

Safe Work Method Statement – Compliance with National Heavy Vehicle Regulator (NHVR) requirements for Chain of Responsibility (CoR)

Risk Assessment						Treatment Actions (SWMS)						
Item	Activities <i>All steps and conditions</i>	Possible Hazard <i>Problem</i>	Risks / Impacts <i>Harm</i>	Initial Risk			Risk Control/Treatment <i>What will be done to make it safe?</i>	Personnel Responsible <i>Who will make it happen?</i>	Completion <i>Date and sign off</i>	Residual Risk		
				L	C	S				L	C	S
0	Paperwork Requirements	Non compliance with NHVR regulations	Fatality, vehicle accident, financial loss, fixed property damage,	C	5	5C	<ul style="list-style-type: none"> — Mass and dimensions of each vehicle is to be assessed and recorded in logbooks — Ensure documentation of the load is accurate, not false or misleading — Driver licences/records to be checked for currency — Ensure drivers/operators have all relevant inductions for pickup/delivery locations — Maintain all receipts, dockets and other delivery documentation that identifies the load — Ensure logbooks are provided to drivers and maintain records of: trip times, rest breaks, work and driving activity 	Business Managers Scheduler HSE representative		B	3	3B

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1	Planning the Job	Improperly scoping the job	Overloaded truck, delays due to unknown pickup/dropoff locations, collecting the wrong machine, delays due to weather, machinery damage due, infringement or penalties	C	4	4C	<ul style="list-style-type: none"> — Prepare a transport schedule and plan — Ensure logbooks are used — Consignment to be signed off by representative at pickup and dropoff locations 	Scheduler Driver		B	2	2B
2	Mobilise truck to pickup location	Vehicle interactions	Delays due to unknown pickup location, vehicle accident, vehicle becoming stuck, building/fixed structure damage	C	3	3C	<ul style="list-style-type: none"> — Ensure maps are available to drivers — Positive comms between driver and depot/facility manager prior to arrival — Ensure transport plan/schedule is provided to driver — Machine/truck prestart prior to mobilising 	Driver Scheduler Pickup location manager		B	1	1B
3	Preparing the roller for transport	Loading the incorrect roller	Financial loss, delays to the job, impact/delays to other jobs/, despatching the wrong roller, slips/trips/falls, cuts/abrasions,	C	2	2C	<ul style="list-style-type: none"> — Ensure adequate PPE when manual handling — Ensure no loose objects or other on the roller before transport — Ensure proper planning/scoping of the job — Planning the loading with relevant parties — Clearly communicate load weight and dimensions to transport company 	Scheduler Packer		B	2	2B

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4	Loading the truck	Plant Rollover	Crush injury or death, Machinery damage, financial loss, bystanders entering works area, machinery damage, impact to other jobs/operations	C	4	4C	<ul style="list-style-type: none"> — Use a spotter to assist loading — TAKE 5 assessment prior to loading — Load on a flat level surface — Establish exclusion zones — Ensure adequate straps/dunnage is provided and used — Ensure all vehicles and equipment are kept in good condition and inspected before use — Ensure roller is correctly isolated for transport 	Driver Packer Scheduler		B	3	3B
5	Transporting the machine	Poorly defined transport schedule	Driver fatigue, operational delays, vehicle accident, financial loss,	C	4	4C	<p>Ensure the transport plan/schedule/contract allows for:</p> <ul style="list-style-type: none"> — Sufficient breaks — Sufficient time to reach destination — Does not encourage speeding or road traffic infringements — Regularly check load restraints — 	Scheduler Driver		B	2	2B
6	Arriving at delivery location	Unknown delivery location	Delays due to unknown delivery location, vehicle accident, vehicle becoming stuck, building/fixed structure damage	C	3	3C	<ul style="list-style-type: none"> — Ensure maps are available to drivers — Positive comms between driver and depot/facility manager prior to arrival — Ensure transport plan/schedule is provided to driver — Ensure delivery time is recorded in logbooks 	Driver Scheduler Delivery location manager		B	1	1B

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				L	C	S				L	C	S
7	Unloading the machine	Plant Rollover	Crush injury or death, Machinery damage, financial loss, bystanders entering works area, machinery damage, impact to other jobs/operations	C	4	4C	<ul style="list-style-type: none"> — Use a spotter to assist unloading — TAKE 5 assessment prior to unloading — unload on a flat level surface — Establish exclusion zones — Ensure adequate straps/dunnage is provided and used — Ensure all vehicles and equipment are kept in good condition and inspected before use 	Driver Packer Scheduler		B	3	3B
8	Transfer of the roller to recipient	Roller not received by correct person or at the correct location	Machinery theft or vandalism, machine parked at incorrect location or in the way of other work groups, ground failure/collapse	C	3	3C	<ul style="list-style-type: none"> — Ensure transport plan/schedule clearly identifies recipient and contact details — Ensure roller is correctly locked up and isolated upon unloading — Ensure 	Driver Scheduler		B	1	1B
9	Departing delivery location / return to depot	Poorly defined transport schedule	Driver fatigue, operational delays, vehicle accident, financial loss,	C	4	4C	<ul style="list-style-type: none"> — Ensure the transport plan/schedule/contract allows for: — Sufficient breaks — Sufficient time to reach destination — Does not encourage speeding or road traffic infringements — 	Scheduler Driver		B	2	2B

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10	General	Environmental conditions- Hot Weather Fatigue Noise	Skin cancer, cuts, abrasions, hearing loss, dehydration.	C	2	2C	<ul style="list-style-type: none"> — Sunscreen, hats, long sleeve, long pants / overalls. — Supply of fresh water. — Minimise exposure e.g. Job rotation. — Operator to wear correct hearing protection and other PPE for working around if working around roller and other machinery. 			A	3	3A
	Additional Issues Identified						—					
							—					
Mandatory PPE:		As requested by the jobsite / workplace if applicable										
Safety / Emergency Equipment Required			First aid Kit									

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Associated Procedures, Programs, References			Varies based on the CoR checklist for the persons in the transport operation				201703-0484. CoR Checklist 201705-0522. CoR Loading Managers 201703-483. CoR your role 201705-0520. CoR Executive officers 201705-0525. Prime Contractors					
Other Comment(s)												

Legal & Advisory Documentation that supports this Risk Assessment.	
ACTS	<i>Heavy Vehicle National Law Act 2012; Work Health & Safety Act 2011, Environmental Act,</i>
Regulations	<i>Heavy Vehicle (Fatigue Management) National Regulation 2016; Heavy Vehicle (General) National Regulation; Heavy Vehicle (Mass, Dimensions and Loading) National Regulation; Heavy Vehicle (Vehicle Standards) National Regulations; Work Health & Safety Regulations 2011</i>
Codes of Practice	National Logistics Safety - Code of Practice (transitional); Trucksafe - Operator Business Rules and code of conduct; Workcover NSW; Protection of the Environment Operations Act 1997; DEEWR NCOP National Guidelines 2012; COP Work Health & Safety Consultation, Cooperation & Coordination 2011; COP Managing Risk of falls at workplaces, COP Managing Noise and Preventing Hearing Loss at work 2011; MCOP First Aid in the Workplace 2012; MCOP Managing Risks of Plant in the Workplace; MCOP Construction Work 2012; OSHA 3151-12R (2003) Personal Protective Equipment; AS4602 - High visibility safety garments; AS4501 - Occupational protective clothing - General requirements;
Other Legislation Applicable	Workplace Injury Management & Workers Compensation Act 1998;