




Safe Work Method Statement

Hook up and Towing - Risk Assessment

Safe Work Method Statement

WORK STRUCTURES ABN: 97142401501			Work Activity/ Task: Hook up & Towing Caravan			Address: 4 KAMHOLTZ CRT ASHMORE 4214 QLD		
Phone: 0404600001 Email: sales@caravans-australia.com.au			Approved by: Glen Lawton			Prepared by: Signature: 		
Monitor and Review: Weekly						Date: September 5, 2011		

Procedure (in steps)	Hazards and Risks	Initial Risk			Control Measures	Residual Risk			Person Responsible
		L	C	R		L	C	R	
1) Before Delivery Pre Pick up	Delivery drivers not inducted and/or do not have appropriate Vehicle or Knowledge of towing Caravan.	1	2	2	Ensure all delivery drivers report to the office for a site specific induction, all drivers must have towing knowledge for Caravan Ensure operator reads & understand the Operational Handbook	4	3	6	Owner, Operator & Worker
	Vehicle does not meet towing capacity				Towing Vehicle must have appropriate rated capacity to safely manoeuvre the caravan				
2) Gas Bottles & Generator turned off at fuel tap.	Explosion / Fire	2	2	3	Gas bottle must be turned off & hoses disconnected Generator must be turned off & fuel hose shut off (if appropriate)	4	4	7	Owner, Operator & Worker
3) Waste water Hold is empty & hoses are disconnected	Contact with Waste water, slight water pressure in hoses	3	3	5	Appropriate rubber gloves & Safety eye wear should be applied	4	4	7	Owner, Operator & Worker
4) Main Pressure hose is disconnected	Splashed with water under pressure	3	3	5	Appropriate gloves for the task, Take care and aim hose down whilst disconnecting	4	4	7	Owner, Operator & Worker
5) Annexe, Poles, Ropes & pegs are stowed & secure	Falling objects, trip points	3	3	5	Ensure annexe is safely secured in position, Ropes & Pegs are to be picked up when not in used & stored appropriately	4	4	7	Owner, Operator & Worker
6) All Internal loose items are secured	Damage to Caravan & items	3	3	5	Ensure all internal items are secured in place & evenly distributed to minimise weight difference issues (tipping)	4	4	7	Owner, Operator & Worker
7) All external doors, windows & generator hatch are shut & secured.	Pinch points on hands	2	3	4	Appropriate gloves for the task, Take care when shutting doors, windows & hatches.	4	3	6	Owner, Operator & Worker

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8) Check tyre pressure & conditions	Blow out of tyres	2	2	3	Ensure tyres are inflated to appropriate levels as per the manufactures guidelines & to suit the conditions of the road	4	2	5	Owner, Operator & Worker
9) Check wheel nuts are secured	Cuts/nicks to hands	2	2	3	Appropriate gloves for the task	4	4	7	Owner, Operator & Worker
10) Hitch Caravan to Towing Vehicle, Check safety catch is operating	Pinch Point / Crush injury to hands	3	2	4	Appropriate gloves for the task. Take care when placing towing coupling on to tow ball.	4	3	6	Owner, Operator & Worker
11) Release van's hand break & remove chocks from wheels	Manual Handling issues	3	3	5	Appropriate gloves for the task, Ensure you understand manual handling issues, do not over exert your self	4	4	7	Owner, Operator & Worker
12) Raise Jockey Wheel	Pinch Point to hands	3	2	4	Appropriate gloves for the task	4	4	7	Owner, Operator & Worker
13) Plug power from Tow Vehicle to Caravan (check all lights)	Small electric shock	2	2	3	Ensure the plug is in good condition with no exposed wires, Ensure the plug is dry, Wear appropriate gloves	3	4	6	Owner, Operator & Worker
14) Attach Safety Chain & Break away cable	Manual Handling Issues	3	3	5	Ensure you understand manual handling issues, do not over exert your self	4	4	7	Owner, Operator & Worker
15) Check controls on Breaks	Manual Handling Issues	3	3	5	Ensure you understand manual handling issues, do not over exert your self	4	4	7	Owner, Operator & Worker
16) Fit & Adjust towing mirrors	Manual Handling Issues	3	3	5	Appropriate gloves for the task, Ensure you understand manual handling issues, do not over exert your self	4	4	7	Owner, Operator & Worker
17} Raise & secure steps & stabilisers on Caravan	Manual handling Issues	3	3	5	Appropriate gloves for the task, Ensure you understand manual handling issues, do not over exert your self	4	4	7	Owner, Operator & Worker
18) Check under Caravan for all obstacles	Manual handling Issues	3	3	5	Remove any obstacles where practicable. Ensure you understand manual handling issues, do not over exert your self	4	4	7	Owner, Operator & Worker
19) Drive off, ensuring exclusion zone around caravan	Contact with plant, Equipment, People, Environment	1	1	1	Ensure exclusion zone is in place around Caravan & Towing vehicle. Check all mirrors before moving. If necessary use a spotter to ensure no contact with Equipment, People or Environment	4	3	6	Owner, Operator & Worker

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References: QLD WH&S ACT 1995. QLD WH&S Regulations 2008, Plant Code of Practice 2005. Risk Management Code of Practice 2007, Hazardous Substance Advisory Standard 2003.	Hazardous Substances Required: Diesel Fuel for Generator
	Special Precautions/ Environmental: Mobile phones should not be used by whilst performing these tasks. Hi-Vis shirts / vests, steel caps shoes & gloves are advisory only.
	Plant/ Equipment: Towing Vehicle & Work Structures Caravan
Qualifications: Appropriate Vehicle Licence	Training: Induction into Caravan and equipment is advised.

SWMS SIGN OFF SHEET		
We confirm that this Safe Work Method Statement has been explained to us and that we understand its contents. We also confirm that we understand that its purpose is to reduce, as far as possible, the chance of an incident or an accident occurring.		
Name	Signature	Date

Must be completed

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RISK SCORE CALCULATOR

Likelihood? How often could it happen?	Consequences? How severely could it hurt some one			
	(C1)EXTREME! Death, permanent Disablement	(C2)MAJOR! Hospital	(C3)MODERATE! Doctor	(C4)MINOR! First aid only no time lost
(L1) VERY LIKELY? Daily	1	2	3	4
(L2)LIKELY? Monthly	2	3	4	5
(L3)UNLIKELY? 6 Monthly	3	4	5	6
(L4)VERYUNLIKELY? Yearly	4	5	6	7

SCORE	ACTION
1 or 2	Do something about these risks immediately
3, 4 or 5	Do something about these risks A.S.A.P
6 or 7	These risks may not need immediate action

COMMENTS

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TOOLBOX TALK / RECORD OF CONSULTATION

Subject

Hooking Up & Towing of Caravan

Date:**Persons Present**

Print Name

Signature

Comments & points raised, input from employees: