



Safe Work Method Statement

Materials Handling Equipment (MHE) Operation

KWN-SWMS-005

SWMS Development Date:			Client Name:							
Work Activity:			Project Name / Number:							
			Project Address:							
			Project SWMS Approver:							
SRG Global SWMS Responsible Person (name, sign and date):			Client SWMS Responsible Person (name, sign and date):							
SWMS Development Team:										
Relevant Legislation etc:	Work Health and Safety Act 2020, Work Health and Safety (General) Regulations 2022, Work Health and Safety (Mines) Regulations 2022, Environmental Protection Act 1986, Environmental Protection Regulations 1987, AS 2550.19-2007 Telescopic Handlers.									
Permits Required:	☐ Work at Heights	☐ Confined Space	☐ Hot Works	☐ EWP	☐ Ground Penetration	☐ Isolation				
	☐ Other									
Plant and Equipment Required (includes signage and emergency equipment):				Tools and Materials Required:						
Barricading, signage, rescue equipment, tetra radio										
ANY REVIEW OF THIS SWMS IS TO BE NOTED BLEOW, AND ANY CHANGES COMMUNICATED TO THE WORK GROUP INVOLVED IN THIS WORK ACTIVITY										
Review No:	1	2	3	4	5	6	7	8	9	10
Name:										
Signature:										
Date:										

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Safety Helmet	Eye Protection	Safety Visor	Hand Protection	High Vis Clothing / Vest	Hearing Protection	Dust Mask	Half Mask	Full Face respirator	Fall Arrest Harness	Safety Boots
☒	☒	☐	☐	☒	☐	☐	☐	☐	☒	☒

Critical Risk Manual sections relevant to this SWMS to be reviewed before work commences.

										
Cranes & Lifting Gear	Road Transport	Ground Failure	Hazardous Materials	Mobile Plant	Release of Energy	Simultaneous Operations	Temporary Works	Confined Spaces	Work at Height	Work Near Water
☐	☐	☐	☐	☒	☐	☐	☐	☐	☐	☐

High risk construction work (SWMS only required if one of the below eighteen work activities are undertaken)

☐ Work at Height (WAH) applies where a person could fall more than 1.8 metres or is working within 2 metres of an open edge.	☐ Work on a telecommunication tower	☐ Demolition of load-bearing structure
☐ Likely to involve disturbing asbestos or ACM's	☐ Temporary load-bearing support for structural alterations or repairs	☐ Work in or near a confined space
☐ Work in or near a shaft or trench deeper than 1.5 m or a tunnel	☐ Use of explosives	☐ Work on or near pressurised gas mains or piping
☐ Work on or near chemical, fuel or refrigerant lines	☐ Work on or near energised electrical installations or services	☐ Work in an area that may have a contaminated or flammable atmosphere
☐ Tilt-up or precast concrete elements	☐ Work on, in or adjacent to a road, railway, shipping lane or other traffic corridor in use by traffic other than pedestrians	☒ Work in an area with movement of powered mobile plant
☐ Work in areas with artificial extremes of temperature	☐ Work in or near water or other liquid that involves a risk of drowning	☐ Diving work

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Sign off Escalation Matrix (Ref.HSE Hazard and Risk Assessment Methodology COR-PRO-0112)

	Insignificant	Minor	Moderate	Major	Catastrophic
Almost Certain	P3 (MEDIUM)	P3 (MEDIUM)	P2 (HIGH)	P1 (EXTREME)	P1 (EXTREME)
Likely	P4 (LOW)	P3 (MEDIUM)	P2 (HIGH)	P2 (HIGH)	P1 (EXTREME)
Possible	P4 (LOW)	P4 (LOW)	P3 (MEDIUM)	P2 (HIGH)	P1 (EXTREME)
Unlikely	P4 (LOW)	P4 (LOW)	P3 (MEDIUM)	P3 (MEDIUM)	P2 (HIGH)
Rare	P4 (LOW)	P4 (LOW)	P4 (LOW)	P3 (MEDIUM)	P2 (HIGH)
Assessment Level	Safety & Health / Environment		Required Actions		
P1 (EXT))	The task must not proceed. Appropriate and prompt action must be taken to reduce the risk to an acceptable level		- Any risk with a rating of P1 EXTREME requires a Risk and Reward case to be included for approval. - Seek approval from the Managing Director to proceed with any activity associated with a risk with this risk score.		
P2 (HIGH)	The task can only proceed in extraordinary circumstances provided there is authorisation by the relevant Executive General Manager and a plan is in place to promptly reduce the risk to an acceptable level.		- Put in place a treatment plan to ensure risk remains within risk appetite and as low as is reasonably practical. - Executive team review treatment actions proposed by the head of the business unit if the risk is outside the organisation's risk appetite. - Risk Owner to maintain an active role in reviewing the appropriateness of the treatment plan with heads of department and EGM.		
P3 (MEDIU)	The task can proceed upon approval of the risk assessment by the relevant General/Divisional Manager. Implementation of a review cycle to review the risks and mitigate further wherever possible.		- Develop treatment plan to ensure the risk is as low as is reasonably practical. - Continue to watch and monitor. Include on the risk register. - Risk owner should report to the risk manager if they are unable to ensure the risk is within risk appetite or as low as is reasonably practical.		
P4 (LOW)	The task can proceed upon approval of the risk assessment by the risk owner. (Responsible Manager overseeing the task)		- Continue with current controls and monitor risk. - If risk is managed consistently and controls are embedded within business activities, consider removing risk from risk registering in consultation with Risk Manager.		

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Step #	List the steps required to perform the task in the sequence they are carried out.	List the potential hazards that could cause injury/damage when the task is performed.	List the control measures in place or required to eliminate or minimise the risk of injury/damage.	P4, P3, P2 or P1
1	Carry out Job Hazard Analysis (JHA) for the task.	Unidentified hazards exposing crew to significant injury Hazards not identified due to inadequate planning Interaction with live plant or operational equipment Change in task scope, environment or SIMOPS not reassessed	A JHA must be completed prior to the commencement of work and reviewed daily or when task conditions change. All work crew members to participate in the JHA process and sign onto the JHA to confirm understanding of the identified hazards and controls. The JHA must be reviewed and approved by the Supervisor prior to work commencing. The JHA must specifically identify any interaction with live plant, operational equipment, or plant start-up activities. All hazards and associated control measures relevant to each step of the task must be clearly identified and documented. Prior to any working at heights task, a Pre-Commencement Inspection Checklist must be completed by the Supervisor to verify that all required controls are in place and will not obstruct live plant operation, emergency equipment, or isolation points. Scoping must be conducted in consultation with the client (Area Owner / Isolation Officer / Shutdown Coordinator) where working at heights is utilised in or near live processing equipment.	P4
2	Material Handling Equipment (MHE) Operators	Personnel not trained and competent to operate MHE Unfamiliar with type of MHE being used	Ensure operators meet medical surveillance requirements. (if applicable) Appropriate Licenses/ Qualifications and Training. (HRWL/Certificates)	P4

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		Use of MHE for unauthorised purposes	Ensure competency assessments undertaken as per any client requirements. (VOC) Operators aware of stability principles of MHE. Operators not to use MHE for any purpose for which it is not designed or intended. (pushing a load or other object) MHE are to be driven to the prevailing road and weather conditions. Operate MHE strictly in accordance with manufacturer specifications, rated capacities, approved attachments, and site-specific operating requirements. Any modification, misuse, or operation outside these limits is prohibited. MHE operations must cease immediately if unsafe conditions are identified. The operator has the authority to stop work and must notify the Supervisor. Work must not recommence until hazards are reassessed and controls are verified as effective.	
3	Prestart MHE	Mechanical Faults Equipment Damaged	Prestart mechanical inspections shall be carried out prior to operation. If deficiencies are found which impact on personnel safety, the MHE is to be tagged out of service and faults reported to supervisor. MHE must be appropriately isolated prior to completing mechanical inspections. Inspect work area for obstacles (potholes, inclines), ensure working surface is level and stable.	P4

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			Communication - suitable warning notices/signs shall be displayed to ensure pedestrians are alerted to the use of MHE in the area. Physical barriers or barricades must be installed to establish and maintain exclusion zones around MHE operations. Barricades must be clearly visible, continuous where practicable, and positioned to prevent unauthorised pedestrian access.	
4	Operation of MHE	Damage to Equipment Interaction with people, equipment or other vehicles Slips and Falls Restricted Access Uneven ground Obstructed & Poor Visibility	3 points of contact when accessing or exiting any MHE. Suitable barriers/barricades in work zones while MHE is in operation when operating in scaffold yard. Entry and exit must be barricaded to limit other workers entering while loading and unloading operations are undertaken Whilst transporting loads between locations, the MHE must not exceed 10 km/h or the posted site speed limit, whichever is lower. Working areas shall be kept free of obstructions or impediments. While any MHE is in operation, safe working distances will be implemented and adhered to: • Non-essential personnel must maintain a 10-metre exclusion zone. • Spotters must maintain a minimum 5-metre safe working distance, remain within the operator's line of sight, and maintain positive two-way	P4

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			verbal communication during materials handling activities. Personnel may only enter the 5-metre exclusion zone once the MHE is fundamentally stable, defined as: • Positive communication is made with the operator • Tynes fully lowered and angled into the ground • Load removed or secured • Handbrake applied • The engine switched off. Hands are not to be placed on or within the line of fire of suspended or moving loads at any time. A spotter must be used where visibility is restricted, pedestrian interaction is possible, loads are oversized or awkward, or when operating in congested or confined areas. Spotters must remain within the operator's line of sight at all times and maintain positive two-way communication. Speed limits and relevant site signage shall be adhered to at all times. Where access is confined or visibility is restricted, speed limits are to be reduced accordingly. Seat Belts are to be worn at all times. Never allow any personnel to pass or work under raised tynes of any MHE.	

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			During MHE movements between locations, tynes/attachments must be as low to the ground as reasonably practicable. Un-palletised loads must be adequately restrained to prevent movement, slippage, or load shift during lifting or transport. Controls may include approved restraints, load cradles, rated attachments, or engineered securing methods appropriate to the load type. The Mast of the MHE shall be tilted rearward and tynes in the lowered position during MHE movements. Slow down and sound horn when approaching blind turns. Turning on grades or inclines must be avoided. Where unavoidable, the operator must reduce speed, ensure load stability, and confirm ground conditions are suitable prior to manoeuvring. Do not dismount MHE while engine is running. Mobile phones shall not be used when operating MHE.	
5	Lifting loads with MHE	Load too heavy Awkward load Overhead obstructions	MHE shall not be used as working platforms. e.g. standing on tynes. MHE shall not be used to move large cylinders, drums or other equipment without the appropriate slings or cradles in place. Under no circumstances is any MHE to be used for any purpose other than that for which it is designed and intended e.g. tipping of lifting cages/stillages	P4

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			Do not use two MHEs simultaneously to load/unload. Do not exceed any MHE lift capacity. The operator shall, so far as is reasonably practicable, position the MHE on level ground when raising or lowering a load. The operator will keep all parts of the body within the MHE and never try to reach though the mast assembly to rearrange a load. Never lift loads stacked higher than the load backrest. Before picking up a load, ensure the tynes are adjusted to the widest and safest practicable position suitable for the load being handled.	
6	Loading / Unloading Operations	Equipment Damage Mechanical Faults Injury to personnel	Loading and unloading activities are limited to general MHE operations only and do not include specialised freight handling tasks outside the scope of this SWMS. Workers must not access the deck of a truck or trailer during loading / unloading activities MHE is in operation. All workers including those acting as a Spotter, must remain on the same side of the vehicle as the MHE, or the rear if providing guidance around centralising the load. Vehicle Drivers must remain outside of the segregation area completely. No un-securing/securing or strapping of a load is to occur whilst loading / unloading operations are in progress	P4

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7	Post Operation Checks	Equipment Damage Mechanical Faults	The operator must not dismount or leave the MHE unattended while the engine is running. Upon completion of use, the MHE must: • Be parked in a safe and fundamentally stable location. • Have tyres fully lowered and angled downward. • Have the handbrake applied. • Have all electrical systems switched off. • Be secured with wheel chocks where required. • Have the gas cylinder turned off (if LPG powered). • Have any mechanical damage, defects, or faults recorded and reported to the Supervisor. Maintenance and servicing must be carried out in accordance with the manufacturer's recommendations.	P4

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High Risk Task Rescue Plan				
Potential rescue situations				
Height	☐	Engulfment / Drowning	☐	Mobile Plant and Vehicles
Hazardous atmosphere / Explosions	☐	Hazardous chemicals Explosion / Contamination	☐	Electrical LV / HV
Other:			☐	Fire
Equipment Requirements for team completing the task circle or mark X in box				
Harness / Life / rescue line	☐	Breathing Apparatus	☐	First Aid Kit ☒
Gotcha Kit / 3:1 Haulage / Belay Kit	☐	Gas monitor	☐	Oxygen resuscitation equipment ☐
Frame Tripod /Larkin	☐	Ventilation Equipment	☐	Defibrillators (need based on response time) ☐
Vertical Stretcher / Slide sheet	☐	Radio / Satellite or mobile phone	☒	Emergency Lighting ☐
Firefighting equipment	☐	Personal Flotation Devices (PFD)	☐	Boat / Dinghy / Barge ☐
Other Equipment				
Response requirements (when do emergency services have to know about the task?)				
Emergency Services Contact Details			Emergency Ph / Radio Channel	
Plan includes	RESCUE PLAN / DIAGRAM AND/OR NOTES			
- Entry and exit points - Location of rescue equipment - Evacuation point/s - Emergency assembly area - Location of identified hazards - Location of workers involved in rescue	CALL EMERGENCY RESPONSE (Applicable Site) Provide the following information: Type of emergency Your name Location; specify unit, level, nearest infrastructure or asset number Description of incident Condition of casualty if possible Remember don't hang up in an emergency until instructed to hang up			



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Supervisor SWMS Review				YES	NO	N/A	Comments
Are the people that have reviewed the SWMS the same people working on the task?							
Has the SWMS been developed specifically for the task?							
Have work scopes or changes to the work scope been adequately identified and controlled?							
Has the SWMS been adequately risk assessed?							
Is the SWMS located in a position to ensure it is available to all persons requiring access to worksite?							
Does the SWMS identify Permit to work or Isolation requirements?							
Are relevant Hazardous Substances and SDS identified on the SWMS and are they available at the worksite?							
Does the SWMS identify and control any potential environmental issues and have these issues been adequately controlled?							
Are all personnel adequately trained to do the task?							
Are any Critical Risks involved in this task?							
a) Are adequate controls in place?							
b) If adequate controls have not been listed has the SWMS been amended?							
Does SWMS identify any conditions that could be identified where the task needs to be reassessed (<i>Hold Point</i>) e.g. change of methodology?							
If Yes list below:							
SWMS APPROVAL							
Supervisor Name:		Contact Phone:		Signature:		Date:	
Client Name: <i>If required</i>		Contact Phone:		Signature:		Date:	



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This SWMS has been developed in consultation with staff and has been read, understood and signed by all employees undertaking the works					
Name:	Signature:	Date:	Name:	Signature:	Date:



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