SECUREKIDS Child Seat Installations

Occupational Health & Safety (OHS)

Manual & Safe Work Method Statement (SWMS)

1. Business & Operative Information

- **Business Name:** SECUREKIDS Child Seat Installations
- **ABN:** 32 670 283 404
- **Insurance:** Chubb Public Liability & Professional Indemnity ($10M) Policy #MP10068280
- **Accreditation:** Type 1 ACRI Accredited Fitters
- **Operatives Covered:** Jean Michel Marie (Lead Fitter / Co-Owner) & Engelica Marie (Administration & Operations / Co-Owner)

2. Mandatory Personal Protective Equipment (PPE) Matrix

PPE Item	Specification	Standard	Mandatory Operational Use
High-Visibility Workwear	AS/NZS 1906.4 / 4602.1 Compliant		Dealership bays, commercial pre-delivery yards, roadside driveways
Safety Footwear	AS/NZS 2210.3 Steel/Composite Cap		All vehicle installation work and mobile van operations
Tactile Work Gloves	Cut/Pinch resistant precision gloves		Handling seat rails, tensioning tethers, ISOFIX locks
Ergonomic Knee Pads / Mat	Cushioned shock-absorbing padding		Prolonged kneeling inside vehicle footwells and rear seats
Eye & Sun Protection	AS/NZS 1337 / UV400 Rated		Outdoor installations and cramped low-light vehicle interiors
Hand Hygiene & Sanitation	Disposable Nitrile Gloves & Sanitiser		Between client vehicles to maintain hygiene

3. Standard Operating Procedures (SOPs)

SOP-01: Site Safety & Arrival Protocol

- **Van Parking:** Park the mobile service vehicle on a safe, level surface, engage the handbrake, and turn on hazard lights if parked on a public driveway or roadside.
- **Dealership Protocol:** Check in at reception/service desk, equip mandatory high-vis vest and safety boots, and confirm designated work bay.
- **Hazard Sweep:** Inspect surrounding area for moving vehicles, wet floors, overhead tailgate clearance, and tripping hazards before opening vehicle doors.

SOP-02: Safe Manual Handling & Ergonomics

- **Lifting Technique:** Maintain a wide stance, bend at the knees, hold restraints close to the torso, and avoid twisting while moving heavy seats or capsules.
- **Postural Relief:** Use kneeling mats to prevent joint strain. Take 60-second micro-breaks during multi-seat dealership batch installations.
- **Pinch Hazard Prevention:** Keep fingers clear of seat adjustment tracks, folding hinges, ISOFIX latching mechanisms, and tensioning ratchets.

SOP-03: Child Restraint Pre-Check & Expiry Protocol

- **Standards Verification:** Confirm presence of Australian Standard AS/NZS 1754 compliance label.
- **Age & Integrity Check:** Verify the manufacture date is within the strict 10-year limit. Inspect shell for stress fractures, cracks, or worn harnesses.
- **Non-Compliance Protocol:** If a restraint fails safety standards (expired, damaged, or unapproved import), halt work immediately, label the seat, and issue a Non-Compliance Notice explaining why fitment/certification is declined.

SOP-04: Installation & Quality Assurance

- **Fitment:** Secure restraint using ISOFIX or seatbelt/tether mechanisms according to manufacturer instructions and AS/NZS 1754/4370 standards.
- **Re-Verification:** Double-check top tether anchor torque, tension indicators, and harness alignment.
- **Certification & Handover:** Issue the physical Certificate of Compliance and conduct parent/carer demonstration on buckle and harness operation.

4. Safe Work Method Statement (SWMS)

Activity / Task	Potential Hazards	Risk Rating	Control Measures & Safe Work Procedures	Responsible Person
Mobile Van Parking & Setup	Traffic collision, sloped driveways, pedestrian hazards	Medium	Park on level ground, engage park brake, set hazard lights, wear high-vis gear.	Jean Michel / Angie
Transferring Restraints & Equipment	Back strain, dropping equipment, pinch injuries	Medium	Use proper lifting technique (bend knees), hold items close, wear safety boots.	Jean Michel
In-Vehicle Restraint Fitting	Knee strain, lower back twisting, sharp seat rails	Medium	Use cushioned knee pads/mats, maintain neutral posture, wear tactile gloves.	Jean Michel
Inspecting Second-Hand / Spare Seats	Installing unsafe or expired restraints	High	Strict adherence to SOP-03. Check AS/NZS sticker and 10-year expiry limit. Refuse non-compliant seats.	Jean Michel
Client Demonstration & Handover	Vehicle movement, client error during operation	Low	Ensure vehicle engine is OFF and park brake engaged before demonstration. Clear explanation given.	Jean Michel / Angie

5. Incident & Injury Management

- **First Aid Kit Location:** Stocked First Aid kit located in the main compartment of the SECUREKIDS mobile van.
- **Reporting:** All near-misses, injuries, or non-compliant equipment refusals must be logged in the SECUREKIDS Incident Register within 24 hours.