

ENVIRO LIQUID WASTE SERVICE

Safe Work Method Statement (SWMS)

September 2025 VER03



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Safe Work Method Statement Legend & Risk Calculator

Likelihood Legend	
Descriptor	Description
Certain (A)	Is expected to occur in all circumstances
Almost Certain (B)	Is expected to occur in most circumstances
Likely (C)	Will probably occur in most circumstances
Possible (D)	Likely to occur infrequently
Unlikely (E)	Occurrence not expected but is possible

Consequence Legend	
Descriptor	Description
Catastrophic (1)	Death, major environmental impact, uncontrolled/off-site release with detrimental effect, huge financial loss, permanent serious disability
Major (2)	Extensive injury, loss of service capability, off-site release, long-term detrimental effect, major financial loss, significant environmental impact
Moderate (3)	Medical treatment injury, on-site release of known substance contained with external assistance, high financial loss
Minor (4)	First Aid treatment required, minor cuts, bruises or bumps, on-site release immediately contained, medium financial loss
Insignificant (5)	No injuries, low financial loss

Risk Rating Legend	
Descriptor	Description
Extreme	Extreme risk, immediate action required
High	Significant risk, senior management attention needed
Medium	Moderate risk
Low	Low risk, manage by routine procedures

		Risk Calculator					
		Consequence					
		1	2	3	4	5	
		Catastrophic	Major	Moderate	Minor	Insignificant	
Likelihood	A	Certain	Extreme	Extreme	High	High	Medium
	B	Almost certain	Extreme	High	High	Medium	Medium
	C	Likely	High	High	Medium	Medium	Low
	D	Possible	High	Medium	Medium	Low	Low
	E	Unlikely	Medium	Medium	Low	Low	Low

Example:

If the residual risk rating is "D / 5"

This would mean that the likelihood is *possible (D)* and the consequence is *insignificant (5)*.

After looking at the risk calculator (to the left), a likelihood of *possible (D)* and a consequence of *insignificant (5)* meet in a green, low risk category.

Therefore, D / 5 = low residual risk after controls are applied.

ABN: 52 775 864 887	<h1 style="margin: 0;">Safe Work Method Statement</h1> <p style="margin: 0;"><i>Work Activity: Transporting Liquid Waste Products</i></p>
Address: 36 Strong Avenue, Thomastown VIC 3074	
Phone: 0408 507 095	

Principle Contractor:	Date Provided to Principle Contractor:
Project Name:	Project Address:
Commencement Date:	Duration of Works:
Additional Details:	Contact:







High Risk Work: (indicate with a “√” high risk activities associated with this activity)			
On or near energised electrical installations/services	Working around powered mobile plant		Risk of falls from greater than 2 metres
In trenches/shafts deeper than 1.5 metres	Temporary support for structural alterations		On, in or adjacent to road, rail, shipping, or other major traffic
In or near a confined space	Removal/disturbance of asbestos		On or near pressurised gas distribution mains or piping
In an area with contaminated or flammable atmosphere	With dangerous goods or substances		Work that involves explosives
Work involving tilt up/pre-cast concrete	Other:		Other:

Name:
Date:

Signature:

Name:
Date:

Signature

Mandatory Personal Protective Equipment Required for This Task:						Other:
Protective overall	Hi Vis	Footwear	Hard Hat	Eyewear if required	Gloves	Fall arrest system where required should be used
						

Name:
Date:

Signature

STEP	ACTIVITY	HAZARD / RISK	CONTROL MEASURES	RESIDUAL RISK RATING (WITH CONTROLS APPLIED)	RESPONSIBLE PERSON
1	Unload hoses and set up 4-to-3-inch reducer on the inlet with valve remaining closed until advised	Tripping on hoses could cause a fall against the truck or to the ground possibly constituting of a fall from height.	Ensure that the hose path is clear of tripping hazards	D/5=LOW	Driver
2	Keep breather, bucket, hook or any items together	Hoses all over the pumping area will place the driver at risk	<ul style="list-style-type: none"> · A planned loading will eliminate/ minimise worker's exposure to the risk of tripping / falling on the hoses or on the site where excavation dugouts can be deep. 	D/5=LOW	Driver
3	Pre-planning of hose path for vacuuming	Risk of hose kicking back causing injury to driver	<ul style="list-style-type: none"> · Apply foot on the hose or ask for help if working alone · Ensure Vacuum Pressure in the tank is not at max suction where practicable · Use of breather when loading will reduce kick back 	D/5=LOW	Driver
4	Place nozzle in pit, tank, interceptor or on flat ground	Waste travelling up the hose could injure the driver if partially sucked in	Other workers and the public must stand within a safe distance of the vacuum point to avoid hands and clothing being vacuumed when inlet valve is opened.	D/5=LOW	Driver
5	Monitor rear float sensor or glass windows for waste level in the tank to minimise overfill	Risk to the plant staff and driver when overloading due waste liquid in the cyclone and inlet tubes being filled up.	<ul style="list-style-type: none"> · Plan the load for safest weight limit · Load in accordance with the plan where possible 	D/5=LOW	Driver
6	Check waste liquid material carefully & use PH Test Kit and flash test if in doubt	Risk to the plant staff and driver when transporting or overloading if waste is classified as dangerous goods	<ul style="list-style-type: none"> · Perform PH Test if in doubt · Flash Test if in doubt and take a sample. DO NOT pump out waste 	D/5=LOW	Loader
7	Worksite arrival (Driver report to work site gate)	Drivers' lack of awareness of site procedures & rules & may be unfamiliar with site environment	<ul style="list-style-type: none"> · Driver to be provided with site instructions · Become aware of site safety & first aid personnel 	D / 5 = LOW	Driver & Site Foreman

		Driver unsure of scope of work	<ul style="list-style-type: none"> · Confirm with site where possible, details of the job including the scope of work · Request information on any specific hazards/risk that may be relevant · Ensure clear communication & understanding of works to be undertaken 	D / 5 = LOW	Driver & Site Supervisor or Foreman
		Other vehicles & pedestrian traffic	<ul style="list-style-type: none"> · Mandatory PPE MUST be worn including Hi-Vis long-sleeved shirt, trousers, steel-toed boots, hard hat , gloves & safety glasses when requested by site staff · Observe any temporary traffic management plans in place · Observe public road rules · Deploy interim traffic & pedestrian management where necessary 	E / 5 = LOW	Driver
		Lack of required qualifications, authorisations & experience to complete the task	<ul style="list-style-type: none"> · Workers qualified & competent for task being undertaken · Training current & up to date · Licences current & up to date 	D / 4 = LOW	Driver
		Weather	<ul style="list-style-type: none"> · Appropriate application of sunscreen · Ensure regular fluids intake · Plan work to minimise exposure · Take regular breaks when working in high temperatures 	E / 5 = LOW	Driver
8	Driving on site to work area	Other vehicles & pedestrian traffic	<ul style="list-style-type: none"> · Select appropriate location to perform risk assessment · Assess the site · Observe site speed limits · Use a spotter when reversing or accessing tight areas <ul style="list-style-type: none"> · Spotter is to remain within eye-sight of driver while the truck is moving · Maintain communication with all other work parties on site · Use Truck hazard lights 	E / 5 = LOW	Driver
		Overhead powerlines, filled in trenches & underground cables	<ul style="list-style-type: none"> · Be aware of ground surfaces & drop Truck's earthing chain or strap · Abide by site traffic management plans & allocated direction of travel · Maintain safe approach distances from overhead powerlines · Follow all reasonable instructions given by an authorised site representative 	E / 5 = LOW	Driver
		Plant & equipment incorrect for the task	<ul style="list-style-type: none"> · Ensure plant is appropriate for the allocated task · Operators aware of heavy equipment limitations, controls, indications etc. 	E / 5 = LOW	Driver

9	Packing hoses and equipment after job completion	Workers or mobile plant being struck by hoses or fittings when being pulled on & off the Truck	<ul style="list-style-type: none"> · Maintain an exclusion zone around the truck · If any other worker enters the exclusion zone the operator must cease work immediately and wait to see what the worker is attempting to do. 	E / 5 = LOW	Driver
		Manual handling	<ul style="list-style-type: none"> · Use correct manual handling techniques · Avoid overreaching at all times · Mandatory PPE, used correctly is to be worn including working gloves · Carry heavy loads (hoses, chains, ropes, hooks & breathers close to your body to minimise injury & bend knees when lifting) 	D / 4 = LOW	Driver
		Unsecured plant, tools & equipment	<ul style="list-style-type: none"> · Plant, equipment & tools must be secured & correctly stored prior to travelling 	E / 5 = LOW	Driver
10	Driver leaving site	Other vehicles & on-site staff	<ul style="list-style-type: none"> · Driver to follow all signs & posted speed limits & turn off hazard lights 	E / 5 = LOW	Driver

Risk & Safety Assessment

Work Activity: Transporting Liquid Waste

HAZARD		CONTROL MEASURES (WITH CONTROLS APPLIED)	RESIDUAL RISK RATING
Entanglement Hazards (During set up, operation, dismantling, maintenance or cleaning)	Hair, clothing, gloves, rags or other materials become entangled with moving parts of the plant or materials in motion	Guarding is in place as per the Manufacturers Operation Maintenance Appropriate PPE MUST be worn at all times.	E / 4 = LOW
Crushing Hazards (During set up, operation, dismantling, maintenance or cleaning)	Material falling off the truck	No persons to be in the vicinity of all Truck equipment.	E / 4 = LOW
	Uncontrolled or unexpected movement of the truck or its load	Warning lights on the truck: Do not leave the vacuum pump working when you move away from the truck and make sure cabin doors are locked.	E / 5 = LOW
	Overloading	Overload warning alarm on Truck panel MUST be observed.	D / 4 = LOW
	Coming in contact with the truck or hoses during loading or unloading.	No person to be in exclusion area of the truck whilst loading, unloading or operating.	E / 5 = LOW
	Being thrown off or under the Truck	Step carefully on the steps when exiting the cabin whilst holding onto the handrails. Make sure guard rails are up when attempting to access the top hatches on the tank using the 4 points of contact (both hands & boots). Handrails are located on driver and passenger side as well as vertical ladder to access top hatches)	E / 5 = LOW
	Being trapped between any articulation points (pinch points) on the truck	Guarding is in place as per the Manufactures Operation Maintenance Manual. No persons are in the vicinity of the truck when in operation.	D / 5 = LOW
	Being run over while vehicle is reversing	Ensure traffic controllers are in place (for example UHF radio, amber 360 flashing light, mirrors, audio alarm & use of a spotter).	E / 5 = LOW

Liquid Spill Hazards (During set up, operating, dismantling, maintenance or cleaning)	Worker come into contact with Liquid Waste which might be under high pressure, due to plant failure or misuse of the plant	Hazardous protective overalls are provided if deemed necessary Test Kits supplied in the event liquid is deemed hazardous Spill Management Plan and Spill kits carried onboard the truck in the event of a spill.	D / 5 = LOW
Electrical Hazards (During set up, operating, dismantling, maintenance or cleaning)	Worker injured by electrical shock or burn due to contact with overhead / underground electrical conductors	Have any electrical items accurately surveyed to ensure all working distances are adhered to in accordance to the VIC work cover Code of Practice working near overhead power lines.	D / 5 = LOW
	Worker injured by electrical shock or burn from poor isolation of water & electrical circuits	Battery isolated in lockable compartment must have good access at all times.	E / 5 = LOW
Explosion Hazards (During set up, operating, dismantling, maintenance or cleaning)	Worker injured by explosion of gases, vapours, liquids, dusts or other substances triggered by the operation of the truck.	Battery isolation & fuel lines regularly checked by mechanic. Extinguisher MUST be carried and test Tag current.	E / 4 = LOW
Slipping & Tripping Hazards (During set up, operating, dismantling, maintenance or cleaning)	Worker in the truck or in the vicinity of the truck slips or trips due to uneven or slippery work surfaces	Ensure that all slip, trip & fall hazards are removed from the area during the site inspection process, prior to commencement.	E / 5 = LOW
	Worker in the truck or in the vicinity of the truck slips or trips due to poor housekeeping (e.g., spillage not cleaned up)	Ensure that all slip, trip & fall hazards are removed from the area during the site inspection process, prior to commencement .	E / 5 = LOW
High Temperature or Fire Hazards (During set up, operating, dismantling, maintenance or cleaning)	Worker injured by fire	Battery isolation & fuel lines regularly checked by mechanic. Extinguisher MUST be carried and test Tag current.	D / 5 = LOW