

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: Use of Kibbles

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		Kibble	✓	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	Prepare the kibble for use	Struck by falling load – failure of lifting points	H	Inspect the lifting points of the kibble to ensure they are in good order	L	Driver / Dogman
		Struck by falling load – accidental discharge	H	Inspect the operation of the discharge handles to ensure they cannot accidentally release	L	Dogman
		Damage to crane / Crane instability	H	Confirm density of material and calculate total load. Confirm operating radius Confirm kibble fill depth Test Lift kibble	L	Driver / Dogman
2	Identify slew path	Struck by falling load	H	Establish personnel exclusion zones	L	Driver / Dogman
		Electrocution	H	Inspect slew path for potential close approach to power lines	L	Driver / Dogman
3	Lift kibble	Refer SOP 08 for Franna, SOPs 11 & 12 for slew crane operations				
4	Place Kibble	Crush between kibble and fixed structure	H	Driver to cancel swing prior to placement	L	Driver

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
			H	Personnel to maintain vigilance when kibble is being placed. Dogman to advise placement crew	L	Dogman / Crew
		Struck by Kibble	M	Driver to ensure all movements are smooth and controlled. Dogman to provide clear communications with driver and maintain lookout for unauthorised personnel in exclusion zone	L	Driver/ Dogman
		Fall from height	H	If fall from height possible, appropriate working at heights precautions up to and including fall arrest harnesses to be used.	L	Site Manager
5	Unload kibble	Struck by falling load	H	Personnel exclusion zone in place.	L	Site Manager
			H	Persons operating discharge handle to have clear view of drop area. No drop to occur when persons are in the drop area.	L	Crew

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.

