

JCB 535-95 / T3503

DOCUMENT CONTROL

Forklift Co issue: 22 September 2026. Revision: FC-2026.09. Scheduled review: 22 September 2028 (24 months). Document owner: Service Manager. This issue adds fleet configuration controls, a review schedule and a site verification record.

EQUIPMENT AND SCOPE

JCB 535-95 - fleet unit T3503. Telehandler risk assessment / safe work method statement. The original SWMS, consultation, sign-off and review fields are retained. Source revision labels differ between the first page and footer; confirm the governing revision before use.

CONFIGURATION CHECK

Confirm the serial number, fitted attachment, rated load chart and operator manual for the actual unit. Use only the models stated above. The saved JCB SWMS contains inconsistent revision and generic licence references. Treat it as historical source material; verify task-specific competence and use an approved site SWMS before work.

ASSESSMENT BASIS AND STATUS

Original source: SWMS No. 3; revision SWMS REV 4; issued 14 January 2026. Original risk ratings and controls are retained in the reference appendix. This document update is not evidence of a physical inspection, completed consultation or approval of a particular site. Complete page 4 before use.

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CONTROLS TO VERIFY BEFORE OPERATION

Read the model-specific source controls in the appendix alongside this checklist. Retain its hazard ratings; assess additional site hazards and residual risk after checking that controls work. Do not mark a risk controlled from document issue alone.

PEOPLE AND TRAFFIC

Separate people from moving plant using a site traffic plan and physical barriers where practicable. Control blind spots and loading areas. Stop if separation or visibility is lost. Site supervisor / operator.

STABILITY AND LOADS

Check load mass, centre and fitted capacity plate. Inspect ground support, slopes, edges and travel route. Use the applicable attachment chart and manufacturer limits. Operator / site supervisor.

MECHANICAL CONDITION

Check tyres, brakes, steering, restraint, guards, warning devices, forks and hydraulics before use. Tag and isolate unsafe plant; have competent personnel repair and release it. Operator / Service Manager.

OVERHEAD AND CRUSH HAZARDS

Check overhead structures and electrical hazards before movement or lifting. Establish applicable exclusion distances and access controls. Keep people clear of raised loads and moving mast or boom parts. Operator / site supervisor.

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TELEHANDLER CONFIGURATION

Use the correct load chart for forks, reach and support configuration. Check stabilisers where fitted and ground bearing capacity. Do not bypass load-control devices. Work platforms, suspended loads and other attachments require specific manufacturer approval and a separate task assessment.

MAINTENANCE AND STORED ENERGY

Lower equipment and isolate energy before work; secure raised parts using the manufacturer support method. Competent technicians must control hydraulic pressure, batteries, hot components and manual handling. Keep service and defect records.

TRANSPORT AND HANDOVER

Confirm the actual unit weight, dimensions and designated restraint points with the manual and carrier. Record fitted attachments and outstanding defects. The hire recipient must verify site suitability, competent operators and required licences.

REVIEW RULE

Review at least every 24 months. Review earlier following an incident, changed plant, attachment, site or task, a new hazard, ineffective control, or a worker / health and safety representative request. Record the outcome and next issue; the scheduled date does not postpone these checks.

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SITE VERIFICATION AND CONSULTATION RECORD

Complete for the actual plant and workplace. Confirm that the source controls and the supplementary controls above are applicable and effective; record additional hazards, required actions and residual risk. Stop work if an essential control is absent.

Fleet / serial / model:

Site / task / attachment:

Assessor name / role / date:

Workers / representatives consulted:

Additional hazards / risk ratings / actions:

Control verification / evidence:

Action owner / due date / completion:

Authorised reviewer / signature / date:

SOURCE REGISTER

Supplied JCB 535-95 / T3503 assessment, source issue 14 January 2026. Appendix retains its own source pagination and dates. Current guidance consulted on 22 September 2026:

WorkSafe Queensland: Forklifts

Queensland plant Code of Practice (September 2026 publication)

WorkSafe Queensland: Workers struck by mobile plant

PCBU:	FORKLIFT CO. Pty Ltd	ABN: 51 604 978 556			
Address: 6 Blue Rock Drive Luscombe		SWMS NO.: 3			
		RISK ASSESSMENT Telehandler			
		Revision No.: SWMS REV 4			
		Date of Issue: 14/1/2026			
Contact name: LUKE GRIGG		Phone: 1300647698			
SWMS prepared by: LUKE GRIGG		Position: Manager	Signed:	Model: JCB 535-95	Make: JCB 535-95 - (3.5 tonne 9.5mtr telehandler)
SWMS approved by: LUKE GRIGG		Position: Manager	Signed:	Fleet no. T3503	Contact: 1300647698
Site supervisor:		Position:	Qualification(s):		Contact:



PROJECT NAME	Location:	
Principal contractor:	Site Manager:	Contact:
Description of Work:		

Details of involvement and consultation in the development of this SWMS (including nominated WHS Representative/s)					
Name (List all persons involved in development)	Signature (I have been consulted in this SWMS)	Date	Name (List all persons involved in development)	Signature (I have been consulted in this SWMS)	Date

Persons who will carry out task: (List all persons	Position/role and qualifications:	Duties and responsibilities: (List	Persons who will carry out task: (List all persons	Position/role and qualifications:	Duties and responsibilities: (List

who may work on site at any time).		details of trades and duties of specific personnel).	who may work on site at any time).		details of trades and duties of specific personnel).

Review No.	01	02	03	04	05	06	07	08	09	10	11	12
Initials												
Date												

Plant and equipment required: (List all plant and equipment (including electric power tools) to be used by the contractor this for job).	Hazardous chemicals that will be used for this activity/work: (Attach copies of current Safety Data Sheets (SDS) for all chemicals to this SWMS).
Hand Tools including screwdrivers, spanners, sockets, pliers	Automotive Diesel Fuel – Appendix 1.8
Multimeter	Wurth HHS Grease – Appendix 1.11
Spill Kit	Supertronic (Engine Oil) – Appendix 1.7
	Hy-Lube ISO 68 (Hydraulic Oil) – Appendix 1.6
	Lead Acid Wet Batteries – Appendix 1.4
	5.56 Aerosol – Appendix – Appendix 1.12
	Battery Terminal Spray – Appendix 1.13

Personal protective clothing and equipment requirements – Recommended for site:	Personal protective clothing and equipment – Specific for tasks carried out:
Hard Hat, Steel Cap Bots, Fluorescent Vest, Long Sleeve Shirt, Long Pants, Protective Eye ware (Safety Glasses), Hearing protection (Ear plugs or Ear Muffs), Hand protection (Gloves), Sunscreen with a minimum of SPF 30+, Wide Brim Hat, Repertory Protection (Dust Mask)	As per related task Risk Assessment.

Minimum Personal Protective Equipment

Hearing Protection	Hand Protection	Face Protection	Head Protection	Foot Protection	High Visibility	Eye Protection
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Pre-start requirements, certification, authorisations or permits required: (Provide specific details required for high risk construction work, or requiring specific work methods, eg, demolition, removal of asbestos, formwork, tilt slab construction, etc).

Ensure correspondence with Principal Contractor / Site Supervisor prior to commencing work on site for relevant **Pre-start requirements, certification, authorisations or permits required.**

Legislation / Standards / Codes of Practice applicable: (Ensure that work methods comply with legislated requirements in Regulations or applicable Codes of Practice, and Standards).

WHS Legislation / ACT:

- Work Health & Safety ACT 2011
- Work Health & Safety Regulation 2011

Codes or Standards applicable to the works:

- AS: 2550:19 – 2007 / Safe Use Telescopic Handlers
- AS / NZS 1418.10:2001 Cranes, Hoists & Winches – Mobile Elevated Work Platforms
- AS 2550:10 – 2009 / Cranes, Hoists & Winches – Safe Use Mobile Elevating Work Platforms
- AS / NZS 1891.1:2007 / Industrial Fall Arrest Systems and Devices – Harness & Ancillary Equipment
- NSW Code of Practice for Moving Plant onsite – 2004
- NSW Code of Practice for Managing the Work Environment & Facilities - 2011

Qualifications / Licences / Certificates / Training / Experience required to carry out task: (List details of qualifications, licences, training and experience and needed to carry out the tasks required).

- Site Induction
- Induction into SWMS
- Trade Certificate – Automotive Mechanical or Electrical

Details of licenses and qualifications held by persons who will carry out specific tasks

Name	Class	Expiry date	Name	Class	Expiry date

• General Construction Induction Card						
• Over 11meter (WP) licence						
• EWP Yellow Card						
• Telehandler Gold card						

RISK LEVEL MATRIX						
LEVEL OF CONSEQUENCES	CONSEQUENCES OF EVENT OCCURRING <i>What is the likely outcome of an exposure to the risk?</i>	LIKELIHOOD OF EVENT OCCURRING				
		Almost certain	Likely	Possible	Unlikely	Rare
Catastrophic	Fatality or permanent disability; toxic release of chemicals, long-term environmental impact; loss of facilities; very high \$ loss	Extreme	Extreme	Extreme	Extreme	High
Major	Long-term illness or serious injury; serious medium-term environmental effects; major property damage; loss of production; high \$ loss	Extreme	Extreme	Extreme	High	High
Moderate	Medical treatment requiring up to several days off work; spillage contained with outside assistance; significant property damage; med – high \$ loss	Extreme	High	Medium	Medium	Low
Minor	Minor injury requiring First-Aid; spillage contained on site; moderate property damage; low-med. \$ loss	High	High	Medium	Low	Low
Insignificant	No injuries; minor property or environmental damage; very low \$ loss	High	Medium	Low	Low	Low

LIKELIHOOD OF EVENT OCCURRING		DETERMINATION OF RISK CONTROL ACTIONS	
Almost certain	Event is expected to occur in most circumstances	RISK LEVEL	ACTION REQUIRED

Likely	Event will probably occur in most circumstances		EXTREME	URGENT - Immediate action required to control the risk.
Possible	Event might occur at some time		HIGH	Highest management decision required urgently.
Unlikely	Event could occur at some time		MEDIUM	Follow management instructions regarding risk.
Rare	Event may occur only in exceptional circumstances		LOW	These risks may not require immediate attention.

COMPILATION OF SWMS		HIERARCHY OF RISK CONTROLS
STEP	Number each discrete step in the task in sequence – e.g., 1, 2, etc.	Always implement the highest ranked control
ACTIVITY	Briefly describe the activity to be carried out in each step.	1. Eliminate the hazard or risk (preferred option). Only if it is not reasonably practicable to eliminate the risk , consider (in order): 2. Substitute the hazard with one with a lesser risk, or 3. Isolate the hazard to prevent exposure to the hazard, or 4. Reduce the hazard by Engineering controls 5. Reduce exposure to the hazard by Administrative means 6. Protect persons from exposure by use of PPE (personal protective clothing and equipment).
HAZARDS	Identify what in each activity could cause harm to a person, the job, materials, or the environment.	
RISK	The degree of risk posed by the hazard. (Use Risk Level Matrix to determine risk ranking before controls are implemented).	
RISK CONTROLS	What precautions or control measures will be taken to control the risk (consider hierarchy).	
TYPE	Identify the Type of control measure to be implemented (e.g., Elimination) from the hierarchy of risk controls (always select the highest ranked reasonably practicable control).	
PERSON RESPONSIBLE	The name and position of the person responsible for the implementation of the risk controls.	

Most effective control measures

Control Measures	Examples
Elimination	Redesigning a job to remove unsafe work practice
Substitution	Substituting a heavy piece of equipment for a lighter piece of equipment
Isolation	Using electronic swipe cards to restrict access to work areas
Engineering Means	Installing ramps to provide safer access to buildings
Administrative Means	Provide training on the use of equipment or work practices
Personal Protective Equipment	Providing gloves etc to prevent exposure to hot or cold surfaces

Least effective control measures

ACTIVITY		HAZARD(S) and RISKS	RB	RISK CONTROL(S)	RA	PERSON RESPONSIBLE
Break job down into discrete steps Each step should accomplish some major task and be in a logical sequence.		Identify the hazards associated with each step, and examine each to identify possibilities that could lead to an accident.	Refer to the Risk Matrix	Consider number of people required to carry out a task, training, skills and competencies required, licences, permits, etc, environmental controls, plant, tools and equipment, safety equipment and PPE, etc.	Refer to the Risk Matrix	List (by name and position) the persons responsible for this..
1.	Accessing the Site	All parties not familiar with site activity including plant movement, exclusion zones, facilities, emergency procedures etc.	H	- Induction into site and obtaining the correct authority via Principal Contractor to carry out work before commencing works. - Minimum PPE required to be worn at all times include - Hard hats, Hi-Visibility vest, boots. - Further PPE may be required via site-specific requirements or via recognition through work related SWMS or Risk Assessments. - Inspect work site to ensure conditions are safe to work. - This includes discussing the working area that staff will be working in and potential hazards, traffic control and particular site conditions.	L	<i>Principal Contractor</i> <i>Site Supervisor</i> <i>Technician</i>
2.	Introduction to working area	- Injury to Others - Injury to Self - Traffic Management - Unidentified Risks - Unidentified Hazards - Slips - Trips - Falls	H	- Inspect work area prior to commencement of work for hazards. - Ensure work area is free of potential trip hazards such as debris, goods or materials incorrectly stored, electrical leads on ground etc. - Ensure access ways are correctly defined and there is suitable lighting at the work area. - Seek appropriate permission or permit to carry out works in required position	L	<i>Site Supervisor</i> <i>Technician</i>
3.	Assess Work Area for suitability of tasks to be performed ie. Machine Inspection, Service or Repair Work	- Injury to Others - Injury to Self - Traffic Management - Exposure - Sunburn - Unidentified Risks - Unidentified Hazards	E	- Move plant to an isolated, stable, level area before commencing work. - Barricade the work area by means of witches hats, barriers, danger tape and or signage to keep unauthorised personnel from entering the exclusion zone and to ensure a sufficient area for working & testing of plant during works.  - Ensure traffic and pedestrian management is used in situations where the machinery is likely to cause traffic or pedestrian related safety issues. - Keep away from back filled trenches or excavations - Check for overhead power lines	M	<i>Site Supervisor</i> <i>Technician</i>

3. Cont				 - Notify the supervisor or authorised personnel immediately of any unidentified risks that arise outside of those addressed in formal inductions, toolbox talks, SWMS or risk assessments. - Ensure that if work conditions change that supervisor is aware and appropriate action are taken or implemented prior to work recommencing.		
4.	Assess Plant for suitability of tasks to be performed ie. Machine Inspection, Service or Repair Work	- Slips - Trips - Falls - Fire - Burns - Crushing	H	- Ground all implements. - Ask plant operator when plant was last operated and allow sufficient time to cool down to avoid burns.  - Assess plant for required works and establish if sufficient servicing or repairs can be carried out whilst onsite or at current location. If not - Notify the appropriate personal if the plant requires works not capable of being carried out at the current location and tag / lockout the machine.	L	Site Supervisor Technician
5.	Machine Inspection, Service or Repair Work	- Slips - Trips - Falls - Fire - Burns - Crushing	H	- Ensure that Manufacturers guidelines are referenced at all times in regards to any servicing or repair requirements.  - Ensure a maintained fire extinguisher of the correct type is available at all times throughout the works process.	L	Site Supervisor Technician

5.
Cont

KNOW YOUR FIRE EXTINGUISHERS LABEL COLOUR CODES

WATER	DRY POWDER	CO ₂ CARBON DIOXIDE	AFFF FOAM	VAPOURISING LIQUIDS BCF/HALON
SAFE FOR USE ON: SOLID FUELS, TEXTILES ETC. DO NOT USE ON: ELECTRICAL EQUIPMENT DO NOT USE ON: FLAMMABLE LIQUIDS, GASES DO NOT USE ON: FLAMMABLE METALS	SAFE FOR USE ON: SOLID FUELS, TEXTILES ETC. SAFE FOR USE ON: ELECTRICAL EQUIPMENT SAFE FOR USE ON: FLAMMABLE LIQUIDS, GASES SAFE FOR USE ON: FLAMMABLE METALS	SAFE FOR USE ON: ELECTRICAL EQUIPMENT, LIQUIDS, GASES SAFE FOR USE ON: SOLID FUELS, TEXTILES ETC. DO NOT USE ON: FLAMMABLE METALS DO NOT USE ON: FLAMMABLE LIQUIDS, GASES	SAFE FOR USE ON: SOLID FUELS, TEXTILES ETC. SAFE FOR USE ON: ELECTRICAL EQUIPMENT SAFE FOR USE ON: FLAMMABLE LIQUIDS, GASES SAFE FOR USE ON: FLAMMABLE METALS	SAFE FOR USE ON: SOLID FUELS, TEXTILES ETC. SAFE FOR USE ON: ELECTRICAL EQUIPMENT SAFE FOR USE ON: FLAMMABLE LIQUIDS, GASES SAFE FOR USE ON: FLAMMABLE METALS

- Ensure a spill kit of appropriate volume and suitability is at hand prior to working with any fluids.
- Ensure work area housekeeping is maintained throughout all stages – All debris and waste from works is to be removed.

- Isolate plant if required by job activity by activating isolation switch (Refer OEM documentation – Machine specific), Ensure a lock out tag is fitted to both ground & platform controls, remove the ignition keys and chock the wheels as required. Test for positive isolation (non activation of machinery and or controls)before carrying out work if required.



- Do not place limbs between articulating components of plant.
- Only enter or work in an “articulation area” of plant if articulating locking pins or devices are activated to prevent movement.
- If the machine does not have articulation locking pins blocking or chocking devices must be in place to positively prevent any movement.
- If the job does not involve working on or near an “articulation area” the above precautions should still be utilised.

				approved points or strong hardwood blocks. Do not use jacks as a supporting structure. • Use hardwood sleepers to distribute load if necessary at point of contact with ground whilst testing or operating on uneven or unfirm ground. • Ensure that an approved fall arrest harness is used whilst operating the plant at all times at any height. • Clean plant on finish of repairs to enhance inspection & future maintenance • Ensure plant is fit for work after all repairs and all lockouts and associated tags are removed and machine logbook has been signed off prior to machine being returned to service. • Ensure there are no spills that are not contained, posted or barricaded		
5a.	Use of tools for Service or Repair Work	• Injury to Self • Noise • Lacerations • Eye Injury • Burns • Entanglement • Electrocutation • Dust	E	COMPRESSED AIR  COMPRESSED AIR • Do not use compressed air for any other purpose other than what it is intended. • Do not clean down clothes, machines or benches with compressed air. • Ensure all air tools/hoses/fittings are working properly • Before changing tools ensure that the air line has been purged or there is some form of “automatic” close of valve fitted to the line. • Always ensure you select the correct tool for the job at hand • Do not drink beer	M	Site Supervisor Technician

				- Do not leave air lines lying around HAND TOOLS - Inspect hand tools prior to use. - Always use the correct tool for the job. - Use tools with fibreglass handles preferably. - Keep tool heads tightly wedged on their shafts. - No mushroom heads on chisels and punches. - Keep cutting tools sharp and protect the sharp edge. - Do not use screwdrivers on hand held work. - Put tools away when finished with them. - Discard any damaged or broken tools. PORTABLE ELECTRIC TOOLS - Visually inspect all power tools before use. - Ensure all guards and handles are in place and in good working order. - ELCB/RCD used on power supply. - Ensure electrical equipment is tagged with correct tag. - Keep power tools clean and dry. - Only use portable power tools for their intended use. - Use both hands to grip and ensure a firm stance.		
5b.	Associated Hazardous Products related to Service or Repair Work on EWP's	- Burns - Skin Irritations - Fume Inhalation - Injuries to Self - Injuries to Others	E	 - Ensure that all SDS's are available for products to be handled. - Ensure all SDS's have been read and are clearly understood before handling any product. - Ensure the correct PPE is worn at all times - Use barriers / signage to exclude non authorised personnel from work area - Ensure sufficient ventilation at all times when around Hazardous materials - Ensure respirators are used if required by SDS's. - Ensure a maintained first aid kit is available at all times - Ensure a spill kit of appropriate type ie (battery, oil and fuels) is available for tasks at hand.	M	Site Supervisor Technician

		• Fire • Burns • Crushing • Electrocutation • Entanglement • Struck by moving parts		• area before starting or operating the plant. Check that all works carried out are finalised and have been carried out as per OEM guidelines. • Ensure all guards have been refitted prior to starting or using plant. • Check all fluid levels for correct volume • Start plant and check plant for correct and fault free operation as per AAH "Boom & Scissor Lift Checklist" and or Operators manual. • Do not check for leaks with bare hands. Always use paper or cardboard. • Ensure any residual oil, fuel or debris from service or repairs carried out on the plant is removed and disposed of in the correct manner. • When plant is declared safe for operation and use ensure all lockout tags and or lockout devices are removed and EWP maintenance book is signed off and appropriate paperwork is generated and handed to the correct personnel for processing.		<i>Site Supervisor</i> <i>Technician</i>

Statement of acknowledgement of induction into SWMS (I have been instructed in and understand the content of this SWMS)		Statement of acknowledgement of induction into SWMS (I have been instructed in and understand the content of this SWMS)	
Name	Signature	Name	Signature



Trainer:	Signed:	Date: 01/02/2014	Trainer:	Signed:	Date:		