

Wheeler Cranes
6 McIntyre Rd
Tomago NSW 2324

ABN: 34 088 229 190

This SWMS has been developed and authorised by:

Name Albie Wheeler

Position Managing Director

Date

Signature

Phone

Mobile

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: Daily Checks – Travel for cranes

Trades involved with undertaking this work activity/task:

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		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		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.	Allocation of personnel	Struck by vehicle	H	Only personnel licensed for class of vehicle to be allocated to work. Only personnel inducted on items of plant to be assigned to plant. Where a person has not been inducted on the plant, they will undergo a familiarisation prior to operating the plant.	L	Allocator
		Fatigue management	H	Drivers are to comply with legislated breaks and log book requirements. Drivers are to monitor their fatigue levels and advise the allocator if they feel they are too tired to drive.	L	Driver
				Allocator to ensure that personnel are rostered to enable sufficient rest breaks. Where minimum rest breaks are not able to be complied with, other measures are to be taken to ensure the safety of personnel, including the provision of relief drivers and taxis	L	Allocator
1.	Pre-Start vehicles	See SOP 03, SOP 04, SOP 05 as required				
2.	Operation of vehicles	Overmass/Overwidth	M	Cranes to be operated in accordance with RMS Permit	L	Driver

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		Struck by load/ equipment	H	All vehicles to have equipment secured at all times while moving.	L	Driver
		Struck by load binder	M	Lever type load binders (chain dogs) are not to be used, only ratchet type	L	Driver
		Fall from height	H	Use of fall barriers where fitted. Load planning to maximise access from ground Use of appropriate access equipment including loading platforms where available	L	Driver
		Struck by other vehicles	H	All personnel to wear hi-vis clothing or vest when working near moving traffic	L	Driver
		Drugs and alcohol	H	Persons reporting for duty are to be free of the influence of alcohol or drugs. Alcohol and drugs may not be consumed by any person while on duty.	L	Driver

CHECKLIST OF ITEMS THAT MAY BE REQUIRED FOR THIS WORK ACTIVITY

Training and qualifications

NCOC Licence for work performed (Crane Driver / Dogman)
Drivers Licence valid for type of vehicle driven

List of relevant legislation, applicable codes of practice or additional references as required

AS2550.1
AS2550.5
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.

