Work must be performed in accordance with this safe work method statement (SWMS). This SWMS must be available for inspection until the high risk construction work to which this SWMS relates is completed. If the SWMS is revised, past versions should be archived and not deleted. If a notifiable incident occurs in relation to the high risk construction work in this SWMS, the SWMS must be kept for at least 2 years from the date of the notifiable incident.

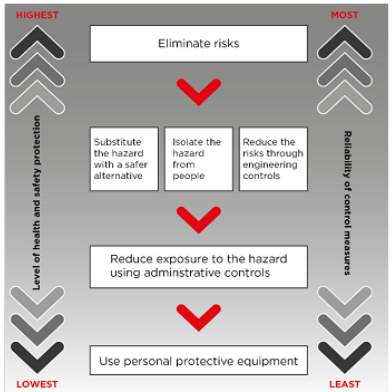
Person conducting a business or undertaking (PCBU):	Hire A Mover Pty Ltd (ABN 82 163 150 749)		
Works Manager:	Brett Epstein	**Date SWMS Developed:**	30/06/2026
Work activity:	Manual handling, hazardous manual tasks, truck driving, other moving activities	**Workplace location:**	Various Locations

High risk construction work:

☐ Where there is a risk of a person falling more than 2 metres	
☐ On a telecommunication tower	☐ Involving demolition
☐ Involving the removal or likely disturbance of asbestos	☐ Involving structural alterations requiring temporary support to prevent collapse
☐ Involving a confined space	☐ Involving a trench or shaft if the excavated depth is more than 1·5 metres
☐ Involving a tunnel	☐ On or near chemical, fuel or refrigerant lines
☐ Involving the use of explosives	☐ On or near energised electrical installations or services
☐ On or near pressurised gas distribution mains or piping	☐ Involving tilt-up or precast concrete
☒ On or adjacent to roadways or railways used by road or rail traffic	☐ In an area where there are artificial extremes of temperature;
☒ At workplaces where there is any movement of powered mobile plant	☐ In an area that may have a contaminated or flammable atmosphere
☐ In, over or adjacent to water or other liquids where there is a risk of drowning	☐ Involving diving

HIRE A MOVER

Person responsible for ensuring compliance with SWMS:	Brett Epstein	**Document Number:**	Hire A Mover Safe Work Method Statement (SWMS)
What measures are in place to ensure compliance with the SWMS?	Daily pre-start meeting, regular review of SWMS and communication of SWMS to new workers		
Person responsible for reviewing SWMS control measures:	Brett Epstein	**Date SWMS received by reviewer:**	04/11/2026
How will the SWMS control measures be reviewed?	SWMS control measures to be reviewed (and revised if necessary) if work tasks/methods change or unexpected issues arise.		
Review date:	04/11/2026	**Reviewer's signature:**	



Likelihood		Consequences	
Rating	**Criteria**	**Rating**	**Criteria**
5. Almost Certain	Could occur within days or weeks	**5. Catastrophic**	Could result in single or multiple fatalities
4. Likely	Could occur within weeks or months	**4. Extreme**	Could result in partial or full loss of capacity
3. Possible	Could occur within a week or so	**3. High**	Could result in a Lost Time Injury (LTI)
2. Unlikely	Could occur after several years	**2. Moderate**	Could result in a Medical Treatment Injury (MTI)
1. Rare	A 1 in 100 year event	**1. Low**	Could result in a minor or First Aid Injury (FAI)

RISK ASSESSMENT MATRIX		Likelihood					Risk Level
		1. Rare	2. Unlikely	3. Possible	4. Likely	5. Almost Certain	
Consequences	5- Catastrophic	B	B	A	A	A	Extreme
	4- Extreme	C	B	B	A	A	High
	3- High	D	C	C	B	B	Moderate
	2- Moderate	D	D	C	C	B	Low
	1- Low	D	D	D	C	C	

What are the tasks involved?	Initial Risk Rating	What are the hazards and risks?	Residual Risk Rating	What are the control measures?
Undertaking manual handling tasks	Possible High C	Musculoskeletal injury from undertaking manual handling tasks	Rare High D	• Test the weight of the object before lifting. Do not lift an object by yourself if it is over 20kg. • If the object is over 20kg, ask for other people to assist you in lifting the object or use a manual handling aid. • Ensure the correct manual handling techniques are used when lifting an object which includes: o Bend knees when coming close to the object, do not bend your back, o Keep object close to your torso when lifting, o Keep your back straight and upright when lifting, o Ensure you have a sufficient grip of the object and that the object is not awkward to lift, o Do not twist when lifting, and o Bend your knees and keep your back straight/upright when placing the object down. • If you are using a manual handling aid ie, trolley, or are moving another object on the ground, push the object rather than pulling it.
Undertaking hazardous manual tasks	Possible High C	Musculoskeletal injury from undertaking hazardous manual tasks	Rare High D	• Ensure workers can identify hazardous manual tasks by understanding what a hazardous manual tasks is, as defined below from Section 5 of the NSW WHS Regulation 2017: *Hazardous manual task means a task that requires a person to lift, lower, push, pull, carry or otherwise move, hold or restrain any person, animal or thing that involves 1 or more of the following:* *a) repetitive or sustained force,* *b) high or sudden force,* *c) repetitive movement,* *d) sustained or awkward posture,* *e) exposure to vibration.*

What are the tasks involved?	Initial Risk Rating	What are the hazards and risks?	Residual Risk Rating	What are the control measures?
				Examples: 1. *A task requiring a person to restrain live animals.* 2. *A task requiring a person to lift or move loads that are unstable or unbalanced or are difficult to grasp or hold.* 3. *A task requiring a person to sort objects on a conveyor belt.* • If a task is identified as being a hazardous manual task, assess whether the task can be eliminated, • If the hazardous manual task cannot be eliminated, reduce the risk so far as reasonably practicable. • In determining the control measures to implement so as to reduce the risk so far as reasonably practicable, Hire a Mover must have regard to all relevant matters that may contribute to a musculoskeletal disorder, including: a) postures, movements, forces and vibration relating to the hazardous manual task, and b) the duration and frequency of the hazardous manual task, and c) workplace environmental conditions that may affect the hazardous manual task or the worker performing it, and d) the design of the work area, and e) the layout of the workplace, and f) the systems of work used, and g) the nature, size, weight or number of persons, animals or things involved in carrying out the hazardous manual task. • Sustained awkward postures can be reduced by changing the work environment where the task is being undertaken so that the worker(s) are not required to place themselves in an awkward position ie, changing a cramped space to be more spacious. • Repetitive movements can be reduced by having rest breaks or sharing the task with another worker so one worker is not exposed to lengthy periods of repetitive movements. • Exposure to sudden vibration can be reduced by using PPE or

What are the tasks involved?	Initial Risk Rating	What are the hazards and risks?	Residual Risk Rating	What are the control measures?
				other equipment which absorbs the vibration. • Loads that are unstable, unbalanced or hard to hold, can be managed by a team lift, manual handling aids, or through a crane lift. • If a risk of a musculoskeletal disorder associated with hazardous manual tasks remains, reduce the risk so far as is reasonably practicable by using information, instruction or training. • The sole or primary use of information ie, instruction or training, to control a risk of a musculoskeletal disorder associated with hazardous manual tasks is only to be used if it is not reasonably practical to apply any of the above mentioned controls.
Working in hot conditions	Possible High C	Workers sustaining heat related illness	Rare High D	• Be prepared for hot weather by: o Checking the weather report the day before work o Planning excessive manual work/work in the sun before 10am and after 4pm (where possible) o Ensuring you and your workmates have plenty of water and electrolyte solutions (where required), o Have rest breaks in the shade, and o Slip, Slop and Slap. • Ensure that trained first aiders are present during hot conditions and that they are aware of the signs and symptoms of heat related illness (dehydration, heat cramps, and heat stroke), and that they are aware of the first aid response measures for each heat related illness. • The signs, symptoms and response measures for heat related illness can be seen in Appendix 1 of this SWMS.
Truck Inspection	Possible High C	Mechanical failure and/or vehicle incident	Rare High D	• Complete truck inspection checklist to identify any truck damage. • Trucks should be fitted with a hydraulic tailgate to assist loading items. The tailgate's safe working load (SWL) is to be checked by worker's before use and not exceeded during operation. • The truck's maximum weight limit is to be known by site workers and is not to be exceeded.

What are the tasks involved?	Initial Risk Rating	What are the hazards and risks?	Residual Risk Rating	What are the control measures?
				• Ensure trucks are equipped with emergency equipment: o Spare tyre, o Jack kit, o Traffic management cones (to be used to divert pedestrian traffic where the truck parks on or near pedestrian walkways), o First Aid kits, fire extinguisher and emergency contact information.
Transportation	Possible High C	Personal Injury Vehicle incident	Rare High D	• Plan safest routes for travel. Avoid, where possible: o Unsealed or rough roads, o Peak traffic times, o Steep gradients, and o Low overhead clearances (bridges, trees, powerlines). • Ensure: o Driver is licensed to operate the truck, o The driver is not fatigued or under influence of drugs/alcohol, o Drivers do not smoke in the trucks, o Road rules are obeyed at all times, o Sufficient time for travel is factored into the job, o Delivery delays are accepted when there is poor weather conditions
Removal Planning	Possible High C	Personal injury	Rare High D	• Plan removal: o Assess volume of materials to be loaded. o Select order of removal to eliminate double handling. o Try to park truck in a location which eliminates the need for workers to cross the road when loading/ unloading, and as close to the client's property as possible to reduce worker's manual efforts. o Assess the worker's path of travel when moving items. Eliminate or adequately control any hazards

What are the tasks involved?	Initial Risk Rating	What are the hazards and risks?	Residual Risk Rating	What are the control measures?
				identified such as slip, trip or fall hazards. If the hazards cannot be sufficiently controlled use an alternative path of travel. o Suitable access to/from building. o Clear stored items from stairways or travel path. o Remove clutter, clean spills. o Take into account weather conditions at the time (high winds, rain, wet floors, mud, extreme hot weather). o Liaise with client to ensure pets, children and other hazards are removed from travel pathway. o Provide protection to prevent dirt/water damage to premises. Ensure this does not pose tripping hazards during removal. o Ensure all electrical equipment has been unplugged and power is isolated before moving the items. o Ensure sufficient number of workers to perform tasks (limit number of heavy items used, team-lifts and repetitive tasks). o Select correct lifting/moving aids for type of item to be removed. o Ensure regular rest breaks. • For packing: o Work between knee and shoulder height where possible. o Do not work in static positions for more than 30 minutes at a time or 2 hours over entire shift. o Consider use of job rotation if required. • Loading vehicle: o Do not stand behind reversing vehicles. o Use roller conveyor, hydraulic tailgate or secured ramps as applicable o Avoid standing on edge of tailgate or tray of vehicle o Pack light items over heavy items o Ensure glass is turned inside

What are the tasks involved?	Initial Risk Rating	What are the hazards and risks?	Residual Risk Rating	What are the control measures?
				○ All handles/knobs covered ○ Hessian bags and pads are correctly positioned to protect items. ○ Items are packed tightly, and secured for travel. ○ Secure all lifting equipment /aids for travel. ○ Do not store items in cabin of vehicle. • Unloading: ○ Park in safe location ○ Check for loose, or shifted items before unloading. ○ Plan unloading process to eliminate double handling.
Emergency Procedures	Possible Extreme B	Personal Injury.	Rare Extreme C	• Develop Emergency Plan for site. Include: ○ Emergency Contact details. ○ First Aid officers and equipment. ○ Responsible persons. ○ Communication equipment and details. ○ Assembly areas. ○ Nearest medical facilities and contact details. ○ Use of fire protection equipment.

Worker acknowledgements of the Hire A Mover Safe Work Method Statement (SWMS) are collected separately on the SWMS Worker Acknowledgement form and are held on file by Hire A Mover.

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Appendix 1 – Heat Related Illness Signs, Symptoms, and First Aid/Medical Response

Signs and Symptoms			
Dehydration	**Heat Cramps**	**Heat Exhaustion**	**Heat Stroke**
dizziness, tiredness, irritability, **bright or dark yellow urine**, loss of appetite, and **fainting**	**muscle pains** and **spasms**. **Can be a symptom of heat exhaustion.**	**heavy sweating (cool and moist skin)** **pale skin, fast and weak pulse rate** **breathing fast and shallow** muscle weakness or cramps headache, nausea or vomiting, fainting	**body temperature** suddenly rises **> 40.5°C** **red, hot and dry skin (sweating has stopped)** dry swollen tongue, **rapid pulse, rapid shallow breathing,** intense thirst, confusion, poor coordination or slurred speech, aggressive or bizarre behaviour loss of consciousness, seizures or coma
First Aid/Medical Response			
Dehydration	**Heat Cramps**	**Heat Exhaustion**	**Heat Stroke**
drink plenty of water or oral rehydration drink **move somewhere cool** **seek medical advice** if you start to feel unwell	**stop** all activity **rest somewhere cool** drink **water** or **oral rehydration solution**. **seek medical advice** if there is no improvement.	**rest in a cool place** cool yourself down by **removing excess clothing**, having a cool bath or shower, and placing **cool packs under the armpits, groin or neck** rehydrate by drinking **cool water or oral rehydration drink**	Heat stroke is a **life-threatening emergency** **Call 000 for an ambulance** **unconscious**: • lay person in recovery position, check they can breathe • perform CPR if needed **conscious**: • move them to a cool area and keep them still • give them small sips of fluid • bring their temperature down using any method available (sponge with cool water, put them in a cool shower, spray with cool water from a garden hose, soak clothes with cool water, place cool packs)

Team General Qualifications:

1. **White Card (Construction Induction Card):** Required workers hold a valid White Card, indicating they have completed general construction induction training.
2. **Manual Handling Training:** All workers have been trained in proper manual handling techniques to prevent musculoskeletal injuries.
3. **First Aid Certification:** When required at least one team member will hold a current first aid certification, with training in managing heat-related illnesses and other potential injuries.
4. **Driver's License:** All drivers have a valid driver's license appropriate for the vehicle they are operating (e.g., Light Rigid, Medium Rigid, or Heavy Rigid License).

Specific Training:

1. **Hazardous Manual Tasks Training:** As required workers are trained to identify, assess, and manage hazardous manual tasks, as defined by Section 5 of the NSW WHS Regulation 2017.
2. **Use of Equipment:** Workers are trained in the safe use of any manual handling aids, hydraulic tailgates, and other equipment used during removalist activities.
3. **Emergency Procedures Training:** As required workers are trained in the site's emergency procedures, including the use of fire protection equipment, emergency contacts, and evacuation routes.
4. **Heat-Related Illness Training:** As required workers are be trained to recognize the signs and symptoms of heat-related illnesses and understand the first aid responses for each condition.
5. **Truck Inspection Training:** As required workers are be trained to perform regular truck inspections and understand the importance of maintaining the vehicle's safety standards.

Personal Protective Equipment (PPE)

All workers must use appropriate Personal Protective Equipment (PPE) to ensure their safety while performing removalist activities. The following PPE must be worn as required:

General PPE:

1. **High-Visibility Clothing:** To ensure workers are easily seen, especially when working near roadways or in low-light conditions.
2. **Safety Gloves:** To protect hands from cuts, abrasions, and other injuries when handling sharp or heavy objects.
3. **Steel-Toed Boots:** To protect feet from falling objects and provide stability and support when lifting heavy items.
4. **Safety Glasses:** To protect eyes from dust, debris, and any potential chemical splashes.
5. **Hearing Protection:** When working in noisy environments, such as near machinery or heavy traffic, appropriate hearing protection (earplugs or earmuffs) must be used.
6. **Hard Hats:** When there is a risk of head injury from falling objects or working in areas with low overhead clearance.

Specific PPE:

1. **Heat Protection Gear:** In hot weather conditions, workers should wear sun protection (wide-brimmed hats, sunglasses, long-sleeved shirts) and use sunscreen to protect against UV exposure.
2. **Manual Handling Aids:** Use of back supports or braces if recommended by safety guidelines for prolonged or heavy lifting tasks.
3. **Respiratory Protection:** If workers are exposed to dust, fumes, or other airborne particles, suitable respiratory protection must be worn.
4. **Reflective Vests:** When working near roadways or in low-light conditions to increase visibility.
5. **Knee Pads:** For tasks requiring kneeling, such as packing or unpacking items at lower levels.

Relevant Codes of Practice relating to this SWMS:

1. **Manual Handling Code of Practice**
   - Provides guidelines on how to manage the risks associated with manual handling tasks, including lifting, carrying, and moving heavy objects.
   - Relevant for all manual handling activities involved in removalist work.

2. **Managing the Risk of Falls at Workplaces**
   - Outlines measures to prevent falls from heights, which is crucial when working on trucks or elevated surfaces.
   - Relevant for tasks that involve loading and unloading trucks, or working at heights.

3. **Traffic Management in Workplaces**
   - Provides guidance on managing the risks of working near traffic, including setting up safe work zones and traffic control measures.
   - Relevant for removalist work that occurs near roadways or involves vehicle movement.

4. **Hazardous Manual Tasks Code of Practice**
   - Offers practical advice on identifying and managing hazardous manual tasks to prevent musculoskeletal disorders.
   - Relevant for tasks that involve repetitive or strenuous manual handling.

5. **Managing the Work Environment and Facilities**
   - Covers the provision of adequate facilities, safe work environments, and safe systems of work.
   - Relevant for ensuring workers have access to necessary amenities and a safe workplace.

6. **Work Health and Safety Consultation, Cooperation, and Coordination**
   - Provides guidance on effective consultation, cooperation, and coordination between duty holders.
   - Relevant for ensuring communication and consultation about safety procedures and practices among workers and management.

7. **Managing Noise and Preventing Hearing Loss at Work**
    - Offers guidance on controlling noise levels and protecting workers from hearing loss.
    - Relevant if the work environment involves exposure to high noise levels.

8. **First Aid in the Workplace**
    - Outlines the requirements for providing first aid facilities, training, and procedures in the workplace.
    - Relevant for ensuring first aid measures are in place during removalist activities.

9. **Managing the Work Environment and Facilities**
    - Provides guidelines on maintaining a safe work environment, including adequate ventilation, lighting, and amenities.
    - Relevant for ensuring that storage facilities and work environments are safe and meet required standards.

10. **Work Health and Safety Risk Management**
    - Offers guidance on identifying, assessing, and controlling risks in the workplace.
    - Relevant for implementing effective risk management processes in all aspects of removalist work.

11. **Safe Work Australia Codes of Practice**
    - Provides comprehensive guidance on a wide range of WHS topics, including hazardous chemicals, confined spaces, and electrical safety.
    - Relevant for ensuring compliance with national standards and best practices.