

SWMS Title:	Use of Electric Work Vehicle	Description of Task / Activity:	Use of Electric Work Vehicle
Partner Site:	All Partner Sites		
Qualifications Required		Training Required to Complete Work	
Refer to HR-PO-13 Licenses & Memberships Policy		Completion of City Team Member Induction Refer to HR-MN-007 Safety and Compliance Training Catalogue Refer to HR-MN-008 Technical Training Catalogue	
Plant/Equipment Required—Mobile or Static		Plant/Equipment Maintenance Checks Required	
Portable electrical tools and equipment. Portable hand tools. Ladders. PPE. Warning Barricades. Electric Work Vehicle. Trailer		Portable electrical tools and safety equipment to display current test tag. Conduct visual inspection on all portable plant and equipment items prior to use and confirm in serviceable condition.	
		Related WHS Legislation	
		Refer to HSEQ-FM-020 Compliance Obligation Register	
		In the event of an Emergency	
		Refer to site emergency response plan. Call 000 for Police, Fire or Ambulance.	
Developed / Reviewed by:	Jennifer Hoffman	Date	27/02/2023
Approved by:	Paul Nichols	Date:	27/02/2023

Minimum Required PPE (Personal Protective Equipment)

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						

SEQUENCE/TASK DESCRIPTION <small>List the tasks required to perform the activity in the sequence they are carried out.</small>	HAZARDS/RISKS <small>What can harm you—Hazards? What can happen—Risks?</small>	RISK LEVEL	RISK CONTROL MEASURES <small>List the control measures required to eliminate or minimise the risk of injury and detail how the control measures will be put in place.</small>	NEW RISK LEVEL	ACTION BY: <small>Person Responsible</small>
1. General Working Requirements	Nil		<ul style="list-style-type: none"> Sign in to site Notify site/store management that work will be taking place in the area. Discussion to be carried out before work commences to ensure all team members have appropriate PPE in serviceable condition. Review weather conditions prior to work commencing and determine if it is safe to proceed. 		City Team Member /s

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2. Set up work area Move tools and equipment to site	Manual Handling Strain / Crush Injury Lacerations Material Weight and size of object Pedestrian and motorised traffic	13 Med (C3)	<ul style="list-style-type: none"> • Ensure correct manual handling techniques are used e.g. lift with back straight and knees bent. • Ensure distances to be travelled are minimised. • Barricade and isolate work area to prevent unauthorised access. Special consideration is to be given to appropriately protecting work areas when work is to be performed on sites where children are present. • When working with knives or sharp objects cut resistant gloves to be worn. • Hi-Vis safety vests to be worn when working in loading dock and motor vehicle trafficable areas. • Hi-Vis safety vests to be worn at all times in Coles Distribution Centres. 	5 Low (B2)	City Team Member /s
3. Battery charging and vehicle maintenance	Fire/Explosion Acid burns Electrocution Trips Hazardous substances Chemical spill Entanglement	13 Med (C3)	<ul style="list-style-type: none"> • Only charge batteries in the designated, well ventilated battery charging area. Do not allow other items/products to be left or stacked in this area. • Ensure the manufacturers charging lead and system is used and in good working order. • Avoid using vehicle if dashboard switches or controls are damaged. • Ensure the load tray cover has been removed to prevent gas build up while charging. • Park the vehicle under cover while charging. • Do not not allow any ignition sources into close proximity of charging batteries. • Maintain clearance from the batteries while charging. • Ensure vehicle power is switched off prior to connecting or disconnecting power cable for battery charger. • Maintain safe clearances from internal plant electrical connections and leads. • Position equipment in a safe location. • Ensure main power switch and charger switch is in the “OFF Position” when connecting and disconnecting leads. • Never use faulty equipment. If faulty tag it out of service and report immediately to your Line Manager. • Allow charger to complete its full charge cycle. 	5 Low (B2)	City Team Member /s

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			<ul style="list-style-type: none"> • Wear chemical resistant eye protection, gloves, chemical apron and disposable chemical coveralls when undertaking battery maintenance. • Use the chemical spill kit to clean up any battery chemical spills. • Check water level after a full overnight charge. • Ensure a (Dry Powder) fire extinguisher is nearby. • Be aware of the nearest First Aid kit. • Never conduct battery charging or maintenance near stock. • Never charge batteries within 5 metres if ignition sources, heat, flammable, combustible, oxidising materials, products or stock. • Only qualified and approved service agents to test, inspect, maintain and repair the electric work vehicle. • Ensure the vehicle has been effectively isolated with the ignition key removed and hand brake applied prior to cleaning vehicle. • Maintain safe clearances from moving and rotating parts of the vehicle and ensure all fitted guards are in place. • Ensure all covers are in place and secured correctly prior to use. 		
4. Use of electric work vehicle	Heat/Cold Crush Injury Material Overload or Loss of Load Weight and size of object Collision with Pedestrian and motorised traffic Slips and Trips Striking Tipping/Uneven surfaces Struck by moving loads	13 Med (C3)	<ul style="list-style-type: none"> • Ensure appropriate PPE is used including a wide brimmed hat and sunscreen if working out doors during the day in non-shaded areas. • Ensure you are trained and competent in the operation and use of the electric work vehicle. • Ensure the operators manual has been read and understood by the driver. • Ensure the equipment is in a safe working order using the daily pre-operational checklist. • Never use faulty equipment. Tag out of service and report to Line Manager immediately if faulty. • Read and understand all warning labels on the vehicle including the capacity plate. • Ensure tyre pressures are maintained to manufacturers specifications in the operators manual. • Reduce speed when turning (particularly on grades) or driving over uneven ground surfaces and grades. • Adjust the seat and steering wheel to a comfortable position where possible prior to driving. 	5 Low (B2)	City Team Member /s

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			<ul style="list-style-type: none"> • When moving around blind spots, corners and doorways proceed with caution and sound horn. • Plan your route, ensuring a clear path of travel, clear of pedestrians, equipment and stock. Always give way to pedestrians. • Keep a distance of 1 metre from pedestrians. • Adhere to site traffic requirements. • Do not drive vehicle offroad such as rocky environments, soft sand or dirt roads with ruts or uneven road surfaces exceeding 100mm. • Ensure the vehicle is fully stationary with the park brake applied and transmission in neutral prior to entering or exiting the vehicle. • Park the vehicle on flat ground where possible. • All body parts are to remain within the plan view of the cabin. • Remain seated while operating the vehicle. • In the event of a tip over remain within the vehicle until it has come to a complete stop. • Do not leave keys in the ignition while vehicle is unattended. • Barricade and isolate working area to prevent unauthorised access where required. • Ensure the driving footwell is clear of any grease or oily substances prior to use. • Ensure the driving footwell is clear of any tool or equipment prior to use. • Ensure 3 points of contact are maintained when entering or exiting the vehicle. 		
5. Tool cupboards, work platforms, ladder racks, tool boxes, storage cabinets tools and equipment on electric work vehicle.	Crush Injury Striking Materials and Tools Slips, trips and falls Manual handling	17 High (D3)	<ul style="list-style-type: none"> • Ensure ladders are placed correctly onto the ladder rack and secured prior to operating the work vehicle. • Avoid over reaching when placing or removing ladders from the ladder rack. • Ensure tools and equipment are appropriately secured on the rear work platform prior to moving vehicle. • Check all tools, equipment, draws, cupboards and storage compartments have been secured prior to operating the vehicle. • Take care when heavy braking as items on the load tray may slide and become unstable. 	5 Low (B2)	City Team Member /s

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			<ul style="list-style-type: none"> • Be aware of tool box draws or storage cabinets opening or closing rapidly if parked on inclined areas. • Ensure any oxy/acetylene bottles have been appropriately secured in the designated compartment and in an upright position prior to operation of the vehicle. • Ensure the vehicle maximum load ratings are not exceeded. • Avoid transporting excessively high centre of gravity loads or wide unbalanced loads which can promote instability. • Ensure good house keeping in the working area/s around and in the vehicle. • Check areas behind or in front of vehicle are clear of any people tools, equipment or other prior to moving. • Check revision mirror regularly while operating vehicle. • Use site manual handling aids where available and use team lifts where required. 		

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6. Changing flat tyres or damaged wheels on electric work vehicle	Crush injury Striking Tipping/Uneven surfaces	13 Med (C3)	<ul style="list-style-type: none"> • Ensure the vehicle is fully stationary with the park brake applied and transmission in neutral prior to entering or exiting the vehicle. • Park the vehicle on flat ground and apply the hand brake. • Do not leave keys in the ignition when equipment is unattended. • Ensure wheels have been effectively chocked and the vehicle is parked in a safe position out of trafficable areas prior to tyre changing. • Ensure the vehicle has been parked in a safe position and barriers used where required. • Follow vehicle manufacturer’s guidelines and operating instructions when changing wheels. • Ensure the vehicle has been effectively blocked underneath prior to changing wheels. 	5 Low (B2)	City Team Member /s

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7. Towing using the electric work vehicle.	Crush injury Struck by moving loads Overload or Loss of Load Weight and size of object Collision with Pedestrian and motorised traffic	17 High (D3)	<ul style="list-style-type: none"> Do not modify the vehicle without the approval of service agent. Ensure the tow pin is correctly positioned and secured prior to towing. Handle only stable loads and the load is within the specified limits of the capacity plate. Ensure all loads are appropriately secured prior to moving. Be aware the vehicle towed weight decreases on grades and further decreases when starting on a grade with the maximum draw pull on the name plate to be avoided. Ensure to allow for longer stopping distances when towing trailers and particularly when trailers are loaded. Ensure to allow for longer stopping distances when driving down a slope or incline. Avoid parking on a slope or incline with a trailer attached and if this can't be avoided arrange wheel chocking prior to exiting the vehicle. Ensure to follow the towing section of the vehicle operators manual for safe towing procedures. Ensure the vehicle has adequate towing capacity to safely pull the towed vehicle. Ensure the draw bar or towing strap has a greater capacity than the weight of the vehicle and load being towed. Read and understand the load rating/capacity plate on the vehicle and the vehicle is appropriate for the job task. Operators to read and understand all warning labels on the vehicle including the capacity plate. Keep hands and other body parts clear when connecting and disconnecting the the tow pin. Ensure when connecting or disconnecting towing trailers to the vehicle this is done on flat and even ground. 	5 Low (B2)	City Team Member /s

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8. Completing the task – exiting the work area	Strains and Sprains Slips, Trips and Falls Sprains or Strains Unauthorised Use of the Pan-brake Folder In the event of an emergency, Store awareness of who is on site	13 Med (C3)	<ul style="list-style-type: none"> • Safety footwear. • Correct manual handling techniques e.g lift equipment with back straight and knees bent. • Ensure the work shop has been locked after use. • Remove tools and equipment from the work area. • Remove all waste materials and rubbish from the work area. • Identify recyclable materials and arrange drop off to appropriate recycling centre. • Waste materials to be disposed of in accordance with jurisdictional waste disposal requirements. • Ensure workshop area is clean and tidy. • Ensure work shop area is free from slip and trip hazards. • Sign out of site. 	6 Low (A3)	City Team Member /s

Induction Statement

I the employee listed below:

- Have been consulted and understand the requirements of this developed / amended Safe Work Method Statement relevant to the activities/tasks for which I have been engaged on the site and understand that I am responsible to work in accordance with this Safe Work Method Statement.

Name	Signature	Date

Site Manager or Delegate	Signature	Date

Instructions on How to Complete a SWMS:

1. Break the job/task down into steps.
2. Identify the **'Safety Hazards'** associated with each step.
3. Use the **'Risk Matrix'** to determine the risk of each hazard occurring with no controls in place and record the risk score.
4. Consider and document **'Control Measures'** used to control the risk, use the **'Hierarchy of Control'** to ensure all possible controls have been reviewed, document and record new risk score.
5. SWMS developed or reviewed onsite must be approved and signed by the Store Manager or Delegate prior to any works commencing.

Hierarchy of Control	Risk Matrix																																																																																																											
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