12-16 Medium (Orange)
- 17-25 High (Red)

Equipment Training and Qualifications

Plant and Equipment Required for this Activity	**Personal Protective Equipment**	
Truck with Tipping Body	High Visibility Clothing AS/NZS 1906.4:2012	Gloves appropriate for task AS/NZS 2161.1:2000
	Safety Footwear (steel capped)AS/NZ 2210.3:2009	Appropriate clothing as per site requirements
Specific Training Required for this Activity		
Site Specific Induction Heavy Vehicle Driver Licence Construction Industry OHS Induction (Red Card)	Safety Glasses as required AS?NZ 1336:1997	Head Protection as required AS/NZ 1800:1998
	Wide Brimmed Hat as required AS/NZ 4399	Check for any site specific PPE requirements
	Sun Screen as required AS/NZ 2604: 1998	Hearing Protection as required AS/NZ 1269.3:2005

Hazard/Aspect (Procedure Step)	Impact (What can go wrong)	Risk Score Without controls			Management Controls (Controls to be in place in order to manage potential hazards)	Risk Score With Controls			Person Responsible (To ensure controls are applied)
		Cons	Prob	Risk		Cons	Prob	Risk	
Pre-start	Uncontrolled truck Movement during Prestart Acceptance and Daily Checks Striking Personnel	4	3	12	Specified parking area for trucks. Identify delineation between site personnel and truck routes. Vehicle to be locked and keys with driver at all times while truck is parked. Ensure that all relevant documentation is obtained through pre-start acceptance	4	2	8	Plant Operator Site Personnel.
	Fuel, oil or chemical spill.	5	4	20	Driver to undertake pre start daily check. All hydraulic, lubrication, and fuel hoses will be in good order, free from abrasion and unions tight and free from leaks.	4	2	8	Plant Operator Site Foreman
	Importation/extraction of weeds and/or pests onto worksite.	2	4	8	Ensure vehicle is free of weeds prior to removal from site. Remove any declared weeds from site if they are found to be growing at any time. Ensure general waste bin lids are closed at all times.	2	1	2	Plant Operator Site Foreman Site staff
	Slips, trips and falls	4	3	12	Housekeeping, Visual inspection. Ensure that truck cabin is clean and free of construction tools and equipment. Always maintain 3 points of contact when entering or exiting the truck.	2	1	2	Plant Operator

	Uncontrolled truck movements during construction and deliveries striking personnel	**4**	**3**	**12**	Ensure UHF channel is discussed during morning pre-start. Ensure all personnel are aware of designated work areas and no go zones as defined by traffic guidance schemes.	**4**	**2**	**8**	Site Foreman Plant Operator
Driving and operating vehicle		**5**	**4**	**20**	Only those licensed/classed/experienced drivers are to operate the vehicle. Maintain a safe speed relative to the driving conditions and obey speed and traffic rules. Loads shall not exceed the load limits of the vehicle. Loads shall not exceed the licensed maximum allowable limit. When loading or unloading ensure, you are on level ground, the park brake is applied, there are no overhead power or obstructions. When carrying loads that may represent hazard to other road users ensure loads are covered. Spotters should be engaged if working within 2m of a building or obstruction. No side-by-side tipping, allow at least 10m between vehicles. Adhere to COR (Fatigue, speed, mass, restraint) requirements. When unloading is complete, ensure the tailgate is locked before moving off. Report Hazards immediately.	**4**	**2**	**8**	Plant Operator
Hazard/Aspect **(Procedure Step)**	**Impact** **(What can go wrong)**	**Risk Score** **Without controls**			**Management Controls** **(Controls to be in place in order to manage potential hazards)**	**Risk Score** **With Controls**			**Person Responsible** **(To ensure controls are applied)**
		Cons	**Prob**	**Risk**		**Cons**	**Prob**	**Risk**	

Entering and exiting the Truck	Slips, trips and falls Uncontrolled plant movement	**4**	**3**	**12**	Always maintain 3 points of contact when entering or exiting the truck cabin. Non slip hand and foot access points to vehicle.	**4**	**2**	**8**	Plant Operator
Movement of Truck	Truck/plant collision Truck/personnel collision Reduced visibility from dust Inhalation and sickness from dust	**5**	**4**	**20**	Keep vehicle speeds below site permitted maximum. Use watercart to minimize dust (particularly trafficable areas). Where appropriate consider stopping works on days of high winds. Communicate with other crews onsite using designated onsite UHF channel or hand signals. Reversing beeper and flashing light must be on and working. PPE high visibility clothing to be worn at all times. Driver to check all potential blind spots through use of mirrors and looking over shoulder prior to traversing. Where practicable, trucks to be segregated from plant on site.	**4**	**2**	**8**	Plant Operator
	Increased noise or vibration arising from worksite	**2**	**5**	**10**	Ensure exhaust and mufflers are checked regularly for cracks and breaks. Minimise the use of engine brakes particularly in built up areas. Only work within designated work times (as per council or EPA requirements).	**4**	**2**	**8**	Plant Operator
Working with and near trenches and excavations	Trench collapse, truck rollover, workers struck by truck, workers struck by debris	**5**	**4**	**20**	**Hard hats to be worn at all times whenever in or near trench or excavation.** No plant truck or machine should encroach within 1.5m distance of trench/excavation. When approaching this distance, spotters used to ensure the safety of personnel and integrity of trench No personnel in trench while truck is near trench/excavation. Other plant/machines/ workers to stay a safe distance from excavation or trench with help from site supervisor.	**4**	**2**	**8**	Site Foreman Engineers Plant Operator Site staff
Hazard/Aspect **(Procedure Step)**	**Impact** **(What can go wrong)**	**Risk Score** **Without controls**			**Management Controls** **(Controls to be in place in order to manage potential hazards)**	**Risk Score** **With Controls**			**Person Responsible** **(To ensure controls are**
		Cons	**Prob**	**Risk**		**Cons**	**Prob**	**Risk**	

									applied)
Working near overhead powerlines	Workers struck by plant, Service strike, electrocution,	5	4	20	Exclusion zones around powerlines as per Electrical Safety Act 1998. Spotters to assist with tipping to ensure no part of tipper will come within 3 meters of powerlines while tipping.	2	2	4	Plant Operator Spotter Site Foreman
Works near traffic	Plant / Traffic / Pedestrian interaction	4	3	12	Use trained traffic controllers and or barricades and signage to keep traffic separated from works. Ensure that there is a traffic management plan in place and that any interaction with pedestrian traffic is eliminated.	3	2	6	Site Foreman Plant Operator
Working or traversing on sloping ground	Rollover, spoil rolling onto staff working in trench	4	4	16	Truck is not to work over designated gradient as outlined in manufacturers user manual. Use low gear and ensure that if cross travel is required it is within user manual requirements. Under no circumstances should driver attempt to tip on a sloping surface.	2	2	4	Plant Operator Foreman
Working in or near waterways	Impact on waterway from works leading to an impact on water quality	4	5	20	If required a permit to work in or near the waterway is to be sought from the local waterway authority prior to any works commencing in or near a waterway. No truck is to travel through any waterway. If crossing is required, then approval shall be sought from the local waterway authority before any work can take place. Ensure that erosion and sediment controls are in place prior to disturbance of the waterway	3	3	9	Project Manager Site Foreman Site staff Plant operator
Hazard/Aspect **(Procedure Step)**	**Impact** **(What can go wrong)**	**Risk Score** **Without controls**			**Management Controls** **(Controls to be in place in order to manage potential**	**Risk Score** **With Controls**			**Person Responsible**

		Cons	Prob	Risk	hazards)	Cons	Prob	Risk	(To ensure controls are applied)
Hazardous substances used in truck operation and maintenance (Refuelling)	Inhalation, ingestion, spills, explosion	**5**	**3**	**15**	Driver to ensure engine is off before refuelling. Ensure correct footing, don't walk on uneven and slippery surfaces. ENSURE DELIVERY FUEL NOZZLE IS IN DIRECT CONTACT WITH FUEL TANK INLET SO AS TO AVOID BUILD UP OF STATIC ELECTRICITY. Under no circumstances use a mouth operated siphon hose for decanting liquid hazardous substances. Use spill kit to capture spillage and ensure that the contaminated waste material is disposed of as a prescribed waste. Ensure correct PPE in use whilst refueling. Ensure spill kits are available and located close to designated refuelling area. Clean up and report spills as soon as they happen.	**3**	**2**	**6**	Plant Operator Site Foreman Fuel delivery driver

Additional Site Specific Hazards and Controls

Hazard/Aspect (Procedure Step)	Impact (What can go wrong)	Risk Score Without controls			Management Controls (Controls to be in place in order to manage potential hazards)	Risk Score With controls			Person Responsible (To ensure controls are applied)
		Cons	Probe	Risk		Cons	Probe	Risk	
COVID – 19 Pandemic	Acquire COVID-19	5	3	12	Operators to adhere to good hygiene practices. • Wash hands regularly • Clean hands before handling paperwork • Cover your coughs • Seek medical assistance if you display symptoms • Keep work areas clean -steering wheel/controls, dashboard, door handles, fuel filling, any other touch points • Practice social distancing • Clean and disinfect frequently used items, phones, wallet, pens, keys • Where PPE as directed • Plan your route, minimize stops and physical interaction • Avoid shared workspaces such as lunchrooms, site sheds, anywhere where there is less than 4 square m per person. Wear a face mask • No other person allowed in vehicle	2	1	2	Operators
	Infect others with COVID-19	5	3	12	Seek medical assistance if you display symptoms. • If you are unwell do not go to work. Isolate and seek testing. • If you have been in contact with someone who has COVID-19. Isolate and seek testing. Inform your employer and notify any worksites you have attended.	2	1	2	Operators

	Travel Permits COVID Safe Plan	**5**	**3**	**12**	• Ensure you carry a valid Travel Permit at all times (check requirements are subject to change) • Record sites visited, date time, duration. (Hire dockets are adequate) Follow site COVID Safe Plan. Ask for a copy of the Plan before attending site.	**2**	**1**	**2**	Operators Operators

SWMS Acceptance

We the undersigned confirm that we have read and clearly understand this safe work method statement. We confirm we have the required training and qualifications to carry out the required tasks in accordance with the control measures outlined in this safe work method statement. We also understand that if the controls as outlined cannot be applied then work must cease immediately.

Date	Name	Company	Position	Signature

Review and Monitoring

Review No.	1	2	3	4	5	6
Name	Peter Emmett					
Date	08/09/2025					

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