

Wheeler Cranes
6 McIntyre Rd
Tomago NSW 2324

ABN: 34 088 229 190

This SWMS has been developed and authorised by:

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Position Managing Director

Date 19/6/12

Signature

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WHS FORM 05: SAFE WORK METHOD STATEMENT (SWMS) (job safety analysis worksheet scope of works)

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

Trades involved with undertaking this work activity/task: Crane Driver Dogman

This SWMS is submitted to: (Principal/Head Contractor)

Company:

Contact name:

Contact name:

Site address:

Project detail:

This SWMS was reviewed by: (Principal/Head Contractor)

Name:

Position:

Signature:

Date:

Phone number:

Mobile Number:

Responsible person who will implement, review, supervise, oversee, approve and inspect workplace, plant, tools, protective measures and equipment on contractors behalf

Name:

Position:

Signature:

Date:

Phone number:

Mobile Number:

Equipment to be used	✓	Insert other equipment	✓	Personal protective equipment to be used. Has PPE been supplied?	Y/N	Common hazard	✓
Extension ladder		Cement mixer		Hard hat	Y	Fall from ladder	✓
Step ladder				Safety boots	Y	Fall from heights	✓
Scaffold (mobile)				Safety vest/Hi Vis clothing	Y	Fall from scaffold	✓
External scaffold				Gloves	Y	Contact with electricity	✓
Fire extinguisher				Hearing protection	Y	Dermatitis	
Trestles				Safety glasses	Y	Slip, trips and falls	✓
Electrical leads				Barrier cream		Manual handling	✓
Power tool				Safety lines		Inhalation of dust or fumes	✓
Generator				Safety harness	Y	Exposure to noise	✓
RCD power board				Dust masks		Contact with moving plant	✓
Hand tools				Other:		Cuts	
Nail gun						Other:	
Wheelbarrow							
Shovel							

How to complete the following form

- List the step-by-step sequence of tasks required to carry out a work activity from start to finish.
- List the potential hazards associated with each step and the related WHS risks.
- List what controls you will implement to reduce the risks to the lowest possible level.
- List the names or positions of the persons responsible for ensuring that the controls are implemented.

A separate SWMS is required for each work activity

Assessing the risk

RISK	High	Medium	Low
	Potential death, permanent disability or major structural failure/damage.	Hospitalisation or medical treatment, potential temporary disability or minor structural failure/damage.	Hazard that has the potential to cause persons to require first aid.
ACTION REQUIRED	Cease work immediately. Review task/situation/condition. Additional risk controls and must be documented and implemented. Ensure all parties are aware of risk control.	Implement suitable controls as soon as practical. Task/situation/condition to be reviewed and reinforce control measures where applicable.	Review task and reinforce control measures where applicable.

Hierarchy of controls

Eliminate the risk all together.	Substitute the risk.	Isolate people from the risk.	Engineer out the risk.	Apply administrative controls.	Use personal protective equipment (PPE).
Best					Worst

Step	Job step <i>Break the job down into steps.</i> <i>Outline each task to do the job.</i>	Hazards Identification Identify any potential hazards associated with each job step. Assess any risks that could lead to an incident or an adverse environmental impact and rate each risk accordingly.	Risk Rating	Controls Implemented 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, occupational illness or environmental impact.	Residual Risk	Person responsible
1.	Vehicle Movement	Being struck by vehicle	H	Personnel working in yard to be vigilant. Personnel working in yard not to wear headphones for personal entertainment devices or mobile phones. Personnel working in yard are not to talk on mobile phones while working in yard. Personnel are to move to safe location before engaging in conversation. Personnel working in yard to wear hi-vis clothing.	L	All personnel
			H	Persons driving vehicles are to maintain vigilance while driving Persons driving vehicles in yard must not use mobile phones while driving Vehicles operating in the yard are limited to 10Kph.	L	Drivers
		Striking person/vehicle	H	Vehicles being reversed in yard are to be guided at all times. Drivers and guides are to have a clear understanding of process and good communication methods	L	Drivers & guides
			H	Vehicles are to be parked in accordance with parking plan	L	Drivers

		Striking person/vehicle by falling object	H	Vehicles are to be parked ready to travel with all loose items secured	L	Drivers
		Health effects of dust	M	During extended dry periods, the yard may become dusty. The yard will be watered using the fixed sprinkler on the fence	L	Mechanic
2.	Use of Equipment	Noise affects	M	Configuring spreaders, tyre change and other tasks within the workshop and yard require the use of an impact driver (rattle gun). All persons working on or working within the vicinity of a rattle gun must wear hearing protection.	L	All personnel
			M	Grinding/abrasive cutting is a high noise activity and persons undertaking these activities must wear hearing protection and eye protection.	L	All personnel
		Cut by/Struck by/Crush Injury from tools	M	Persons using equipment are to be instructed in the proper use of that equipment including inspection of the equipment, safety features, use and rehabilitation of the equipment. Suitable PPE must be worn at all times during task.	L	All personnel
		Electrocution	H	All equipment to be inspected regularly and tagged (ETT). Earth leakage protection to be fitted.	L	Mechanic

3.	Housekeeping	Slips/Trips/Falls	M	Equipment to be returned after use. Spills are to be contained and cleaned up Packing and rags are to be disposed of in containers provided	L	All personnel
		Exposure to infectious substances	M	Garbage bins to be emptied regularly	L	Yard personnel
		Exposure to infectious substances	M	Regular program of vermin control to be undertaken Food scraps not to be left around depot	L	Safety Manager All personnel
		Fire response	H	Emergency response plan to be prepared and personnel trained Fire extinguishers to be inspected regularly	L	Safety Manager
4.	Refuelling	Fire response	H	See SOP 16		
		Environmental Spill	M	See SOP 16 – refuelling to occur in bunted area		
				Oil stores to be held in workshop at minimum safe stock levels Accumulations of contaminated rags will be held at a minimum. Used oils/filters to be recycled on a regular basis	L	Mechanic
5.	Use of Equipment	Being struck by equipment	H	Equipment including the forklift or cranes within the yard are to be operated by licensed personnel only, unless operating on a log book. SOPs for equipment to be followed.	L	All personnel

CHECKLIST OF ITEMS THAT MAY BE REQUIRED FOR THIS WORK ACTIVITY

Training and qualifications	NCOC Licence for work performed (Crane Driver/Dogman/Rigger/Forklift) Drivers Licence valid for type of vehicle driven
List of relevant legislation, applicable codes of practice or additional references as required	AS2550 NSW WHS Act 2011 NSW WHS Reg 2011 COP Moving plant on construction sites NCOP for the Prevention of Musculoskeletal Disorder from Performing Manual Tasks at Work (2007) NCOPs for the prevention of falls in general construction and in housing construction
Communication and consultation	All personnel to understand the task, components and sequence of lift, slew path and placement location. Driver and dogman to have UHF radio and/or whistle contact when operating out of sight.

