

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 17/5/13

Phone 0249649991

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: RA SOP 20 – Modular Buildings

Trades involved with undertaking this work activity/task: Crane Driver & Dogman

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		Ladder strap	✓	Safety boots	Y	Fall from heights	✓
Scaffold (mobile)		Footing timbers	✓	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				* may be required for some tasks		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.</i> <i>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	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.	Select Ladder	Ladder failure – Insufficient SWL	H	SWL to be assessed by personnel. SWL must exceed weight of dogman	L	Dogman
		Ladder failure – damage	H	Ladder to be inspected for damage to stiles and rails. Ladder to be inspected for operation of locking mechanism and release	L	Dogman
2	Load Ladder	Overstress Injury	M	Ladder to be carried by two persons to prevent leverage loads on individuals. When ladder to be carried by one person, ladder to be carried vertically. When ladder carried by one person, the ladder is to be placed onto truck, by placing foot of ladder in position and walking away from the foot, handing the ladder down until the ladder is below shoulder height.	L	Dogman
		Strike object/person	M	Ladder is to be controlled front and rear during carriage. Where carried vertically, the head of the ladder is to be observed by carrying person at all times to ensure that it does not come into contact with overhead objects	L	Dogman
		Electrocution	H	Ladder not to encroach on close approach zone for electrical power.	L	Dogman

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		Struck by ladder during travel	H	Ladder to be tied down using appropriate lashing techniques	L	Dogman
3	Place Ladder against building	Fall from height due to ladder sinking into ground	H	Ladder to be placed on footing timbers	L	Dogman
		Fall from height – ladder moving away from building	H	Ladder to be placed at 4:1 slope	L	Dogman
		Fall from height – ladder sliding during climbing	H	Ladder footing timbers to be level and secure	L	Dogman
4	Climb Ladder	Fall from height – loss of grip	H	Maintain three points of contact	L	Dogman
		Fall from height – ladder bounce on footing timbers	H	Ladder to be footed during climbing	L	Dogman
		Fall from height – ladder slip during transition to roof	H	Ladder to be secured to eyebolt by ratchet tie if more than one ladder on site.	L	Dogman

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5	Remove Eyebolts	Fall from height – loss of grip	H	Three points of contact to be maintained at all times. All eyebolts accessible from externally placed ladders are to be removed using externally placed ladders. Only eyebolts at interior joints are to be accessed from the roof. Eyebolts and tools to be carried in pockets not hands	L	Dogman
		Struck by falling eyebolt/tools	M	No person to be under work at any times.	L	Dogman
6	Transition to roof	Fall from height loss of grip	H	Maintain three points of contact at all times. Ladder to extend at least 1m above roof to allow three points of contact to be maintained.	L	Dogman
		Fall from height – unprotected edge	H	No access to roof until second module is in place. Access to roof is to be between lines of eyebolt holes. Dogman to proceed directly away from ladder at 90° to roof edge. Access to eyebolts is to be along the joint between modules only.	L	Dogman
7	Transition from roof	Fall from height – unprotected edge	H	Dogman move to point along joint between modules opposite ladder. Dogman to approach ladder at 90° to ladder. Dogman to grasp ladder on approach to edge.	L	Dogman

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		Fall from height loss of grip	H	Maintain three points of contact at all times. Ladder to extend at least 1m above roof to allow three points of contact to be maintained.	L	Dogman
8	Climb down ladder	Fall from height – ladder slip during transition from roof	H	Ladder to be secured to eyebolt by ratchet tie if more than one ladder on site. If last use, ratchet tie not to be removed until ladder is footed by another person	L	Dogman
		Fall from height – loss of grip	H	Maintain three points of contact	L	Dogman
		Fall from height – ladder bounce on footing timbers	H	Ladder to be footed during climbing	L	Dogman

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9	Remove ladder	Crush injury – collapsing ladder	M	Gloves to be worn when operating catches and rope. Hands to be clear of ladder when extension being retracted	L	Dogman
10	Load ladder onto vehicle	See step 2				
11	Replace ladder and equipment	See step 2				

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
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.

