

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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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: Handling of pre cast concrete elements/tilt up panels

Trades involved with undertaking this work activity/task: Crane Driver/Rigger/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	?	Man Box	?	Safety boots	Y	Fall from heights	✓
Scaffold (mobile)	?	Barriers	?	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

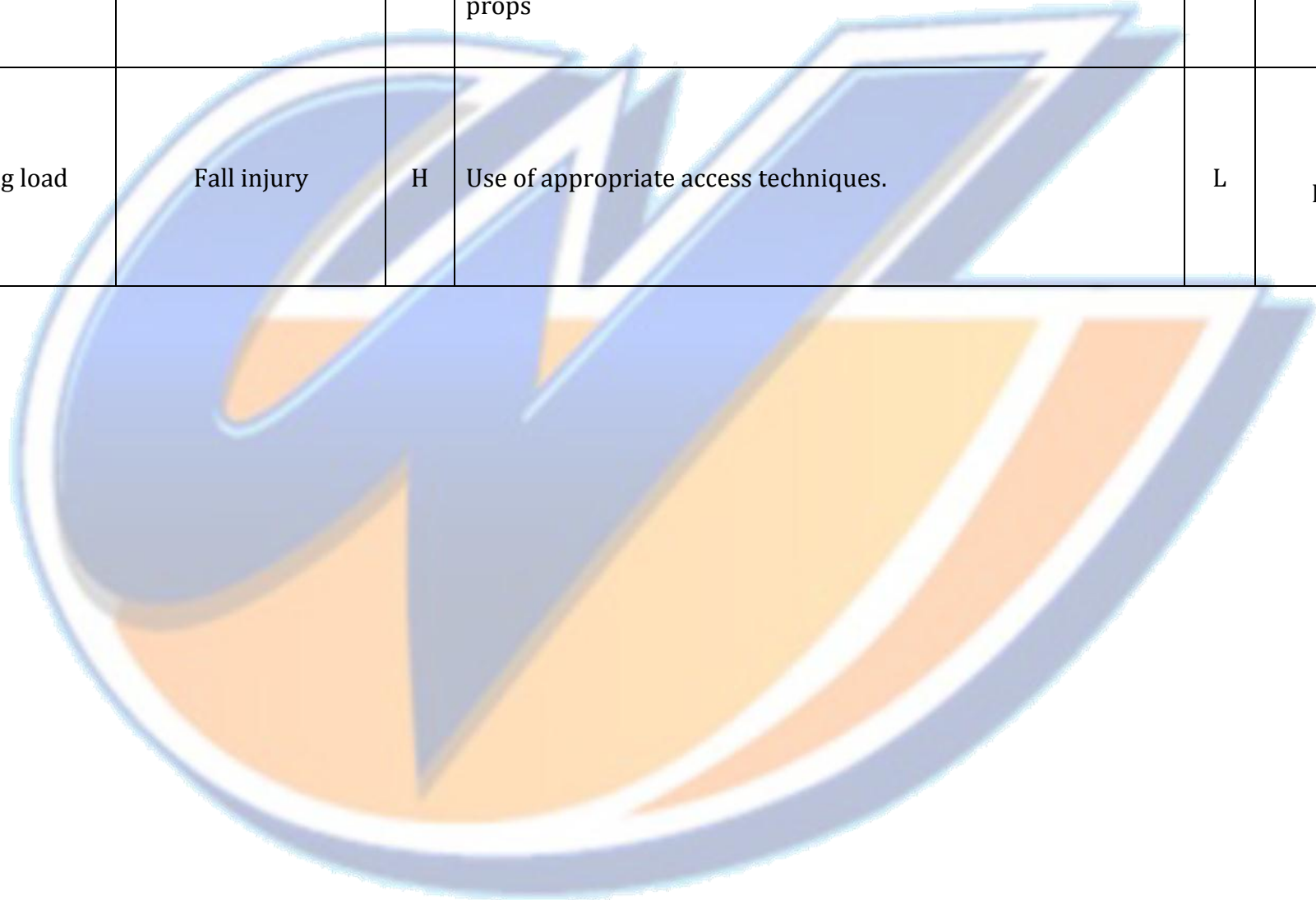
Eliminate the risk all together.	Substitute the risk.	Isolate people from the risk.	Engineer out the risk.	Apply administrative controls.	Use personal protective equipment (PPE).
Best					Worst

STEP	Job step <i>Break the job down into steps. 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.	Travel to site	See SOP 06				
2.	Site selection	See SOP 13 (Slew) or SOP 8 (Franna)		Site Risk Assessment to be completed	L	Crane Driver / Dogman
		Crush injury - panel fall due to displacement of props	H	Additional care to be taken to plan site selection regarding tail swing striking of props. This could include the fitting of movement limiters and visual indicators.	L	Crane Driver
		Crush Injury – struck by plant/load/falling panel	H	Establishment of personnel exclusion zones by erection of barriers or appointment security personnel	L	Site Manager

3.	Erection of crane	See SOP 11		Applicable to Slew cranes only		
4.	Rigging of loads	See SOP 13 (Slew) or SOP 8 (Franna)				
		Crush Injury – due to rigging failure	H	All rigging equipment to be inspected prior to use and periodically throughout the day.	L	Rigger in charge/dogman
		Fall from heights	M	Persons attaching rigging are to use appropriate access techniques, preferably scaffold or EWP to detach/attach rigging.	L	Rigger/ Dogman
		Crush Injury – failure of attachment point	H	Inspect panel attachment points to ensure the appropriate lifting equipment is being used. Inspect each panel to ensure they have had sufficient time to cure (minimum 3 days) Inspect lifting equipment to ensure that it is correctly attached to panel	L	Rigger in Charge/dogman

5.	Lifting loads	Crush Injury – between load and fixed point/Struck by load	H	<p>Rigger in charge to plan lifting, placement and slew path to ensure no person under load. Site supervisor to remove all non-essential personnel from exclusion zone. Rigger in charge/dogman to have clear line of site of panel and movement. Rigger and dogman to have clear handover of responsibility during movement of panel</p> <p>Driver to dampen swing and oscillation throughout movement. Dogman to control load by use of tagline.</p>	L	<p>Rigger in charge Site Supervisor Rigger/ Dogman Rigger/ Dogman Driver Dogman</p>
		Crush Injury – falling panel	H	<p>Panel supplier to individually restrain panels on trucks. Rigger in charge to coordinate lifting to ensure that panels are rigged, and winches take up slack prior to releasing travel restraints.</p>	L	Site Supervisor
		Crush injury – load fall rigging failure	H	<p>Driver to ensure that rotation occurs smoothly to avoid shock loading of winches/rigging</p>	L	Crane Driver
6.	Placing Loads	Crush injury – between load and fixed object	H	<p>Site supervisors to ensure that installers are equipped with appropriate tools to enable alignment of panels to be performed.</p>	L	Site Supervisor

7.	Bracing Panels	Crush Injury – falling panel	H	Riggers in charge are to ensure that foot bracings and props are adequate to task Drivers are to transfer load smoothly between rigging and props	L	Rigger in Charge Driver
	De-Rig load	Fall injury	H	Use of appropriate access techniques.	L	Rigger/ Dogman



CHECKLIST OF ITEMS THAT MAY BE REQUIRED FOR THIS WORK ACTIVITY

Training and qualifications	NCOC Licence for work performed (Crane Driver/Dogman/Rigger) 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.

