



# Pandanus Workforce

## Safe Work Method Statement (SWMS)

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<b>Project:</b>	<b>Project No:</b>
<b>SWMS No:</b>	<b>Work Activity:</b> <i>Tyre Changing</i>

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

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### SWMS DETAILS

**Brief Description of Work Activity:** Tyre Changing

**Location: Work Area**

**Date: August 2019**

**Date to be Reviewed:**

**Personnel Responsible for Monitoring this Activity:**

Managing Director, Supervisor,, Operators

**Codes of Practice / Standards Consulted:**

These must be complied with.

Work Health and Safety Act 2011 & Work Health and Safety Regulation 2011,  
Managing risks of plant in the workplace – Code of Practice 2013

**Equipment and Equipment Required for this Activity:**

Tyre Changer

**Details of Maintenance Checks Required for this Activity:**

Equipment to be subjected to daily pre-use inspections, scheduled inspections and maintenance

**Materials Used:**

Bead lube

SDS Required? (Yes / No)

Yes - if required

**Personnel Qualifications Required for this Activity:**

Relevant state certification for task has been undertaken or Equipment being operated

Training in equipment use.

**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.

Company Induction  
Work Activity Training

**Personnel consulted on development of SWMS:**

Name:	Position	Industry Experience

**Person Responsible for Updating SWMS:**

Signature:

Date:

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

## RISK ASSESSMENT

### Step 1 – Determine Consequence (Impact) (C )

I Consequence (Impact) Table				
Impact band	Health & Safety		Environment & Heritage	Reputation
<b>Substantial (5)</b>	Fatal Incident (Class 1)		Permanent widespread ecological damage	International negative media coverage. Loss of business from key sector.
<b>Major (4)</b>	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.
<b>Moderate (3)</b>	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.
<b>Minor (2)</b>	Medical Treatment (Class 2)	Damage, which temporarily inconveniences a person	Limited but medium term damage	Local negative media coverage. Site or project problem
<b>Negligible (1)</b>	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		
<b>Almost Certain (5)</b>	The threat can be expected to occur 75% - 99%	Common / Frequent Occurrence	More than 1 event per month
<b>Likely (4)</b>	The threat will quite commonly occur 50% - 75%	Is known to occur or "It has happened regularly"	More than 1 event per year
<b>Possible (3)</b>	The threat may occur occasionally 25% - 50%	Could occur or "I've heard of it happening"	1 event per 1 to 10 years
<b>Unlikely (2)</b>	The threat could infrequently occur 10% - 25%	Not likely to occur very often	1 event per 10 to 100 years
<b>Rare (1)</b>	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)
<b>Almost Certain (5)</b>	Low (5)	Moderate (10)	Very High (15)	Extreme (20)	Extreme (25)
<b>Likely (4)</b>	Low (4)	Moderate (8)	Very High (12)	Very High (16)	Extreme (20)
<b>Possible (3)</b>	Low (3)	Moderate (6)	High (9)	Very High (12)	Very High (15)
<b>Unlikely (2)</b>	Low (2)	Low (4)	High (6)	High (8)	Very High (10)
<b>Rare (1)</b>	Low (1)	Low (2)	Moderate (3)	High (4)	High (5)

## HIERARCHY OF CONTROLS

Highest Level of Control					Lowest Level of Control	
Elimination	Substitution	Engineering	Administration			Personal Protective Equipment

### PROBABILITY:

5=Almost Certain  
4=Probable  
3=Moderate  
2=Unlikely  
1=Rare

**1-6 Acceptable**

### CONSEQUENCE:

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

**7-12 Acceptable with Strict Control Measures or Short Duration**

**13-25 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	
<b>Pre-operation Inspection of equipment</b>	<ul style="list-style-type: none"> <li>Failure to inspect</li> <li>Equipment Failure resulting in injury or property damage</li> <li>Inadequate maintenance could result in damage</li> </ul>	4	4	16	<ul style="list-style-type: none"> <li>Person responsible for operating the equipment must be trained in its use</li> <li>Conduct a visual inspection of the equipment and ensure it is fit for use (including any electrical leads)</li> <li>Tyre Changer to be maintained in line with manufacturers specifications</li> <li>Any faults identified need to be reported to the Service Manager and the Tyre Changer NOT used until all faults have been repaired.</li> </ul>	2	2	4	<b>Service Manager Workers</b>
<b>Lifting wheel onto Tyre Changer</b>	<ul style="list-style-type: none"> <li>Manual Handling of wheel</li> <li>Wheel falling off Tyre Changer</li> <li>Equipment failure</li> </ul>	5	3	15	<ul style="list-style-type: none"> <li>Where possible, eliminate or minimise manual handling by using automated or mechanised equipment.</li> <li>Ensure that staff are trained in the risk assessment approach to manual handling <ul style="list-style-type: none"> <li>In lifting the wheel onto the tyre changer, the risk factors include twisting of the trunk, lifting from below mid-thigh height, sudden jerky movements and repetitious handling.</li> <li>The best way to reduce the risk of manual handling injury is to introduce an automated system for tyre fitting.</li> <li>If this is not practical, a hydraulic lifter to lift wheels and tyres up from ground level to the tyre changer would reduce the amount of vertical lifting.</li> <li>Wherever possible, repetitive tasks should be limited by ensuring that there are frequent and adequate breaks from the task.</li> </ul> </li> <li>Make sure equipment is in good working order.</li> <li>Ensure the wheel is securely sitting on changer.</li> </ul>	2	2	4	<b>Equipment operator</b>

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		C	P	R		C	P	R	
<b>Removing Tyre from rim</b>	<ul style="list-style-type: none"> <li>Manual Handling of Tyre</li> <li>Tyre falling off Tyre Changer</li> <li>Crush injury</li> <li>Equipment failure</li> </ul>	5	3	15	<ul style="list-style-type: none"> <li>Where possible, eliminate or minimise manual handling by using automated or mechanised equipment.</li> <li>Ensure that staff are trained in the risk assessment approach to manual handling <ul style="list-style-type: none"> <li>In lifting the old tyre from the tyre changer, the risk factors include twisting of the trunk, lifting from below mid-thigh height, sudden jerky movements and repetitious handling.</li> <li>The best way to reduce the risk of manual handling injury is to introduce an automated system for tyre fitting.</li> <li>If this is not practical, a hydraulic lifter to lift wheels and tyres from the tyre changer down to ground level would reduce the amount of vertical lifting.</li> <li>Wherever possible, repetitive tasks should be limited by ensuring that there are frequent and adequate breaks from the task.</li> </ul> </li> <li>Make sure equipment is in good working order - Inspection to be undertaken prior to use.</li> <li>Ensure body parts are kept away from moving parts.</li> <li>Ensure the wheel is securely sitting on changer.</li> </ul>	2	2	4	<b>Equipment operator</b>
<b>Lubricate Bead</b>	<ul style="list-style-type: none"> <li>Exposure to materials</li> </ul>	4	3	12	<ul style="list-style-type: none"> <li>Non-hazardous materials to be used.</li> <li>If relevant, SDS to be held for any materials used.</li> </ul>	2	1	2	<b>Equipment Operator</b>
<b>Installing Tyre onto rim</b>	<ul style="list-style-type: none"> <li>Manual Handling of Tyre</li> <li>Tyre falling off Tyre Changer</li> <li>Crush injury</li> </ul>	5	3	15	<ul style="list-style-type: none"> <li>Where possible, eliminate or minimise manual handling by using automated or mechanised equipment.</li> <li>Ensure that staff are trained in the risk assessment approach to manual handling <ul style="list-style-type: none"> <li>In lifting the tyre onto the tyre changer, the risk factors include twisting of the trunk, lifting from below mid-thigh height, sudden</li> </ul> </li> </ul>	2	2	4	<b>Equipment operator</b>

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	
	<ul style="list-style-type: none"> <li>Equipment failure</li> </ul>				<p>jerky movements and repetitious handling.</p> <ul style="list-style-type: none"> <li>➤ The best way to reduce the risk of manual handling injury is to introduce an automated system for tyre fitting.</li> <li>➤ If this is not practical, a hydraulic lifter to lift tyres up from ground level to the tyre changer would reduce the amount of vertical lifting.</li> <li>➤ Wherever possible, repetitive tasks should be limited by ensuring that there are frequent and adequate breaks from the task.</li> </ul> <ul style="list-style-type: none"> <li>• Make sure equipment is in good working order - Inspection to be undertaken prior to use.</li> <li>• Ensure body parts are kept away from moving parts.</li> <li>• Ensure the wheel is securely sitting on changer.</li> </ul>				
<b>Inflating Tyre</b>	<ul style="list-style-type: none"> <li>Compressed air, tyre explosion</li> </ul>				<ul style="list-style-type: none"> <li>• Ensure inflator hose is fitted securely.</li> <li>• Inflate tyre in short bursts checking the pressure after each burst.</li> <li>• Inflate type only to specified pressure, do NOT overinflate.</li> </ul>				
<b>Removing wheel from Tyre Changer</b>	<ul style="list-style-type: none"> <li>Manual Handling of wheel</li> <li>Wheel falling off Tyre Changer</li> <li>Equipment failure</li> </ul>	<b>5</b>	<b>3</b>	<b>15</b>	<ul style="list-style-type: none"> <li>• Where possible, eliminate or minimise manual handling by using automated or mechanised equipment.</li> <li>• Ensure that staff are trained in the risk assessment approach to manual handling <ul style="list-style-type: none"> <li>➤ In removing the wheel from the tyre changer, the risk factors include twisting of the trunk, lifting from below mid-thigh height, sudden jerky movements and repetitious handling.</li> <li>➤ The best way to reduce the risk of manual handling injury is to introduce an automated system for tyre fitting.</li> <li>➤ If this is not practical, a hydraulic lifter to lift wheels and tyres down from the tyre changer to ground level would reduce the</li> </ul> </li> </ul>				

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	
					<p>amount of vertical lifting.</p> <p>➤ Wherever possible, repetitive tasks should be limited by ensuring that there are frequent and adequate breaks from the task.</p> <ul style="list-style-type: none"> <li>• Make sure equipment is in good working order.</li> </ul>				
<b>Electrical Hazard</b>	<ul style="list-style-type: none"> <li>• Electrocution</li> </ul>	<b>4</b>	<b>5</b>	<b>20</b>	<ul style="list-style-type: none"> <li>• Ensure that electrical lead is in good condition – this is to be checked prior to use of tool.</li> <li>• Lead to display current test/tag status.</li> <li>• Isolate power source to service tool.</li> <li>• Keep leads off the floor and stored correctly when not in use.</li> <li>• Lead to be plugged into an RCD unit, unless the building is fitted with a fixed RCD.</li> </ul>	<b>3</b>	<b>2</b>	<b>6</b>	<b>Workers</b>
<b>Housekeeping</b>	<ul style="list-style-type: none"> <li>• Injury to personnel near the Equipment due to inappropriate house keeping</li> </ul>	<b>2</b>	<b>3</b>	<b>6</b>	<p>Operator is to ensure the following:</p> <ul style="list-style-type: none"> <li>• Equipment and surrounding area is kept clean.</li> <li>• Loose objects shall not be left on any area of the Equipment from which they could fall (e.g., moving parts, access, areas subject to vibration or mechanical shocks.</li> <li>• Grease and oils spills, debris and other materials that could cause a hazard shall be removed from the Equipment and surrounding areas.</li> <li>• Tools and other loose objects shall be stowed in receptacles specially provided for the purpose, or otherwise securely stowed.</li> </ul>	<b>2</b>	<b>1</b>	<b>2</b>	<b>Equipment Operator</b>
<b>Out of Service</b>	<ul style="list-style-type: none"> <li>• Unauthorised operation</li> </ul>	<b>3</b>	<b>3</b>	<b>9</b>	<ul style="list-style-type: none"> <li>• Operator will ensure equipment is tagged out of service if it is not fit for use</li> </ul>	<b>2</b>	<b>1</b>	<b>2</b>	<b>Equipment operator</b>

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	
<b>General</b>	<ul style="list-style-type: none"> <li>Failure to comply with the content and intent of this SWMS results in injury to persons or damage to equipment</li> </ul>	4	4	16	<ul style="list-style-type: none"> <li>Ongoing inspection by the Service Manager will be conducted to ensure all members of the team involved with Equipment operation compliant with the requirements of this SWMS.</li> <li>Observations and workplace 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.</li> </ul>	2	1	2	<b>Service Manager</b>  <b>Equipment Operator</b>
	<ul style="list-style-type: none"> <li>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</li> </ul>	4	4	16	<ul style="list-style-type: none"> <li>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.</li> <li>Immediately notify the Service Manager who will consult with the workers. Once the SWMS is reviewed and all required changes included the Service Manager will sign off on the revised SWMS and submit it for final approval.</li> <li>Changes to the SWMS must be communicated with all workers prior to work recommencing.</li> </ul>	2	2	4	<b>Service Manager</b>  <b>Equipment operator</b>
	<ul style="list-style-type: none"> <li>Unable to respond to emergencies</li> </ul>	3	3	9	Equipment operator is to know the following: <ul style="list-style-type: none"> <li>Location of the isolation switch.</li> <li>Location of any safety features.</li> <li>Location and use of any firefighting equipment.</li> </ul>	2	1	2	<b>Equipment Operator</b>  <b>Workers</b>
<b>Injuries or incidents</b>	<ul style="list-style-type: none"> <li>Personnel hurt</li> <li>Equipment or equipment damaged</li> </ul>	3	3	9	<ul style="list-style-type: none"> <li>First aid – report to nearest first aider for assistance.</li> <li>Incidents – stop work and report incident to Service Manager.</li> <li>Major Incident – stop work, inform Service Manager and barricade area off.</li> <li><b>Dial 000 for all Emergency Services.</b></li> <li><b>Dial 112 from mobile phones.</b></li> <li><b>Activate site emergency Procedures.</b></li> </ul>	2	1	2	<b>Equipment Operator</b>  <b>Workers</b>

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**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 WMS 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)