

Safe work method statement

To improve the effectiveness of SWMS employees should follow the TAKE 2 process to assess and manage risk.

Job Task Summary: <h3>Driving vehicles</h3>
Excludes buses, trucks, ATV/UTV, motor/quad bikes, towing trailers/implements. Refer to Manual Handling SWMS for loading/unloading of vehicle.
Applicable to the following worker type: employee, contractor, student
SWMS completed by: Emergency Management Unit
Site: Preparedness activities, emergency operation centres (EOC's), temporary work sites
Date: 31 January 2018
PPE required: (mandatory) Sunscreen, Hi visibility vest and Other – sunglasses

WHS RISK MATRIX							HIERARCHY OF CONTROLS		
		Likelihood							
		E. Rare	D. Unlikely	C. Possible	B. Likely	A. Almost Certain			
Consequence	5. Extreme	Medium	High	High	Very High	Very High	<div style="display: flex; justify-content: space-between;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg);">HIGHEST</div> <div style="text-align: center;"> <p>Level 1 Eliminate the hazards</p> <p>↓</p> <p>Level 2 Substitute the hazard with something safer Isolate the hazard from people Reduce the risks through engineering controls</p> <p>↓</p> <p>Level 3 Reduce exposure to the hazard using administrative actions Use personal protective equipment</p> <p>↓</p> <p>LOWEST</p> </div> <div style="writing-mode: vertical-rl; transform: rotate(180deg);">MOST</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg);">Level of health and safety protection</div> <div style="writing-mode: vertical-rl; transform: rotate(180deg);">Reliability of control measures</div> </div>		
	4. Major	Low	Medium	High	High	Very High			
	3. Moderate	Low	Medium	Medium	High	High			
	2. Minor	Low	Low	Medium	Medium	Medium			
	1. Insignificant	Low	Low	Low	Low	Medium			

R1 Risk without controls

R2 Risk with controls

PROCEDURAL STEPS	POSSIBLE HAZARD(S)	R1	SAFETY CONTROL(S)	PERSON RESPONSIBLE	R2
Load vehicle • Secure loads	<ul style="list-style-type: none"> • Strain to spine & back muscles • Stress on back & limbs • Fatigue & stress • Slips, trips & falls • Lacerations and abrasions • Fractures & crush injuries 	M	<ul style="list-style-type: none"> • Refer to Manual Handling SWMS • Secure all loads appropriately in vehicle ensuring goods are stored within the boot of sedans (excluding insecticides); in the back of station wagons or 4WDs with properly fitted cargo barriers or cargo nets; or utilities with properly fitted cargo nets or covers which can be secured to the vehicle as required. • Ensure no loose items are within the passenger area as they may become projectiles in the event of an accident. 	Worker/Driver	L
Prepare for driving • Check vehicle • Adjust seat, mirrors • Set radio & Bluetooth mobile • Driver licensed • Ensure windscreen and side mirrors are clean • Check tyre pressure, oil, radiator, windscreen water	<ul style="list-style-type: none"> • Crush injuries • Strains/ Sprains • Cuts/ abrasions/ superficial • Slips/ trips/ falls • Fatigue 	M	<ul style="list-style-type: none"> • Consider flying as an alternate to driving long distances or share driving (where appropriate) • Set radio to desired station and bluetooth mobile phone before moving off, to ensure no distraction while driving. • Plan trip and have necessary navigation equipment, e.g. maps, GPS etc. • Ensure appropriate communication devices are obtained, working and are appropriate for journey. • Notify supervisor of estimated travel times – departure and arrival times • Ensure sufficient fuel or plan to fill up before getting near empty. • Check spare tyre available and roadworthy • Check recovery equipment included if undertaking 4WD operations • Check car contains a suitably stocked first aid kit and reflective vest. • A fire extinguisher should be carried where risk requires. • Carry adequate food and water in case of breakdown. • Ensure that all drivers are in a fit state to drive eg not effected by tiredness/fatigue, drugs, alcohol or illness. • Consider an overnight stay if a late finish to an evening activity requires a long drive late in the evening. 	Worker/Driver	L

PROCEDURAL STEPS	POSSIBLE HAZARD(S)	R1	SAFETY CONTROL(S)	PERSON RESPONSIBLE	R2
Driving vehicle <ul style="list-style-type: none"> • Drive according to road conditions & RMS Road Users' Handbook • Obey road rules 	Motor vehicle accident <ul style="list-style-type: none"> • Death • Trauma/Psychological Injury • Strains/sprains/fractures • Head injuries • Cuts/abrasion/superficial injuries • Fatigue Getting lost (see below) Breakdown of vehicle (see below)	H	<ul style="list-style-type: none"> • Only licensed drivers are permitted to drive vehicles. If current P plater – P plates must be displayed. • Drive conservatively. Observe road rules. The driver is responsible for any traffic infringements. • Manage fatigue by changing drivers frequently and taking regular rest stops (ie at least every 2 hours). • Do not – use mobile phone handset while vehicle in motion. Use Bluetooth if available to make/receive calls • Do not – adjust radio while vehicle in motion. • Be aware of animals on roads and verges, particularly at dawn and dusk. Slow down. • Do not – read maps whilst driving a vehicle. Use a navigation GPS unit where possible. • Do not - eat whilst driving. • Drive to the road conditions i.e. slowdown in rain or on poorly constructed gravel roads • In 4WD vehicle fast flowing water that is deeper than 50cm must not be crossed 	Worker/Driver	M
Break down of vehicle (including running out of fuel) <ul style="list-style-type: none"> • Contact supervisor 	<ul style="list-style-type: none"> • Exposure • Stress & fatigue • Pedestrian hit by other vehicle 	H	<ul style="list-style-type: none"> • Stay with vehicle if lost or broken down • In the event of mechanical breakdown follow procedure (usually in car) for breakdown of vehicle. Contact supervisor and ask for assistance if required. • In the event of a breakdown position the vehicle safely as far off the road as possible and turn on hazard lights. • Exercise extreme care on the traffic side of the vehicle – wear reflective vest. • Warn on-coming traffic of hazard if safe to do so. • Keep fuel tank above quarter full to avoid running out of fuel, where possible. 	Worker/Driver	L
Overdue arrival or return and getting lost <ul style="list-style-type: none"> • Contact supervisor 	<ul style="list-style-type: none"> • Exposure • Stress & fatigue 	H	<ul style="list-style-type: none"> • Stay with vehicle • Call for assistance using mobile phone or radio if unsure of location, or activate spot tracker or equivalent device • Notify all relevant parties (eg supervisor) of movements prior to departure and update during day if expected arrival times change 	Worker/Driver	L

PROCEDURAL STEPS	POSSIBLE HAZARD(S)	R1	SAFETY CONTROL(S)	PERSON RESPONSIBLE	R2
Refuelling	<ul style="list-style-type: none"> Fuel spills Explosion/fire due to static electricity discharge Chemical injuries: overcome by or inhalation of fumes Chemical burns 	M	<ul style="list-style-type: none"> Remain with vehicle whilst refuelling Follow directions and warnings at fuel outlets Adhere strictly to warnings prohibiting the use of electronic equipment/devices Only fill appropriate fuel containers if required to do so. Containers must be removed from vehicle and placed on ground for filling. Always discharge static electricity before touching fuel pumps No smoking during refuelling operations 	Worker/Driver	L
At end of journey • Refuel, unload and clean inside vehicle	<ul style="list-style-type: none"> Cuts/abrasion/superficial injuries Burns Strain of spine & back muscles Stress on back & limbs Slips, trips & falls Lacerations & abrasions Fractures & crush injuries 	M	<ul style="list-style-type: none"> Notify appropriate persons on arrival. After long trip, refuel vehicle and clean windscreen (if required). Refill windscreen wash reservoir if necessary. Avoid contact with hot engine parts. Use appropriate manual handling to unload vehicle. Refer to Manual Handling SWMS Report any difficulties encountered on the route (may require different vehicle type eg 4WD). Report any faults or damage to Logistics and complete log sheets 	Worker/Driver	L
Driving in remote areas	<ul style="list-style-type: none"> Motor vehicle accident Death by physical trauma Severe lacerations Crush/impact injuries Sprains/Strains, cuts and abrasions Fatigue Vehicle breakdown Getting lost 	H	<ul style="list-style-type: none"> Prior to undertaking a remote location trip, ensure that an itinerary & call in log is with supervisor & includes: <ul style="list-style-type: none"> Date and time of proposed start Emergency plan Locations to be visited and ETA Date and time proposed end of journey Contact details of any other parties involved and accommodation details Call in log times in accordance with the guide <i>Monitoring location of field personnel</i> Workers must inform their supervisor of their departure to and from the event via a phone call/SMS or SPOT Tracker or similar reporting system The driver is responsible for ensuring that the following equipment is taken for remote site inspection work; <ul style="list-style-type: none"> A first aid kit Insect repellent 	Worker/Driver Supervisor	M

PROCEDURAL STEPS	POSSIBLE HAZARD(S)	R1	SAFETY CONTROL(S)	PERSON RESPONSIBLE	R2
			<ul style="list-style-type: none"> ○ Sun protection (e.g. hat, sunscreen) ○ Sufficient water (2 litre per person per day) ○ Suitable communication equipment for the area (mobile phone, satellite phone, 2-way radio, EPIRB) ○ Emergency contact list / nearest medical help and hospitals i.e. medical plan • The designated colleague should notify their supervisor raise the alarm where the specified time has elapsed past the designated call in times. The time elapsed will vary according to the hazards associated with the work being undertaken (under NO circumstances should an employee be more than 4 hours overdue without police being informed) • If the designated colleague or supervisor needs to contact the Police regarding an overdue employee, or employee working in remote areas who has failed to report, the operation will become a police matter and NSW Police will have primary responsibility for the operation (NSW Police have power of search and rescue in NSW) 		

OTHER JOB REQUIREMENTS

List staff skills/competencies and licences required for safe job performance:

- Possess current Australian driver's licence or equivalent (eg international driver's licence) appropriate for the vehicle being driven
- Operators must complete a 4WD driver and vehicle recovery training course or be under the supervision of a competent operator before operating a 4WD in 4WD mode

List items of plant/equipment/tools required:

- Motor vehicle
- Vehicle first aid kit
- Reflective vest and appropriate PPE where required
- Communication equipment
- Fire extinguisher
- Tie downs and restraints for loads

Relevant codes of practice, legislation standards or critical risk controls that may be applicable:

- RMS Road Users Handbook
- Manufacturer's operator manual
- Critical risk control - Driving

Maintenance checks, site/workplace inspections required:

- Follow directions in manufacturer's operators manual.
- Vehicles to have maintenance checks according to the manufacturer's instructions.

Additional approvals, certificates, WorkCover approvals/permits required e.g. confined spaces, working at heights, hot works etc: Nil

Has a risk assessment been completed for any work involving confined spaces, electrical work or diving work Yes No N/A

APPROVAL (Officer, Manager, Supervisor i.e. person responsible for ensuring compliance with SWMS)

Name: State Emergency Coordinator

Signature: *S Oliver*

Date: 1 February 2018

I have read and understood this safe work method statement (attach a separate sheet if required)

NAME	SIGNATURE	DATE