

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: Franna crane Operations

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				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	Report for work	Fatigue	H	Personnel to assess their condition on an ongoing basis and monitor fatigue. Personnel to comply with fatigue management guidelines for heavy vehicle drivers	L	Driver
2	Obtain job information	Overstress injury	M	Personnel to use appropriate manual handling techniques' when preparing vehicles for task.	L	All personnel
		Crush Injury	M	Personnel to wear gloves when loading vehicles with heavy equipment.Eyes on job,Eyes on task.	L	All personnel
3	Pre-start inspection of crane	Refer SOP 03 and SOP 02				
4	Travel to site	Refer SOP 06				
5	Arrival on site	Struck by vehicle	H	Cranes to be parked in accordance with Australian Road Rules and an site parking plan. Personnel to wear Hi-vis clothing Personnel to be aware of passing traffic	L	Driver / Dogman

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6	Review site documentation	Struck by/Strike/Spill etc	H	Personnel to review site JSA, Site Safety Plan and obtain induction if available.	L	Driver / Dogman
7	Review site risks		H	Crew to complete Site Risk Assessment including lift study	L	Driver / Dogman
8	Determine rigging methods	Struck by falling load	H	Crew to determine rigging methods to be used.	L	Driver / Dogman
9	Assess Carry path and placement location	Struck by load/Struck by vehicle	H	Assess carry path for exclusion of personnel, slope and effects on radius, abrupt change of direction, reversing, potential for collision with structures and security of ground	L	Driver / Dogman
10	Select lifting equipment	Struck by falling load	H	Dogman to select and inspect all lifting equipment to be used. Lifting equipment must be tagged and in good condition. See SOP 10	L	Dogman
11	Attaching Lifting Equipment	Struck by falling load	H	Where loads are on transport, lifting equipment is to be attached and under tension prior to releasing restraints where there is any doubt as to stability of load	L	Dogman
		Fall from height	H	Dogman to use appropriate access equipment to attach lifting equipment	L	Dogman

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		Crush Injury	M	Dogman to wear gloves when attaching equipment	L	Dogman
		Struck by falling load	H	Lifting equipment to be protected from sharp edges by suitable packing material. Load to be protected by suitable packing material to prevent damage	L	Dogman
12	Lift load	Struck by falling load	H	Load to be test lifted and rigging inspected for security	L	Dogman
13	Transport Load	Struck by moving load	H	Non-essential personnel to be excluded from work area	L	Site Manager
		Crush injury – between load and fixed object	H	Load to be controlled by tag line. Dogman not to position themselves between load and fixed objects Driver to minimise load swing during movements	L	Dogman Driver
		Struck by moving vehicle	H	Dogman to use tag line to control load. Dogman not to place themselves between load and crane. Dogman to ensure no one walks between load and crane. Dogman to guide crane in reversing movements.	L	Dogman
		Crush injury	H	Driver to ensure no person within the articulation zone of the Franna when turning	L	Driver

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		Struck by load	H	Dogman and Driver to discuss and agree on communication methods prior to lift	L	Driver / Dogman
14	Place Load	Struck by falling load	H	Dogman to ensure load is stable prior to releasing tension from rigging. This could include packing the load or placing dunnage under the load.	L	Dogman
15	Release Lifting Equipment	Fall from height	H	Use appropriate access equipment to permit rigging to be removed	L	Dogman
		Crush injury	M	Dogman to wear gloves.Eyes on job,eyes on task.	L	Dogman
		Overstress	M	Appropriate manual handling techniques to be used	L	Dogman
16	Stow Lifting equipment	Crush Injury/overstress	M	Dogman to wear gloves and use appropriate manual handling techniques	L	Dogman
17	Depart from site	Strike Person/Object	H	Caution to be taken in travelling on site, guides to be used where appropriate	L	Driver
		Economic Loss	L	Docket to be signed by client representative	L	Driver

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		Struck by object flung from vehicle	H	Crane Crew to inspect crane prior to road travel to ensure all items secured. Crane Crew to inspect tyres and remove any excess mud from tyres or debris lodged between duals Refer SOP 06	L	Driver / Dogman
18	Return to Depot	Damage to crane	M	Post operation checks as per SOP 03		
		Lost equipment	M	Return lifting gear to racks as per SOPs 03 & 09	L	Driver/ Dogman
19	Report any defects or damage	Damaged/. Defective equipment is used	H	Driver to report any defect or damage to crane. Damaged/Defective lifting equipment to be reported as per SOP 10	L	Driver 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	AS2550.1 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.

