



Sculpting Australia ONE block at a time

Panther Bobcat Hire Aust Pty Ltd  
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**Safety Awareness Saves Lives**

(J.S.A) SAFE WORK METHOD STATMENT				
<b>Person Responsible</b> for ensuring compliance with this SWMS:		<b>Date:</b>		
<b>High risk Job:</b>	Earthworks on a domestic site	<b>Address:</b>		
<b>What are the tasks involved?</b>	<b>What are the hazards?</b>	<b>Risk?</b>	<b>How can the hazards be controlled?</b>	<b>Risk?</b>
	Emergences	High	OH&S hand book with all emergency details supervisors details company details · <b><i>Take care at all times and think about the task at hand</i></b>	Low
Preparation & planning For job.	·Inadequate training, consultation, planning & improvisation, site specific hazards.	High	· Ensure operators are adequately trained to Complete the job required. · Provide adequate & competent supervision. · Provide correct equipment to ensure job is completed safely. -tool box meetings .All operators to be .00 at all times · <b><i>Take care at all times and think about the task at hand</i></b>	Low

Arriving to job site.	·Entry to unsafe or unauthorised areas, site specific hazards.	High	<ul style="list-style-type: none"> <li>· Report to site office for site induction.</li> <li>· Risk assessment of site conditions</li> <li>· Supply site supervisor/management with logbook&amp; inspection check sheets containing full service And repair history of their equipment.</li> <li>· Consider all environmental protection issues and the impact caused by entry to site.</li> <li>· <b>Take care at all times and think about the task at hand</b></li> </ul>	Low
Pedestrian safety	Entry into unauthorised area Tripping hazards Blocked paths	High	Barricades fencing, signage, instructional personal alternative routes traffic management · <b>Take care at all times and think about the task at hand</b>	Low
Unloading Plant & equipment	<ul style="list-style-type: none"> <li>· Falls, slips &amp; trips from vehicle, trucks &amp; Floats.</li> <li>· Manual handling injuries.</li> <li>· Electrocution.</li> <li>· Traffic hazards, hit by vehicles or other on site plant &amp; equipment</li> </ul>	High	<ul style="list-style-type: none"> <li>· Ensure vehicles are parked in a clear level area For unloading plant &amp; equipment.</li> <li>· Extra care to be taken in wet conditions. Use ramps to load &amp; unload plant.</li> <li>· Training employees &amp; operators in manual handling.</li> <li>· All operators to be .00 at all times.</li> <li>· power lines- follow No Go Zone Rule</li> <li>· All electrical spotters to be accredited</li> <li>· Ensure hazard &amp; warning signage are in place when unloading plant.</li> </ul>	Low

			<ul style="list-style-type: none"> <li>· Training in the use of P.P.E equipment such as fluoro safety clothing.</li> <li>· <b>Take care at all times and think about the task at hand</b></li> </ul>	
Clarify work conditions, nature of task, and hazards	<ul style="list-style-type: none"> <li>· May not do job properly</li> <li>· May fail to identify hazards including ground conditions</li> </ul>	High	<ul style="list-style-type: none"> <li>· Check job requirements with supervisor</li> <li>· <b>Take care at all times and think about the task at hand</b></li> </ul>	Low
Get a copy of any OHS policies and requirements, as well as manufacturer's instructions / operator's manual, or instructions from current work site and from panther excavations	<ul style="list-style-type: none"> <li>· May breach OHS policies and place people or company at risk</li> <li>· May not use equipment correctly</li> </ul>	High	<ul style="list-style-type: none"> <li>· Check policies with supervisor and obtain a copy if not certain</li> <li>· Get a copy of the operator's manual, or instructions developed by a competent person</li> <li>· Each item of plant and machinery must have a current risk assessment not less than 12 months old.</li> <li>· <b>Take care at all times and think about the task at hand</b></li> </ul>	Low
Co-ordinate activities with others before and during the work activity	<ul style="list-style-type: none"> <li>· Workers not sure of job role</li> <li>· Inexperienced workers</li> <li>· Procedures get missed</li> <li>· Job not done properly</li> <li>· People injured /equipment damaged</li> </ul>	High	<ul style="list-style-type: none"> <li>· Job roles clearly identified</li> <li>· All inexperienced workers and trainees to be adequately supervised</li> <li>· Check procedures with supervisor</li> <li>· <b>Take care at all times and think about the task at hand</b></li> </ul>	Low
Complete pre-start and after start checks of equipment and surroundings	<ul style="list-style-type: none"> <li>· Unsafe equipment</li> <li>· Damaged equipment</li> <li>· No records of checks been done</li> </ul>	High	<ul style="list-style-type: none"> <li>· Complete checklist/logbook when completing the pre operations checks</li> <li>· <b>Take care at all times and think about the task at hand</b></li> </ul>	Low

Starting Skid-Steer Loader and excavator	<ul style="list-style-type: none"> <li>· Skid-Steer Loader/excavator crushing bystanders</li> <li>· Park brake is not engaged</li> </ul>	High	<ul style="list-style-type: none"> <li>· Obey all rules and safety instructions displayed within the Skid-Steer Loader/excavator operator's handbook</li> <li>· Complete visual inspection of Skid-Steer Loader/ excavator by walk around ensuring all hazard lights, lights alarms, access route or steps and tyres are in working order</li> <li>· Confirm buckets are on ground</li> <li>· <b>Take care at all times and think about the task at hand</b></li> </ul>	Low
Skid-Steer Loader / excavator operation	<ul style="list-style-type: none"> <li>· Lose control of machine</li> <li>· Attachments protruding from machine</li> <li>· Unsafe operation</li> </ul>	High	<ul style="list-style-type: none"> <li>· Attachments must be secured and not come in contact with cabin</li> <li>· Drive machine in accordance within the limits of the operation manual</li> <li>· <b>Take care at all times and think about the task at hand</b></li> </ul>	Low
Connect any attachments if needed	<ul style="list-style-type: none"> <li>· Improper attachments</li> <li>· Attachment not fitted correctly or securely</li> </ul>	High	<ul style="list-style-type: none"> <li>· Follow manufacturer's and site procedures</li> <li>· Test attachment before using</li> <li>· <b>Take care at all times and think about the task at hand</b></li> </ul>	Low
Operate the equipment to do the job	<ul style="list-style-type: none"> <li>· Overload the machine</li> <li>· Rollovers</li> <li>· Crushing of people / objects</li> <li>· Damaged equipment</li> <li>· Incorrect response to hazardous or emergency situations</li> </ul>	High	<ul style="list-style-type: none"> <li>· Operate by trained personnel only</li> <li>· Operate cautiously at a safe speed</li> <li>· Follow manufacturer's and site procedures</li> <li>· Don't overload the machine / understand the load chart</li> <li>· Complete and follow the work plan</li> </ul>	Low

			<ul style="list-style-type: none"> <li>· <b><i>Take care at all times and think about the task at hand</i></b></li> </ul>	
Park and shut down equipment	<ul style="list-style-type: none"> <li>· Unsafe area</li> <li>· Possible damage to equipment</li> <li>· Machine may be dirty</li> <li>· Servicing may be due</li> <li>· Maintenance may be due</li> <li>· No maintenance records</li> </ul>	High	<ul style="list-style-type: none"> <li>· Park in a safe place</li> <li>· Follow manufacturer's and site procedures</li> <li>· Complete the post operation checks</li> <li>· Complete routine servicing, greasing, etc. if you are authorised to do so</li> <li>· Clean cab, windows, and exterior</li> <li>· Complete minor maintenance if authorised</li> <li>· Assist with other maintenance if authorised</li> <li>· Complete the log book at the end of the day if there are any damage or defects to equipment</li> <li>· Enter all other maintenance you do in the log book</li> <li>· <b><i>Take care at all times and think about the task at hand</i></b></li> </ul>	Low
Moving equipment	<ul style="list-style-type: none"> <li>· Objects falling from buckets, or bucket injuring or falling on personnel</li> <li>· Changing of buckets</li> <li>· Machine failure</li> <li>· Personnel working too close to machine</li> <li>· Lifting loads</li> <li>· Objects within the bucket</li> <li>· Carrying passengers</li> </ul>	High	<ul style="list-style-type: none"> <li>· Clear personnel from operational area other than machine signal person.</li> <li>· Refer to operator's handbook</li> <li>· Wear appropriate PPE (hardhats)</li> <li>· Never lift objects greater than the specified load limits within the operator's handbook</li> <li>· Do not carry passengers on any part of the machine</li> </ul>	Low

			<ul style="list-style-type: none"> <li>Items must be secured</li> <li><b>Take care at all times and think about the task at hand</b></li> </ul>	
Moving equipment	<ul style="list-style-type: none"> <li>Roll over</li> <li>Operating Skid-Steer Loader/excavator on unstable ground</li> </ul>	High	<ul style="list-style-type: none"> <li>Do not operate Skid-Steer Loader/ excavator on unstable ground</li> <li>Ensure boom is not extended beyond operating requirements</li> <li>Do not drive across slopes, inclines or batters</li> <li><b>Take care at all times and think about the task at hand</b></li> </ul>	Low
Moving equipment	<ul style="list-style-type: none"> <li>Personnel run over by reversing Skid-Steer Loader/ excavator</li> <li>Line of sight obscured</li> </ul>	High	<ul style="list-style-type: none"> <li>Ensure a clear line of sight through swivelling machine before moving in a direction</li> <li><b>Take care at all times and think about the task at hand</b></li> </ul>	Low
Machine repairs	<ul style="list-style-type: none"> <li>Injury from explosion or burns from fluids</li> <li>Skid-Steer Loader / excavator malfunction</li> </ul>	High	<ul style="list-style-type: none"> <li>Report any malfunctions to a supervisor. Discontinue operation until an inspection/ rectification is completed</li> <li><b>Take care at all times and think about the task at hand</b></li> </ul>	Low
Excavation with machine – Skid Steer or Backhoe / excavator	<ul style="list-style-type: none"> <li>Machinery plant tipping over or falling From ramps.</li> <li>Injury to site personnel being hit by plant.</li> </ul>	High	<ul style="list-style-type: none"> <li>Only suitably trained personnel to work with plant.</li> <li>Training in tasks.</li> </ul>	Low

	<ul style="list-style-type: none"> <li>·Services – Electrocution or explosion, Damage to other services.</li> <li>·Machine slipping and / or rolling off slopes, machine or persons falling into Open trenches or holes.</li> <li>·Trench collapse Striking persons working near machine</li> </ul>		<ul style="list-style-type: none"> <li>·Only suitably trained personnel to operate machinery.</li> <li>· Plant operator to be aware of site personnel.</li> <li>· Ensure clear access &amp; way out to work areas.</li> <li>· Ensure pedestrian detours are in place &amp; clearly identified &amp; protected.</li> <li>· Identify potential risks, which may cause harm to workers.</li> <li>· Keep buckets or blades lowered when not in use.</li> <li>· Make sure attachments are not damaged &amp; securely fixed.</li> <li>· Locate services – dial before you dig (1100)</li> <li>· Seek advice from site management for service locations.</li> <li>· Use shovel to locate services where required.</li> <li>· Ensure open trenching has been clearly barricaded &amp; defined.</li> <li>· Conduct a thorough site inspection before entry with machinery to site. Check ground is stable.</li> <li>· Plant operators are to wear a seatbelt if roll protection system cabin fitted.</li> <li>· Only suitably trained personnel to operate machinery.</li> </ul>	
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Meeting criteria	·Not meeting the sites other JSA's	High	·Collect any existing JSA on site ·Panther excavation JSA mast also coincide with any existing JSA already in place on site · <b><i>Take care at all times and think about the task at hand</i></b>	Low
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