

Warringah Crane and Transport Service Pty Ltd

ABN 12 000 296 257

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CARRIERS-INDUSTRIAL REMOVALISTS-LIFTING CONTRACTORS



SAFE WORK METHOD STATEMENT (SWMS) (Job Safety Analysis Worksheet - Scope of Works)

DESCRIPTION OF WORK SPECIFIC TO THE ACTIVITY / TASK BEING UNDERTAKEN:

THIS PAGE TO BE COMPLETED
ON SWMS RESPONSE SHEET

This Safe Work Method Statement is submitted to:

COMPANY:	
CONTACT NAME / DEPARTMENT:	PHONE NUMBER:

This Safe Work Method Statement was reviewed by:

NAME:	POSITION:
SIGNATURE:	DATE:
PHONE NUMBER:	MOBILE NUMBER:

Responsible person who will implement, review, supervise, oversee, approve & inspect workplace, plant, tools, protective measures & equipment on Contractors behalf).

NAME:	POSITION:
SIGNATURE:	DATE:
PHONE NUMBER:	MOBILE NUMBER:

This SWMS has been developed and authorised by:

Name: John Clark	Date: 29th October 2015
Position: Manager	Phone: (02)9479 7300
Version: 3.03 29/10/2015	

CHECKLIST OF ITEMS THAT MAY BE REQUIRED FOR THIS WORK ACTIVITY

<p align="center">WORKCOVER APPROVALS/ CERTIFICATES</p> <p>Note: Design and Item Registration for certain plant</p>	<p>NSW OHS Induction for Construction Work WorkCover Plant Registration Work Cover Item Registration</p>
<p align="center">LIST OF RELEVANT LEGISLATION APPLICABLE CODES OF PRACTICE OR ADDITIONAL REFERENCES AS REQUIRED</p>	<p>Work Health and Safety Act 2011 Work Health and Safety Regulations WorkCoverCoP Work Near Overhead Powerlines WorkCoverCoP Moving Plant on Construction sites National Code of Practice Manual handling AS 2550:2002, Cranes Hoists and Winches</p>
<p align="center">COMMUNICATION & CONSULTATION</p>	<p>Regularly consults with its employees and contractors on OH&S by way of OH&S Committees, Toolbox Meetings and regular written communications. This Safe Work Method Statement was developed using these methods of communication & consultation. Any suggested improvements or issues with this SWMS should be reported to your supervisor and passed on to Head Office, this will allow for a process of continuous improvement in safety.</p>
<p align="center">MAINTENANCE CHECKS</p>	<p>Daily inspections and log book completed Annual inspection Major inspection after 10 years</p>

Plant, Equipment & Tools To Be Used	Tick	Hazardous Substances	MSDS available Tick	Itemise PPE Used	Tick	Potential Hazard Review Risks	Risk Class
Step Ladder		No hazardous Substances used		Hard Hat if required		Fall from ladder	
Lifting Equipment				Safety Boots		Fall from Heights	
				Gloves - As required		Fall from scaffold	
				Safety Glasses		Contact with electricity	
						Falling Objects	
						Collapse	
						Slip, trips and falls	
						Manual handling	
						Exposure to noise	
						Struck by moving plant	
						Cuts	
						Other: List	

Health Risks and Likelihood of Damage	How Likely is it to be that Bad?				Scope of Works The following work activities are scored for risks associated with work hazards, and then controls implemented to reduce the risk to the lowest possible <ol style="list-style-type: none"> Step by step sequence of the tasks in carrying out the work from start to finish Listing of potential hazards and the risk to health and safety Rating of the risk (from the "Hazpak" score 1-6) The safety controls that will be implemented to eliminate or reduce the risk to the lowest possible level Rating of the risk after controls have been implemented NOTE: If a hazard is rated 1, 2 or 3 action must be taken immediately to ensure the control is adequate to reduce the hazard to at least 4 as a minimum Insert the name or title of the person responsible for ensuring these controls are in place for this work task being undertaken. 	
	What Damage could it cause?	Very Likely Could happen anytime	Likely Could happen sometimes	Unlikely Could happen, but only rarely		Very Unlikely Could happen, but probably never will
	Death or Permanent disability	1	1	2		3
	Long term illness or serious injury	1	2	3		4
	Medical attention & several days off work	2	3	4		5

	First Aid needed	3	4	5	6	
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STEP	Job Step <i>Break the job down into steps, Outline each task to do the job</i>	Hazards Identification <i>Identify any potential hazards associated with each job step. Access any risks that could lead to an incident or lead to an adverse environmental impact and rate each risk accordingly</i>	Risk Class Controls Implemented <i>Using the previous two columns as a guide, decide what actions are necessary to eliminate or minimise the hazards that could lead to an accident, injury or occupational illness or environmental impact. Note: Indicate new risk rating after controls used - that the resulting risk rating must be reduced to between 4 - 6.</i>	Risk Class	Person Responsible
1	Delivery to client site	<ul style="list-style-type: none"> Vehicle / pedestrian collision 	4 <ul style="list-style-type: none"> Drive safely Licensed driver Obey signage / road rules 	6	Operator
2	Arrive at destination - Park on road or site & walk in to Site & Locate site office	<ul style="list-style-type: none"> Site rules not followed Site Conditions Poor walking surfaces Traffic, Other workers/activities. Blind corners, penetrations Collison with personnel or plant 	1 <ul style="list-style-type: none"> Wear safety boots Be alert to site hazards Obey site signage 10km speed limit Flashing light to be fitted & switched on upon entering site Ground crew to stay clear of mobile plant High visible clothing to be worn Site conditions to be assessed prior to entry 	5	Operator/Dogman
3	Site inductions and issuing of PPE for the task	<ul style="list-style-type: none"> Inadequate training, consultation, planning and improvisation 	1 <ul style="list-style-type: none"> A site specific induction to be carried out by the Principle contractor must be conducted to ensure the OH&S policies of the building site are provided and educated to all personnel. A second induction to be provided by Warringah Cranes to ensure the procedures nominated in SWMS are understood and implemented. All personnel's PPE allocation will be assessed and reissued if required. 	6	Principle contractor / Operator / Dogman
4	Establish scope of work and plan set-up, job risk assessment to be completed and signed by crane operator and site forman	<ul style="list-style-type: none"> Poor walking surfaces Setting up in wrong spot Collision with worker or general public Collision with other vehicles 	5 <ul style="list-style-type: none"> Wear safety boots Be alert to site hazards Supervision consultation / talk to foreman so as to ascertain what tasks have to be completed. Conduct risk assessment before starting on site, assess traffic conditions and proximity to other workers and general public. Principal contractor to provide traffic control, adhere to the traffic management plan Demarcate the crane operating area with traffic cones 	6	Operator & Dogman Site Foreman
5	Complete Driver Log Book	<ul style="list-style-type: none"> Daily checks not done 	6 <ul style="list-style-type: none"> Complete all daily check prior to operations 	6	Operator
6	Assess ground conditions (stability)	<ul style="list-style-type: none"> Underground services Walking / working surface 	3 <ul style="list-style-type: none"> Talk to site officials to ascertain in any underground services may interfere with your planned set up e.g. Telstra, Gas, Electrical Wear safety boots Larger outrigger pads 	6	Operator & Dogman Site Supervisor

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7	Position Crane for lifts/s	<ul style="list-style-type: none"> • Collisions • Poor walking surfaces • Traffic, Other workers / activities, blind corners, penetrations 	2 <ul style="list-style-type: none"> • Visually check for overhead & surrounding dangers/ electrical and static objects (scaffold etc) • Ground crew to stay clear of mobile plant • High visible clothing to be worn • Wear safety boots • Be alert to site hazards • Place bunting tape or traffic cones around crane slew area • Reverse Beeper fitted and working on machines 	6	Operator/Dogman
8	Extend Outriggers	<ul style="list-style-type: none"> • Poor clearance • Manual handling 	3 <ul style="list-style-type: none"> • Check to make sure enough space to extend outriggers • Keep fingers clear 	6	Oerator & Dogman
9	Pack Outriggers	<ul style="list-style-type: none"> • Packing failure if not correctly stacked • Manual handling 	3 <ul style="list-style-type: none"> • Packing procedure as per calculations & ground condition • Safe manual handling techniques <ul style="list-style-type: none"> • Assess the size and weight of the object and the distance that the object is to be moved • Identify all slip trip hazards • Bend knees, have a straight back and keep the load as close to your body as possible when lifting 	5	Principle contractor / Operator / Dogman
10	Level crane and set up handling techniques	<ul style="list-style-type: none"> • Crane could slip off packing if not level • Crane does not lift true to loac capacity specific by crane load chart 	3 <ul style="list-style-type: none"> • Ensure equal pressure on all outriggers, crane is level & packing level 	5	Operator/Dogman
11	Attach Lifting gear to hook, establish boom length and position to required area	<ul style="list-style-type: none"> • Poor clearance • Manual handling 	1 <ul style="list-style-type: none"> • Be alert to hook position • Use safe manual handling techniques (refer to step 9) • Visual inspection of lifting gear 	5	Oerator & Dogman
12	Fit counterweights from truck to crane or crane to truck (All Terrain Machines)	<ul style="list-style-type: none"> • Collisions • Manual handling • Crushing appendages • Failure of lifting gear • Mechanical failure • Communication 	1 <ul style="list-style-type: none"> • 12 monthly certification and daily checks on lifting gear • Slung by dogman • Sign off on lift and radius chart • Daily checks and service records to be completed • Communication radios • Visually check for surrounding dangers • Safe manual handling techniques (refer to step 9) • Keep arms, legs, hands etc clear of crush points 	6	Operator & Dogman

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13	Needle/fly installation/ decommission and wire rope installation	<ul style="list-style-type: none"> • Incorrect setup • Failure of lifting gear • Communication 	1 <ul style="list-style-type: none"> • Be alert to hook position • Use safe manual handling techniques (refer to step 9) • 12 monthly certification • erection/dismantle as per manufactures specs 	6	Operator/Dogman
14	Set up around in close proximity to electrical power lines	<ul style="list-style-type: none"> • Contact with power lines 	1 <ul style="list-style-type: none"> Check to make sure enough space to extend outriggers Keep fingers clear 	6	Operator & Dogman
15	Check lift weight and computer limits	<ul style="list-style-type: none"> • Mechanical failure • Lifting gear failure 	1 <ul style="list-style-type: none"> • Training and experience • Check equipment • Certification • Daily check 	5	Operator / Dogman
16	Using ladders for access or assist in slinging loads	Unsafe use of ladders <ul style="list-style-type: none"> • ladder damaged • wrong type of ladder for the task • standing higher than the 3rd top rung • over stretching 	Use appropriate sized ladder All ladders used must: <ul style="list-style-type: none"> • conform to the Australian Standard and be of industrial grade quality with a minimum load rating of 120kg • be suitable for their intended use • be inspected for damage before use - damaged or faulty ladders are not to be used • be set up on a clean surface free from debris or material Always have 3 points of contact climbing up or down the ladder Never climb higher than the 3rd rung from the top Never over stretch and work within the confines of the ladder	6	

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17	Sling Loads to be fitted	<ul style="list-style-type: none"> • load failing 	1 <ul style="list-style-type: none"> • Loads only to be slung and unslung by qualified & competent dogman • Dogman to wear hard hat 	6	Dogman
18	Direct crane operator with approved crane signals	<ul style="list-style-type: none"> • Load make contact with other personnel/ obstructions • Wrong directions 	1 <ul style="list-style-type: none"> • Trained & ticketed dogman to give signals to crane operator by means of two-way communication, whistle or hand signals 	5	Dogman
19	Land loads as per dogman signals	<ul style="list-style-type: none"> • Crushing fingers • Long loads uncontrollable • Area the load is required to be handed on, not structurally sound to accept load being landed 	1 <ul style="list-style-type: none"> • Principle contractor to issue engineers reporting for the structural soundness of are required to use 	5	Operator, Dogman & Principle Contractor
20	Lifting over workers on site/deck	<ul style="list-style-type: none"> • Object falling onto workers on deck/site 	1 <ul style="list-style-type: none"> • Dogman to alert personnel on site working under path of load • Exclusion one signage to be put in place 	6	Operator & Dogman
21	Using landed load and remove lifting equipment manually	<ul style="list-style-type: none"> • Fingers being crushed • Loads falling off • Lifting gear snagging load if dragged out by crane 	1 <ul style="list-style-type: none"> • Physically take out lifting equipment from under loads 	5	Operator & Dogman
22	Pack-up crane	<ul style="list-style-type: none"> • Personnel and property damage 	1 <ul style="list-style-type: none"> • Pack up as per generic SWMS005 	6	Operator & Dogman

Declaration by Contractors & Workers: This Safe Work Method Statement has been developed in consultation with our employees, has been read, understood & signed by ALL employees and contractors involved with this specific work activity.

Note: Copies of all training certificates should be made available to the Principal or Head Contractor.

NAME		SIGNATURE		DATE	
INDUCTION OHS CARD #		WORK ACTIVITY		SITE SPECIFIC #	

NAME		SIGNATURE		DATE	
INDUCTION OHS CARD #		WORK ACTIVITY		SITE SPECIFIC #	

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