

Safe Work Method Statement General Lifting

- This Safe Working Statement (SWMS) must be used and referenced in the pre-work (“Tool Box”) briefing.
- Any changes to the SWMS must be noted and addressed in the pre-work meeting.
- A copy of this SWMS must be kept either on site or on the crane.
- All personnel must be familiar with this document prior to commencing any work.
- Any risks identified as part of this SWMS must have adequate control methods identified prior to commencement of work.
- All work will be done in accordance with AS2550 part 1 and part 5. Before operating the crane, the operator will liaise with the principal contractor to ensure optimum planning for safe operation.
- Only crane operators with the relevant WorkCover certificate or permits are permitted to operate the crane.
- This Safe Work Method Statement must be explained to all personnel involved in the work process, prior to commencing work.

1. Site checks before operating

- a. Position of first aid station, who is the first aid officer and what first aid is available,
- b. Check for the safe entry and exit of the crane from the site,
- c. Check where the crane is to be position to pick up, swing and deposit the load,
- d. Check whether site personnel have been informed as to the dangers of working in the vicinity of any moving load and the crane,
- e. Check for power lines and correct distance is kept in accordance to AS25590, and if necessary, a spotter is employed for assistance to the operator,
- f. Check for location of overhead service lines (e.g. Steam pipes) to ensure clear operation of the crane
- g. Check for location of Trees which may impact the lift,
- h. Check for Bridges which may have weight restriction or may impact the lift,
- i. Check surrounding structures, including making allowance for rear end swing,
- j. Check for obstructions, especially plinths or any obstruction to the safe positioning of outriggers,

- k. Ensure that the operating radius is clear of passageways and any pedestrian area, and if not, ensure adequate traffic control measures are put in place,
- l. Check for underground services, pipes, gas mains and tunnels or any weakness in the surface which will not sustain the combined weight of the crane, the load and any gear to be employed in the lifting process,
- m. Check for recently filled trenches.

2. The Load

- a. The correct weight of the load must be obtained by the operator prior to the lift. This may be done by weighbridge certificate, by engineers certificate, or correct calculation by a competent person,
- b. The weight of the load and the gear must be calculated and checked with the relevant load chart to ensure safe operation at all operating radii,
- c. The lifting area should be checked to ensure sufficient clearance if the load should drift,
- d. The position of the crane for lifting to ensure that sufficient area is provided for outriggers or stabilisers to be adequately extended and packed,
- e. If the contractor is unsure of the condition of the ground, a geo-tech certificate must be obtained to ensure safe operation of the crane, prior to the lift being commenced,
- f. If the crane is to be set-up on a suspended slab, an engineers certificate must be obtained to ensure that the total weight of the crane, the load and any lifting gear employed can be supported, or that sufficient support will be provided to ensure safe operation, prior to the lift being commenced,
- g. The size of the load must be combined with the height to be lifted and the radius to ensure that the load will not become “boom-proud”.

3. The safe use of the crane

- a. The crane should not be used in inclement weather, if such weather would make safe use impossible,
- b. The wind must be taken into consideration to ensure that the load can be adequately controlled, and bulky loads, such as large pipes, swimming pools and trees will not overload or overturn the crane because of wind pressure,
- c. The load must be kept as near to the ground as possible at all times,
- d. If tag lines are needed, they will be attached to the load and operated by competent people,
- e. Traffic control plans will be put into place to ensure safe operation in traffic, and ensure that the load is not lifted over or near pedestrians, traffic or neighbours property,
- f. If necessary, the work area will be cordoned off, especially the area of rear end swing (counterweight)(,
- g. Loads will be placed in a manner to ensure that the crane will not be “built in”,
- h. Loads will be raised and lowered vertically, no snigging is to be done,

- i. The crane will be kept level at all times when lifting loads to ensure that side-pull will not occur,
- j. Sufficient turns of wire on hook will be used to ensure that the load is properly supported in accordance with the load charts and crane specification,
- k. Two crane lifts will be done in accordance with AS2550 and with one nominated person in charge (Rigger),
- l. The crane must be checked daily in accordance with AS2550, and CICA log books be kept in accordance with the standard,
- m. If moving the crane while with holding the load is required, it will be done in accordance with AS2550 and in accordance with the relevant load chart,
- n. If moving the crane while with holding the load is required in cranes where there are separate operator positions for the truck and the crane, both the truck section driver and the crane operator will hold the relevant licences,
- o. If a dogman is required to work out of direct line of site, the dogman must hold the relevant dogman certificate,
- p. If moving the crane while with holding the load is required, the load will be secured to the crane and a spotter used to make sure the operator is aware of all hazards,
- q. If boom extension is needed, then the correct sequence of boom extension must be used,
- r. The crane operator must not leave the crane driving station while the crane is under load,
- s. The crane will, at all times, be operated in accordance with manufacturers specification,
- t. The crane operator will at all times comply with AS2550 parts 1 and 5 – Safe use of cranes,
- u. Fly jib installation, if required, will only be carried out by qualified, experienced personnel, and erected in accordance with manufacturer's specification, and correctly stowed at the end of the job for travel,
- v. Only lifting gear that has passed certification and re-testing processes shall be used in the lift, and such gear must be used within their rated Safe Working Load rating, and in accordance with their design

4. Dismantling

- a. When lifting operations are finished, the operator will leave the hooks clear of all obstructions,
- b. The boom will be retracted and lowered in a safe manner, ensuring that the hook block(s) are raised in conjunction to ensure that the hooks do not foul any object,
- c. When outriggers are out of sight, the operator will ensure that a lookout or observer will keep people away when retracting the outriggers,
- d. Once the crane is secured, the operator will remove all equipment put in place for the control of traffic and pedestrians, and then move the crane to a safe area.

Warringah Crane and Transport 38 Myoora Rd., Terrey Hills NSW 2085 (02) 9486 3444	SAFE WORK METHOD STATEMENT WORKSHEET <i>to be complete in conjunction with</i> <i>WCTS Safe Work Method Statement - General Lifting</i>
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Step 1 Job Control

<i>Customer details</i>			
Customer Name:	Job Number:		
Site Address			
Customer Contact			
<i>Who is responsible for the work done by this plan?</i>			
Authorised by:			
Position:			
Date:			
Staff working under this plan:			
<i>Training or qualifications required for our employees to undertake this job or activity:</i>			
	Required	Verified	Other
Crane licence - Operator	<input type="checkbox"/>	<input type="checkbox"/>	
Licence - Dogman /Rigger	<input type="checkbox"/>	<input type="checkbox"/>	
Green Cards	<input type="checkbox"/>	<input type="checkbox"/>	
Traffic Control licence	<input type="checkbox"/>	<input type="checkbox"/>	
Electricity Licence	<input type="checkbox"/>	<input type="checkbox"/>	
Traffic Control licence	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Permits or Certificates required to undertake this activity:</i>			
	Required	Verified	Other
Council Permit	<input type="checkbox"/>	<input type="checkbox"/>	
Traffic Plan	<input type="checkbox"/>	<input type="checkbox"/>	
Engineering Certificates	<input type="checkbox"/>	<input type="checkbox"/>	
Police Permit	<input type="checkbox"/>	<input type="checkbox"/>	
RTA Permit	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Major and Special equipment needed for the job:</i>		<i>Required Equipment checks prior and during the job:</i>	
Spreader	<input type="checkbox"/>	Daily Crane Check <input type="checkbox"/>	
Brick Cage	<input type="checkbox"/>	Equipment lifting equipment tags <input type="checkbox"/>	
Pallet trolley	<input type="checkbox"/>	Other	
Other:			
<i>Persons responsible for supervising and inspecting the work</i>			
Name	Position		Date
Name	Position		Date

Step 2

Pre lift checks		
<i>Refer section 1 of Safe Work Method Statement - General Lifting</i>		
<i>Identify potential risks and control methods</i>		
Risk or Issue	Safety Risk	Control methods
	H /M /L	
	H /M /L	
	H /M /L	
	H /M /L	
	H /M /L	
	H /M /L	
	H /M /L	
	H /M /L	
	H /M /L	
	H /M /L	

Step 3

The Load	
<i>Refer section 2 of Safe Work Method Statement - General Lifting</i>	
<i>Identify potential risks and control methods</i>	
Risk or Issue	Control methods

Step 4

Safe Use of Crane	
<i>Refer section 3 of Safe Work Method Statement - General Lifting</i>	
<i>Identify potential risks and control methods</i>	
Risk or Issue	Control methods

Step 5

Dismantling	
<i>Refer section 3 of Safe Work Method Statement - General Lifting</i>	
<i>Identify potential risks and control methods</i>	
Risk or Issue	Control Methods

Lift Plan			
To be completed after risk identification steps 1 - 5 above			Page _____ of _____
Customer _____		Site _____	Date _____
Job Description _____			
Procedure (in Steps)	Possible Hazards	Safety Risks	Control Measures
<i>Major steps / events in the work process</i>			<i>Identify what will be done on this site to control this particular safety or environmental hazard or risk</i>
<i>Identify main hazards or risks that workers and environment are exposed to during this type of work</i>			
		High / Medium /Low	
		High / Medium /Low	
		High / Medium /Low	
		High / Medium /Low	
		High / Medium /Low	
		High / Medium /Low	
		High / Medium /Low	
		High / Medium /Low	
		High / Medium /Low	