

TASK PLANNING & SAFETY CONSIDERATIONS

PERFORM A SITE ASSESSMENT

Is the terrain stable or suitable to work on?

- Unload Loader from a trailer with ramps.
- Conduct a thorough site inspection before entering site with Loader.
- Consider Wet or boggy conditions.
- Consider environmental factors.
- Consider steep slopes. Do not work side on to slopes.
- Dial before you dig (dial 1100) to check for services.
- Amend your plans and take precautions where necessary.
- Document your plans in the JSA/SWMS.

Personal safety

- Where other mobile plant and equipment is in use, wear high visibility garments.
- Read the Loader instruction manual – familiarise yourself with Loader features.
- Use Loader only as specified in instruction manual.
- Perform a pre-operational inspection of the Loader to identify any faults.
- Ensure all safety features are operable.
- Use bunting, flags or witches hats to demarcate or isolate work area.
- Wear additional PPE such as safety glasses, hearing protection and hard hat and steel capped boots.

Task execution

- Discuss work plans with other workers/persons in the area.
- Coordinate Loader activities with other trades/activities on site.
- Work in a logical sequence.
- Do not exceed weight/load and operational limitations of the Loader.
- Keep loads low to the ground when travelling.
- Keep bucket down when not in use.

Site Clean Up

- Remove Loader from site.
- Wash Loader down and inspect Loader for hydraulic leaks/damage.
- Return Loader and attachments to trailer.
- Remove bunting, flags, witches hats.
- Restore site conditions as required.

Perform a site assessment

ENGAGE YOUR MIND BEFORE USING THE LOADER

Assess the risks

STEP BACK - Take 5 X 5

Take 5 steps back

Take 5 minutes to reflect

- **Stop and think.**
- **Observe the work area and surroundings.**
- **Step through your mind what you are going to do.**
- **Think about what else is happening in the area or nearby.**
- **Identify what else could go wrong.**
- **Decide on control measures to prevent things going wrong.**
- **Make sure the hazards are controlled before starting work.**

Think about the consequences to your quality of life, your income, your family, your children and everything you value. Are these things worth the risk of rushing or cutting corners? It's not just your life that could be affected – you may shatter the lives of the ones you hold dear.

THINK SAFE ! ACT SAFE ! BE SAFE ! GO HOME

OHS&E Risk Assessment/SWMS – Powered Mobile Plant

Work Activity	
Principal Contractor's Name:	Project Reference #:
Contractor Name:	ABN:
Contractor Address:	Foreman and contact number:
Prepared By:	
Name 1: Signature: Position:	Name 2: Signature: Position:
Received and reviewed by:	
Name: Signature:	Position: Date:
Date work method prepared: (must be within last 12 months)	Date work to be commenced:
Actions before work commences: (e.g. signage, bunting, demarcation, isolation)	
Action during work:	
Actions after work is complete:	

Supervision:	Engineering details/certificates/ authority approval required:
Personnel qualification & experience required:	Permits e.g. excavation, hot work etc:
Training and instruction:	Warning signs and control measures:
Plant, equipment & materials to be used and the maintenance checks to be completed (details at back of SWMS also): <ul style="list-style-type: none"> • Loader • 	Personal protective equipment requirements:
Legislation, codes of practice, standards applicable:	List of attachments (e.g. material safety data sheets, diagrams etc):

RISK SIGNIFICANCE (Level of Risk)

C = Consequence		L = Likelihood	
5 = Catastrophic Death, disablement, significant incident, unacceptable risk, significant financial cost.	5 = Almost Certain Could occur in most circumstances	Risk control legend	
4 = Major Extensive injuries leading to lost time, major risk-damage to plant and equipment, major financial cost for repairs/reinstatement.	4 = Likely May probably occur in most circumstances	16-25 Cease activity immediately and implement risk controls before commencing work activities. Make the work area safe & consult with competent/qualified personnel.	
3 = Moderate Medical treatment, medium risk-damage to plant and equipment, medium financial cost for repairs/reinstatement.	3 = Possible May occur at some time	10-15 Plan and implement risk control measures after performing a Step Back 5 X 5 risk assessment. Seek advice from the manufacturer if any doubt exists.	
2 = Minor First Aid treatment, minor risk-damage to plant and equipment, minor financial cost for repairs/reinstatement.	2 = Unlikely Could occur at some time	6-9 No immediate risk. Assess overall risk in line with resources, instruction manual, and manufacturer's advice.	
1 = Insignificant: No injuries, slight damage, low financial cost for repairs/reinstatement.	1 = Rare May occur only in exceptional circumstances	1-4 Accept level of risk	

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

ITEM #	WHAT ARE THE BASIC STEPS (List steps in logical sequence & include materials, equipment etc)	POTENTIAL HAZARDS (What may cause an injury/illness to occur)	RAW RISK RANKING L C R	HAZARD CONTROLS (What controls will be put in place to prevent an injury/illness) N.B. Control measures must not raise or create an increased risk	RESIDUAL RISK RANKING L C R	WHO WILL MONITOR & ENSURE THAT THIS IS DONE