

## 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:

### Trailer towing and use in emergency management

Applicable to the following worker type: employee, contractor, volunteer, other

SWMS completed by: Emergency Management Unit

Site: Preparedness activities, emergency operation centres (EOC's), temporary work sites

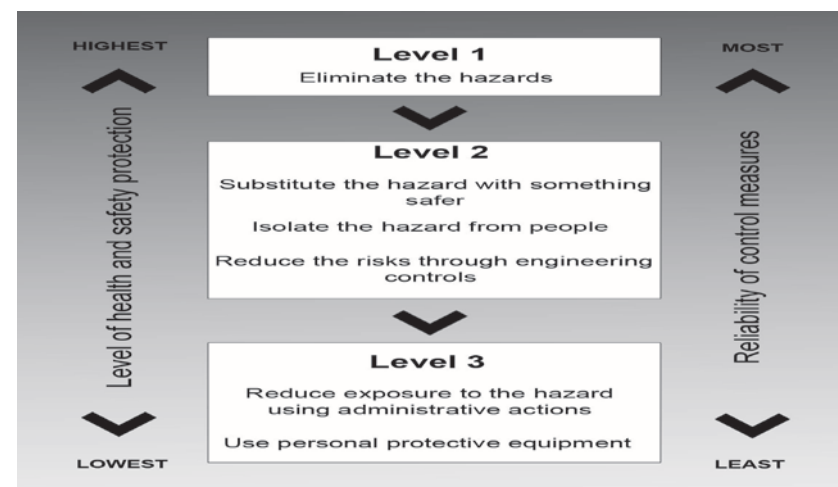
Date: 26 March 2018

PPE required: (mandatory) - Safety footwear and Other - appropriate to the task and conditions eg long pants, long sleeve shirts, hi visibility vest

WHS RISK MATRIX

		Likelihood				
		E. Rare	D. Unlikely	C. Possible	B. Likely	A. Almost Certain
Consequence	5. Extreme	Medium	High	High	Very High	Very High
	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

HIERARCHY OF CONTROLS



PROCEDURAL STEPS	POSSIBLE HAZARD(S)	R1	SAFETY CONTROL(S)	PERSON RESPONSIBLE	R2
Training and experience	Serious injury or death Collision Loss of control while driving Vehicle instability Unstable load Equipment damage Property damage Destination access	M	<ul style="list-style-type: none"> <li>Driver must hold a current driver's licence and must observe NSW road rules</li> <li>Driver experienced in towing &amp; securing loads or be accompanied by experienced person</li> <li>Driver must be familiar with the tow vehicle operation and controls</li> <li>Vehicle and trailer must be road registered and fit for purpose</li> <li>People are not permitted to ride in trailers</li> <li>Defensive driver training / towing training can reduce driver and other road risk for regular long distance travel</li> </ul>	Driver	L
Hitch trailer to tow vehicle	Crush /Impact Sprains / strains Cuts and abrasions Run over	H	<ul style="list-style-type: none"> <li>Where possible hitch trailer to vehicle before loading</li> <li>Check that bystanders are well clear of tow vehicle and trailer</li> <li>If using a guide, make sure guide is well clear and the driver and guide must discuss hand signals to be used</li> <li>Use appropriate PPE e.g. rigging gloves</li> <li>Use the jockey wheel to raise trailer, do not lift trailer hitch manually</li> <li>Where necessary use correct manual handling techniques for lifting to place a hardwood plank or similarly suitable material under the jockey-wheel before using it to raise a trailer on a soft surface such as mud or grass</li> <li>Carefully reverse the tow vehicle into position, turn motor off to eliminate exposure to exhaust fumes and lower the trailer hitch onto the tow-ball, where possible avoid dragging trailer to the tow vehicle</li> <li>Ensure positive hitch connection and any hitch locking device is securely engaged. Use safety locking pin on hitch where appropriate.</li> <li>Attach electrical plugs and safety chains (safety chains must be long enough for trailer manoeuvring)</li> <li>Where two safety chains are used they should be crossed over when attached to the vehicle</li> <li>Shackles used must meet AS 2741-2002 "Shackles" for more information refer to <a href="#">Safe towing guide</a></li> <li>Retract and ensure jockey wheel locks into place or remove if it's a removable jockey wheel</li> <li>Adjust trailer brake to driving or reversing position</li> <li>Carry out visual inspection on trailer electrical components – brake lights, tail lights, indicator lights</li> <li>Check weight distribution on tow-ball</li> <li>Remove wheel chocks prior to towing.</li> </ul>	Driver	L
Planning prior to towing	Serious injury or death from incorrect use Loss of control while driving Vehicle instability Overloading trailer Unstable load Equipment damage Property damage Projecting loads	M	<ul style="list-style-type: none"> <li>If unfamiliar with the trailer or load, check with trailer manager or supervisor regarding trailer registration status, trailer condition and load restraints (<a href="http://www.myrta.com.au">www.myrta.com.au</a> / annual trailer safety checklist (on department intranet) / <a href="#">load restraint guide</a>)</li> <li>On each occasion prior to towing you should: <ul style="list-style-type: none"> <li>Check tow bar and couplings are of suitable type and capacity and securely attached</li> <li>Check the load to be carried is within the trailer capacity and tow vehicle specification</li> <li>Check all lights work</li> <li>Check safety chains are properly connected – all trailers must have one safety chain / or two safety chains crossed over if loaded weight is over 2500 kg</li> <li>Check that all tyres are properly inflated and roadworthy</li> <li>Adjust mirrors to clearly view both sides of the trailer, add extra mirrors where necessary</li> </ul> </li> </ul>	Driver	L

PROCEDURAL STEPS	POSSIBLE HAZARD(S)	R1	SAFETY CONTROL(S)	PERSON RESPONSIBLE	R2
Loading/Unloading trailer	Crush injuries Manual handling Strains/Strains Cuts/abrasions/superficial Slips/trips/falls Unsuitable ramp Loading angle Equipment can fall off ramp Flip over	H	<ul style="list-style-type: none"> <li>Use correct manual handling methods when loading/unloading equipment/plant</li> <li>Trailer positioned on most firm level surface available and held in place eg coupled to vehicle and/or wheels chocked</li> <li>Place load on trailer ensuring even weight distribution, with load bias to front of trailer</li> <li>Ensure loading ramps are well secured and fit for the load weight</li> <li>Check strapping is in good working order with no broken or worn parts</li> <li>Inspect trailer to ensure contents are safely secured and do not move during transport.</li> <li>Check load projection: no more than 150mm beyond trailer width or 2.5m total width.</li> <li>Attach a red flag (min 300mm square) to the end of the load if it projects more than 1.2m behind trailer. A red light or min 2 reflectors required between sunset and sunrise.</li> </ul>	Driver	M
Towing a trailer	Serious injury or death from incorrect use Collision Loss of control while driving Vehicle instability Unstable load Equipment damage Property damage Projecting loads	H	<ul style="list-style-type: none"> <li>Driver should drive at a speed that is safe and appropriate to road &amp; weather conditions</li> <li>Drivers should look further ahead, allow longer distances for braking, overtaking and lane merging and wider clearance for turning</li> <li>Drivers should be aware of the trailer's &amp;/or equipment's height and length to avoid damage</li> <li>Use low gear when travelling downhill to maintain control and avoid overheating brakes</li> <li>If your trailer begins to sway or snake <ul style="list-style-type: none"> <li>remain calm, don't immediately apply vehicles brakes</li> <li>don't try to steer out of the swaying / snaking</li> <li>keep the vehicle on a steady and straight course and aim to stay in the lane</li> <li>where conditions permit, continue at a steady speed</li> <li>if applying brakes do so very slowly</li> <li>when safe to do so slow down and pull off the road and check your tyre pressure, check that the that the load is still secure and correctly distributed</li> </ul> </li> </ul>	Driver	M
Park and decouple trailer	Crush /Impact Sprains / strains Cuts and abrasions Run over Trailer roll away Unauthorised use	H	<ul style="list-style-type: none"> <li>Check that bystanders are well clear of tow vehicle and trailer</li> <li>Position trailer on firm level ground close to utilities &amp; work area, allowing safe access to trailer contents (doors open fully) and placement of extra structures eg gazebo</li> <li>Park vehicle, apply all brakes and turn motor off to eliminate exposure to exhaust fumes. Use hardwood plank or similar material under the jockey-wheel before using it to raise a trailer on a soft surface such as mud or grass.</li> <li>Apply trailer parking brake &amp;/or chock trailer wheels and where necessary, support rear of trailer with jacks or stands to prevent it from tipping back</li> <li>Disconnect electrical plugs and safety chains and store securely</li> <li>Use winder on jockey wheel to lift trailer hitch clear from tow-ball</li> <li>Carefully drive tow vehicle away from trailer, park and secure as necessary</li> <li>Inspect trailer and equipment and report faults or damage to supervisor/trailer manager</li> <li>Secure trailer and straps, ropes, slings etc to prevent unauthorised use</li> </ul>	Driver	M
Set up trailer for use	Manual handling Crush/impact Strains/Strains Cuts/abrasions/superficial Slips/trips/falls Exposure	M	<ul style="list-style-type: none"> <li>Refer to <a href="#">SWMS – Manual handling</a></li> <li>Use and position of extra shelter should account for current and predicted environmental conditions (eg wind, rain) to maximise safety</li> <li>Hold doors when opening to prevent fast movements</li> <li>Ensure stops/locks are engaged on drawers and desks to hold in place</li> </ul>	User	L
Using resources including: <ul style="list-style-type: none"> <li>Generator</li> <li>Electrical equip</li> <li>other</li> </ul>	Electrocution Manual handling Crush injuries Fuel spills Chemical injuries – ingestion, inhalation, burns Hearing impairment Strains/Strains	H	<ul style="list-style-type: none"> <li>Refer to <a href="#">SWMS – Manual handling</a></li> <li>Position resources safely for use and for others. Erect barriers and signage where required. Cover or string up leads to prevent wear and trip hazards</li> <li>Operate and maintain resources according to manufacturer/supplier instructions</li> <li>No smoking permitted where fuels being used or stored</li> <li>Only use approved fuel storage containers and refuel in well ventilated area, with equipment not in operation</li> <li>Electrical equipment, leads and plugs in working order and tested &amp; tagged as required</li> </ul>	User	M

