

SAFE WORK METHOD STATEMENT (SWMS) PART 1			
ACTIVITY: TRUCK MOUNTED CRANE			JOB #:
BUSINESS NAME: CONVOY TRANSPORT PTY LTD			ABN: 59 626 358 030
BUSINESS ADDRESS: 39 PACIFIC STREET LONG JETTY NSW 2261			
BUSINESS CONTACT: JASON HAYWOOD			PHONE #: 0450 777 958
<b>SWMS APPROVED BY: EMPLOYER / PCBU / DIRECTOR / OWNER.</b>			
NAME: JASON HAYWOOD			
SIGNATURE:			DATE:
<b>PERSON/S RESPONSIBLE FOR ENSURING COMPLIANCE WITH SWMS:</b> JASON HAYWOOD			
<b>PERSON/S RESPONSIBLE FOR REVIEWING THE SWMS:</b> JASON HAYWOOD			
RELEVANT WORKERS CONSULTED IN THE DEVELOPMENT, APPROVAL AND COMMUNICATION OF THIS SWMS.			ALL PERSONS INVOLVED IN THE TASK MUST HAVE THIS SWMS COMMUNICATED TO THEM BEFORE WORK COMMENCES.
NAME	SIGNATURE	DATE	Daily Tool Box Talks will be undertaken to identify, control and communicate additional site hazards. Work must cease immediately if incident or near miss occurs. SWMS must be amended in consultation with relevant persons. Amendments must be approved by JASON HAYWOOD and communicated to all affected workers before work resumes. SWMS must be made available for inspection or review as required by WHS legislation. Record of SWMS must be kept as required by WHS legislation (until job is complete or for 2 years if involved in a notifiable incident).
<b>PRINCIPAL CONTRACTOR DETAILS</b> <i>(The builder or the organisation you are working for.)</i>			
PRINCIPAL CONTRACTOR (PC):		PROJECT NAME:	DATE SWMS PROVIDED TO PC:
PROJECT ADDRESS:			
PROJECT MANAGER (PM):		PM SIGNATURE:	CONTACT PH. #:
<b>SWMS SCOPE:</b> This SWMS covers the risk management processes and procedures associated with use of a truck-mounted crane.			

**THIS WORK ACTIVITY INVOLVES THE FOLLOWING "HIGH RISK CONSTRUCTION WORK"**

- Confined Spaces       Mobile Plant       Demolition       Asbestos
- Using explosives       Diving work       Artificial extremes of temperature       Tilt up or pre-cast concrete
- Pressurised gas distribution mains or piping chemical, fuel or refrigerant lines energised electrical installations or services
- Structures or buildings involving structural alterations or repairs that require temporary support to prevent collapse
- Involves a risk of a person falling more than 2m, including work on telecommunications towers
- Working at depths greater than 1.5 Metres, including tunnels or mines       Work in an area that may have a contaminated or flammable atmosphere
- Work carried out adjacent to a road, railway or shipping lane, traffic corridor       In or near water or other liquid that involves risk of drowning

LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC	SCORE	ACTION	<b>HIERARCHY OF CONTROLS</b> 
ALMOST CERTAIN	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE			
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	<b>DO NOT PROCEED.</b>	
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE	3H HIGH	Review before commencing work.	
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	2M MODERATE	Maintain control measures.	
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	Record and monitor.	

**PERSONAL PROTECTIVE EQUIPMENT (PPE):** *ENSURE ALL PPE MEETS RELEVANT AUSTRALIAN STANDARDS. INSPECT, AND REPLACE PPE AS NEEDED.*

FOOT PROTECTION	HEARING PROTECTION	HIGH VISIBILITY	HEAD PROTECTION	EYE PROTECTION	FACE PROTECTION	HAND PROTECTION	PROTECTIVE CLOTHING	BREATHING PROTECTION	SUN PROTECTION	FALL ARREST	
											Rings, watches, jewellery that may become entangled in fork lifts must not be worn. Long and loose hair must be tied back.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

AS 1319-1994 SAFETY SIGNS FOR THE OCCUPATIONAL ENVIRONMENT REPRODUCED WITH PERMISSION FROM SAI GLOBAL UNDER LICENCE 1210-C062. STANDARDS MAY BE PURCHASED AT [HTTP://WWW.SAIGLOBAL.COM](http://www.saiglobal.com)

JOB STEP	POTENTIAL HAZARD/S	IR	CONTROL MEASURES TO REDUCE RISK	RR	RESPONSIBLE PERSON
<b><i>INHERENT RISK-RATING (IR) RESIDUAL RISK-RATING (RR)</i></b>					
1. Planning & preparation	Lack of consultation may lead to potential outcomes for personal injury, property damage &/or environmental incident.	3H	<ul style="list-style-type: none"> <li>• Liaise with Employer / Person Conducting the Business or Undertaking (PCBU) to establish the following on-site systems and procedures are in place and take note of:               <ul style="list-style-type: none"> <li>○ Health and Safety rules</li> <li>○ Induction for all workers – site specific and toolbox meetings</li> <li>○ Supervisory arrangements</li> <li>○ Communication arrangements</li> <li>○ All relevant workers are appraised for required competencies &amp; for any pre-existing medical conditions if working in remote or isolated locations.</li> <li>○ Job method and sequence is developed</li> <li>○ PPE required</li> <li>○ Site plans – showing no go zones for pedestrians</li> <li>○ Traffic Management Plan (TMP)</li> <li>○ Exclusion Zones</li> <li>○ Risk Assessments</li> <li>○ SWMS and JSA's</li> <li>○ Toolbox talks</li> <li>○ Injury reporting procedures</li> <li>○ Hazard reporting procedures</li> </ul> </li> </ul>	2M	
	Working alone	3H	<ul style="list-style-type: none"> <li>• A 'Buddy' system must be utilised at all times when working in remote areas. Ensure:               <ul style="list-style-type: none"> <li>○ An emergency response procedure is developed &amp; followed</li> <li>○ Mobile &amp; satellite phones and EPIRB are fit for purpose, tested before departure &amp; phones have spare, fully charged batteries and facilities for continuing charging.</li> </ul> </li> </ul>	2M	
2. Training and Capabilities	Lack of training or the assessment of capability may lead to personal injury, property damage &/or environmental incident.	3H	<ul style="list-style-type: none"> <li>• Ensure all persons entering site have a General Construction Induction Card (white card)</li> <li>• Ensure:               <ul style="list-style-type: none"> <li>○ All operators have the appropriate driver's Licence for truck</li> <li>○ Trained &amp; competent to operate the type of truck, crane &amp; attachments they are using</li> </ul> </li> </ul> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p><b><i>A Vehicle Loading Crane HRW Licence or one of the four slewing mobile crane HRW licences is required to operate a vehicle-loading crane with a capacity of 10 metre tonnes or more.</i></b></p> <p><i>* To calculate Metres Tonnes – Load x radius = Lift performance rating (in metre tonnes).</i></p> </div> <ul style="list-style-type: none"> <li>• Operators are provided with information, training and instruction on the hazards, risks and control measures relevant to the workplace</li> <li>• Ensure all relevant workers have undertaken training and/or received instruction in the use of control measures. Include:               <ul style="list-style-type: none"> <li>○ Reporting procedures for incidents</li> <li>○ Correct use of equipment including selecting, fitting, use, care of and maintenance</li> <li>○ Appropriate mathematical procedures for estimation and measurement of loads</li> <li>○ Knowledge of types of crane and their individual functions</li> <li>○ Types of lifting equipment and slinging techniques for use</li> <li>○ Use of supervision where required (e.g. new starters or new equipment)</li> </ul> </li> </ul>	2M	

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			<ul style="list-style-type: none"> <li>○ Ensure supervisors, foremen etc. are suitably experienced in the type work to be conducted</li> <li>○ All workers are trained in this SWMS</li> <li>○ Understanding of the hierarchy of control when managing risks.</li> </ul>		
3. Road operation to / from / between sites	Equipment failure	3H	<ul style="list-style-type: none"> <li>• Vehicle must be registered with the State Road and Traffic Authorities prior to use</li> <li>• Inspect vehicle before travel using <i>Pre-start Checklist contained in this SWMS</i> and as per manufacturer's instructions</li> <li>• Monitor vehicle constantly for any malfunctions that may affect vehicle performance</li> <li>• Vehicle break-down and barrier equipment:               <ul style="list-style-type: none"> <li>○ High visibility gear suited for day/night combinations</li> <li>○ Wet weather gear</li> <li>○ Traffic cones / signs / barricades</li> <li>○ Emergency contact details</li> <li>○ <i>Do not use if any fault/damage/missing parts. Report immediately and follow tag-out/lock-out procedures.</i></li> </ul> </li> </ul>	2M	
	Slips trips and falls	3H	<ul style="list-style-type: none"> <li>• Face the crane whenever you mount and dismount the cabin</li> <li>• Use provided steps/handholds when entering or exiting cabin (see operations manual for instruction)</li> <li>• Maintain a three-point contact with the steps and with handholds</li> <li>• <i>Never mount or dismount a moving crane</i></li> <li>• <i>Do not jump off the crane</i></li> <li>• <i>Do not carry tools or supplies when you try to mount / dismount</i></li> <li>• <i>Do not use any controls as handholds when you enter / exit the operator compartment</i></li> <li>• <i>Never leave operator seat with engine running.</i></li> </ul>	2M	
	Collision	3H	<ul style="list-style-type: none"> <li>• Only licensed drivers to drive vehicles</li> <li>• Observe road rules/Traffic management plan at all times</li> <li>• Wear seat belts at all times when driving               <ul style="list-style-type: none"> <li>⚠ <i>DO NOT drive under the influence of drugs or alcohol</i></li> <li>⚠ <i>DO NOT use electronic devices while driving:</i> <ul style="list-style-type: none"> <li>○ <i>If you must use a device e.g. mobile phone or GPS pull over and park in a safe area. Don't stop where you could be a hazard to other vehicles, pedestrians, or yourself.</i></li> </ul> </li> </ul> </li> </ul>	2M	
	Load failure	3H	<ul style="list-style-type: none"> <li>• After each delivery and at regular intervals on long trips, check the load restraint equipment to ensure load is secure.</li> </ul>	2M	
4. Assess onsite conditions	Lack of a clear assessment may lead to personal injury, property	3H	<ul style="list-style-type: none"> <li>• Assess mobile phone reception (alternative emergency communications procedures in place if no reception available)</li> <li>• Suitable access for all equipment required</li> <li>• Suitable space for operation of equipment</li> </ul>	2M	

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<i>INHERENT RISK-RATING (IR) RESIDUAL RISK-RATING (RR)</i>					
	damage &/or environmental incident.		<ul style="list-style-type: none"> <li>• Identify potential hazards:               <ul style="list-style-type: none"> <li>○ Trees</li> <li>○ Support structures strength or capability</li> <li>○ Weather conditions</li> <li>○ Levels - where levels change and workers may be exposed to a fall from one level to another</li> <li>○ Mobile plant movement</li> <li>○ Inadequate lighting</li> <li>○ Edges - protection for open edges</li> </ul> </li> <li>○ Overhead powerlines and other overhead services</li> <li>○ Structures - temporary or permanent</li> <li>○ The ground or floor - the evenness and stability of the ground as a safe work platform (allowable floor loading)</li> <li>○ The working area - whether it is crowded or cluttered</li> <li>○ Access &amp; egress from the working area.</li> </ul>		
5. Site setup loading / unloading	Lack of risk mitigation	3H	<ul style="list-style-type: none"> <li>• Implement appropriate controls as a result of hazard identification</li> <li>• Coordinate loading or unloading requirements with other site personnel where necessary.</li> </ul>	2M	
	Truck rollover	4A	<ul style="list-style-type: none"> <li>• The truck placement is directed so as not to be positioned over previously disturbed ground that has been back-filled, soft ground or / adjacent to excavations, pits or edges of any drop-off. Consider:               <ul style="list-style-type: none"> <li>○ Means of supporting the outrigger pads or the truck tyres</li> <li>○ Slope of the ground—both side slope and slope in direction of crane travel</li> <li>○ Wind conditions—this will vary depending on the size and shape of the suspended load and crane boom</li> <li>○ Manner in which loads are lifted or moved, e.g. when mobilising a load a sudden stop may cause the load to swing, destabilising the truck.</li> </ul> </li> <li>• Ensure:               <ul style="list-style-type: none"> <li>○ Truck is set up so that it is level and crane boom can be safely rotated</li> <li>○ Stability will be maintained when the load is lifted and placed</li> <li>○ Each load is assessed in consultation with associated personnel for the need for a tag hand line. If required, where control of the load is critical, a suitable tag line should be attached.</li> </ul> </li> </ul>	2M	
	Hit by moving vehicle	3H	<ul style="list-style-type: none"> <li>• Always apply the handbrake when leaving the cabin</li> <li>• Ensure handbrake is engaged and chock wheels if necessary to prevent vehicle movement when using crane.</li> </ul>	2M	
	Contact with electricity	4A	<ul style="list-style-type: none"> <li>⚠ <b>No work to be conducted within Minimum Clearance Zones without written permission from power supplier</b></li> <li>⚠ <b>Spotter required where any part of the machine is within 6.4m of power line.</b></li> </ul>	2M	

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			<ul style="list-style-type: none"> <li>• Ensure work is not conducted in close proximity to electrical power lines. Check for:               <ul style="list-style-type: none"> <li>○ Overhead power lines (including high and low voltage distribution conductors)</li> <li>○ Single wire earth return (SWER)</li> <li>○ Service cables to premises</li> <li>○ Communications cables</li> <li>○ Electrical transformers (mounted lower than cables).</li> </ul> </li> <li>• Identify maximum range of equipment and how close equipment or load can come to asset (known as design envelope) The following dimensions are taken from the closest point of any extended component of the machine e.g. extended long reach boom</li> <li>• In general, for up to and including 132,000 volts:               <ul style="list-style-type: none"> <li>○ 3m above, either side and below power lines is No Go Zone</li> <li>○ Between 3-6.4m of power lines a Spotter is required</li> <li>○ Further than 6.4m of power lines is open area</li> <li>○ No work to be conducted within 10m radius of SWER transformer.</li> </ul> </li> </ul>		
	Breach of unloading zone by Public	3H	<ul style="list-style-type: none"> <li>• Exclusion Zones must be established to stop people entering the area and being injured by the crane or falling objects</li> <li>• Barricades in place to prevent unauthorised entry to work area if necessary</li> <li>• Signage in place to caution persons not to enter</li> <li>• Public footpath or roadway exclusion zone:               <ul style="list-style-type: none"> <li>○ Approval must be sought from the relevant authority (<i>people should be safely directed to an alternative footpath where required</i>)</li> <li>○ Lane closures and other operations requiring barricades and signs to be erected should meet local road traffic authority, local government authorities' requirements.</li> </ul> </li> </ul>	2M	
	Ground /Floor loading	3H	<ul style="list-style-type: none"> <li>• Check the bearing capacity and stability of the floor, or ground to make sure it can support all loads that will be placed. If unsure check with a competent authority e.g. Site supervisor, Engineer before setting unloading.</li> </ul>	2M	
	Property damage	3H	<ul style="list-style-type: none"> <li>• Ensure slings and other equipment is not placed in areas where it may be run over, damaged or exposed to water (unless rated for wet environments)</li> <li>• Plan setup location to avoid contact with structures.</li> </ul>	2M	
	Slips, trips and falls	3H	<ul style="list-style-type: none"> <li>• Be aware of ground condition including changes in level</li> <li>• Wear appropriate thick soled covered footwear</li> <li>• NEVER wear thongs or similar footwear</li> <li>• Avoid soft spots, drains, pits or penetrations when setting up, moving or placing loads.</li> </ul>	2M	

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	Working outdoors – cold / heat stress	3H	<ul style="list-style-type: none"> <li>• Cold:               <ul style="list-style-type: none"> <li>○ Ensure workers to have adequate warm drinks</li> <li>○ Access to warm shelter during breaks</li> </ul> </li> <li>• Heat:               <ul style="list-style-type: none"> <li>○ Sun brim on hard hat</li> <li>○ Safety glasses - UV Rated</li> <li>○ Use 30+ sunscreen on exposed skin areas</li> </ul> </li> </ul>	2M	
6. Establish a communication system with ground workers	Hit by moving plant	3H	<ul style="list-style-type: none"> <li>• Ensure an effective system of communication between crane operator and any ground worker/s is established before work commences</li> <li>• Ground workers are instructed not to approach crane until the operator has agreed to their request to approach.</li> <li>• Ensure ground workers are instructed on set distances to maintain from the crane while in operation</li> <li>• Ground workers and crane operators are aware of traffic management plan and no go zones</li> <li>• Ground workers are made familiar with the blind spots of the crane operator</li> <li>• Crane operators and ground workers are required to wear high-visibility clothing.</li> </ul>	2M	
7. Pre-inspect crane	Equipment failure	3H	<ul style="list-style-type: none"> <li>• Undertake prestart checklist as per manufacturers instructions before use</li> <li>⚠ <b>Do not use crane if any fault/damage/missing parts. Report immediately and follow tag-out/lock-out procedures.</b></li> <li>• Load charts:               <ul style="list-style-type: none"> <li>○ Must be available for the crane in use and for the loads being lifted</li> <li>○ Each load chart should include enough information to identify the crane configuration that it applies to.</li> </ul> </li> <li style="text-align: center;">⚠ <b>Test controls before use</b></li> <li>• Outriggers must be extended fully, lowered and locked in position BEFORE the boom is raised as per manufacturer's instructions</li> <li>• <b>Note: If the outriggers are not capable of being fully extended the safe operating radius is reduced. The radius should be recorded.</b></li> </ul>	2M	

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8. Select and inspect equipment	Load equipment failure	3H	<ul style="list-style-type: none"> <li>Lifting gear should be checked before and after use, and inspected regularly to determine whether it is suitable to keep using.</li> </ul> <p>Check:</p> <ul style="list-style-type: none"> <li>It is tagged to identify the date of the lifting gear's last inspection</li> <li>Tags list all relevant information (e.g. for a chain sling includes grade of chain, rated capacity (WLL), manufacturer, chain size and any relevant Australian Standard marking)</li> <li>Lifting hooks are provided with operable safety latches where appropriate</li> <li>Shackles used as terminal fittings are prevented from unscrewing</li> <li>Lifting eyes and inserts are compatible</li> <li>Lifting slings are not damaged, e.g. excessive wear, damaged strands, cracks, deformation or severe corrosion</li> <li>Sling is appropriate for load being lifted, including adequate capacity and protection from sharp edges.</li> </ul> <p>Flat synthetic slings:</p> <ul style="list-style-type: none"> <li>No knots tied in the sling</li> <li>Protective sleeves and corner pieces should be used for all loads</li> <li>Do not use if there is any sign of cut webbing, snagging, heat or chemical damage, excessive wear or other damage.</li> </ul> <p>Wire rope slings:</p> <ul style="list-style-type: none"> <li>Check the twists or lay of the sling. If ten randomly distributed wires in one lay are broken, or five wires in one strand of a rope lay are damaged, the sling must not be used</li> <li>Check end fittings and other components for any damage that could make the sling unsafe.</li> </ul> <p>Chains/hooks:</p> <ul style="list-style-type: none"> <li>Links are free from bends and or twists</li> <li>No gouges, chips and cuts in links</li> <li>Check for wear at bearing surfaces on links.</li> </ul> <p>Tag lines are:</p> <ul style="list-style-type: none"> <li>At least 16 mm diameter &amp; non-conductive</li> <li>Maintained in clean and dry condition.</li> </ul>	2M	
	Hazardous manual tasks - MSD	3H	<ul style="list-style-type: none"> <li>When picking up lifting gear bend with knees not back</li> <li>Keep the load close to your body</li> </ul>	<ul style="list-style-type: none"> <li>Ensure the load does not impair your visibility</li> <li>Ask for assistance with heavy loads.</li> </ul>	2M



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9. Pre-lift Assessment	Crush injuries/falling objects	3H	<ul style="list-style-type: none"> <li>• Ensure that the plant &amp; equipment will operate within their safe working load limits. Check:               <ul style="list-style-type: none"> <li>○ Weight of load – this should be marked on the load</li> <li>○ Uniformity of the load – identify the centre of gravity to limit any possible swinging of the load when lifted</li> <li>○ The included angle between the legs of the sling, NOTE: The greater the included angle the less load that can be lifted</li> <li>○ Slings and chains are protected from sharp corners of loads (<i>Never make temporary repairs to a sling</i>)</li> <li>○ If the load will require a tag line to be attached for control. Example – long pipes</li> <li>○ That the location where the load is to be placed is clear of obstructions. This includes overhead obstructions such as power lines as well as surface or trench obstructions.</li> <li>○ Always inspect lifting points before use (Never assume all lifting points are the same type / size).</li> </ul> </li> </ul>	2M	
10. Loading / Unloading trucks	Crush injuries /entrapment	3H	<p style="text-align: center;"><b>⚠ Never exceed the rated capacity of the crane.</b></p> <ul style="list-style-type: none"> <li>• Determine safest loading/unloading method:               <ul style="list-style-type: none"> <li>○ Inspect each load before lifting. Ensure load is stable for travel</li> <li>○ Do not move loads that are unstable, or require manual assistance</li> <li>○ Never drive truck with load suspended on crane</li> <li>○ Use appropriate attachment/rigging for the type of load to be shifted</li> <li>○ Always travel with load in the lowest position available</li> <li>○ Do not drag or push load – always lift vertically</li> </ul> </li> <li>• Ground workers:               <ul style="list-style-type: none"> <li>○ Do not operate crane if persons on truck tray</li> <li>○ Cease crane operation if persons enter exclusion zone</li> <li>○ Cease crane operation if direct line of sight with ground workers is lost at any stage during the loading/unloading activity. Resume loading/unloading only when a direct line of sight is reestablished between the operator and the ground worker</li> <li>○ The vehicle loading crane operator must be able to see the load at all times during the lift. (<i>If the load is out of the operator's view the lifting process must be directed by a licensed dogger or rigger</i>)</li> <li>○ Never pass the load over a person or allow anyone to stand, work or walk under raised load</li> <li>○ Do not allow people to be near stacked loads being loaded or unloaded.</li> </ul> </li> </ul>	2M	
	Hearing loss	3H	<ul style="list-style-type: none"> <li>• Wear hearing protection, ensure it is worn by the person throughout the period of exposure to noise.</li> </ul>	2M	

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	Rigging failure-falling objects	3H	<ul style="list-style-type: none"> <li>Only lift loads from approved lifting points</li> <li>Rig Loads to prevent any parts from shifting or dislodging during the lift</li> <li>Ensure all rigging is free and not tangled</li> <li>Attach the load to only the hook, with slings or other rigging devices</li> <li>The load line should be brought over the load's centre of gravity before the lift is started</li> <li>Ensure crane hook is plumb with load (do not allow load to drag)</li> <li>Secure or remove unused sling legs of a multi-leg sling before the load is lifted.</li> </ul>	2M	
	Crush injuries	3H	<ul style="list-style-type: none"> <li>While tightening slings around load ensure that hands and fingers are not caught between the sling and the load</li> <li>Wear gloves when handling wire rope.</li> </ul>	2M	
	Structure collapse	4A	<ul style="list-style-type: none"> <li>If delivering onto a platform, liaise with person in charge to determine where on the platform the materials are safe to be dropped to:                             <ul style="list-style-type: none"> <li>Be able to bear the load</li> <li>Not cause hazards to other persons or equipment.</li> </ul> </li> </ul>	2M	
	Slips, trips, falls	3H	<ul style="list-style-type: none"> <li>For tall or awkward loads, inspect load for access provisions before rigging</li> <li>If this is not provided use a temporary working platform or ladder</li> <li>Do not climb or jump over loose building material</li> <li>Use caution where ground surfaces may change level</li> <li>Do not stand on tray during loading tasks. Work from ground wherever possible. If this is not practicable, install suitable controls to prevent falls. Example:                             <ul style="list-style-type: none"> <li>Temporary guard rails attached to rope rail</li> <li>Travel restraint or fall arrest system</li> </ul> </li> <li>Do not jump on or off tray. Use steps provided. If no steps in design, provide suitable access. Example:                             <ul style="list-style-type: none"> <li>Retractable / fold-away steps with handrails</li> <li>Portable steps that hook onto rope rail.</li> </ul> </li> </ul> <p style="text-align: center;"><b>⚠ Never lift a person using the crane.</b></p>	2M	
11. Changing lift attachments	Hit by moving plant/parts	3H	<ul style="list-style-type: none"> <li>Pre-inspect, maintain, remove and attach as per manufacturer's instructions. Ensure:</li> <li>Safety pins and locks available, in good working order. Marked with the following:                             <ul style="list-style-type: none"> <li>Manufacturer's name, make, model and serial number</li> <li>Quick hitch weight</li> <li>Maximum rated capacity</li> </ul> </li> <li>If damage or faults detected, do not use. Follow tag-out/lock-out procedures and report to supervisor immediately.</li> </ul>	2M	

JOB STEP	POTENTIAL HAZARD/S	IR	CONTROL MEASURES TO REDUCE RISK	RR	RESPONSIBLE PERSON
<i>INHERENT RISK-RATING (IR) RESIDUAL RISK-RATING (RR)</i>					
12. Refuelling	Fire / explosion	3H	<ul style="list-style-type: none"> <li>DO NOT smoke during re-fuelling</li> <li>Ensure re-fueling is undertaken in well-ventilated area, clear of ignition sources</li> <li>Ensure fire extinguisher available and in date.</li> </ul> <p><b>Diesel: Fire extinguisher</b> – Water, foam, dry chemical powder, CO<sub>2</sub>  <b>Unleaded petrol: Fire extinguisher</b> – Dry chemical powder, foam, CO<sub>2</sub>. Never use water to extinguish an Unleaded Petrol fire.</p>	2M	
	Exposure to hazardous chemicals / substances	3H	<ul style="list-style-type: none"> <li>Avoid breathing vapours or contact with fuel</li> <li>If clothing is splashed with fuel, change immediately</li> <li>Do not siphon or swallow fuel as this can be fatal</li> <li>Do not eat, drink or smoke during/after-handling fuel until hands are carefully washed</li> <li>Shower and wash immediately after work. Wash clothes in separate wash from other clothes.</li> </ul>	2M	
	Environment incident	3H	<ul style="list-style-type: none"> <li>Ensure training in emergency response for chemical spill. Emergency response –fuel spill:               <ol style="list-style-type: none"> <li>Stop the source of the spill or leak or release                   <ol style="list-style-type: none"> <li>If that is not possible &amp; it is safe to do so - stop the spill or release from spreading</li> </ol> </li> <li>Turn off any ignition sources if safe to do so</li> <li>Use gravel or other material to stop fuel entering drains/water courses</li> <li>Clean up spill as required.</li> </ol> </li> </ul>	2M	
13. On completion	Cuts, laceration, puncture wounds	3H	<ul style="list-style-type: none"> <li>Wear gloves. Do not use bare hands to clean or pack up equipment</li> <li>Check for damage and follow procedure for damaged equipment.</li> </ul>	2M	
	Hit by moving plant/equipment	3H	<ul style="list-style-type: none"> <li>Return all rigging to stowed location</li> <li>Lock lift arm into safe travel position</li> <li>Ensure lifting attachment is secured for travel</li> <li>Retract and stow outriggers for travel</li> <li>Inspect plant for signs of malfunction (such as hydraulic leaks) and report as required.</li> </ul>	2M	
	Crush injuries – unsecured load	3H	<ul style="list-style-type: none"> <li>Ensure load is restrained for travel to ensure load is positioned correctly, able to withstand acceleration, deceleration in different directions and movement is limited sufficiently</li> <li>Straps and tie-downs are in good condition.</li> </ul>	2M	
	Slips, trips, falls causing injury	3H	<ul style="list-style-type: none"> <li>Clean up any waste ensuring the site is left in clean and tidy condition</li> <li>Store equipment so as to minimise manual tasks hazards, trip hazards and the potential for falling objects.</li> </ul>	2M	
	Public safety	3H	<ul style="list-style-type: none"> <li>If acceptable, remove or add barricades as necessary, contact supervisor and notify job completion.</li> </ul>	2M	

**EMERGENCY RESPONSE - CALL 000 IMMEDIATELY.**

If work is to be conducted on a construction site (or a site controlled by another Employer / PCBU) follow the site-specific Emergency Management Plan. Ensure:

- Adequate numbers of first aid trained staff are on site
- First aiders are trained & competent in managing injuries until emergency services arrive
- All rescue equipment is in good condition, available for use and in close proximity to the work site.

Ensure workers have access to:

- First aid kit/supplies
- First Aid trained personnel familiar with resuscitation and emergency response for electric shock
- M/SDS
- Communication devices (check mobile phones will have service in area)
- Suitable fire protection equipment.

REVIEW NO.	1	2	3	4	5	6	7	8	9	10
NAME:										
INITIAL:										
DATE:										

**PLANT/TOOLS/EQUIPMENT LIST FOR THE JOB** *(include Type, Make Model, SWL/Capacity)*


**Relevant Legislation & Codes of Practice**

Act & Regulations  
Comcare  
SafeWork NSW

1. Download the [OHS Legislation and Codes of Practice Reference List 31105-1](#) from your tax invoice or go to [OHS References](#).
2. Copy and paste your [State specific](#) references relevant to your scope.

**Codes**

**Australian Commonwealth**

- Work Health and Safety (Transitional and Consequential Provisions) Act 2011
- Work Health and Safety Act 2011
- Work Health and Safety Regulations 2011.
- Work Health and Safety (First Aid in the Workplace) Code of Practice 2015
- Work Health and Safety (Hazardous Manual Tasks) Code of Practice 2015
- Work Health and Safety (How to Manage Work Health and Safety Risks) Code of Practice 2015
- Work Health and Safety (Labelling of Workplace Hazardous Chemicals) Code of Practice 2015
- Work Health and Safety (Managing Noise and Preventing Hearing Loss at Work) Code of Practice 2015
- Work Health and Safety (Managing Risks of Hazardous Chemicals in the Workplace) Code of Practice 2015
- Work Health and Safety (Managing the Risk of Falls at Workplaces) Code of Practice 2015
- Work Health and Safety (Managing the Work Environment and Facilities) Code of Practice 2015
- Work Health and Safety (Work Health and Safety Consultation, Co-operation and Co-ordination) Code of Practice 2015
- Work Health and Safety (Managing Risks of Plant in the Workplace) Code of Practice 2015

**Codes**

**New South Wales**

- First aid in the workplace code of practice 2020
- Hazardous manual tasks code of practice 2019

- How to manage work health and safety risks code of practice 2019
- Managing electrical risks in the workplace code of practice 2019
- Managing noise and preventing hearing loss at work code of practice 2019
- Managing the risk of falls at workplace code of practice 2019
- Managing the risk of falls in housing construction code of practice 2019
- Managing the work environment and facilities code of practice 2019
- Managing risks of hazardous chemicals in the workplace code of practice 2019
- Managing the risks of plant in the workplace code of practice 2019
- Work health and safety consultation, coordination and cooperation code of practice 2019
- Safe handling of timber preservatives and treated timber code of practice 1991
- Work near overhead power lines code of practice 2006

## SAFE WORK METHOD STATEMENT (SWMS) PART 2

This SWMS has been developed in consultation and cooperation with *employee/workers* and relevant *Employer/Persons Conducting Business or Undertaking (PCBU)*. I have read the above SWMS and I understand its contents. I confirm that I have the skills and training, including relevant certification to conduct the task as described. I agree to comply with safety requirements within this SWMS including risk control measures, safe work instructions and PPE described.

OVERALL RISK RATING AFTER CONTROLS

1 Low

2 MODERATE

3 High

4 ACUTE

WORKERS' NAME	JOB ROLE / POSITION	LICENCES, COMPETENCIES & QUALIFICATIONS <i>(add as applicable)</i>			DATE	SIGNATURE
		TYPE / DESCRIPTION	CLASS	NUMBER		
		Construction Card				
		Construction Card				
		Construction Card				
		Construction Card				
		Construction Card				
		Construction Card				
		Construction Card				
		Construction Card				
		Construction Card				
		Construction Card				

DOCUMENT #:

VERSION #: 1

AUTHORISED BY:

REVIEW #:

ISSUE DATE:

REVISION DATE:

CRANE TRUCK PRE-START CHECKLIST									
NAME OF PLANT:			IDENTIFICATION OR REGISTRATION No.				DATE:		
ITEM	YES	No	N/A	ITEM	YES	No	N/A		
Daily logbook completed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Instruction manual available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Operator licensed to operate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Crane	Load charts and symbols	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fluid Levels	Hydraulics	<input type="checkbox"/>	<input type="checkbox"/>		Mounting bolts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Oils	<input type="checkbox"/>	<input type="checkbox"/>		Hydraulic hoses no leaks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Water	<input type="checkbox"/>	<input type="checkbox"/>		Electrical wiring condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Fuel	<input type="checkbox"/>	<input type="checkbox"/>		Mechanical condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fluid leaks	Hydraulics	<input type="checkbox"/>	<input type="checkbox"/>	Crane	Boom Stowed and secured for travel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Oils	<input type="checkbox"/>	<input type="checkbox"/>		Inspect boom sections for cracks or dents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Water	<input type="checkbox"/>	<input type="checkbox"/>		Outriggers stowed for travel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Fuel	<input type="checkbox"/>	<input type="checkbox"/>		Extensions secured	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Danger areas guarded	Moving motor parts	<input type="checkbox"/>	<input type="checkbox"/>		Slings/ cables stowed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Shafts	<input type="checkbox"/>	<input type="checkbox"/>		Emergency stop device located at every control station on the crane?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Hydraulic hoses/valves etc.	<input type="checkbox"/>	<input type="checkbox"/>		Traffic/Pedestrian control equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Hot engine/muffler parts	<input type="checkbox"/>	<input type="checkbox"/>		Hi vis/reflective vest in cabin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Tyres / wheels / tracks	Correct type	<input type="checkbox"/>	<input type="checkbox"/>		Hard Hat in cabin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Do not have cracks	<input type="checkbox"/>	<input type="checkbox"/>		Fire extinguisher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Have adequate tread depth	<input type="checkbox"/>	<input type="checkbox"/>		Other?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Correct and equal pressure	<input type="checkbox"/>	<input type="checkbox"/>		Operators Name	<i>Report any problems to supervisor and follow tag-out/lock-out procedures for unsafe equipment.</i> <u>Comments:</u>			
Warning devices	Gauges / Lamps / Warning systems	<input type="checkbox"/>	<input type="checkbox"/>						
	Lights – front / rear/ stop / turning / beacons	<input type="checkbox"/>	<input type="checkbox"/>						
Other?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
Repairs completed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						

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