




Safe Work Method Statement

Set up and Use - Risk Assessment

Safe Work Method Statement

WORK STRUCTURES ABN: 97142401501			Work Activity/ Task: Set up & Use of 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) Locate stable flat area to set up Caravan	Contact with plant, Equipment, People, Environment.	1	1	7	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
	Roll Over of Caravan				Ensure the ground is stable and suitable for the caravan.				
2} Lower & 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
3) Unhook 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
4) Un-Plug power from Tow Vehicle to Caravan	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
5) Lower Jockey Wheel	Pinch Point to hands	3	2	4	Appropriate gloves for the task	4	4	7	Owner, Operator & Worker
6) Apply van's hand break & place chocks on 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
7) Un-Hook Caravan from Towing Vehicle,	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
8) Access & erect Annexe & Poles	Falling objects, trip points	3	3	5	Ensure annexe is safely secured in position, Ropes & Pegs are to be secured appropriately	4	4	7	Owner, Operator & Worker

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Procedure (in steps)	Hazards and Risks	Initial Risk			Control Measures	Residual Risk			Person Responsible
		L	C	R		L	C	R	
9) Open external doors, windows & generator hatch.	Manual handling	2	3	4	Ensure you understand manual handling issues, do not over exert your self Take care when opening doors, windows & hatches.	4	3	6	Owner, Operator & Worker
10) Attach Gas Bottle hoses & turn on. Fuel up Generator turn fuel tap on.	Explosion, Fire, Fumes, Extreme Heat, Electrical Shock	2	2	3	No Naked Flames, No Mobile Phones, Ensure all static electricity has been released before this operation. Operator must read & understand Generators Operational Manual	4	4	7	Owner, Operator & Worker
11) Connect Water hoses	Contact with water, slight water pressure in hoses	3	4	6	Appropriate rubber gloves & Safety eye wear should be applied	4	4	7	Owner, Operator & Worker

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			Must be completed
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	

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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:

Set up & Use of Caravan

Date:**Persons Present**

Print Name

Signature

Comments & points raised, input from employees: