BOBCAT SKID STEER OPERATION SAFE WORK METHOD STATEMENT – Part 1

Company Details

Company Name: ABN:

Contact Name, Position and Phone number:

Address:

Project details

Project: Area:

Job Address:

Job Description:

Activity: Bobcat Skidsteer Operation

Relevant workers must be consulted in the development, approval and communication of this SWMS

Name: (Include names of workers who were consulted in relation to this SWMS) Signature: Job Title: Date:

Personnel responsible for monitoring and managing activity:

Overall Risk Rating After Controls

<table>
<thead>
<tr>
<th>Name:</th>
<th>Signature:</th>
<th>Date:</th>
</tr>
</thead>
</table>

ALL PERSONS INVOLVED IN TASK MUST HAVE THIS SWMS COMMUNICATED TO THEM PRIOR TO WORK COMMENCING

- Regular inspections and observations will be conducted by ___________ to ensure SWMS is being complied with.
- Daily Tool Box Talks will be undertaken to identify, control and communicate additional site hazards.
- Work must cease immediately if incident or near miss occurs. SWMS must be amended in consultation with relevant persons.
- Amendments must be approved by ___________ and communicated to all affected workers before work resumes.
- SWMS must be made available for inspection or review as required by WHS legislation.
- Record of SWMS must be kept as required by WHS legislation (until job is complete or for 2 years if involved in a notifiable incident).

Full Document Available Here: BOBCAT SKID STEER OPERATION WORK METHOD STATEMENT

DOCUMENT NO: S812.0027

ACTIVITY: Bobcat Skidsteer Operation

Review No.

Date

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Signature: Page 1 of 10- Version 8.0
Personal Protective Equipment

Day Operations – Normal Requirements:
Safety footwear, hearing protection (ear plugs or muffs), hard hat, high visibility shirt or vest. Ensure all PPE meets relevant Australian Standards. Inspect, and replace PPE as needed.

Provide UV sun protection where required, (broad brimmed hat, UV rated clothing, SPF 30+ sunscreen, tinted safety glasses with adequate UV protection).

Night Operations:
As above but with a safety vest or shirt suitable for night work (i.e. D/N with reflective strips).

Safety Notes
Check local regulation for training requirements.
Usually:
- Trainees are permitted to operate equipment provided they are under direct supervision and maintain a logbook.
- Nationally uniform Certificates of Competency issued by WorkCover are automatically recognised. Certificates do not have to be changed over to work interstate.
- Queensland has no requirements for skid steer operation with motors less than 2 Litres. Usual "Duty of Care" applies.
- Queensland requires trainees to undergo an accredited course (30496QLD—Course in operating load shifting equipment) supervised by a Registered Training Organisation.
## Task Breakdown

### Possible Safety or Environmental Hazards

<table>
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<tr>
<th>Task Breakdown</th>
<th>Possible Safety or Environmental Hazards</th>
<th>RB</th>
<th>Control Measures to Reduce risk</th>
<th>RA</th>
<th>Responsible Officer</th>
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</table>
| Risk Assessment - Site | Personal injury  
- Crush  
- Struck by  
Unsuitable task  
- Roll over | 2M | Determine if:  
The task is suitable for a skid steer loader? (Steep slopes, deep excavations, confined space)  
Site personnel will be kept clear while skid steer is in operation? (Limited operator vision.) | 1L | |
| Operators requirements | Legislation breach  
Use of untrained operators  
Unsupervised trainee. | 2M | Training:  
- Only suitably trained persons holding a certificate of competency (LS) shall operate skid steer loaders.  
- Training logbooks are required for all trainees  
Training should also include:  
- Safe Work Method Statements.  
- Fitting of personal protective equipment.  
- Manual handling.  
Review manufacturer’s operation manual. | 1L | |
| Unloading from truck or trailer. | Personal injury  
- Manual handling  
- Struck by  
Unsuitable transport.  
- Damage to Skid steer  
- Fall from back of truck / trailer. | 2M | Transportation:  
The skid steer can only be transported on trucks or trailers that have been specifically modified to accept ramps.  
Unloading:  
- Truck/trailer to be parked on level ground with its handbrake applied.  
- Ramps to be slid or lowered into position and secured.  
- Where applicable insert locking pins and clips in place.  
- Check that ramps are parallel. | 1L | |
<p>| Accessing | Personal injury. | 3H | NEVER stand under a raised bucket unless it has been NEVERTM | 2M | |</p>
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<td>Pre Start Checks – (Usually performed after the skid steer is on the ground.)</td>
<td>Struck by - Slips and falls Incorrect operation</td>
<td></td>
<td>secured by the lift arm supports. Ensure: - The bucket or other attachments are lowered onto the ground or truck / trailer body before attempting to enter the skid steer. - Foot and hand controls are NOT used as steps.</td>
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</tr>
<tr>
<td>Personal injury Damage to plant</td>
<td></td>
<td>2M</td>
<td>Reference: Log book (if applicable) Manufacturer’s operational guide/owners manual and note start up and shutdown procedures. Ensure: - No safety systems or devices have been bypassed. - (Skid steer is to be operated only when warning lights and sound warning devices are in working order.) - Cabin is tidy and there are no loose objects around the operator’s feet. Check: - Oil; Water fluid levels and light operation - Automatic brake. - Warning buzzers operation.</td>
<td>1L</td>
<td></td>
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</tbody>
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**NOTE:** RB = Risk Rating before controls implemented - RA = Risk Rating after controls are implemented.