



**JSA & Safe Work Method (SWM)1.4: Loading Pit Waste Materials**

TITLE:	Loading waste material into Tipper	SWM No.	SWM1.4 (March 2023)
LOCATION:	Concrete plants	VERSION No.	2 (Review due March 2026)
FREQUENCY:	On all occasions self loading pit waste	AUTHORISED BY:	Nicoli Hawgood & Geoff Hawgood
PURPOSE:	Requirements & procedures for using loaders to load concrete washout materials into tippers		
RESPONSIBILITY:	Operator	REQUIREMENTS:	Loader ticket
PPE REQUIREMENTS:	As per site regulations: Protective clothing/long pants & sleeved; High vis vest; Ankle high lace up safety boots; Hearing protection; Hard hat Seat belt; Gloves; Dust mask Eye protection		

**RISK SCORE MATRIX**

LIKELEHOOD	CONSEQUENCE					
	RISK RATING	5 DISASTER	4 SEVERE	3 SERIOUS	2 SIGNIFICANT	1 MINOR
	A CERTAIN	HIGH	HIGH	HIGH	MED	MED
	B LIKELY	HIGH	HIGH	MED	MED	LOW
	C POSSIBLE	HIGH	MED	MED	LOW	LOW
	D UNLIKELY	MED	MED	LOW	LOW	LOW
	E RARE	MED	LOW	LOW	LOW	LOW

PERSONAL CONSEQUENCE CATEGORIES	
5 DISASTER	Injuries resulting in single or multiple fatalities
4 SEVERE	Severe injury resulting in restricted abilities incurring loss of work or time
3 SERIOUS	Serious injury resulting in restricted abilities without loss of work or time
2 SIGNIFICANT	Significant injury resulting in medical treatment
1 MINOR	Minor injuries resulting in basic first aid treatment

**HAZARD ANALYSIS & CONTROL:**

**Eliminate**

**Substitute**

**Redesign**

**Isolate**



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STEP NO.	PROCESS	POTENTIAL HAZARDS	INITIAL RISK SCORE	HAZARD CONTROL METHODS IMPLEMENTED	NEW RISK SCORE	RESPONSIBLE PERSONNEL
1	Pre start check	▪ Loader rolling	HIGH	▪ Leave loader parked on flat surface with hand brake applied	LOW	operator
		▪ Slips, trips & falls	MED	▪ Wear ankle high lace up safety boots	LOW	
2	Loader entry	▪ Back strain	MED	▪ Be aware of posture for climbing	LOW	operator
		▪ Slipping	MED	▪ wear safety boots ▪ be aware of wet surfaces ▪ maintain 3 points of contact at all times	LOW	
3	Cabin set up	▪ poor vision	MED	▪ adjust mirrors and clean windows if necessary	LOW	operator
		▪ poor posture	MED	▪ adjust seat and steering to suit you	LOW	
4	Driving to pit	▪ striking plant or people	HIGH	▪ check for people & objects before moving the loader	LOW	operator
		▪ personal injury eg. Back strain	MED	▪ use reversing cameras if fitted ▪ follow all site rules & procedures in regards to mobile phones & radios ▪ ensure reverse alarm and flashing lights are functioning ▪ wear seat belt, abide by speed limits and keep bucket as low as practicable when moving ▪ adjust seat and steering to suit	LOW	

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STEP NO.	PROCESS	POTENTIAL HAZARDS	INITIAL RISK SCORE	HAZARD CONTROL METHODS IMPLEMENTED	NEW RISK SCORE	RESPONSIBLE PERSONNEL
5	Dumping material into tipper	▪ Strike vehicle	MED	<ul style="list-style-type: none"> <li>▪ Keep bucket as low as possible when travelling</li> <li>▪ Ensure bucket is not overfilled</li> <li>▪ Have bucket crowned back</li> <li>▪ Operate on even ground</li> <li>▪ Refer to allowable truck axle and gross weight limits minus tare to determine carrying capacity – refer to Management for site specific loader bucket capacity</li> <li>▪ Separate material based on the differences in bulk density</li> <li>▪ Ensure material of the same bulk density is loaded in the same heaped bucket</li> </ul>	LOW	operator
		▪ Roll over	HIGH		LOW	
		▪ Over loading	HIGH		LOW	
6	Housekeeping of plant yard	▪ Loader driving on uneven surfaces – ramp, stockpiles, wedge pits etc	MED	<ul style="list-style-type: none"> <li>▪ Clean up spillage as it occurs to maintain flat surfaces</li> <li>▪ Be alert to environment</li> </ul>	LOW	operator
7	Exiting loader	▪ Injury to ankle/ knee/strain or sprain	MED	<ul style="list-style-type: none"> <li>▪ Ensure ground is even before stepping off</li> <li>▪ Wear ankle safety boots</li> <li>▪ Ensure loader has park brake on and bucket is on the ground</li> <li>▪ Place body in correct position before stepping down</li> <li>▪ Maintain three points of contact on entry and exit</li> </ul>	LOW	operator
		▪ Loader rolling or moving	HIGH		LOW	
8	Cleaning of loader bucket	▪ Washout/recycled water or particles in eyes	MED	<ul style="list-style-type: none"> <li>▪ Wear correct PPE incl eye protection</li> <li>▪ Wear ankle safety boots</li> <li>▪ Never walk under raised bucket</li> </ul>	LOW	operator
		▪ Slipping	MED		LOW	
		▪ Falling bucket	HIGH		LOW	
STEP	PROCESS	POTENTIAL HAZARDS	INITIAL	HAZARD CONTROL METHODS IMPLEMENTED	NEW	RESPONSIBLE



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NO.			RISK SCORE		RISK SCORE	PERSONNEL
9	Cleaning out of trailer/s	<ul style="list-style-type: none"> <li>Washout/recycled water or particles in eyes</li> <li>Slipping</li> <li>Cross contamination</li> </ul>	MED  MED  HIGH	<ul style="list-style-type: none"> <li>Wear correct PPE incl eye protection</li> <li>Wear ankle safety boots</li> </ul> <p><b>PRODUCT CROSS CONTAMINATION:</b> Cross contamination of product can lead to your load being rejected and serious penalties from the contractor can apply. You are to:</p> <ul style="list-style-type: none"> <li>Visually Inspect trailers when you are finished unloading, check all product has been emptied.</li> <li>If excess product remains, thoroughly wash trailers before moving onto the next load.</li> </ul>	LOW  LOW  LOW	Operator
9	<b>PROHIBITED ACTIVITES</b>	<p><b><u>YOU MUST NEVER:</u></b></p> <ul style="list-style-type: none"> <li>Operate FEL whilst pedestrians are in the area</li> <li>Place a body part under a suspended load</li> <li>Move off with your trailer still in the air (powerlines hazard)</li> </ul>	HIGH  HIGH	<ul style="list-style-type: none"> <li>Ensure area is clear by use of barricading and positive communication.</li> <li>Adhere to all signage, plant rules and procedures.</li> <li>Keep attentive communication with driver of tipper</li> <li>Lower your trailer completely before moving after tipping the load off</li> <li>Before moving, check your mirrors to ensure the trailer has fully returned to its position on the chassis.</li> </ul>	LOW  LOW	operator
10	<b>EMERGENCY RESPONSE</b>	<p>Possible foreseen emergencies:</p> <p>Heavy vehicle or pedestrian collision</p>	HIGH	<ul style="list-style-type: none"> <li>Use positive communication before entering the work area</li> <li>Ensure area is clear before starting work</li> <li>Ensure area has bollards/barricading to designate FEL WORK AREA</li> <li>Display signage</li> <li>Clear communication between loader driver &amp; tipper driver</li> </ul>	LOW	operator