

Safe Work Method Statement (SWMS)

Task: Fitting DivideUte TrayDivider

Related Work Instruction: WI UD 001

Business:

Location:

Prepared by:

Date:

1. Scope of Work

Installation of the DivideUte TrayDivider into the tub or tray of a ute, as per WI UD 001.

2. PPE (Personal Protective Equipment)

- Safety glasses
 - Work gloves
 - Steel-capped boots
 - Hi-vis shirt/vest (if on site)
 - Long pants
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3. Tools & Equipment

- DivideUte TrayDivider kit (incl. mounting hardware)
 - Cordless drill and Impact driver
 - Measuring tape
 - Marker
 - Screwdrivers/spanners (as required)
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4. Key Hazards & Controls

Hazard	Control Measures
Manual handling (lifting)	Use correct lifting techniques, get assistance for heavy/awkward loads
Sharp edges (aluminium)	Wear gloves, handle with care
Pinch points (assembly)	Keep hands clear during adjustment/assembly
Power tool use	Inspect tools before use, use as per instructions, wear eye protection
Slips/trips (work area)	Keep area clear, clean up packaging and offcuts
Working around vehicles	Ensure vehicle is stationary, handbrake engaged, keys removed

5. Step-by-Step Procedure

1. Preparation

- Read and understand WI UD 001 and this SWMS before starting.
- Inspect work area for hazards; clear debris and obstructions.
- Gather all required tools, hardware, and PPE.

2. Manual Handling

- Assess the weight and shape of the TrayDivider.
- Use correct lifting posture; ask for help if needed.

3. Fitting TrayDivider

- Place TrayDivider in the desired position within the ute tray/tub.
- Adjust to fit (300–600mm sliding adjustability).
- Mark mounting locations as per WI UD 001.

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4. Mounting

- If required, drill pilot holes using cordless drill (wear safety glasses).
- Secure TrayDivider using provided hardware and tools.
- Double-check all fasteners for tightness.

5. Final Checks

- Ensure TrayDivider is secure and does not obstruct vehicle operation.
- Remove all tools, packaging, and debris from the work area.
- Dispose of waste responsibly.

6. Handover

- Demonstrate operation and adjustment to customer (if present).
- Provide warranty and care instructions.

6. Emergency Procedures

- **First Aid:** First aid kit available on site; report all injuries immediately.
- **Fire:** Know the location of extinguishers; evacuate if necessary.
- **Incident Reporting:** Report all incidents, near misses, and hazards to supervisor immediately.

7. Sign-Off

Name	Signature	Date