Boom Lift | SAFE WORK METHOD STATEMENT (SWMS)

TASK OR ACTIVITY: Boom Lift

Business Name: Coastal Hire And Sales Pty Ltd	ABN: 70114481408	SWMS#
Business Address:		
Contact Person:	Phone:	Email:

THIS SAFE WORK METHOD STATEMENT IS APPROVED BY THE PCBU OF THE PROJECT

Under the Work Health and Safety Regulation (WHS Regulation), a person conducting a business or undertaking (PCBU) is required to ensure that a safe work method statement (SWMS) is prepared before the proposed work starts.

Full Name:		
Signature:	Title:	Date:

Details of the person(s) responsible for ensuring implementation, monitoring and compliance of the SWMS as well as reviews and modifications of the SWMS.

Full Name:	Title:	Phone:

ALL PERSONNEL PARTICIPATING IN ANY ACTIVITY ON THIS SWMS MUST HAVE THE FOLLOWING COMMUNICATED	NAME AND DATED SIGNATURE OF ALL RELEVANT PERSONNEL WHO HAVE BEEN CONSULTED AND COMMUNICATED TO IN THE DEVELOPMENT AND APPROVAL OF THIS SWMS		
	NAME	SIGNATURE	DATE
Safety meetings or toolbox talks will be scheduled in accordance with legislative requirements to first identify any site hazards, secondly to communicate those hazards and then to further take steps to either eliminate or control each hazard.			
If an incident or a near miss occurs, all work must stop immediately. Depending on the severity of the incident, a meeting will be called with all workers to amend the SWMS if required. The meeting may also be an educational opportunity.			
Any changes made to the SWMS after an incident or a near miss must be approved by the Person Conducting Business or Undertaking and communicated to all relevant personnel.			

The SWMS must be kept and be available for inspection at least until the work is completed. Where a SWMS is revised, all versions should be kept. If a notifiable incident occurs in relation to which the SWMS relates, then the SWMS must be kept for at least two years from the occurrence of the notifiable incident.			

CLIENT OR PRINCIPAL CONTRACTOR DETAILS	
Client:	SCOPE OF WORKS
Project Name:	Provide a detailed description of the specific work being carried out (otherwise known as a scope of works).
Project Address:	
Project Manager:	
Contact Phone:	
Project Manager Signature:	
Date SWMS supplied to Project Manager:	

ANY HIGH-RISK CONSTRUCTION WORK BEING CARRIED OUT	
☐ involves a risk of a person falling more than 2 meters.	☐ is carried out on or near pressurised gas mains or piping.
☐ is carried out on a telecommunication tower.	☐ is carried out on or near chemical, fuel or refrigerant lines.
☐ involves demolition of an element of a structure that is load-bearing.	☐ is carried out on or near energised electrical installations or services.
☐ involves demolition of an element related to the physical integrity of a structure.	☐ is carried out in an area that may have a contaminated or flammable atmosphere.
☐ involves, or is likely to involve, disturbing asbestos.	☐ involves tilt-up or precast concrete.
☐ involves structural alteration or repair that requires temporary support to prevent collapse.	☐ is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor.
☐ is carried out in or near a confined space.	☐ is carried out in an area of a workplace where there is any movement of powered mobile plant.
☐ is carried out in/near a shaft or trench deeper than 1.5m or tunnel involving use of explosives.	☐ is carried out in areas with artificial extremes of temperature.
☐ is carried out in or near water or other liquid that involves a risk of drowning.	☐ involves diving work.

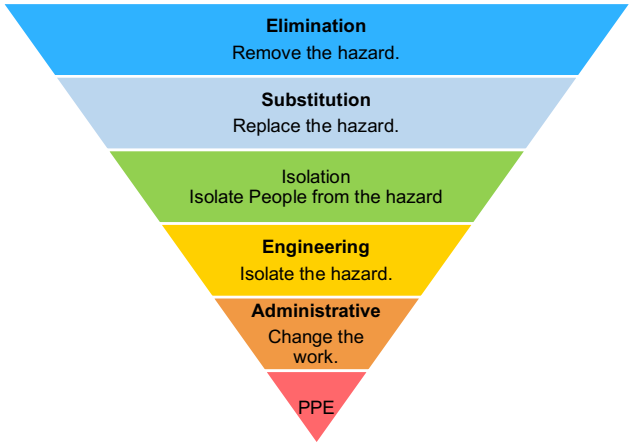
ANY HIGH-RISK MACHINERY OR EQUIPMENT NEARBY							
☐ Forklift	☐ Crane/s	☐ Hoist/s	☐ Excavator	☐ Backhoe/Loader	☐ Boom Lift	☐ EWP	☐ Genie Lift
☐ Trencher	☐ Drilling Rig	☐ Trucks	☐ Formwork	☐ Bobcat	☐ Flammable Gas	☐ Fuel	☐ Dozer
☐ High Voltage	☐ Mulcher	☐ Tilt-up Panels	☐ Roller	☐ Scissor Lift	☐ Tractor	☐ Other -	

RISK MATRIX

LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC	SCORE	ACTION
ALMOST CERTAIN	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE		
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEED
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE	3H HIGH	Review before work starts.
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	2M MODERATE	Ensure control measures in place.
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	Monitor and keep records.

Notes on Hierarchy of Controls: Elimination methods are the most effective and preferred when controlling a hazard. Substitution is the second most effective method of controlling a hazard. Engineering by isolation is the third most effective, while Administrative Controls by changing the work is the fourth most effective method. PPE (Personal Protective Equipment) is the least effective method.

HEIRARCHY OF CONTROLS



PERSONAL PROTECTIVE EQUIPMENT (PPE)

FOOT PROTECTION	HAND PROTECTION	HEAD PROTECTION	HEARING PROTECTION	EYE PROTECTION	RESPIRATORY PROTECTION	FACE PROTECTION	HIGH-VIS CLOTHING	PROTECTIVE CLOTHING	FALL PROTECTION	SUN PROTECTION	HAIR/JEWELLERY SECURED
											
☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

Select the appropriate PPE above suitable for the equipment used or the job task being performed (if applicable).

Note: A SWMS must be reviewed regularly to make sure it remains effective. A SWMS must be reviewed (and revised if necessary) if relevant control measures are revised. The review process should be carried out in consultation with workers (including contractors and subcontractors) who may be affected by the operation of the SWMS and their health and safety representatives who represented that work group at the workplace.

When a SWMS has been revised, the person conducting a business or undertaking must ensure all:

1. persons involved in the work are advised that a revision has been made and how they can access the revised SWMS;
2. persons who will need to change a work procedure or system as a result of the review are advised of the changes in a way that will enable them to implement their duties consistently with the revised SWMS; and,
3. workers that will be involved in the work are provided with the relevant information and instruction that will assist them to understand and implement the revised SWMS.

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR	RESPONSIBLE PERSON
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK	NAME OF PERSON
1. Preparation	Trip hazards, Falling objects	2M	- Ensure that the work area is clean and free of debris or obstructions that could cause trip hazards. - Clearly identify and mark all walkways, aisles, and emergency exits, and keep them clear to avoid trip incidents. - Conduct daily inspections of the work site to ensure it remains tidy, and clean up any spills or clutter promptly. - Provide appropriate signage in the work area, warning of potential trip hazards and instructing workers on proper procedures and precautions. - Educate and train workers in recognizing and avoiding trip hazards, as well as proper use and maintenance of their personal protective equipment (PPE). - Require all personnel to wear proper footwear, such as non-slip shoes, to miniimise the risk of slipping and tripping. - Use barriers and barricades around work areas to restrict access from unauthorised personnel, reducing the risks associated with falling objects. - Inspect and maintain boom lift equipment to ensure it is functioning correctly and safely, reducing the likelihood of an incident leading to falling objects. - Implement a tool tethering system to secure tools and equipment while working at height, preventing them from accidentally falling and causing injury. - Arrange materials storage so that heavier items are stored at lower levels, limiting the potential for falling objects from higher shelves. - Provide appropriate PPE, including hard hats, for all employees involved in the project, to protect them from falling objects. - Establish and enforce a robust communication system between team members when working on tasks that involve lifting or moving heavy objects, ensuring awareness of potential hazards and coordinating efforts effectively. - Regularly review and update the SWMS to address any changes in the work environment or tasks being completed, ensuring that control measures remain relevant and effective.	1L	
2. Pre-Start Inspection	Electrical hazards, Crush hazards	3H	- Conduct a thorough visual inspection of the boom lift and its components, including electrical cables and connections, ensuring that they are free from damage, wear, and defects. - Check for proper grounding of the boom lift's electrical system, making certain that all connections are secure and without corrosion or signs of deterioration. - Operate warning devices such as flashing lights, horns, and alarms to ensure they are functioning correctly, alerting workers in the vicinity of the boom lift's movements and minimising the risk of potential crush hazards.	2M	

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			- Briefly review the operator's manual for specific pre-start inspection procedures unique to the boom lift being used, taking note of any additional safety precautions that may be required. - Confirm that the ground beneath the boom lift is level, stable, and free from obstructions, reducing the risk of tipping or crushing hazards due to uneven terrain. - Inspect all safety guards, gate mechanisms, barriers, and other protective features on the boom lift for proper functioning and condition, ensuring that they effectively prevent unauthorised access and accidental entanglement. - Test the boom lift's operational controls, including lowering and lifting functionalities, and ensure that they respond as expected and do not present any obvious malfunctions or issues. - Examine the surrounding work area for any overhead electrical hazards, such as power lines or high-voltage equipment, and maintain a safe clearance distance at all times during boom lift operation. - Ensure all workers in the vicinity of the boom lift are made aware of their responsibilities, safe work practices, and emergency procedures in case of an incident involving electrical or crush hazards. - Establish clear communication channels between the boom lift operator and other workers on site, using either two-way radios or established hand signals, to coordinate movements and avoid potential collisions and crush risks.		
3. Moving Boom Lift	Collision with objects, Collision with people	3H	- Ensure that a pre-start safety check is conducted on the boom lift daily by competent personnel to identify any defects, ensuring that corrective actions are taken promptly. - Provide comprehensive training and certification in the operation of the boom lift for all personnel who will be operating it, ensuring that they have the necessary skills and knowledge to avoid accidents. - Clearly mark designated travel paths for the movement of the boom lift on site, and regularly check them for obstructions or potential hazards. - Implement an effective communication system between the boom lift operator and ground personnel, using equipment such as two-way radios, hand signals, or whistles to alert others to the lift's movements. - Establish a speed limit for boom lifts within the site, ensuring that it is adhered to at all times while moving. - Use spotters or traffic controllers to guide the boom lift around the work site, particularly when navigating through tight spaces or areas with restricted visibility. - Equip the boom lift with warning devices, such as flashing lights or audible alarms, to alert workers and bystanders of its presence and movements. - Maintain a safe distance between the boom lift and other moving equipment or vehicles to prevent collisions.	2M	

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			- Regularly review and update the method of operation, risk assessments, and SWMS related to the operation of boom lifts to ensure compliance with current industry guidelines and standards. - Conduct toolbox talks and safety briefings to raise awareness on the risk associated with moving boom lifts and reinforce the importance of adhering to the control measures in place. - Encourage all employees to report any unsafe conditions or practices immediately and ensure that an appropriate response is carried out to rectify the situation. - Designate restricted access areas where only trained and authorised boom lift operators can enter, ensuring that proper barricades and signage are in place to miniimise the risk of injury to pedestrians or other personnel. - Continuously monitor the work environment and stop boom lift movement immediately if any hazardous conditions are identified, allowing for the situation to be resolved before resuming operations.		
4. Setup and Positioning	Crushing hazards, Tipping hazards	2M	- Always follow the manufacturer's guidelines for setting up and positioning the boom lift, which can help in minimising the risk of accidents due to improper setup. - Before setting up the boom lift, inspect the ground conditions for any unstable terrain, inclines, or obstructions that could lead to a tipping hazard. - Secure the surrounding area with barricades and signage to prevent unauthorised access, and notify all personnel on site about the ongoing work with the boom lift. - Ensure the stabilizers and outriggers (if applicable) are fully extended and set on firm, level ground, to provide stability and balance to the lift during operation. - Verify that the maximum load capacity is not exceeded, taking into account the weight of the platform, equipment, and occupants. Overloading can result in tipping or structural failure. - Perform a pre-operation inspection to assess the mechanical and functional condition of the boom lift, ensuring all components such as brakes, hydraulics, and safety devices are working correctly. - Keep a safe distance between the boom lift and obstacles like power lines, scaffolds, or building edges, maintaining a clearance of at least 3 meters (or as specified by local regulations) to avoid crushing hazards. - Plan the work sequence in advance, carefully considering the selection of travel paths for the lift, positioning, and elevation changes to miniimise the risks of contact with overhead structures or nearby obstacles. - Utilise spotters or ground personnel to monitor and communicate with the operator throughout the positioning process, providing clear instructions and warnings if a hazardous situation arises. - Regularly review and update the Safe Work Method Statement (SWMS) for boom lift operations, including the latest control measures, maintenance records, and staff	1L	

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			training sessions, to ensure everyone involved understands the potential hazards and how to manage them safely.		
5. Working at Height	Falls from height, Dropped tools/equipment	3H	- Ensure all workers operating the boom lift have completed relevant training programs and are competent in working at height. - Conduct regular maintenance checks and inspections of the boom lift, including service history and equipment condition, to ensure it is safe for use. - Implement a risk assessment and develop a site-specific Safety Work Method Statement (SWMS) to identify hazards and suitable control measures associated with working at height using a boom lift. - Install appropriate guardrails or barriers around the work area to prevent falls from height and act as visual reminders of the drop zone below. - Use a full-body harness with an energy-absorbing lanyard, properly anchored to the boom lift, that will arrest a fall and reduce potential injury to the worker. - Establish a designated tool tethering system and ensure all tools and equipment are securely attached to the worker's harness or other appropriate anchor points when working at height. - Retrofit critical loose items like nuts, bolts, caps, and covers with a self-locking feature or secondary retention system to prevent them from falling or becoming dislodged while being used on the boom lift. - Keep the working platform clean and free of tripping hazards and clutter. Tools not in use should be placed in secured storage, such as toolboxes or pouches fitted with closure mechanisms, to miniimise the risk of falling objects. - Ensure workers are aware of weather conditions, particularly wind and rain, that may pose additional hazards while working at height, and postpone work if necessary. - Develop a rescue plan and ensure proper means of communication are in place between the operator and ground personnel for emergencies involving a worker at height. - Implement a buddy system, so that workers can observe one another's safety practices and provide assistance if needed. - Apply weight limitations set by the manufacturer and avoid modifications or alterations that may compromise the boom lift's stability and functionality. - Ensure appropriate signage is in place to warn personnel of potential falling objects and restricted areas near the boom lift operation. - Conduct pre-start briefings with all workers involved in the task, detailing relevant safety measures, communication channels, and emergency procedures specific to working at height using a boom lift.	2M	

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6. Manoeuvring Boom Lift	Struck by moving part, Overhead power lines	3H	- Before operating the boom lift, ensure that all operators have received proper training and hold a valid license to operate the machinery. - Conduct a thorough pre-start inspection of the boom lift before each use, including checks for fluid leaks, damages, or other potential hazards that may impact safe operation. - Develop a detailed site-specific work plan for manoeuvring the boom lift, taking into consideration any known obstacles, limited access areas, and overhead power lines. - Establish clear communication protocols between the operator and any required spotters, ensuring they are familiar with necessary hand signals and have a direct line of sight with the operator. - Clearly mark out the path of the boom lift, using physical barriers, signs, or visible markings on the ground, to help guide the operator when manoeuvring. - Implement exclusion zones around the manoeuvring area, limiting entry to only essential personnel while the boom lift is being operated. - Maintain a safe distance between the boom lift and overhead power lines; if unsure of the minimum distance contact your local electrical authority for advice or refer to relevant legislation and guidelines. - Thoroughly assess weather conditions before manoeuvring the boom lift, delaying or rescheduling operations when extreme wind or storms are present. - Rely on spotters to identify potential obstacles, such as trees, buildings or other objects that could impede the movement of the boom lift or create additional risks. - Avoid excessive speed while manoeuvring the boom lift, always keeping a controlled pace. - Utilise traffic control measures (e.g., traffic cones, road barriers, warning signs) if the boom lift will be crossing roads, pedestrian pathways, or intersections during the manoeuvre. - Ensure proper maintenance of the boom lift, paying extra attention to hydraulic systems, brakes, and tyre conditions, which can impair maneuverability. - Equip the boom lift with an audible warning device, such as a horn or buzzer, to alert workers on the ground of its movement. - In case of potential contact with overhead power lines, establish an emergency response plan including actions to be taken by the operator and all personnel working in the vicinity.	2M	
7. Emergency Rescue Plan	Insufficient training, Inadequate equipment	2M	- Ensure all workers operating the boom lift have been adequately trained and possess the necessary licenses for operating the equipment. - Conduct a pre-use inspection of the boom lift and all emergency rescue equipment, ensuring everything is in good working order before commencing work.	1L	

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			- Develop a site-specific emergency rescue plan, consisting of detailed procedures for handling potential incidents involving boom lifts. - Clearly communicate the emergency rescue plan to all workers present on the site, ensuring everyone understands their role and responsibilities in the event of an emergency. - Organise regular drills and practice scenarios to test the workers' knowledge and ability to execute the emergency rescue plan efficiently. - Provide workers with proper personal protective equipment (PPE), including harnesses, fall protection devices, and communication devices to be used during emergency situations. - Make sure that emergency rescue equipment, such as ladders, rope rescue kits, and rescue slings, are readily available on-site and easily accessible. - Establish a designated emergency muster point at a safe distance from the work area, where workers can gather and account for one another in case of an emergency. - Install clear signage around the worksite indicating emergency evacuation routes and the location of first-aid and firefighting equipment. - Identify suitable anchor points on the boom lift for attaching rescue and fall protection equipment, ensuring they meet safety requirements and can withstand necessary loads. - Implement effective communication channels between ground personnel, boom lift operators, and emergency responders, enabling quick decision-making and coordinated efforts during a rescue situation. - Monitor weather conditions regularly, taking appropriate measures to suspend operations in case of adverse or hazardous conditions such as high winds or lightning storms. - Encourage workers to report any issues or concerns related to boom lift safety, including problems with equipment or discrepancies in the emergency rescue plan. - Review and update the emergency rescue plan regularly, especially after any incidents or near misses, to continually improve the safety and effectiveness of the procedures in place.		
8. Site Conditions Assessment	Uneven surfaces, Low visibility	2M	- Conduct a thorough site inspection before starting work to identify any uneven surfaces, obstructions, or hazardous areas that may affect the safe operation of the boom lift. - Place appropriate warning signs and barrier tape around identified hazards to alert workers of potential risks in the area. - Ensure that proper lighting is installed in areas with low visibility, including during dawn and dusk operations, and maintain all light sources to ensure consistent illumination throughout the work area.	1L	

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			- Train all workers operating the boom lift or working in its vicinity on how to recognise and avoid potential hazards related to uneven surfaces and low visibility. - Provide and enforce the use of personal protective equipment (PPE), such as high-visibility vests and non-slip footwear, to reduce the risk of slips, trips, and falls caused by poor visibility and uneven surfaces. - Regularly monitor weather conditions and halt work when inclement weather affects visibility or creates hazardous working conditions. - Utilise leveling devices and stabilizers on the boom lift to account for any uneven surfaces, ensuring the equipment remains stable during operation. - Communicate with on-site personnel regularly through radios, hand signals, or other established communication channels about changing site conditions, especially those affecting visibility and ground stability. - Develop and implement a regular maintenance schedule to keep the boom lift in good working condition, addressing any issues or malfunctions that could contribute to instability on uneven surfaces. - Establish designated walking paths for workers navigating the site, ensuring they are kept clear of debris, properly illuminated and free from trip hazards associated with uneven surfaces. - Review and update the Safe Work Method Statement (SWMS) as needed to account for changes in site conditions or new hazards identified during ongoing inspections, maintaining open lines of communication between management and on-site workers.		
9. Communication	Miscommunication, Radio Interference/noise	2M	- Establish a clear and concise communication protocol for all personnel involved in the operation, including standard terminology, hand signals, and procedures. - Conduct pre-start briefings before commencing work, ensuring all personnel clearly understand their roles, responsibilities, and relevant communication channels. - Provide ongoing training to all personnel on effective communication in boom lift operations, including regular advice and reminders about keeping communications simple, clear, and error-proof. - Ensure that all team members are equipped with reliable, high-quality radio communication devices, such as two-way radios or walkie-talkies, to maintain constant contact during the operation. - Regularly check and maintain radio equipment for optimal functionality, replacing batteries as needed and troubleshooting any technical issues that may arise. - Implement a system for periodically testing communication channels during boom lift operations, making adjustments as needed to ensure minimal interference, noise, and potential for miscommunication.	1L	

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			- Designate a dedicated safety observer or spotter who is responsible for communicating hazards, providing guidance to the boom lift operator, and ensuring the overall safety of the worksite. - Encourage open feedback among team members about their communication experiences during boom lift operations, both positive and negative, and use this information to refine policies and procedures accordingly. - Set up designated quiet zones or physical barriers around the worksite where possible, helping to miniimise background noise and improve the audibility of communications between personnel. - Display highly visible signage reminding everyone on site to be mindful of communication hazards and to utilise designated communication methods during boom lift operations. - In situations where radio communication is unreliable or not possible, have a backup communication plan in place, such as using mobile phones, written communications, or visual cues like flags and lights, to maintain clear communication channels at all times.		
10. Maintenance & Housekeeping	Improper maintenance, Poor housekeeping	2M	- Implement a regular and thorough maintenance schedule for the boom lift, in accordance with the manufacturer's guidelines and recommendations, to ensure all equipment remains in good working condition. - Conduct daily pre-operational checks on the boom lift, including inspection of hydraulic systems, controls, brakes, tires, and other critical components, to detect and address any potential issues before starting work. - Carry out periodic inspections by a qualified technician to help identify any potential risks or areas of concern, and undertake corrective actions as necessary to maintain safe operation. - Clean and organise the worksite at the end of each day, removing debris and equipment that may pose a tripping hazard or obstruct accessibility to vital areas. - Store tools, materials, and other equipment tidily and safely when not in use to miniimise clutter and potential trip hazards in the work area. - Keep walkways, aisles, and access points clear from obstructions and clearly mark any changes in levels, slopes, or floor surfaces to prevent slips, trips and falls. - Properly dispose of waste materials, such as oily rags, wood scraps, and metal shavings, following appropriate waste disposal guidelines and procedures. - Ensure adequate lighting is provided around the boom lift and surrounding work area, especially during dark hours or low-light conditions, to improve visibility and reduce hazards. - Encourage workers to report any observed unsafe conditions or potential hazards immediately so they can be addressed appropriately and promptly.	1L	

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			- Provide necessary training to all workers on the proper use, inspection and maintenance of the boom lift, emphasising the importance of good housekeeping practices. - Display warning signs and safety posters in prominent locations around the worksite, reminding workers of their responsibility to maintain a clean, safe and organised work environment. - Regularly review and update the SWMS to reflect any changes in worksite conditions, procedures, or equipment, ensuring optimal communication and hazard awareness among workers. - Encourage a culture of safety and accountability, in which all workers actively participate and take responsibility for maintaining a safe and clean work environment.		
11. Shutdown Procedure	Uncontrolled descent, Unauthorised access	2M	- Proper Training: Ensure that all operators of the boom lift are trained and certified to handle the specific model, understanding its shutdown procedure as per manufacturer's guidelines. - Inspection and Maintenance: Perform regular inspection of the boom lift for any signs of wear or damage, and conduct maintenance as necessary to avoid malfunctions leading to uncontrolled descent during shutdown. - Use Manufacturer's Shutdown Procedure: Always follow the manufacturer-provided shutdown procedure to miniimise the risk of uncontrolled descent and accidents. - Clear Communication and Strict Supervision: Establish a clear communication line among team members and designate a supervisor to oversee the entire shutdown process. - Lockout/Tagout Procedures: Implement lockout/tagout procedures, which physically lock equipment controls associated with powering or moving the boom lift, until the machine is completely shut down and safe to access. - Designated Authorised Access: Ensure that only authorised personnel can access and operate the boom lift to prevent unauthorised use leading to hazards. - Signage and Barriers: Implement safety signage and barriers around the boom lift working area, alerting individuals of the presence of heavy machinery and potential hazards. - Safe Ground Support: Ensure ground support staff members are aware of proper shutdown procedure as well, coordinating their efforts with the lift operator to ensure a controlled descent. - Emergency Stop Function: Make sure that the boom lift has an easily accessible emergency stop function, and that all personnel know its location and how to activate it in case of an uncontrolled descent. - Post-Operation Inspection: After shutting down the boom lift, inspect the equipment for any issues, such as hydraulic leaks, that may have caused the uncontrolled	1L	

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			descent. Document and report any findings, and rectify issues before any further usage of the boom lift.		
12. Transport and Storage	Traffic accidents, Unsafe storage conditions	3H	- Develop a comprehensive transport plan, considering the safest route to miniimise interaction with heavy traffic and ensuring that drivers are familiar with this route before initiating transportation. - Ensure all boom lift operators are trained and hold valid licenses in the operation and transportation of boom lifts. - Conduct thorough pre-start safety checks on vehicles used for transporting the boom lift, ensuring that they are well-maintained and in proper working condition. - Safely secure the boom lift to the transport vehicle using appropriate restraints and anchor points, following manufacturer guidelines to prevent movements during transit. - Clearly display warning signs, flags, or lights on the transport vehicle to alert other road users of its presence and dimensions. - Observe all site-specific and general speed limits, giving extra attention to weather conditions, visibility, and road surfaces while travelling. - Coordinate transportation activities outside of peak traffic hours to miniimise congestion and reduce the risk of accidents. - Select an appropriate storage area for the boom lift, away from pedestrian walkways, vehicular pathways, and busy work zones. - Inspect the storage area for potential hazards such as uneven ground, overhead powerlines and structures, and ensure it is clear from any obstructions before storing the boom lift. - Ensure that the boom lift is properly chocked or braced to prevent unintentional movement while in storage. - Perform periodic inspections during the storage period to identify and address any potential safety issues, including fluid leaks and unauthorised access. - Implement a system for securing keys and restricting access to authorised personnel only, keeping the boom lift out of reach for untrained or unlicensed operators.	2M	

EMERGENCY RESPONSE – CALL 000 FOR EMERGENCIES

Ensure to have an Emergency Management Plan in place as well as adequate numbers of trained first aid staff with easy access to fully stocked first aid kits, rescue equipment, material safety data sheets, adequate access to emergency communication equipment and fire-fighting equipment suitable for all classes of fire and ignition sources.

LEGISLATIVE REFERENCES

RELEVANT LEGISLATION AND CODES OF PRACTICE. DELETE THE LEGISLATIVE REFERENCES IN ANY STATE THAT ARE NOT APPLICABLE

Queensland & Australian Capital Territory
Work Health and Safety Act 2011
Work Health and Safety Regulations 2011
Legislation QLD: https://www.worksafe.qld.gov.au/laws-and-compliance/work-health-and-safety-laws
Codes of Practice QLD: https://www.worksafe.qld.gov.au/laws-and-compliance/codes-of-practice
Legislation ACT: https://www.worksafe.act.gov.au/laws-and-compliance/acts-and-regulations
Codes of Practice ACT: https://www.worksafe.act.gov.au/laws-and-compliance/codes-of-practice

New South Wales
Work Health and Safety Act 2011
Work Health and Safety Regulations 2017
Legislation NSW: https://www.safework.nsw.gov.au/legal-obligations/legislation
Codes of Practice NSW: https://www.safework.nsw.gov.au/resource-library/list-of-all-codes-of-practice

Northern Territory
Work Health and Safety (National Uniform Legislation) Act 2011
Work Health and Safety (National Uniform Legislation) Regulations 2011
Legislation NT: https://worksafe.nt.gov.au/laws-and-compliance/workplace-safety-laws
Codes of Practice NT: https://worksafe.nt.gov.au/forms-and-resources/codes-of-practice

South Australia
Work Health and Safety Act 2012 (SA)
Work Health and Safety Regulations 2012 (SA)
Legislation for SA: https://www.safework.sa.gov.au/resources/legislation
Codes of Practice for SA: https://www.safework.sa.gov.au/workplaces/codes-of-practice#COPs

Tasmania
Work Health and Safety Act 2012
Work Health and Safety (Transitional and Consequential Provisions) Act 2012
Work Health and Safety Regulations 2012
Work Health and Safety (Transitional) Regulations 2012
Legislation for TAS: https://worksafe.tas.gov.au/topics/laws-and-compliance/acts-and-regulations
Codes of Practice for TAS: https://worksafe.tas.gov.au/topics/laws-and-compliance/codes-of-practice

Details of permits, licenses or access required by regulatory bodies (add or delete as required):

- Permits from local council
- Authorisation to commence work
- Any required documents.

Victoria
Occupational Health and Safety Act 2004
Occupational Health and Safety Regulations 2017
Legislation VIC: https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and-regulations
Codes of Practice VIC: https://www.worksafe.vic.gov.au/compliance-codes-and-codes-practice

Western Australia
Work Health and Safety Act 2020
Work Health and Safety Regulations 2022
Legislation Western Australia: https://www.commerce.wa.gov.au/worksafe/legislation
Codes of Practice WA: https://www.commerce.wa.gov.au/worksafe/codes-practice

Safe Work Australia Links
Law and Regulation (All States): https://www.safeworkaustralia.gov.au/law-and-regulation
Model Codes of Practice: https://www.safeworkaustralia.gov.au/resources-publications/model-codes-of-practice

Model Codes of Practice

- Managing noise and preventing hearing loss at work
- Confined spaces
- Labelling of workplace hazardous chemicals
- Managing risks of hazardous chemicals in the workplace
- Welding processes
- First aid in the workplace
- Managing the risk of falls at workplaces
- Hazardous manual tasks
- Managing the risk of falls in housing construction
- Managing electrical risks in the workplace
- Demolition work
- Excavation work
- Work health and safety consultation, cooperation and coordination
- Managing the work environment and facilities
- How to manage work health and safety risks
- Managing risks of plant in the workplace
- Construction work

SIGNATORIES OF THE SAFE WORK METHOD STATEMENT

The signed and dated personnel listed below have cooperated in the consultation and development of this Safe Work Method Statement which has been approved by the Person/s Conducting a Business or Undertaking (PCBU). In signing this Safe Work Method Statement each individual acknowledges and confirms that they have read this SWMS in full, having raised any questions for items on this Safe Work Method Statement that require clarification, and confirms that they are competent, skilled and knowledgeable for the task assigned to them. Every person acknowledges that they have received the relevant training and qualifications where required, before carrying out any work contained in this Safe Work Method Statement. By signing this Safe Work Method Statement each individual agrees to work safely, to follow any safe work instructions which are provided, and agrees to use all Personal Protective Equipment where appropriate.

Worker Name	Position	Signature	Date	Time	Supervisor
			Date:		
			Date:		
			Date:		
			Date:		
			Date:		
			Date:		
			Date:		

SAFE WORK METHOD STATEMENT MONITORING AND REVIEW

The SWMS must be reviewed regularly to make sure it remains effective and must be reviewed (and revised if necessary) if relevant control measures are revised. The review process should be carried out in consultation with workers (including contractors and subcontractors) who may be affected by the operation of the SWMS and their health and safety representatives who represented that work group at the workplace.

When the SWMS has been revised the PCBU must ensure that all persons involved with the work are advised that a revision has been made and how they can access the revised SWMS, including all persons who will need to change a work procedure or system as a result of the review are advised of the changes in a way that will enable them to implement their duties consistently with the revised SWMS. All workers that will be involved in the work must be provided with the relevant information and instruction that will assist them to understand and implement the revised SWMS.

The SWMS must be monitored regularly for the effectiveness of ensuring hazard controls are effective in reducing the risk of incidents, keeping the workplace safe for all personnel. The person responsible for monitoring the effectiveness of the Safe Work Method Statement should employ a multi-faceted approach which includes but is not limited to:

1. Spot Checks.
2. Consultation with workers, contractors and sub-contractors.
3. Internal audits on a continual basis.

An approach of continuous improvement, promptly recording inconsistencies or deficiencies, followed up by immediate corrective action and consultation with all relevant personnel ensures that the PCBU is consistently developing ever-improving systems of safe work principles.

REVIEW NUMBER	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5	☐ 6	☐ 7
NAME							
INITIALS							
DATE							

SAFE WORK METHOD STATEMENT REVIEW CHECKLIST

This Safe Work Method Statement Review Checklist is to be followed and used upon initial development of the SWMS to help ensure that all steps have been adequately taken before work commences. Think of this document as an internal audit review checklist before commencing work, and may form part of a Toolbox Talk (safety meeting) and may be used as an opportunity for education and training.

ITEMS WHICH MUST BE INCLUDED IN THE SWMS	COMPLETED	TO BE DONE	COMMENTS
The company details have been entered, including the project name and address.	☐	☐	
Names and signatures of all relevant personnel consulted during the development of the SWMS.	☐	☐	
Name, signature, position and date signed of the person approving the SWMS.	☐	☐	
Specific personnel and qualifications, experience is noted in the SWMS.	☐	☐	
Provides a step-by-step process of tasks required to carry out the activity or task.	☐	☐	
Adequate risk assessment of any identified hazards has been completed.	☐	☐	
Foreseeable hazards are identified and documented for each step.	☐	☐	
Any hazards listed in any site risk assessments have been added to the SWMS.	☐	☐	
SWMS initial risk (IR) column as well as residual risk (RR) columns completed.	☐	☐	
Check control measures added to the SWMS are the most effective selections.	☐	☐	
Responsible person is assigned and listed on the SWMS for the implementation of control measures.	☐	☐	
Permit requirements specified, such as Hot Work, Electrical Work, Work at Heights etc.	☐	☐	
SWMS identifies plant and equipment to be used.	☐	☐	
Details of inspection checks required for any equipment listed are noted on the SWMS.	☐	☐	
Describes any mandatory qualifications, experience, training or skills required to perform the work.	☐	☐	
Applicable personal protective equipment is selected on the SWMS.	☐	☐	
Lists any required permits or licenses.	☐	☐	
Reflects and documents any legislative references and/or Australian Standards.	☐	☐	
Identifies any hazardous substances used with specific control measures in line with any SDS.	☐	☐	

REVIEWED BY		**DATE REVIEWED**	
SIGNATURE		**DATE COMPLETED**	