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 Web: <http://www.lifritecranehire.com.au>

Safe Work Method Statement

Date:		Principal Contractor:	
Project Name:		Project Address/Location:	
Commencement Date:		Duration of Work:	
Scope of Work (Outlines the scope of the work that is required to complete the work)		Step 1 - Crane arrives on site Step 2 - Crane travels to work area Step 3 - Setting up crane and work area Step 4 - Rigging load Step 5 - Lifting load Step 6 - Traveling load Step 7 - Dogging load Step 8 - Landing load Step 9 - Removing lifting gear Step 10 - Emergency procedures Step 11 - Packing up crane Step 12 - Leaving site	
Authorising Person		Supervisor for the Work	
		Responsible for providing site specific training; Implementing & monitoring implementation of this SWMS; conducting inspections;	
Name Print & Signature	Wayne Pitts 	Name Print & Signature	
Position	Director of Liftrite Rigging & Crane Hire Pty. Ltd.	Qualifications	
Nominated WH&S Rep	Crane Operator	Number of Employees to be used on site:	



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High Risk Check List		Sub-Contractor:	
Site Representative:			
Contact Phone:			
Work Activity:			
High Risk Work involves:	<input type="checkbox"/> Risk of falls from greater than 2 meters	<input type="checkbox"/> Work on a telecommunications tower	<input type="checkbox"/> Demolition of a load-bearing structure
	<input type="checkbox"/> Likely to involve disturbing asbestos	<input type="checkbox"/> Temporary load-bearing support structures	<input type="checkbox"/> Work in confined spaces
	<input type="checkbox"/> Work in or near shaft or trench with an excavated depth greater than 1.5m or a in a tunnel	<input type="checkbox"/> Use of Explosives	<input type="checkbox"/> Work on or near pressurized gas pipes or mains
	<input type="checkbox"/> Work on or near chemical, fuel or refrigerant lines	<input type="checkbox"/> Work on or near energized electrical installations or services	<input type="checkbox"/> Work in an area with contaminated or flammable atmosphere
	<input type="checkbox"/> Work with tilt up or pre-cast concrete	<input type="checkbox"/> Work on, in or adjacent to road, rail shipping or other major traffic corridor	<input checked="" type="checkbox"/> Work in an area with movement of powered mobile plant
	<input type="checkbox"/> Work in areas with artificial extremes of temperature	<input type="checkbox"/> Work in or near a drowning risk	<input type="checkbox"/> Diving work
	<input type="checkbox"/> Other (please specify):		
Has the SWMS been developed based on a site-specific risk assessment?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO [Note: A WorkSafe Inspector may ask to sight this risk assessment at any time. Make sure it is retained on-site at all times.]	Date SWMS Provided to PC	
Person(s) Responsible for reviewing the SWMS		Last SWMS Review Date:	
Date received:		Signature:	



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Personnel Details <i>(tick or circle appropriate responses)</i>			Plant and Equipment Details <i>(tick or circle appropriate responses)</i>		
Trades/Skills		Crane Operator, Dogman			
Qualifications / Licences Required		Training Required	Plant and Equipment		
DG	C2	✓ Construction Industry General Induction	Mobile Crane:	Crane Working	Kibble
RB	C6		Overhead Signage	Manbox
RI	C1	✓ Site Induction	Mobile Crane:	Barrier Tape	Steel Pallets
RA	C0	✓ This SWMS	First Aid Kit	Brick Cage
WP (>11m)	CV (>10mT)	MSDS	Fly Extension		
EWP (<11m)	CN	Confined Space	Boom Extension	Stop / Slow Bat	
Traffic Control MR		Manual Handling	Lifting Gear	Bollards / Cones	
Truck Licence		ActewAGL Bluebook	Spreader Bar	Ladder	
HR Truck Licence		Asbestos Awareness	Timber Blocking	Tag Lines	
			EWP	Spill Kit	
			Radios		
Permits / Approvals / other authorisations required			Personal Protective Equipment		
Working At Height	Work whilst suspended from a crane		Hard hat	Safety Glasses	Hearing Protection
Platform Loading			Hi Vis	Long Sleeve Cotton	Sunscreen
Dial Before You Dig	Temp Traffic Mngmnt Plan		Safety Boots	Shirts	Gloves
			Broad Brim Hat	Long Cotton Pants	Dust Mask
Site Specific Requirements / Notes			Inspections / Maintenance		
Crew to be inducted into contractors SWMS. Crew to be advised on onsite risks and hazards.			✓ Daily Pre-Start Inspection	<i>Others:</i>	
			✓ Regular maintenance as per manufacturer's instructions		
			✓ Crane Safe Inspection		

Hazardous Substances / Dangerous Goods to be used in this Activity (MSDS are Attached)

Product Name	Quantity on Site	Product Labelled	Storage location	MSDS available	Classified as Hazardous / Dangerous	Risk	First Aid Requirements	PPE Required



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SWMS – Skills Matching / Consultation and Confirmation of Commitment Sign Off										
Training/Skills/Competencies Needs Analysis					Date of analysis:					
Training/Skill/Competency Required to complete this SWMS:					White card	Site Induction	Crane Licence	Rigging	Dogging	Other
A = All employees need these ----->					A	A				
Name	Signature	Position	Date	Training/Skill/Competency held by worker (✓)						
Wayne Pitts				✓	✓	CO	RI	DG	LF, CN, WP, Spotter	
				✓	✓					
				✓	✓					
				✓	✓					
				✓	✓					
				✓	✓					
				✓	✓					
				✓	✓					
				✓	✓					
				✓	✓					
				✓	✓					
				✓	✓					
				✓	✓					

This Safe Work Method Statement has been developed in consultation with our workers and where required, amended and then endorsed by those workers involved with these activities.

This SWMS should be read in conjunction with the Client induction and site instructions.

On site supervisor of this SWMS is to be the Crane Operator.



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Legislation, Codes of Practice, Standards, Other Industry information applicable and referenced (✓)			
Work Health and Safety ACT 2011	✓	National OHS Strategy 2002-2012	✓
Work Health and Safety Regulations 2011	✓	National Standard for Occupational Noise [NOHSC:1007 (2000)]	✓
OH&S (Certification of Plant Users and Operators) Regulation 1991	✓	National Code of Practice for Noise Management and Protection of Hearing at Work [NOHSC:2009(2004)]	✓
Code of Practice: Work Health Safety Consultation Co-operation Co-ordination 2012	✓	National Code of Practice for the Control of Workplace Hazardous Substances [NOHSC:2007(1994)]	✓
Code of Practice: How to Manage Work Health and Safety Risks 2012	✓	National Standard for Plant [NOHSC:1010(1994)]	✓
Code of Practice: Steel Construction	✓	National Standard for Construction Work [NOHSC:1016 (2005)]	✓
Code of Practice: Hazardous Manual Tasks 2012	✓	AS1666.1 Wire rope slings-product specification	✓
Code of Practice: Managing Noise & Preventing Hearing Loss at workplaces 2012	✓	AS1319 Safety signs for the occupational environment	✓
Code of Practice: Managing Work Environment and Facilities 2012	✓	AS3775.1, AS3775.2 Chain slings	✓
Code of Practice: Managing Risks of Falls at Workplaces 2012	✓	AS/NZS2161.1 Occupational Protective Gloves (selection, use & maintenance)	✓
Code of Practice: Managing Risk of Plant in the Workplace 2012	✓	AS2741 Shackles	✓
Code of Practice: Construction Work 2012	✓	AS4497.1, AS4497.2 Round slings-synthetic fibre (Product Specification), (Care & use)	✓
Code of Practice: Working in Hot or Cold Environments	✓	AS1353.1, AS1353.2 Flat synthetic-webbing slings (Product specification), (Care& use)	✓
Dangerous Substances Act 2004	✓	AS/NZS ISO 31000 Risk Management 2009	✓
Protection of Workers from the Ultraviolet Radiation in Sunlight (SWA)	✓	AS2550.5 Cranes, Hoists and Winches-Safe Use-Mobile Cranes	✓
Work Near Underground Assets (NSW WorkCover)	✓	AS1418.5 Cranes, Hoists and Winches-Mobile Cranes	✓
Regulations and Code of Practice	✓	AS2550.1 Cranes, Hoists and Winches-Safe Use-General Requirements	✓
Machinery Act 1951 and Regulations 2002	✓	Other	
		CICA Crane Safety Manual	✓
		Manufacturer Manuals	✓
		Material Safety Data Sheets	✓

Review No	01	02	03	04	05	06	07	08	09
Initial:	WP								
Date:	24/07/2016								



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Level	Description of Consequence or Impact	Consequence	Likelihood / Probability		
			L <i>Likely</i>	M <i>Moderate</i>	U <i>Unlikely</i>
H (7-8-9) <i>(High level of harm)</i>	Potential death, permanent disability or major structural failure/damage. Off-site environmental discharge/release not contained and significant long-term environmental harm.	H (7-8-9) <i>(High)</i>	9	8	6
M (4-5-6) <i>(Medium level of harm)</i>	Potential temporary disability or minor structural failure/damage. On-site environmental discharge/release contained, minor remediation required, short-term environmental harm.	M (4-5-6) <i>(Medium)</i>	7	5	3
L (1-2-3) <i>(Low level of harm)</i>	Incident that has the potential to cause persons to require first aid. On-site environmental discharge/release immediately contained, minor level clean up with no short-term environmental harm.	L (1-2-3) <i>(Low)</i>	4	2	1
Level	Likelihood / Probability				
Likely	Could happen frequently				
Moderate	Could happen occasionally				
Unlikely	May occur only in exceptional circumstances				



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STEP BY STEP Hazards & Risks	Risk Score	Controls Required	Risk Score	Responsibility
<i>Break the activity into sequential steps and identify the potential hazards and/or risks associated with each step</i>	<i>Assess the risk presented by the hazard</i>	<i>Identify what controls will be implemented to manage the hazard / risk, Refer to Hierarchy Of Controls eg Design out, Eliminate, Substitute, Engineer out, Isolate, Administration, PPE</i>	<i>Assess the risk after applying controls</i>	<i>Identify who is responsible for implementing the controls</i>
STEP 1 - CRANE ARRIVES ON SITE				
Crane movement creates hazard for public traffic	8	If possible, call the Client with your ETA before arrival so that they can arrange immediate access to the site or install traffic controls for you. Observe any temporary traffic management plan. Hazard and work lights on at all times.	2	Crane Operator All Crew
Crane Crew unsure of site procedures	7	All members of the Crane Crew will need to be: <ul style="list-style-type: none"> • site inducted; • trained in this SWMS; • involved in the site specific risk assessment for the work; Make sure you are aware of the site's emergency procedures. If at any time you are unsure or have questions – Speak Up & ask your Supervisor and/or site manager for advice.	2	Crane Operator All Crew
Pre Job Risk Assessment	9	You must inspect the site and complete the Site Specific Pre Job Risk Assessment form before commencing work activity. Do not commence work until you are satisfied the job is safe!	2	Crane Operator All Crew
Unsure of scope of work	7	Confirm with the Client the details of the job including scope of work, Request information on any specific hazards/risk that may affect the team and work activity.	2	Crane Operator
Toolbox Talks	9	You must conduct a toolbox talk prior to carrying out the work and record topics discussed on a Toolbox form.	2	Crane Operator All Crew
Crane not suitable for task at hand	8	Operators “know your crane” eg charts, indicators, limitations, controls. If work required from the Client does not equal the work that is <i>actually</i> required, advise the Client. Do not ever attempt to operate the crane outside its capacity (WLL).	2	Crane Operator
Personnel not qualified for task	8	All workers involved in this activity have been assessed as competent to do so. All workers have been provided with the required training & hold an appropriate licence eg: riggers, dogman, crane operator. Trainees will be under direct supervision at all times and will hold a Log Book.	2	Crane Operator All Crew



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STEP 2 – CRANE TRAVELS TO WORK AREA				
Crane travelling to work area strikes a person	7	Assess the site and inspect the route on foot first if you suspect hazards. Crane to have all lights on when travelling. Observe site's speed limit eg: walking pace.	2	Crane Operator All Crew
STEP 3 – SETTING UP CRANE AND WORK AREA				
Overhead powerlines and other obstacles/structures struck	8	Look up and treat all overhead powerlines as live. Refer to Australian Standards 'Working Near Overhead Power Lines' Natural Fibre clothing to be worn when working with or near electrical apparatus. Position the crane considering the load radius before lifting to avoid contact and to avoid repositioning the crane later. Make allowances for boom deflection during lifting and landing Non-conductive rope to be used as a tag line .	2	Crane Operator All Crew
Fault with crane leads to serious injury or damage	8	Complete daily pre-start inspection which includes checking for structural or rope damage. Document any faults and assess the hazard presented eg: if you think the fault could be potentially serious do not proceed; instead make the area safe if possible, advise the Client and contact LCH Management. Crane Crew to continually monitor the crane to identify issues the crane Operator may not be aware of.	2	Crane Operator All Crew
Chemical spills eg. hydraulic oil, diesel, coolant	8	Cranes to carry an effective spill kit cif required. Crane crew to follow spill kits instructions.	2	Crane Operator All Crew
No identification of site specific hazards	8	As a team, the Crane Crew will look up down and around to identify potential hazards and will do this throughout the works, if site conditions change conduct another site specific risk assessment. Consider the proximity of <i>* overheads, * structures, * people, * plant, * traffic, * underground services, * visibility, * noise</i> . Assess the risks and control. If unsure speak to the Client to resolve. You are the expert - Do not accept pressure from others to work unsafely – contact Capital Cranes Management if you need assistance.	3	Crane Operator All Crew



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Person struck by working crane or crane crew struck by site traffic	8	Take control of the work area and isolate as much space as needed with tape, signs and/or bollards/cones to protect your crew, other workers and the public. Maintain awareness of plant/vehicle movements & do not assume drivers/operators can see you. Hi visibility PPE to be worn at all times. Make sure there is clearance for the crane to slew; No one other than crane crew is to be on the crane at any time when it is working.	2	Crane Operator All Crew
Suspended slabs, retaining walls, excavations and underground tanks	9	Obtain (where possible documented) engineering advice on structural capabilities when crane is working near or set up above structure.	2	Crane Operator
Proposed crane work area is hazardous or access impeded due to materials of other trades, rubbish, plant or machinery.	7	Housekeeping in the area the crane will be set up in must be to a high standard to minimise slips, trips and falls for the crane crew. If the area is not clear and if access is obstructed contact the Client to resolve the problem before commencing.	2	Crane Operator All Crew
Inadequate bearing capacity of the ground / soft ground / inadequate blocking cause crane to become unstable	8	Check the bearing capacity and stability of the platform, suspended slab or ground to make sure it can support all loads that will be applied by the crane. If unsure check with the Client or engineer before setting up. Inspect ground for soft spots, drains, pits or penetrations. Do not set up within the Zone of Influence of open excavations/trenches. Use solid packing under all outrigger pads with the bottom layer of blocking closed; Extend outriggers for the crane as required by the manufacturer's operating instructions;	3	Crane Operator All Crew
Working on energized equipment	8	Follow site specific isolation procedures and lock out equipment where required.	2	Crane Operator All Crew
STEP 4 – RIGGING LOAD				
Manual handling injury when picking up, carrying lifting gear	7	When picking up lifting gear bend with knees not back; keep the load close to your body; don't rush; eyes on hands; don't carry more than your personal limitations allow and make sure your visibility is not impaired by the load. Ask for assistance with heavy loads.	3	Crane Operator All Crew



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Fall from height when rigging load	7	For tall or awkward loads eg: chillers, switchboards, etc. inspect load for access provisions before rigging. If this is not provided use a temporary working platform. If working on the back of a truck, make sure the area is clear of trip or slip hazards, get on & off facing the truck using steps and rails; don't jump off. Stay 2.0 metres away from any unprotected void.	2	Crane Operator All Crew
Dogman unsure how to rig any load resulting in load failing	8	Dogman to request assistance from the Crane Operator. Consult available documentation and/or designer. Engineered lifting points MUST be used when available.	3	Crane Operator Dogman
STEP 5 – LIFTING LOAD				
Team member is distracted or not 100% fit for work which causes injury to themselves or others	9	Mobile phones are not to be used when operating the crane or dogging. Team members to assess their capacity to work safely and not to commence work if they will put their own safety or others at risk. Consider the effects of drugs, alcohol, fatigue, illness, injury or state of mind. Random Drug & Alcohol testing conducted by an independent party.	2	Crane Operator All Crew
Communication between Operator and Dogman	9	Toolbox talk to include communication options available including Emergency procedures for loss of radio contact during a lift. If Dogman is in line of sight of crane operator clear hand signals or whistle to be used if radio communications fail. When working out of sight of operator, Dogman must carry a whistle. Dogman also to make sure that there is a spare charged battery available for the radio.	2	Dogman Rigger
Dogman becomes entangled in rigging and or winch rope	7	Dogman to ensure loose clothing and equipment is free from rigging before signaling crane operator to hoist load. Dogman to use tag line if possible to control load. Dogman to float load. Crane operator to observe if possible	2	Dogman Crane Operator
Crane falls or tips over during lift	8	Check Crane's stability, capacity, range diagrams and rating charts before making the lift. Test the safe load system / indicator daily. If required do a dry lift. Dogman to identify mass of the load & to advise the Crane Operator; (if unsure ask the Client for more info). Crane operator to set the crane radius. Crane operator will not operate the crane over 100% or near LMI limits. Dogman to double check the load is rigged and attached to the crane properly. Crane Operator will swing, lift and land the load slowly. Crane Crew will monitor weather conditions and reduce loads or suspend work as needed.	3	Crane Operator All Crew



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Crane crew exposed to hazardous substances or dangerous goods when lifting them	7	Identify the load and obtain a copy of the MSDS for the product from the Client to identify the special considerations for hazardous substances and dangerous goods. Hazardous substances eg: synthetic mineral fibre products must be securely sealed and PPE worn as per the MSDS.	2	Crane Operator All Crew
Person crushed or struck by crane during lift	9	Maintain isolations; if this is being ignored by others improve and modify or advise the Client. Only personnel who have been trained in this SWMS and who are trained, competent and qualified are to be within the crane's isolated working area.	3	Crane Operator All Crew
Lifting gear fails during lift causing load to fail striking a person or causing damage	8	Dogman to assess the load and to determine the slinging method. Lifting gear is to be selected, inspected before use and rigged by a trained, qualified and competent dogman. Lifting gear will be within current test and will be rated and rigged to suit the load. Use edge protection for synthetic slings if they might become damaged.	2	Crane Operator Dogman
Load falls apart during lift causing load to fall	9	Dogman to assess the load and to determine the slinging method. If necessary reduce split the load to reduce mass. Only lift loads from approved lifting points. If unsure request the certified lifting certificate for the load from the Client. Crane operator to lift load 100mm for the Dogman to inspect. Always inspect lifting points before use & do not assume all lifting points are the same type / size - especially on pre-cast concrete units. All loads must be secure; If a load falls, stop work immediately, make safe, notify LCH Management and do not use the crane again until it has been inspected & cleared. A load will not be left suspended.	2	Crane Operator Dogman
STEP 6 – TRAVELLING LOAD				
Crane fails when travelling with load causing person to be struck or damage to the crane or structures	7	Only travel with load if the crane is designed to do this. Suspension locks to be used if fitted. Keep the load clear from the ground but as low as possible. Crane to travel at slow speed eg walking pace .	2	Crane Operator



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The crane could tip over due to 1. Windy conditions 2. Unstable or poor ground conditions 3. Mobilising a load across a slope 4. Structural failure.	7	Stop work in strong windy conditions. Resume work when considered safe to do so. Load Tag lines must be attached to the load and tied back to the crane. Check the ground conditions are firm, level and stable. Load must always be kept uphill from the crane and traveling at the lowest speed possible. Never exceed the rated load and limits as specified on the manufactures load charts.	2	Crane Operator All Crew
Load moves uncontrollably when load is being walked	7	Inspect the path of travel for trip, slip or fall hazards and arrange for them to be eliminated. Control the movements of vehicles or other traffic by isolating the area or by using spotters. Use tag lines to secure and control the load. Franna crane to travel at walking pace .	2	Crane Operator Dogman
STEP 7 – DOGGING LOAD				
Crane Operator unable to see or communicate with Dogman leading to confusion which causes injury or damage	8	Dogman is to have load in sight at all times and to communicate via whistle or radio with the Crane Operator if taking the load out of line of sight of the Crane Operator. Radios, whistles & hand signals can be used if visibility is not impaired. The need for additional Dogman will have been identified during the assessment of the activity. With two Dogman are used, only one Dogman will lead & coordinate the lift. Specific channel used will be determined in advance by the Crane Crew.	2	Crane Operator All Crew
STEP 8 – LANDING LOAD				
Fall from height when accessing landing area	8	Identify the landing area before the crane is set up to identify fall protection. Work within physical fall protection. If there is no fall protection advise the Crane Operator who will then advise the Client and / or LCH supervisors Do not work without fall protection. <i>If harnesses have been identified as being required refer to the WMS Working at Height</i> Stay at least 2.0 metres away from unprotected voids.	3	Crane Operator All Crew



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Landing platform fails due it being unable to support the weight of load	8	Pre-inspect the landing platform to make sure it can support the load. Ensure the platform installation has been signed off by a competent person.	3	Crane Operator All Crew
Person crushed under load when it is being landed	8	Communication between Dogman and Crane Operator to be clear and concise; All other workers to keep clear of the load until it is landed, stable and secure.	3	Crane Operator All Crew
STEP 9 – REMOVING LIFTING GEAR				
Fall from height when removing lifting gear	8	If possible, the load will have been initially rigged to eliminate falls when removing lifting gear. If not, work from a temporary work platform to eliminate the risk of falling. If this is not possible refer to Landing Loads .	3	Crane Operator All Crew
Manual handling injury when removing lifting gear	7	Change position and/or location to eliminate overreaching when removing lifting gear.	3	Crane Operator All Crew
STEP 10 – EMERGENCY PROCEDURES				
Emergency situation	9	Stop work, secure the crane/load then follow the site evacuation instructions and notify emergency services if required.	2	Crane Operator All crew
Crane contact with electrical apparatus	9	An attempt should be made to break the machines contact by moving the boom away from the powerlines, if it's not possible to move it, then the operator must remain in the cabin of the machine until they have been given the all clear by a person from the relevant power authority or the supervisor. If you need to leave the cabin in case of fire or another life threatening situation you must jump clear of the machine without touching the machine and the ground at the same time. It is very important that you hop (with both feet together) or shuffle away from the machine. Once you are clear you must stay a reasonably safe distance from the area and warn all other people to stay clear of the area until it has been made safe.	3	Crane Operator All Crew



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STEP 11 – PACKING UP CRANE				
Manual handling injuries when packing up eg: lifting gear, packing, timbers	7	Each person to assess their own capacity to lift comfortably and to work within those limits eg: consider weight, size, distance, nature of the object. Use team work to minimise exposure and plan ahead eg: locate all equipment centrally before packing away. Carry heavy loads eg: packing, chains, hooks close to your body; When lifting keep your back straight, feet parallel and avoid twisting.	2	Crane Operator All Crew
Workers struck by site traffic causing serious injury	7	Isolations maintained until immediately prior to crane being moved out.	2	Crane Operator All Crew
Fall from height when accessing crane or climbing in and out of crane	7	Use the rails and steps on the crane when embarking or disembarking. Three point contact to be maintained at all times. Inspect for mud or anything else that could make surfaces slippery and remove the hazard.	3	Crane Operator All Crew
STEP 12 – LEAVING SITE				
Changes to site conditions results in additional hazards	7	If you have reason to believe site conditions have changed while you have been working pre-inspect the route on foot first.	2	Crane Operator All Crew
Hazard created to site and public traffic when the crane leaves site	7	Advise the Client of impending departure so that traffic controls can be put in place. Crane to have all hazard lights and headlights on prior to departure.	3	Crane Operator All Crew
Left over materials and equipment cause hazard to others	7	Remove all materials and equipment from the work area before leaving.	2	Crane Operator All Crew



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CONSULTATION & SIGN-OFF RECORD

I confirm by my signature below, that I have attended a briefing on the requirements of the attached Safe Work Method Statement and read and agree to perform the work in the manner detailed within it.
I confirm that copies of the relevant Permits, MSDS's and Isolation Plans etc. have been reviewed.

Name	Signature	Date

This safe work briefing/training was carried out by:

Name	Signature	Date