Pandanus Workforce

Safe Work Method Statement (SWMS)

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Project:	**Project No:**
SWMS No:	**Work Activity:** Driving in Remote Locations

All persons involved in the works must have the SWMS explained and COMMUNICATED to them prior to start of works.

SWMS DETAILS

Brief Description of Work Activity:	Driving and Working in Remote Locations
Location: Work Area	**Date:** July 2025
Date to be Reviewed	
Personnel Responsible for Monitoring this Activity:	Management, Supervisors, Workers
Legislation / Codes of Practice / Standards Consulted: **These must be complied with.**	Work Health and Safety Act 2011 WHS (National Uniform Legislation) Regulation How to manage work health and safety risks COP
Plant and Equipment Required for this Activity:	Work Vehicles
Details of Maintenance Checks Required for this Activity:	Vehicles to be subjected to daily pre-use inspections, scheduled inspections and maintenance
Materials Used:	Nil
SDS Required? (Yes / No)	No
Personnel Qualifications Required for this Activity: Relevant state certification for task has been undertaken or plant being operated	Relevant vehicle license Training in Remote Driving procedure

Specific Training Required for this Activity:
All personnel to have completed a Site Induction. Must be trained in this SWMS and have all relevant certification for this task.

Site Specific Induction
Work Activity Training

Personnel consulted on development of SWMS:

Name:	Position	Industry Experience

Person Responsible for Updating SWMS: Signature: Date:

High Risk Work involves:	☐ Risk of falls from greater than 2 metres	☐ Work on a telecommunications tower	☐ Demolition of load-bearing structure
	☐ Likely to involve disturbing asbestos	☐ Temporary load-bearing support structures	☐ Work in confined spaces
	☐ Work in or near shaft or trench with an excavated depth greater than 1.5m or a in tunnel	☐ Use of Explosives	☐ Work on or near pressurised gas pipes or mains
	☐ Work on or near chemical, fuel or refrigerant lines	☐ Work on or near energised electrical installations or services	☐ Work in an area with contaminated or flammable atmosphere
	☐ Work with tilt up or pre-cast concrete	☐ Work on, in or adjacent to road, rail shipping or other major traffic corridor	☐ Work in an area with movement of powered mobile plant
	☐ Work in or areas with artificial extremes of temperature	☐ Work in or near a drowning risk	☐ Diving work
	☐ Other [please specify]: ..Driving in Remote Locations.....		

RISK ASSESSMENT

Step 1 – Determine Consequence (Impact) (C)

I Consequence (Impact) Table				
Impact band	**Health & Safety**		**Environment & Heritage**	**Reputation**
Substantial (5)	Fatal Incident (Class 1)		Permanent widespread ecological damage	International negative media coverage. Loss of business from key sector.
Major (4)	Permanent Injury (Class 1)	Damage, which permanently alters a person's future (e.g. quadriplegia, paraplegia, amputation of a limb).	Heavy ecological damage, costly restoration	Sustained national negative media coverage. Loss of long term key client.
Moderate (3)	Lost Time Injury (Class 2)	Damage, which temporarily alters a person's future.	Major but recoverable ecological damage	Regional/short negative media coverage. Loss of Client / project.
Minor (2	Medical Treatment (Class 2)	Damage, which temporarily inconveniences a person	Limited but medium term damage	Local negative media coverage. Site or project problem
Negligible (1)	First Aid Treatment (Class 3)	Actual injury which requires no treatment or simple first aid	Short term damage	Brief local negative media coverage.

Step 2 - Determine Probability (Likelihood) of Event Occurring (P)

Probability (Likelihood) Table			
Probability band	**Description**		
Almost Certain (5)	The threat can be expected to occur 75% - 99%	Common / Frequent Occurrence	More than 1 event per month
Likely (4)	The threat will quite commonly occur 50% - 75%	Is known to occur or "It has happened regularly"	More than 1 event per year
Possible (3)	The threat may occur occasionally 25% - 50%	Could occur or "I've heard of it happening"	1 event per 1 to 10 years
Unlikely (2)	The threat could infrequently occur 10% - 25%	Not likely to occur very often	1 event per 10 to 100 years
Rare (1)	The threat may occur in exceptional circumstances 0% - 10%	- Conceivable but only in exceptional circumstances	Less than 1 event per 100 years

Step 3 – Assess Risk Level (R) Determine the risk level by combining Consequence with Probability

Risk Assessment Matrix		Consequence (Impact) Table				
		Negligible (1)	**Minor (2)**	**Moderate (3)**	**Major (4)**	**Substantial (5)**
Probability (Likelihood)	**Almost Certain (5)**	**Moderate (5)**	**High (10)**	**Very High (15)**	**Extreme (20)**	**Extreme (25)**
	Likely (4)	**Moderate (4)**	**High (8)**	**Very High (12)**	**Extreme (16)**	**Extreme (20)**
	Possible (3)	**Low (3)**	**Moderate (6)**	**High (9)**	**Very High (12)**	**Very High (15)**
	Unlikely (2)	**Low (2)**	**Moderate (4)**	**Moderate (6)**	**High (8)**	**High (10)**
	Rare (1)	**Low (1)**	**Low (2)**	**Low (3)**	**Moderate (4)**	**Moderate (5)**

HIERARCHY OF CONTROLS

Highest Level of Control → **Lowest Level of Control**

Elimination | Substitution | Engineering | Administration | Personal Protective Equipment

PROBABILITY:

5=Almost Certain
4=Likely
3=Possible
2=Unlikely
1=Rare

CONSEQUENCE:

5=Substantial
4=Major
3=Moderate
2=Minor
1=Negligible

1-6 Acceptable | **7-10 Acceptable with Strict Control Measures or Short Duration** | **11-25 Unacceptable**

Activity Break the job down into steps	**Potential Safety and Environmental Hazards** What can go wrong	**Risk Rating**			**Control Measures**	**Risk Rating After Controls**			**Person Responsible** To ensure management method applied
		C	P	R		C	P	R	
Unaware of Hazards	• Workers are not provided with information in relation to other work areas or new or introduced hazards • Workplace / worksite hazards • Unlicensed / untrained workers	**4**	**4**	**16**	• Ensure all workers have been provided with information and support to perform the tasks safely and without incident. Training confirmed via the training record sheet. • Request appropriate licenses or certification when required before allowing work to commence • Visual inspection & hazard reporting process is used to identify and control hazards that arise as a result of change to the process or hazards that are identified during the course of the work and not covered in this SWMS.	**2**	**2**	**4**	**Supervisor** **Workers**
Driving in Remote Areas	• In the event of an accident or injury limited access to medical attention and emergency services	**5**	**4**	**20**	• Driver holds a current drivers licence for the type and class of vehicle. • Capacity for driving time must not exceed 10 hours maximum in 24hr period. Time spent travelling inclusive of breaks, should not exceed 12 hrs, even where the driving is shared. • Rest period of 20minutes should be taken on completion of each 3 hour period of driving. Where driving is shared each driver shall drive for no longer than 3 hours in succession • Alcohol shall not be consumed or prescription drugs which may affect the ability to drive safely, 8 hours prior to working or during the period of the journey by any person involved with the driving duties • Driver is must ensure all aspects of preparation, maintenance of vehicle and equipment and the application and implementation of the guidelines is carried out. • Wherever practicable more than one driver shall travel in vehicles, especially where all or part of the journey is to be undertaken in isolated areas or under arduous climatic conditions • A check of the vehicle and any towed appliances e.g. trailer, boat	**4**	**4**	**16**	**Supervisor** **Workers**

Activity Break the job down into steps	**Potential Safety and Environmental Hazards** What can go wrong	**Risk Rating**			**Control Measures**	**Risk Rating After Controls**			**Person Responsible** To ensure management method applied
		C	P	R		C	P	R	
					for roadworthiness shall be made prior to departure and then a daily check is to be carried out for: 1. tyres (visual inspection of inflation and tread conditions); 2. radiator (water level); 3. oil level; 4. battery condition. • Obtaining as much information as possible about the conditions that are likely to be encountered during the trip and making provision for them. • In all cases where the driver is going to be in an off-road situation or remote location, to inform local authorities (e.g. police) of the planned driving regime. Regular call-in schedules may be appropriate and should be set up in advance in consultation with the local authorities.				
Working in Remote Locations	• Limited access to emergency services • Limited access to medical attention	**5**	**4**	**20**	• Workers must be mentally and physically fit • Any medical issues to be disclosed to management so that worker is not placed in a dangerous situation • Field work plan to be completed and approved by the Managing Director and all participants inducted on its contents • At least one worker per shift MUST be a qualified first aid attendant. Senior First Aid Qualification is preferred and may be required in many circumstances • Contents of first aid kits need to reflect the types of hazards likely to cause injury, as stipulated by the First aid in the workplace COP • Communication method and frequency to be agreed based on the task when developing the Field Work Plan. When developing plan there must be an emergency back up plan in the event that contact is not made.	**4**	**4**	**16**	**Supervisor** **Workers**

Activity Break the job down into steps	**Potential Safety and Environmental Hazards** What can go wrong	**Risk Rating**			**Control Measures**	**Risk Rating After Controls**			**Person Responsible** To ensure management method applied
		C	P	R		C	P	R	
					• Communication equipment to be made available is mobile phones (where reception is available) UHF radio, satellite phones and EPRIBs.				
General	• Failure to comply with the content and intent of this SWMS results in injury to persons or damage to equipment	**4**	**4**	**16**	• Ongoing inspection by Supervisor will be conducted to ensure all members of the team involved with Equipment operation compliant with the requirements of this SWMS. • Observations and work place inspections will be conducted randomly. All identified non-conformances to the process contained with this SWMS shall be closed out and offending personnel may be subject to disciplinary action.	**2**	**1**	**2**	**Supervisor**
	• Environment in which the Equipment operates changes or hazards are identified which do not appear in this SWMS resulting in unacceptable risk to persons and potential injury	**4**	**4**	**16**	• Work is to cease immediately when the environmental changes and there is an identified need to reassess the exposure to a risk or when hazards are identified that are not covered by this SWMS. • Immediately notify Supervisor who will consult with the workers. Once the SWMS is reviewed and all required changes included the Supervisor sign off on the revised SWMS. • Changes to the SWMS must be communicated with all workers prior to work recommencing.	**2**	**2**	**4**	**Supervisor**
	• Unable to respond to emergencies	**3**	**3**	**9**	Driver is to know the following: • Location of any safety features. • Location and use of any firefighting equipment.	**2**	**1**	**2**	**Supervisor** **Workers**
Incidents or injuries	• Personnel hurt • Equipment or equipment damaged	**3**	**3**	**9**	• First aid – report to nearest first aider for assistance. • Incidents – stop work and report incident to nearest supervisor. • Major incident – stop work, inform nearest supervisor and barricade	**2**	**1**	**2**	**Supervisor** **Workers**

Activity Break the job down into steps	**Potential Safety and Environmental Hazards** What can go wrong	**Risk Rating**			**Control Measures**	**Risk Rating After Controls**			**Person Responsible** To ensure management method applied
		C	P	R		C	P	R	
					area off. • **Dial 000 for all Emergency Services.** • **Dial 112 from mobile phones.** • **Activate site emergency Procedures.**				
Site Specific Hazards and Controls									
	•				•				
	•				•				
	•				•				
	•				•				
	•				•				

SIGNOFF

We the undersigned, confirm that the SWMS nominated above has been explained and its contents are clearly understood and accepted. We also confirm that our required qualifications to undertake this activity are current. We also clearly understand the controls in this SWMS must be applied as documented; otherwise work is to cease immediately.

Name	Qualification Required for this Activity	Signature	Date	Time	High Risk Licence number & Expiry (if required)