

Wheeler Cranes
6 McIntyre Rd
Tomago NSW 2324

ABN: 34 088 229 190

This SWMS has been developed and authorised by:

Name

Position

Signature

Date

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: Work near water

Trades involved with undertaking this work activity/task:

This SWMS is submitted to: (Principal/Head Contractor)

Company:

Contact name:

Site address:

Contact name:

Project detail:

This SWMS was reviewed by: (Principal/Head Contractor)

Name:

Signature:

Phone number:

Position:

Date:

Mobile Number:

Responsible person who will implement, review, supervise, oversee, approve and inspect workplace, plant, tools, protective measures and equipment on contractors behalf

Name:

Signature:

Phone number:

Position:

Date:

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:	Y	Cuts	
Nail gun				PFD		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
	Work operations in accordance with SOP	Refer SOP 08 for Frannas and SOP 13 for Slew Cranes				
1.	Job planning	Insurance cover	M	Insurance excludes work “over water” without special notice. Insurer to be advised when work is planned over water	L	Technical Supervisor
2.	Walking on site	Fall into water	H	Personnel working/walking in close proximity to edge of wharves/river banks to wear PFD. PFD is to auto-inflate if inflatable.	L	Each person
3.	Driving on site	Fall into water	M	Cranes are not to be driven on side slopes on river banks. Cranes are to be guided when parking on wharves.	L	Crane Crew
		Fall into water – wharf collapse	M	Geotechnical/structural reports to be provided where any doubt as to structural integrity exists	L	Site Manager
4.	Erection of crane	Fall into water – wharf collapse	M	Geotechnical/structural reports to be provided where any doubt as to structural integrity exists. Increased pad size to reduce ground pressures to specifications	L	Crane Crew

CHECKLIST OF ITEMS THAT MAY BE REQUIRED FOR THIS WORK ACTIVITY

<p>Training and qualifications</p>	<p>NCOC Licence for work performed (Crane Driver / Dogman) Drivers Licence valid for type of vehicle driven</p>
<p>List of relevant legislation, applicable codes of practice or additional references as required</p>	<p>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</p>
<p>Communication and consultation</p>	<p>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. Advice to insurer by phone to Gina Brasher Senior Account Executive/Operations Manager</p> <div data-bbox="660 1197 1982 1412" style="border: 1px solid gray; padding: 5px;">  <p>Ph: (02) 49 256 509 Fax: (02) 49 256 507 Mobile 0425 256 648 EMAIL: ginab@sanderson-insurance.com.au Website: http://www.markeygroup.com.au/ar/sanderson/index.php</p> </div>

