

## MOBILE PLANT (VACUUM SERVICE TRUCK) SAFE WORK METHOD STATEMENT (SWMS)

Business Contact: PHILIP KENNY

Phone #: 0427 847 927

Principal Contractor (PC):

Responsible person (for monitoring SWMS and work): PHILIP KENNY

PC Address:

Signature:

Date:

PC Phone #:

Date SWMS provided to PC:

Contact Phone #: 0427 847 927

Job Site Address:

### THIS WORK ACTIVITY INVOLVES THE FOLLOWING HAZARDOUS WORK AND ENVIRONMENTAL IMPACTS

- |   |   |  |   |  |
|---|---|--|---|--|
| <input type="checkbox"/> Electrical equipment               | <input type="checkbox"/> Elevated levels                      | <input checked="" type="checkbox"/> Slips, trips and falls | <input checked="" type="checkbox"/> Hazardous substances        | <input checked="" type="checkbox"/> Night work       |
| <input type="checkbox"/> Hot Work                           | <input checked="" type="checkbox"/> Hazardous manual tasks    | <input checked="" type="checkbox"/> Outdoor work           | <input checked="" type="checkbox"/> Remotely &/or isolated work | <input type="checkbox"/> ?                           |
| <input checked="" type="checkbox"/> Noise and vibration     | <input checked="" type="checkbox"/> Native vegetation & weeds | <input checked="" type="checkbox"/> Air quality            | <input checked="" type="checkbox"/> Waste                       | <input checked="" type="checkbox"/> Vehicle movement |
| <input checked="" type="checkbox"/> Fuels, oils & chemicals | <input checked="" type="checkbox"/> Terrestrial fauna         | <input checked="" type="checkbox"/> Waterways & soils      | <input type="checkbox"/> Cultural heritage                      | <input type="checkbox"/> ?                           |

### THIS WORK ACTIVITY INVOLVES THE FOLLOWING "HIGH-RISK CONSTRUCTION WORK" (HRCW - IDENTIFIED IN THE JOB TASK COLUMN)


- |   |   |  |   |
|---|---|--|---|
| <input type="checkbox"/> Confined spaces  | <input checked="" type="checkbox"/> Mobile plant movement | <input type="checkbox"/> Demolition of a load-bearing structure  | <input type="checkbox"/> Asbestos disturbance         |
| <input type="checkbox"/> Using explosives   | <input type="checkbox"/> Diving work                      | <input type="checkbox"/> Artificial extremes of temperature  | <input type="checkbox"/> Tilt-up or pre-cast concrete |
| <input checked="" type="checkbox"/> Pressurised gas distribution mains or piping chemical, fuel or refrigerant lines energised electrical installations or services |   |  |   |
| <input type="checkbox"/> Structures or buildings involving structural alterations or repairs that require temporary support to prevent collapse                     |   |  |   |
| <input type="checkbox"/> Involves a risk of a person falling from 2m or more, including work on telecommunications towers   |   |  |   |
| <input type="checkbox"/> Working at depths greater than 1.5 Metres, including tunnels or mines  |   | <input checked="" type="checkbox"/> Work in an area that may have a contaminated or flammable atmosphere |   |
| <input checked="" type="checkbox"/> Work carried out adjacent to a road, railway or shipping lane, traffic corridor   |   | <input type="checkbox"/> In or near water or other liquid that involves the risk of drowning             |   |

FOOT PROTECTION	HEARING PROTECTION	HIGH VISIBILITY	HEAD PROTECTION	EYE PROTECTION	FACE PROTECTION	HAND PROTECTION	PROTECTIVE CLOTHING	BREATHING PROTECTION	SUN PROTECTION	SAFETY HARNES	SEAT BELT
											
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

<b>Planning/Preparation</b>	<ul style="list-style-type: none"> <li>• Liaise with Principal Contractor to identify on-site safety systems and procedures</li> <li>• Establish supervisory and communication arrangements</li> <li>• Principal contractor to confirm emergency response procedures are in place.</li> </ul>
<b>Hold Points</b>	<ul style="list-style-type: none"> <li>• Hold points identified and signed off before continuing work. <i>Specify?</i></li> </ul>
<b>Training/Licence</b>	<ul style="list-style-type: none"> <li>• All workers to have a General Construction Induction Card</li> <li>• Relevant workers have relevant certificates of competency, licenses, and training.</li> <li>• Trained First Aider on site</li> <li>• All workers trained in site-specific emergency and evacuation procedures, SWMS, safe work procedures, and safety data sheets.</li> </ul>
<b>Worker duties and responsibilities</b>	<ul style="list-style-type: none"> <li>• Fit condition for work, i.e. no signs of fatigue, alcohol or drugs</li> <li>• Attend all site inductions/briefings</li> <li>• Comply with all site requirements, e.g. PPE, Traffic Management Plans (TMP)</li> <li>• Only carry out work related to the contract</li> <li>• Inspect completed work and report possible safety, environmental and quality matters to the supervisor.</li> </ul>
<b>Monitor/Review</b>	<ul style="list-style-type: none"> <li>• All persons involved in the task must have this SWMS communicated to them before work commences</li> <li>• SWMS to be reviewed and amended if necessary, in consultation with relevant persons after any near miss or incident</li> <li>• If additional site hazards identified, review this SWMS and amend control measures to suit</li> <li>• People, including workers, contractors and sub-contractors, affected by the revisions to this SWMS, must be informed ASAP</li> <li>• Give the principal contractor a copy of the revised SWMS</li> <li>• The site supervisor to monitor works against the controls stated in this SWMS</li> <li>• SWMS must be kept on-site and made available for inspection or review</li> <li>• Keep a record of this SWMS until the job is complete or for two years if involved in a notifiable incident</li> <li>• Regardless of any other factor, the person in control of the workplace must review this SWMS at least annually.</li> </ul>

<b>Site-Specific Notes:</b>	<b>Act, Regulations, Codes of Practice References:</b> <ul style="list-style-type: none"> <li>Work Health and Safety (Transitional and Consequential Provisions) Act 2011</li> <li>Work Health and Safety Act 2011</li> <li>Work Health and Safety Regulations 2011</li> <li>Work Health and Safety (First Aid in the Workplace) Code of Practice 2015</li> <li>Work Health and Safety (Work Health and Safety Consultation, Cooperation and Co-ordination) Code of Practice 2015</li> <li>Work Health and Safety (Work Health the Work Environment and Facilities) Code of Practice 2015</li> <li>Standards Australia 2001, – Occupational health and safety management systems - Specification with guidance for use, AS/NZS 4801: 2001 (Superseded by AS/NZS ISO 45001)</li> <li>Standards Australia 2018, – Occupational health and safety management systems — Requirements with guidance for use, AS/NZS ISO 45001:2018</li> <li>Standards Australia 2016, – Environmental management systems - Requirements with guidance for use, AS/NZS ISO 14001:2016</li> <li>Standards Australia 2016, – Quality management systems – Requirements, AS/NZS ISO 9001:2016</li> <li>SafeWork NSW</li> <li>NSW Work Health and Safety Act 2011</li> <li>NSW Work Health and Safety Regulation 2017</li> </ul>
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LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC	SCORE	ACTION		
ALMOST CERTAIN	3 - HIGH	3 - HIGH	4 - ACUTE	4 - ACUTE	4 - ACUTE				
LIKELY	2 - MODERATE	3 - HIGH	3 - HIGH	4 - ACUTE	4 - ACUTE	4A - ACUTE	DO NOT PROCEED.		
POSSIBLE	1 - LOW	2 - MODERATE	3 - HIGH	4 - ACUTE	4 - ACUTE	3H - HIGH	Review before commencing work.		
UNLIKELY	1 - LOW	1 - LOW	2 - MODERATE	3 - HIGH	4 - ACUTE	2M - MODERATE	Maintain control measures.		
RARE	1 - LOW	1 - LOW	2 - MODERATE	3 - HIGH	3 - HIGH	1L - Low	Record and monitor.		
HIERARCHY OF CONTROLS		MOST EFFECTIVE	Elimination	Substitution	Isolation	Engineering	Administrative	PPE	LEAST EFFECTIVE
JOB TASK	HAZARDS	RISK	CONTROL MEASURES					RESPONSIBLE PERSON	
1. Planning	<ul style="list-style-type: none"><li>Infection</li><li>Disease</li></ul>	3H	<ul style="list-style-type: none"><li>Ensure workers immunised for hepatitis "B" and tetanus.</li></ul>					Supervisor	

JOB TASK	HAZARDS	RISK	CONTROL MEASURES	RESPONSIBLE PERSON
2. Working alone	Emergency	4A	<ul style="list-style-type: none"> <li>Ensure a second person knows your location and expected time of return</li> <li>Use mobile phone, telephone or radio to periodically check-in</li> <li>Communication equipment within easy reach at all times</li> <li>Take extra care to work safely and methodically</li> <li>Have first aid kit readily available and stocked appropriately</li> <li>Where the risk assessment has identified particularly high-risk tasks, utilise a second person (buddy) to assist or backup <ul style="list-style-type: none"> <li>Do not expose both people to the hazard simultaneously. The second person should be within sight, but safely removed from the immediate area</li> <li>The 'buddy' must be trained in the specific activities the worker he/she is observing for is undertaking, be properly equipped with emergency equipment, and be capable of undertaking pre-planned rescue or emergency operations where needed.</li> </ul> </li> </ul>	Operator to maintain call log ins
3. <b>HRCW</b> Road travel to site & site operation	Truck failure	3H	<ul style="list-style-type: none"> <li>Vehicle must be registered with the State Road and Traffic Authorities before use</li> <li>Inspect and operate the truck following manufacturers' instructions. <i>Do not use if any fault/damage/missing parts. Report immediately and follow tag-out/lock-out procedures.</i></li> </ul>	Supervisors to check all controls in place and followed
	<ul style="list-style-type: none"> <li>Crush injuries</li> <li>Entrapment</li> <li>Fatality</li> </ul>	4A	<ul style="list-style-type: none"> <li>All operators using public roads have a current Driver's Licence</li> <li>Adjust the seat to achieve full pedal contact when operators' back is against the back of the seat</li> <li>Wear seatbelt</li> <li>Ensure all body parts are kept within the cabin at all times when operating the truck</li> <li>Start-up as per manufacturer's instructions and never leave operator seat with the engine running</li> <li>Be familiar with the width of equipment to maintain safe clearances</li> <li>Do not use any controls as handholds when entering or exiting the operator compartment</li> <li>At no time is any person permitted to ride on the exterior of the vehicle</li> <li>Ensure: <ul style="list-style-type: none"> <li>The truck does not operate or travel near the edge of a drop-off</li> <li>The truck stays within defined travel boundaries</li> <li>The heavier end is always higher upslope</li> <li>The operator is familiar with the width of equipment to maintain safe clearances</li> <li>To avoid sudden movements and combined movements such as raising attachment while starting forward movement. (Particularly with rubber wheel models where more bounce is generated than a solid wheel model)</li> </ul> </li> </ul> <p> <b>Enter/exit cabin when forks or other attachments are in a completely lowered position.</b></p>	Operator to follow controls and make supervisor aware of any issues

JOB TASK	HAZARDS	RISK	CONTROL MEASURES	RESPONSIBLE PERSON
	Loss of control	4A	<ul style="list-style-type: none"> <li>When operating on public roads, ensure the vehicle registered with the appropriate state authority</li> <li>The truck is in roadworthy condition</li> <li>Over-dimension vehicles require an over-dimension permit &amp; must comply with permit conditions</li> <li>If setting up roadside – comply with local laws and permits</li> <li>Observe road rules at all times</li> <li>Wear seat belts at all times when driving</li> <li>Use mirrors often to monitor activity</li> <li>Watch for vehicles entering from side roads/tracks</li> <li>Monitor/use UHF radio, generally channel 40 (<i>Road channel</i>) to monitor for changes to road conditions and vehicle movements</li> <li>Drive to the road conditions, i.e. slow down when raining or on gravel roads <ul style="list-style-type: none"> <li><b>⚠ DO NOT drive under the influence of drugs or alcohol</b></li> <li><b>⚠ DO NOT adjust radio channels or volume while driving</b></li> <li><b>⚠ DO NOT use electronic devices while driving</b></li> <li><b>⚠ If you must use a device, e.g. a mobile phone or GPS pull over and park in a safe area. Do not stop where you could be a hazard to other vehicles, pedestrians, or yourself.</b></li> </ul> </li> </ul>	
4. Arrival on-site & assess onsite conditions	Personal injury, property damage &/or environmental incident	3H	<ul style="list-style-type: none"> <li>The vehicle should be positioned in a safe location, clear of traffic/vehicles/pedestrians during equipment delivery and materials removal (deploy physical barriers, caution signs as necessary)</li> <li>Do not park illegally</li> <li>Identify and obey all safety-related signage (check site entry requirements)</li> <li>Report to Site Supervisor</li> <li>Ensure site-specific induction undertaken</li> <li>Assess mobile phone reception</li> <li>The worksite is exactly as detailed in Terms of Agreement or contract</li> <li>Complete a JSA specifying the control measures for unanticipated hazards.</li> </ul>	<b>Operator</b> to check the site and conduct JSA where necessary
5. <b>HRCW</b> Site set-up	Injury to ground workers	4A	<ul style="list-style-type: none"> <li>Follow manufacturer's instructions, specific SWMS, spotter instructions, site rules and TMP</li> <li>Ensure only trained competent and licenced personnel communicate directions to the truck operator</li> <li>Ensure ground workers and operators know and use on-site UHF channel to communicate</li> <li>Worker consultation: <ul style="list-style-type: none"> <li>Ensure an effective system of communication between the operator and ground workers established before work commences</li> <li>Relevant workers trained in the procedures involved before the work commencing</li> </ul> </li> </ul>	<b>Operator</b> to ensure control measures followed

JOB TASK	HAZARDS	RISK	CONTROL MEASURES	RESPONSIBLE PERSON
			<ul style="list-style-type: none"> <li>Groundworkers are instructed not to approach until the operator has agreed</li> <li>Groundworkers are familiar with the blind spots of the vehicle and are instructed on set distances to maintain while in operation</li> <li>Operators and ground workers are required to wear high-visibility clothing.</li> </ul>	
	Injury to public	4A	<ul style="list-style-type: none"> <li>Exclusion Zones established to stop people entering the area and being injured by the truck or falling objects</li> <li>Use appropriate signage to indicate work undertaken, e.g. DANGER VACUUM OPERATIONS KEEP OUT. AUTHORISED PERSONNEL ONLY</li> <li>Barricades in place to prevent unauthorised entry to work area if necessary</li> <li>Signage in place to caution persons not to enter</li> <li>Where the exclusion zone is a public footpath or roadway to be closed, approval sought from the relevant authority</li> <li>Lane closures and other operations requiring barricades and signs to be erected should meet local road traffic authority, local government authorities' requirements</li> <li>Maintain the exclusion zone and cease work if approached.</li> </ul>	
	Truck rollover	4A	<ul style="list-style-type: none"> <li>Operate the truck on a stable, level surface</li> <li>The Truck placement directed so as not to be positioned over previously disturbed ground that has been back-filled, soft ground or/adjacent to excavations, pits or edges of any drop-off</li> <li>Do not overload/exceed capabilities.</li> </ul>	
	Contact & damage to overhead electric lines	4A	<ul style="list-style-type: none"> <li>Ensure work not conducted in close proximity to electrical power lines. Check for: <ul style="list-style-type: none"> <li>Overhead power lines (including high and low voltage distribution conductors)</li> <li>Single wire earth return (SWER)</li> <li>Service cables to premises</li> <li>Communications cables</li> <li>Electrical transformers (mounted lower than cables)</li> </ul> </li> <li>Identify the maximum range of equipment and how close equipment or load can come to the asset (known as design envelope). The following dimensions should be taken from the closest point of an extended component of the truck</li> <li>In general: <ul style="list-style-type: none"> <li>3m above, either side and below power lines is No Go Zone</li> <li>Between 3-6.4m of power lines, a Spotter is required</li> <li>Further than 6.4m of power lines is an open area</li> <li>No work to be conducted within a 10m radius of SWER transformer.</li> </ul> </li> </ul>	



JOB TASK	HAZARDS	RISK	CONTROL MEASURES	RESPONSIBLE PERSON
			<b>⚠ Spotter required where any part of the truck is within 6.4m of the power line.</b>	
	<ul style="list-style-type: none"> <li>Working near water/liquids</li> <li>Immersion</li> <li>Drowning</li> </ul>	4A	<b>⚠ NEVER work alone</b> <ul style="list-style-type: none"> <li>Ensure there are adequate numbers of workers so if someone falls in, there is someone to raise the alarm</li> <li>Ensure sufficient staff for the task. Include Spotters where required</li> <li>Organise spotters according to the type of water body and risk.</li> </ul>	
	Truck movement at night	4A	<ul style="list-style-type: none"> <li>Ensure the site Traffic Management Plan includes additional control measures for work at night,</li> <li>Check vehicles are adequately illuminated, and all flashing warning lights/signals are operational</li> <li>Including - headlights, flashing beacons, beepers, cabin lights.</li> <li>Luminous (fluoro) triangles/bollards positioned to assist with traffic management and worker zones wherever possible. For example, mark out the perimeter of the load/unload area to help guide drivers and to warn workers on the ground of moving vehicles.</li> </ul>	
6. Working outdoors	Extreme weather	3H	<ul style="list-style-type: none"> <li>Check weather conditions – do not work in extreme conditions</li> <li>Reschedule works to work in more moderate temperatures.</li> </ul>	<b>Supervisor</b> to maintain awareness of weather conditions  <b>Operator</b> to follow controls
	Hyperthermia  Hypothermia	3H	<ul style="list-style-type: none"> <li>Ensure vehicle cabin is air-conditioned</li> <li>Workers trained to recognise the symptoms of hyperthermia and hypothermia</li> <li><u>Hot conditions. Ensure:</u> <ul style="list-style-type: none"> <li>Suitable protective clothing</li> <li>Sun brim on hard hats</li> <li>Safety glasses - UV rated</li> <li>Use 30+ sunscreen on exposed skin</li> <li>Adequate drinking water</li> <li>Access to shade on breaks</li> <li>Adequate breaks.</li> </ul> </li> <li><u>Cold conditions. Ensure:</u> <ul style="list-style-type: none"> <li>Schedule warm-up breaks</li> <li>Hold breaks inside</li> <li>Dress warmly in layers</li> <li>Stay dry (wet clothing chills the body rapidly)</li> <li>Workers must get out of the cold as soon as they can if starting to feel symptoms</li> <li>Alcohol, cigarettes, caffeine and certain medications increase susceptibility to cold.</li> </ul> </li> </ul>	
7. Environment	Environmental impact	3H	<ul style="list-style-type: none"> <li><b><u>Waterways/soil</u></b> - Do not wash truck where residue can enter and sensitive areas such as drains and waterways</li> <li>Ensure any contaminated waste captured as per Local &amp; State Environment Laws.</li> <li><b><u>Noise &amp; vibration</u></b> - Only operate within approved operating hours</li> <li>Be aware of maximum noise levels at the site</li> <li>The vehicle is maintained to minimise noise</li> <li>No noise produced outside council approved hours of operation.</li> </ul>	<b>Supervisor and operator</b> to ensure control measures followed

JOB TASK	HAZARDS	RISK	CONTROL MEASURES	RESPONSIBLE PERSON
			<ul style="list-style-type: none"> <li>• <b>Waste</b> - Place all wastes and rubbish in bins or other appropriate containers</li> <li>• Separate recycle waste from general waste</li> <li>• Dispose of all waste following regulations.</li> <li>• <b>Fuels, oils &amp; chemicals</b> - Minimum amounts of hazardous substances are kept on site</li> <li>• Labelled and securely stored</li> <li>• Refuelling of vehicles/equipment will be undertaken at least 6m from drains and waterways</li> <li>• Follow SDS directions for disposal of chemicals in approved waste containers</li> <li>• A spill kit is available at all times &amp; spills will be cleaned up immediately follow SDS directions</li> <li>• Dispose of chemicals correctly in approved waste containers</li> <li>• Avoid cross-contamination by disassembling and cleaning all equipment</li> <li>• <b>Vehicle movement</b> - Follow the TMP, only travel on established tracks and roads</li> <li>• Use designated entry and exit points.</li> <li>• <b>Native vegetation &amp; weeds</b> - Ensure that truck is washed free of dirt, vegetation, debris before travelling between sites.</li> <li>• <b>Pollutants</b> - Reduce pollutants by ensuring the vehicle is tuned regularly and practice smooth driving techniques.</li> <li>• <b>Terrestrial fauna</b> - No domestic animals on-site</li> <li>• Ensure all food scraps placed in lidded bins.</li> </ul>	
8. House keeping	Slips, trips & falls	3H	<ul style="list-style-type: none"> <li>• Maintain housekeeping throughout the shift &amp; clean-up</li> <li>• Clean up spills immediately</li> <li>• Ensure sufficient lighting to detect changes in level (using temporary lighting as required)</li> <li>• Hoses arranged to minimise tripping hazards</li> <li>• Entering or exiting the cab: <ul style="list-style-type: none"> <li>○ Face the truck whenever mounting and dismounting the truck</li> <li>○ Use the provided steps/handholds when entering or exiting the cabin</li> <li>○ Maintain a 3-point contact with the steps and handholds (2 hands X 1 foot/2 feet X 1 hand)</li> <li>○ Never mount or dismount a moving truck</li> <li>○ Do not jump off the truck</li> <li>○ Do not carry tools or supplies when mounting/dismounting</li> <li>○ Do not use any controls as handholds when entering or exiting the operator compartment</li> <li>○ Never leave operator seat with engine running</li> </ul> </li> <li>• Driving - ensure footwear is suitable. Snug-fitting shoes/boots with flat, non-slip soles, no loose soles, long laces, soles that are oily, or caked with mud or other contaminants</li> <li>• Vacuuming - wear appropriate thick-soled covered footwear/gumboots.</li> </ul>	Supervisor and operator to ensure control measures followed



JOB TASK	HAZARDS	RISK	CONTROL MEASURES	RESPONSIBLE PERSON
9. Manual tasks	<ul style="list-style-type: none"> <li>Fatigue</li> <li>Prolonged seating</li> <li>Musculoskeletal (MSD) injuries</li> </ul>	3H	<ul style="list-style-type: none"> <li>Follow Fatigue Management guidelines</li> <li>Schedule adequate time between shifts for rest and recuperation</li> <li>Schedule adequate breaks throughout the shift to allow for movement, e.g. go for a walk</li> <li>Do not exceed regulated driving hours</li> <li>Seating should have adequate lumbar support and be height adjustable to the operator</li> <li>Lift loads smoothly, do not jerk or throw load upwards</li> <li>Hold the load as close to the body as possible</li> <li>Avoid any twisting and side-bending during lift</li> <li>Bend knees, not back</li> <li>Lifting pit, tank lids: <ul style="list-style-type: none"> <li>High force - heavy pit lid, may be jammed due to accumulation of material or damage</li> <li>Be aware of sudden unexpected movement if cover dislodging from the lid</li> <li>Do not use excessive force</li> <li>Use appropriate tool for cover removal</li> <li>Use a backhoe or crane to assist in the lifting of heavy lids.</li> </ul> </li> </ul>	All workers to ensure control measures followed
10. HRCW Vacuum operation	Emergency shutoff failure	4A	<ul style="list-style-type: none"> <li>Ensure all equipment – including tank and pumping equipment – is in safe working condition</li> <li>Tank interior, filter baghouse, and cyclone separators are clean and free of any substances that may react with the liquids to be vacuumed or transferred.</li> <li>System fitted with emergency vacuum relief valve (Test in-line vacuum relief valve tested before each use and in good working condition).</li> </ul>	Supervisor and operator to ensure control measures followed
	Hazardous atmospheres	4A	<ul style="list-style-type: none"> <li>Do not operate motorised machinery in enclosed spaces for extended periods (carbon monoxide build-up)</li> <li>Ensure a well-ventilated area when using petrol or diesel pumps</li> <li>Pump operation: <ul style="list-style-type: none"> <li>Pre-inspect and operate the pump following manufacturers' instructions</li> <li>Permanently mount a nameplate on the pump which provides the following information: <ul style="list-style-type: none"> <li>Manufacturer's name</li> <li>Model designation, serial number and year of manufacture</li> <li>Maximum volume and pressure performance</li> <li>Maximum input speed, and</li> <li>Maximum operating pressures</li> </ul> </li> </ul> </li> <li>Before commencing work allow air to vent when opening covers</li> <li>Do not enter any pit, tank or confined space</li> </ul>	

JOB TASK	HAZARDS	RISK	CONTROL MEASURES	RESPONSIBLE PERSON
			<p><b>⚠ If a person has fallen into space, <i>DO NOT ENTER THE CONFINED SPACE TO ATTEMPT A RESCUE.</i> Contact the appropriate emergency personnel and the relevant supervisor immediately if the person cannot be retrieved without entering.</b></p> <ul style="list-style-type: none"> <li>• All materials loaded onto the vacuum truck must be positively identified</li> <li>• All materials loaded must have a designated offloading location before loading</li> <li>• Ensure vacuum operation area is free of hydrocarbon vapours in the flammable range</li> <li>• Based on conditions at site wear appropriate PPE. Wear respirators where air contaminants are above exposure levels (atmospheric testing performed by a qualified person using properly calibrated and adjusted detectors).</li> </ul>	
	Crushing Lacerations	4A	<ul style="list-style-type: none"> <li>• Stay clear of all rotating and moving parts</li> <li>• Ensure that all guards and safety devices are in place before commencing operations</li> <li>• Avoid pinch points.</li> </ul>	
	Entrapment	4A	<ul style="list-style-type: none"> <li>• Perform all operations with at least two operators</li> <li>• Turn off the pump/power source &amp; release pressure in the system before opening any door/hatch</li> <li>• Never open any hatches or doors while the unit is pressurised</li> <li>• Keep vacuum tools &amp; hoses away from face and body-never point vacuum hose at people</li> <li>• Stay clear of the vacuum hose openings (suction can cause serious bodily injury)</li> <li>• If required to clear the blockage, ensure vacuum relief valve is open and the hose removed from vacuumed material</li> <li>• Verbally communicate process steps</li> <li>• Never attach a hose, pipe or accessories with the vacuum on</li> <li>• Ensure the system is shut down &amp; depressurised when assembling or moving the piping system</li> <li>• Do not use damaged or faulty hoses. Tagged OUT OF SERVICE and repair or dispose of.</li> </ul> <p><b>⚠ NEVER operate the vacuum system without a vacuum relief valve installed.</b></p>	
	Infection Disease	3A	<ul style="list-style-type: none"> <li>• Immediately treat all abrasions, cuts for contamination. (Seek medical attention for injuries associated with sewers, drains)</li> </ul>	
	Burns	3H	<ul style="list-style-type: none"> <li>• Always follow the operating manual for pump operation</li> <li>• Ensure all safety guards and shields are in place</li> <li>• Do not allow the pump to overheat. If the pump overheats, turn it off immediately, &amp; allow it to cool</li> <li>• Do not touch the pump engine or exhaust during or immediately after operation (it will be hot).</li> </ul>	

JOB TASK	HAZARDS	RISK	CONTROL MEASURES	RESPONSIBLE PERSON
	Crushing Lacerations	3H	<ul style="list-style-type: none"> <li>Stay clear of all rotating and moving parts</li> <li>Ensure that all guards and safety devices are in place before commencing operations</li> <li>Avoid pinch points.</li> </ul>	
	Hearing loss	3H	<ul style="list-style-type: none"> <li>Hearing protection worn by all persons throughout exposure to noise.</li> </ul>	
<b>11. HRCW</b> Emptying load	Truck rollover	4A	<ul style="list-style-type: none"> <li>Do not unload, unless the discharge site has been approved. Ensure: <ul style="list-style-type: none"> <li>The ground is stable; the soil compacted sufficiently</li> <li>The gradient/slope is within safe limits; including entire travel distance if discharging while moving</li> <li>Tyre pressure is equal on both sides of the vehicle</li> </ul> </li> <li>Ensure truck does not operate or travel near the edge of an excavation or other drop off</li> <li>Ensure truck stay on existing access tracks</li> <li>Do not turn or discharge the load on slopes</li> <li><b>⚠ Do not attempt to unload on soft, uneven ground, downgrades or cross falls (higher centre of gravity)</b></li> <li>Be familiar with the width of equipment to maintain safe clearance near fences, boundaries or other obstacles.</li> </ul>	<b>Operator</b> to follow controls and make supervisor aware of any issues
	Injury to other workers and public	3H	<ul style="list-style-type: none"> <li>Ensure pedestrians are clear of loading/unloading area (side and rear of vehicle). Do not proceed if pedestrians are present</li> <li>At no time is any person permitted to ride on the exterior of the vehicle. All passengers must be seated in the cabin.</li> </ul>	
	Crushing	4A	<ul style="list-style-type: none"> <li>Ensure vehicle is on level ground before raising the body to empty</li> <li>Ensure the area is clear of other people (no one to be in the vicinity of the truck during unloading operations unless inside the cab)</li> <li>Rear door controls released before the front of the body is 600 mm above the chassis frame</li> <li>Operator to remain at controls during all operations</li> <li>Always disengage PTO when the hoist is not in use or when moving vehicle.</li> <li><b>⚠ NEVER leave body raised while the vehicle is unattended.</b></li> </ul>	
<b>12. HRCW</b> Fuelling the vehicle	Fire / explosion	4A	<ul style="list-style-type: none"> <li>DO NOT smoke during re-fuelling</li> <li>Ensure re-fuelling is undertaken in a well-ventilated area, clear of ignition sources</li> <li>Safety Data Sheets (SDS) for all fuel products on hand</li> <li>Follow manufacturer's manual/recommendations for re-fuelling</li> </ul>	<b>Operator</b> to follow controls and make supervisor

JOB TASK	HAZARDS	RISK	CONTROL MEASURES	RESPONSIBLE PERSON
			<ul style="list-style-type: none"><li>• Ensure fire extinguisher available and in date.</li></ul> <b>Diesel: Fire extinguisher</b> – Water, foam, dry chemical powder, CO <sub>2</sub> <b>Unleaded petrol: Fire extinguisher</b> – Dry chemical powder, foam, CO <sub>2</sub> . Never use water to extinguish an Unleaded Petrol fire.	aware of any issues
	Contact with fuel	4A	<ul style="list-style-type: none"><li>• Avoid breathing vapours or contact with fuel</li><li>• Fuel splashed clothing should be changed immediately</li><li>• Do not siphon or swallow fuel as this can be fatal</li><li>• Carefully wash hands and do not eat, drink or smoke during/after-handling fuel</li><li>• Shower and wash immediately after work</li><li>• Wash clothes in separate wash from other clothes.</li></ul>	
13. HRCW On completion	Crush injuries/ entrapment	4A	<ul style="list-style-type: none"><li>• Ensure truck is parked in a safe, level area, clear of unstable or sloping ground</li><li>• Remove keys</li><li>• Inspect equipment and if damage is detected – report immediately and take out of service.</li></ul>	<b>Supervisor</b> to confirm all workers have signed out  <b>Workers</b> to comply with controls
	Hazardous chemical reaction	4A	<ul style="list-style-type: none"><li>• The tank and pump must be cleaned after each load, except:<ul style="list-style-type: none"><li>○ When returning to the same location to load the same material, or</li><li>○ When performing a repetitive job order with known materials-characteristics</li></ul></li><li>• Vacuum trucks are cleaned at the end of each day to prevent the possibility of a dirty truck being used on an after-hours callout.</li></ul>	
	Security breach	3H	<ul style="list-style-type: none"><li>• Store the key in a safe place (restrict unauthorised access)</li><li>• All personnel sign-out on Site Register.</li></ul>	
	Vehicle/people impact	4A	<ul style="list-style-type: none"><li>• Stay to designated access and egress routes</li><li>• Maintain awareness of surroundings at all times.</li></ul>	
14. HRCW Emergency response	<ul style="list-style-type: none"><li>• Injury</li><li>• Fatality</li><li>• Environmental damage</li></ul>	4A	<ul style="list-style-type: none"><li>• <b>For police, fire or ambulance call ‘000.’</b></li><li>• Follow site emergency and evacuation procedures</li><li>• A communication system is available, e.g. a mobile phone or radio</li><li>• Check for dangers to self before helping others</li><li>• Maintain control of the area and stabilise the situation</li><li>• Apply first aid to the injured worker</li><li>• Complete an incident report.</li></ul> <ul style="list-style-type: none"><li>• <b>Refer to your SWMS implementing instructions for further specific emergency responses.</b></li></ul>	<b>Supervisors</b> and <b>workers</b> ensure controls followed
OVERALL RISK RATING AFTER CONTROLS			<input type="checkbox"/> 1 - Low <input checked="" type="checkbox"/> 2 - MODERATE <input type="checkbox"/> 3 - High <input type="checkbox"/> 4 - ACUTE	

PLANT & EQUIPMENT		HAZARDOUS SUBSTANCES	SUPERVISORY ARRANGEMENTS
<input type="checkbox"/> Hand tools - Meet AS/NZS	Regular visual inspection		
<input type="checkbox"/> Ladders - Meet AS/NZS	Inspected and tagged out if damaged		
<input type="checkbox"/> Mobile plant- <i>specify</i>	Inspected and tagged out if damaged		
<input type="checkbox"/> ?			

DO NOT COPY

Staff Information will be supplied upon  
request via email from a  
WHS Officer or supervisor.