

**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: Multi Crane Lifts

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		Man Box	✓	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.
<b>ACTION REQUIRED</b>	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	<b>Job step</b> <i>Break the job down into steps. Outline each task to do the job.</i>	<b>Hazards Identification</b> 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.	<b>Risk Rating</b>	<b>Controls Implemented</b> 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.	<b>Residual Risk</b>	<b>Person responsible</b>
1	Pre –start of crane	Refer SOP 04 and operators manual				
2	Travel to site	Refer SOP 06				
3	Operation of Cranes	Refer SOP 08 for Franna Crane Operation or SOP 13 for Slew Crane Operation				
4	Selection of personnel	Crane Instability/Rigging Failure	H	All personnel allocated to the lift are to be selected with due regard to qualifications and experience of the individuals on the plant to be used and the role to be performed.	L	Allocator
			H	Assign an intermediate rigger to be in control of the lift. This person to be solely responsible for instructing the crane crew.	L	Allocator
5	Planning the lift	Crane Instability/ rigging failure	H	Dual crane lifts are to be planned by a competent person holding a minimum intermediate rigger ticket.	L	Rigger
			H	Appropriate allowances for number of cranes used made. WLL adjusted and confirmed by all crane operators and riggers.	L	Rigger /Crane Crew

Step	<b>Job step</b> <i>Break the job down into steps. Outline each task to do the job.</i>	<b>Hazards Identification</b> 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.	<b>Risk Rating</b>	<b>Controls Implemented</b> 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.	<b>Residual Risk</b>	<b>Person responsible</b>
6	Lifting	Crane instability	H	Lifting to be held in the vertical plane. All movements to be coordinated by rigger	L	Rigger / Crane Crew
		Struck by falling object – rigging failure	H	Lift to be coordinated to maintain load share. Crane Operators to monitor load and communicate approach to modified WLL to Rigger	L	Rigger / Crane Operators
			H	Dogmen to be positioned to assist rigger in observing rigging and slew path	L	Rigger / Dogman
7	Slew/travel	Crane Instability	H	Slew/travel path to be selected to maintain vertical alignment of lifting equipment.	L	Rigger/ Crane Operator

**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

**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 whistle contact when operating out of sight.

