

Wheeler Cranes
6 McIntyre Rd
Tomago NSW 2324

ABN: 34 088 229 190

This SWMS has been developed and authorised by:

Name Steve Smallman

Position Safety & Systems Manager

Date 21/6/13

Signature

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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: Assembly and storage of modular spreader bars

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

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		Cement mixer		Hard hat	Y	Fall from ladder	
Step ladder		Modulift	✓	Safety boots	Y	Fall from heights	
Scaffold (mobile)		Maxibar	✓	Safety vest/Hi Vis clothing	Y	Fall from scaffold	
External scaffold		Torque Wrench	✓	Gloves	Y	Contact with electricity	✓
Fire extinguisher		Socket(s)	✓	Hearing protection	*	Dermatitis	
Trestles		Tape Measure	✓	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).
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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
Assembly of Modular bar						
1.	Determine configuration	Bar failure due to incorrect order of units	H	Allocator to instruct personnel on desired length of bar. Personnel to consult chart displayed on wall to determine correct sequence of components. Personnel to write down configuration and torque setting for later use.	L	Allocator Personnel assembling bar
2.	Place components on stand	Struck by plant/strike personnel/structure	H	Plant to be operated by competent operator only. Personnel exclusion zone to be established/spotters used	L	Personnel
		Failure of lifting equipment	M	Only tagged and inspected lifting equipment to be used	L	Personnel
		Overstress	M	Mechanical lifting devices to be used	L	Personnel
		Crush Injury to hands	M	Gloves to be worn	L	Personnel

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
3.	Inspect components	Bar failure due to incorrect assembly	H	Flange faces to be clean and free from grit or excess rust	L	Personnel
		Bolt failure due to thread damage	H	Bolts are to be inspected for condition. Bolts are to be straight, no obvious signs of defect and nuts must be able to be run up the length of the thread by hand	L	Personnel
4.	Assemble components	Wrong sequence of components	H	Components to be assembled in accordance with manufacturers specifications. Check component lengths to ensure correct components selected.	L	Personnel
		Wrong bolts used	H	Bolts must be the designated bolts for the spreader. Bolts will fit neatly into holes with minimal excess room. When components are correctly aligned bolts will be able to be pushed through by hand. When tensioned, not less than two threads will be seen clear of the nut	L	Personnel
		Bolts incorrectly tensioned	H	Bolts may be rattled up to snug fit only, i.e. into contact with flanges. Bolts may only be tightened using a tension wrench set to the manufacturers torque setting. Bolts are to be tightened in cross pattern	L	Personnel

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5.	Pre-use inspection	Bar failure/ Bar length incorrect/Shackles incorrect	H	Overall length of bar to be checked to ensure it is correctly configured. Bar is to be rotated on stands to ensure all flanges correctly assembled. Shackles fitted to end plates are to be inspected to ensure they are correctly fitted, correctly aligned and in good condition	L	Personnel
6.	Disassembly	As per steps 1-5 above	H	Nuts may be rattled off. Nuts removed from bolts are to be replaced on bolts when the bolts are removed from the bar. Nuts are to be run up the full length of the thread by hand. Any nut/bolt where the nut meets excessive resistance is to be discarded	L	Personnel

CHECKLIST OF ITEMS THAT MAY BE REQUIRED FOR THIS WORK ACTIVITY

Training and qualifications

NCOC Licence plant used
Familiar with rattle gun and torque wrench

List of relevant legislation, applicable codes of practice or additional references as required

COP Moving plant on construction sites
NCOP for the Prevention of Musculoskeletal Disorder from Performing Manual Tasks at Work (2007)
Manufacturers specifications

Communication and consultation

Personnel to understand desired length of bar and to consult the manufacturers chart as displayed.

