

## Lifting Equipment | SAFE WORK METHOD STATEMENT (SWMS)

### TASK OR ACTIVITY: Lifting Equipment

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**

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.

NAME

SIGNATURE

DATE

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.

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### 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

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

### ANY HIGH-RISK MACHINERY OR EQUIPMENT NEARBY

<input type="checkbox"/> Forklift	<input type="checkbox"/> Crane/s	<input type="checkbox"/> Hoist/s	<input type="checkbox"/> Excavator	<input type="checkbox"/> Backhoe/Loader	<input type="checkbox"/> Boom Lift	<input type="checkbox"/> EWP	<input type="checkbox"/> Genie Lift
<input type="checkbox"/> Trencher	<input type="checkbox"/> Drilling Rig	<input type="checkbox"/> Trucks	<input type="checkbox"/> Formwork	<input type="checkbox"/> Bobcat	<input type="checkbox"/> Flammable Gas	<input type="checkbox"/> Fuel	<input type="checkbox"/> Dozer
<input type="checkbox"/> High Voltage	<input type="checkbox"/> Mulcher	<input type="checkbox"/> Tilt-up Panels	<input type="checkbox"/> Roller	<input type="checkbox"/> Scissor Lift	<input type="checkbox"/> Tractor	<input type="checkbox"/> Other -	

RISK MATRIX											
LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC	SCORE	ACTION	HEIRARCHY OF CONTROLS			
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.				
<p><b>Notes on Hierarchy of Controls:</b> 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.</p>											
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
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Select the appropriate PPE above suitable for the equipment used or the job task being performed (if applicable).											
<p><b>Note:</b> 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.</p> <p>When a SWMS has been revised, the person conducting a business or undertaking must ensure all:</p> <ol style="list-style-type: none"> <li>persons involved in the work are advised that a revision has been made and how they can access the revised SWMS;</li> <li>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,</li> <li>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.</li> </ol>											

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	Musculoskeletal risks, Slip and trip hazards	2M	<ul style="list-style-type: none"> <li>- Conduct a thorough risk assessment: Prior to any work involving lifting equipment, undertake a comprehensive risk assessment to identify potential hazards and the necessary controls to be implemented.</li> <li>- Provide relevant training: Ensure that all workers involved in the operations are adequately trained in manual handling techniques, correct use of lifting equipment and recognizing potential hazards.</li> <li>- Clearly mark designated walkways: Maintain clearly marked, designated walkways around the work area to reduce the risks of slips, trips, and falls.</li> <li>- Regular inspection and maintenance: Ensure that all lifting equipment is regularly inspected for faults or damage, and maintained according to the manufacturer's guidelines.</li> <li>- Establish clear communication channels: Implement clear communication protocols among team members to avoid confusion during the preparation process and throughout the job.</li> <li>- Correct selection of equipment: Use appropriate lifting equipment for the specific task, taking into account the weight, size and shape of the load to be lifted.</li> <li>- Keep work areas clean and organised: Ensure that the work area is kept tidy and free of any obstruction or unnecessary equipment that may pose slip and trip hazards.</li> <li>- Appropriate personal protective equipment (PPE): Workers should wear suitable PPE, such as non-slip footwear and gloves, to minimise the risk of injury due to slips and trips or manual handling accidents.</li> <li>- Proper manual handling techniques: Encourage workers to practice good posture and proper lifting techniques when manually handling loads, to reduce the risk of musculoskeletal injuries.</li> <li>- Use mechanical aids when possible: Utilise mechanical lifting aids, where feasible, to minimise the need for manual handling and reduce the risk of injury.</li> <li>- Adequate lighting: Ensure that the work area is well-lit in order to reduce the chances of accidents caused by poor visibility.</li> <li>- Implement an emergency response plan: Develop and communicate an emergency response plan to all workers in case an accident occurs, including identifying first aid supplies and trained personnel on-site.</li> <li>- Continuous monitoring and review: Monitor the implementation of control measures, make necessary adjustments as new hazards are identified, and provide ongoing feedback to staff to reinforce safe work practices.</li> </ul>	1L	
2. Inspection	Falling objects, Eye injuries	2M	<ul style="list-style-type: none"> <li>- Conduct thorough pre-operation inspections of all lifting equipment, including slings, hooks, chains, and hoists to identify any signs of damage, wear, or malfunction.</li> </ul>	1L	

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			<ul style="list-style-type: none"> <li>- Ensure all workers involved in lifting operations are adequately trained and competent in the safe use and inspection of the equipment and the specific procedures related to their task.</li> <li>- Make sure workers wear appropriate personal protective equipment (PPE) such as hard hats, safety glasses or goggles, and gloves to prevent injury from falling objects or potential eye injuries.</li> <li>- Implement a rigid exclusion zone around the lifting area to keep unauthorised personnel at a safe distance from potential falling objects.</li> <li>- Use tag lines or guide ropes to control suspended loads and minimise the risk of swinging or uncontrolled movement, which could lead to falling objects or eye injuries.</li> <li>- Ensure that lifting equipment is properly maintained and inspected regularly by a qualified technician to address any issues before they pose a hazard during operation.</li> <li>- Utilise lifting bags or containers with secure lids when transporting loose materials to prevent spills or falling objects.</li> <li>- Establish clear communication protocols between workers involved in the lifting process, using radios or hand signals, to ensure everyone is aware of the ongoing operations and position themselves safely.</li> <li>- Use safety nets, debris screens, or catch platforms for overhead work to contain falling objects and minimise the risk of injuries below the work area.</li> <li>- Properly mark and label all lifting equipment with their respective weight capacities, ensuring workers are aware of the limits and avoid overloading.</li> <li>- Implement a regular housekeeping schedule for the worksite to maintain clean and organised workspaces, reducing the likelihood of tripping hazards and subsequent falling objects.</li> <li>- Encourage worker feedback and incident reporting related to hazards or near misses, providing an opportunity to adjust safety practices and maintain a proactive approach to workplace health and safety.</li> <li>- Continuously review and update the Safe Work Method Statement (SWMS) in line with new equipment, changes to the work environment, or evolving industry best practices to ensure ongoing safety.</li> <li>- Provide ongoing training and refresher courses for all workers involved in lifting operations to keep their skills current and reinforce safe work practices.</li> </ul>		
3. Transportation on-site	Collision with pedestrians or vehicles, Falling equipment	3H	<ul style="list-style-type: none"> <li>- Clearly mark and designate specific pathways for the transportation of lifting equipment to avoid possible collisions with pedestrians or vehicles.</li> <li>- Implement a traffic management plan, including designated drop-off and pick-up locations, as well as proper signage to control both pedestrian and vehicular flow.</li> </ul>	2M	

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			<ul style="list-style-type: none"> <li>- Train all workers involved in transporting equipment on safe handling and maneuvering techniques, ensuring that they are aware of their surroundings and can react appropriately should a hazard arise.</li> <li>- Implement an efficient communication system among workers, such as using two-way radios, to ensure everyone is updated about the movement of equipment and any changes in the workflow.</li> <li>- Equip all lifting equipment with safety features like flashing lights or audible alarms to make them highly visible while being transported on-site.</li> <li>- Reduce the speed limit within the construction site, especially around areas where heavy lifting equipment is being transported, to minimise the risk of accidental collisions.</li> <li>- Assign a dedicated spotter for monitoring and guiding the equipment operator during on-site transportation to ensure adherence to the safety guidelines and prevent mishaps.</li> <li>- Regularly inspect and maintain lifting equipment to ensure it is in good working condition, addressing any issues promptly to prevent equipment failures and accidents during transportation.</li> <li>- Require all workers to wear appropriate high-visibility personal protective equipment (PPE), such as vests, while performing transportation tasks to ensure they are easily visible to equipment operators.</li> <li>- Establish and enforce proper loading and unloading procedures for the lifting equipment, including weight distribution and load securing methods, to prevent falling equipment during transportation.</li> <li>- Schedule regular safety meetings and toolbox talks to reinforce safe work practices, share updates on potential hazards, and address concerns related to on-site transportation of lifting equipment.</li> <li>- Conduct routine inspections of the site and equipment staging areas to ensure compliance with established safety guidelines and identify potential risks that may contribute to accidents or near-miss incidents involving the transportation of lifting equipment.</li> </ul>		
4. Storage	Poor storage practices, Overloading lifting equipment	3H	<ul style="list-style-type: none"> <li>- Implement and follow safe storage protocols as per the manufacturer's recommendations and industry standards for lifting equipment, ensuring proper organisation and stacking.</li> <li>- Conduct regular inspections of the storage area to ensure compliance with the guidelines and rectify any issues identified promptly.</li> <li>- Provide sufficient signage and labels in the storage area to guide workers on the correct procedures for storing and handling lifting equipment.</li> <li>- Implement a load limit system for each storage location and clearly display these limits to prevent overloading of lifting equipment.</li> </ul>	1L	

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			<ul style="list-style-type: none"> <li>- Train workers on the safe handling and storage techniques of lifting equipment according to the manufacturer's guidelines and workplace safety regulations.</li> <li>- Regularly assess the weight capacity of the storage racks, shelves or other structures used to store lifting equipment, and take corrective measures if they show signs of wear or damage.</li> <li>- Utilise designated areas for the storage of specific types of lifting equipment to maintain proper organisation and avoid clutter that could lead to accidents or poor storage practices.</li> <li>- Ensure adequate lighting and accessibility in the storage area to minimise the risk of errors and accidents when accessing or handling lifting equipment.</li> <li>- Keep aisles and walkways clear of obstructions in the storage area, allowing unimpeded movement for personnel and equipment.</li> <li>- Establish a regular maintenance schedule of lifting equipment and storage facilities, including thorough cleaning to prevent build-up of dust, grease or other contaminants that could affect their performance.</li> <li>- Develop an emergency response plan for situations such as overloading or collapsing of storage structures, outlining the necessary steps to be taken by workers and management.</li> <li>- Encourage and facilitate open communication among staff members regarding any concerns or incidents related to safe storage practices in the workplace, allowing for ongoing improvement and proper handling of lifting equipment.</li> </ul>		
5. Pre-lift simulation	Inappropriate load capacity, Incorrect lifting techniques	2M	<ul style="list-style-type: none"> <li>- Proper training and instruction: Ensure all personnel involved in the lifting process are well-trained and proficient in safe lifting techniques, positioning of rigging equipment, and movement of loads.</li> <li>- Inspection of load capacity: Double-check the weight of the load and ensure it is within the appropriate capacity of the lifting equipment before commencing the pre-lift simulation.</li> <li>- Load distribution: Make sure that the rigging and lifting equipment has been correctly set up to evenly distribute the weight of the load during the entire pre-lift simulation process.</li> <li>- Verify equipment integrity: Conduct a thorough visual inspection of the lifting equipment (crane, hoist, etc.) and auxiliary components (slings, shackles, hooks, etc.) to ensure their condition and compatibility for the intended lift.</li> <li>- Pre-lift briefing: Organise a team meeting with all involved personnel to discuss and plan the pre-lift simulation, ensuring that everyone understands their roles and responsibilities in preventing hazards and maintaining safety throughout the procedure.</li> </ul>	1L	



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			<ul style="list-style-type: none"> <li>- Communication: Establish clear communication channels between supervisors, operators, and ground personnel, including proper use of hand signals, radios, and other communication tools.</li> <li>- Stabilization: Check the stability and footing of lifting equipment to prevent accidental tipping or shifting during the pre-lift simulation process.</li> <li>- Handling and securing the load: Make sure that all attachments and devices used for securing the load are appropriate for the item being lifted, and carefully follow manufacturer guidelines for placing and tightening these devices.</li> <li>- Review emergency procedures: Prior to the pre-lift simulation, review emergency response procedures to ensure all personnel on-site are aware of the protocol in case of unforeseen incidents or accidents related to the lifting equipment or improper handling techniques.</li> <li>- Continuous monitoring: Carefully observe all aspects of the pre-lift simulation process, watching for signs of imbalance, strain on the equipment, and other issues that may require immediate corrective action.</li> <li>- Post-simulation evaluation: After completing the pre-lift simulation, gather all involved personnel for a debrief to discuss the success or any areas for improvement in handling and lifting practices, leading to a safer operation during the actual work process.</li> </ul>		
6. Load attachment	Rigging instability, Lack of secure attachment points	4A	<ul style="list-style-type: none"> <li>- Ensure that all rigging equipment, such as slings, shackles, and hooks, are inspected regularly, well-maintained, certified by the manufacturer, and have appropriate SWL (Safe Working Load) ratings. Keep a record of these inspections.</li> <li>- Provide comprehensive rigging training for all workers who are responsible for attaching, lifting, or monitoring loads to ensure they fully understand the proper techniques and safety measures related to load attachment.</li> <li>- Always follow the manufacturer's guidelines and recommendations regarding load attachment points on both the lifting equipment and the load itself to minimise the risk of instability or detachment during lifting operations.</li> <li>- Use properly secured attachment points, ensuring that the load is balanced and symmetrically distributed to avoid imposing undue stress on any single point of attachment, which could lead to failure or instability.</li> <li>- Utilise tag lines or guide ropes where necessary to control the movement of the load while it is being lifted and maneuvered, reducing the chances of rigging instability.</li> <li>- Evaluate the environmental conditions at the worksite, including wind, rain, or uneven surfaces, which may impact the stability of the rigging system or create unanticipated forces on the load attachment points.</li> <li>- Implement a robust communication system between team members, such as two-way radios, hand signals, or a designated spotter, to ensure ongoing coordination and monitoring of the lifting operation from multiple vantage points.</li> </ul>	2M	

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			<ul style="list-style-type: none"> <li>- Establish designated exclusion zones surrounding the lifting area to keep non-involved personnel clear of the operation, reducing the risk of injury due to rigging instabilities or failures.</li> <li>- Encourage workers to report any observed or suspected safety concerns immediately, including potential hazards associated with load attachment points, rigging configuration, or equipment condition.</li> <li>- Regularly review and update the Safe Work Method Statement (SWMS) for lifting activities, incorporating changes in equipment, techniques, or site conditions to continuously improve safety practices.</li> <li>- In the event of an unexpected interruption or change in lifting conditions, cease operations immediately and reassess the stability of the load attachment points and rigging configuration before continuing.</li> <li>- Conduct regular toolbox talks, safety meetings, and training refreshers to reinforce expectations for responsible handling, secure load attachment, and incident reporting as they pertain to lifting equipment and operations in your workplace.</li> </ul>		
7. Lifting operation	Dropped load, Structural failure of equipment	4A	<ul style="list-style-type: none"> <li>- Regular inspections and maintenance: Conduct thorough inspections and ensure proper maintenance of all lifting equipment, including ropes, slings, hooks, shackles, and load attachment points, to reduce the risk of structural failure.</li> <li>- Certified operators: Ensure that only qualified and certified personnel are operating the lifting equipment, as they will be knowledgeable in handling equipment safely and recognizing potential hazards.</li> <li>- Load weight verification: Confirm the weight of each load before lifting to ensure it does not exceed the maximum capacity of the lifting equipment, thereby minimising the risk of a dropped load or structural failure due to overload.</li> <li>- Safe lifting techniques: Train all workers involved in the lifting operation in safe lifting techniques, such as maintaining appropriate communication, utilising hand signals, and ensuring proper rigging procedures are followed.</li> <li>- Exclusion zones: Establish designated exclusion zones around the work area to keep non-essential personnel at a safe distance from the lifting operation, reducing their exposure to hazards associated with dropped loads and structural failures.</li> <li>- Pre-task safety briefings: Conduct regular safety briefings before the beginning of each lifting operation, discussing the specific tasks, potential hazards, and safety controls in place for the activity.</li> <li>- Weather conditions monitoring: Assess current and forecasted weather conditions to ensure the lifting operation can be performed safely. Strong wind, heavy rainfall, and other adverse conditions may pose risks to the stability of lifting equipment and the safe movement of loads.</li> <li>- Emergency response plan: Develop and implement an emergency response plan that outlines the steps to be taken in case of a dropped load, structural failure, or any other accident during the lifting operation.</li> </ul>	2M	

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			<ul style="list-style-type: none"> <li>- Use of secondary safety devices: Consider the use of additional safety devices, like safety latches on hooks and secondary retention cables to further miniimise the risk of a dropped load.</li> <li>- Continuous monitoring and supervision: Assign a competent person to closely monitor and supervise the entire lifting operation, ensuring that safe practices are followed, hazards are identified and addressed promptly, and any issues that arise are resolved before they escalate into incidents.</li> </ul>		
8. Horizontal movement	Collision with site features or personnel, Obstruction by other equipment	3H	<ul style="list-style-type: none"> <li>- Regular Toolbox Talks: Conduct regular toolbox talks with all the involved personnel to ensure that they are aware of the hazards associated with horizontal movement and the control measures in place.</li> <li>- Clear Pathways: Ensure that pathways for the movement of lifting equipment are free from obstructions and clear of other equipment, tools, or debris.</li> <li>- Signage and Barriers: Use appropriate signage and barriers to highlight the movement zones and restrict unauthorised entry into these areas during the lifting process.</li> <li>- Traffic Management Plan: Implement a traffic management plan detailing the routes and schedules of lifting equipment, ensuring that non-essential workers and vehicles are not present within the pathway during the horizontal movement.</li> <li>- Communication System: Establish an effective communication system amongst the operators, spotters, and ground personnel for any sudden changes or issues related to the horizontal movement process.</li> <li>- Trained Personnel: Ensure that only trained and experienced staff operate the lifting equipment and participate in the horizontal movement activities.</li> <li>- Spotter Assistance: Utilise designated spotters to guide the equipment operators during the horizontal movement, helping them avoid any possible collisions with site features or personnel.</li> <li>- Speed Limits: Set and enforce optimal speed limits for the lifting equipment during the horizontal movement to prevent potential accidents due to excessive speed.</li> <li>- Emergency Stop Procedures: Train all the involved personnel on the emergency stop procedures to be implemented in case of any unforeseen circumstances or danger.</li> <li>- Inspection and Maintenance: Regularly inspect and maintain the lifting equipment for smooth functioning and identify potential risks associated with damaged or faulty components.</li> <li>- Personal Protective Equipment (PPE): Mandate the use of necessary PPE such as high visibility vests, helmets, and steel-toed boots for all workers within the vicinity of the lifting operations.</li> </ul>	1L	

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			<ul style="list-style-type: none"> <li>- Incident Reporting System: Develop a robust incident reporting system to record any near misses, collisions, or obstructions during the lifting operations, allowing you to review and improve your control measures as needed.</li> </ul>		
9. Lowering the load	Loss of control, Pinch point injuries	3H	<ul style="list-style-type: none"> <li>- Provide comprehensive training to workers on the safe and correct lowering techniques, regular refresher training, and ensuring that they understand relevant SOPs.</li> <li>- Establish a clear communication system, including hand signals or verbal cues, between the machine operator and ground personnel throughout the load lowering process.</li> <li>- Cordon off the work area to keep unauthorised personnel at a safe distance and mark the designated drop zone with clear signage and barricades.</li> <li>- Ensure all workers wear appropriate PPE, such as gloves, high-visibility vests, hard hats, and steel-toed boots, to reduce the risk of pinch point injuries.</li> <li>- Regularly inspect and maintain all lifting equipment in accordance with the manufacturer's guidelines, and promptly address any identified issues.</li> <li>- Implement a rigorous tagging-out procedure for any faulty or damaged lifting equipment to prevent its use until it is repaired or replaced.</li> <li>- Use mechanical aids, such as load spreaders, clamps, or slings, to help stabilise and distribute the weight of the load more evenly.</li> <li>- Carefully plan and practice load lowering operations under the supervision of competent personnel, particularly when dealing with cumbersome or heavy loads.</li> <li>- Implement strict protocols for working in adverse weather conditions, such as strong winds or rain, which may impact visibility or create slippery surfaces, increasing the risk of losing control over the load.</li> <li>- Maintain clean and unobstructed work areas to reduce the risk of slips, trips or falls that may lead to loss of control during load lowering operations.</li> <li>- Encourage a positive safety culture by regularly discussing potential hazards and sharing best practices among the team, reinforcing safe behaviors and addressing any complacency.</li> <li>- Assign a designated spotter to watch the load being lowered, keeping an eye out for any potential hazards or obstructions, and alerting the operator if necessary.</li> <li>- Gradually lower the load, controlling the descent speed, and pause as needed to make any necessary adjustments, ensuring the load is stable and secure throughout the process.</li> </ul>	1L	
10. Load release	Rapid or uncontrolled release, Instability of lifted objects	3H	<ul style="list-style-type: none"> <li>- Proper Training: Ensure that all staff involved in the load lifting and releasing process are adequately trained and competent to carry out their tasks safely and efficiently.</li> </ul>	1L	

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			<ul style="list-style-type: none"> <li>- Clear Communication: Establish a clear communication system between the crane operator, signal person, and workers on the ground during load release to avoid any miscommunication that could lead to an uncontrolled release or instability.</li> <li>- Load Inspection: Inspect the lifting equipment prior to use, ensuring that it is in good working condition and suitable for the task at hand.</li> <li>- Rigging Plan: Develop a pre-lifting rigging plan, determining the appropriate equipment and methods to be used to secure, stabilise, and release loads safely.</li> <li>- Load Calculation: Calculate the weight of each lifted object to ensure it remains within the safe working limits of the lifting equipment being utilised.</li> <li>- Equal Load Distribution: Ensure proper balancing and equal distribution of the weight across all attachment points during the load releasing process. This helps prevent instability and potential accidents.</li> <li>- Pre-release Checks: Perform thorough pre-release checks to ensure that the load is secured, stable, and positioned correctly before initiating the release process.</li> <li>- Controlled Release: Slowly release the tension on the lifting gear to minimise the risk of rapid or uncontrolled release of the load. Always follow manufacturer's recommendations for safe operating practices.</li> <li>- Exclusion Zones: Establish designated exclusion zones around the work area to prevent unauthorised personnel from entering while loads are being released.</li> <li>- Emergency Procedures: Have clearly defined emergency procedures and response plans in place, including regular training drills for all workers, in case of any unexpected issues or hazards arising during the load release process.</li> <li>- Continuous Monitoring: Supervise the load release process closely and continually monitor the load, equipment, and surrounding environment for any warning signs of instability, uncontrolled release, or other potential hazards.</li> </ul>		
11. Post-lifting inspection	Undetected damage, Insufficient inspections	2M	<ul style="list-style-type: none"> <li>- Ensure all operators and workers have undergone proper training in equipment handling, inspection, and maintenance.</li> <li>- Develop a comprehensive inspection checklist tailored to the specific lifting equipment being used on the job site.</li> <li>- Conduct frequent visual inspections of the lifting equipment and accessories during and after each use, checking for signs of wear, tear, or damage that could compromise their functionality.</li> <li>- Implement a regular schedule for more thorough examinations of the lifting equipment by qualified inspectors, as per manufacturer guidelines and industry standards.</li> <li>- Document every inspection, noting any damages or issues observed and all steps taken to address them. Keep these records well-organised and accessible for future reference.</li> </ul>	1L	

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
			<ul style="list-style-type: none"> <li>- Create an escalation protocol involving supervisors and managers to swiftly report and address any discrepancies or concerns identified during post-lifting inspection.</li> <li>- Tag faulty or damaged equipment immediately and remove from active use until it is either repaired or replaced.</li> <li>- Establish clear communication lines between workers, site supervisors, equipment operators, and maintenance staff to ensure timely reporting and appropriate responses to any lifting equipment concerns.</li> <li>- Invest in high-quality, appropriately rated tools, and accessories for the tasks at hand to minimise the risk of undetected damage or insufficient inspections.</li> <li>- Periodically review and update the workplace's hazard identification and risk assessment processes to account for new or updated information regarding the safe use of lifting equipment.</li> <li>- Engage specialised external consultants or third-party companies to conduct independent audits and inspections, bringing fresh perspectives and insights into the process.</li> <li>- Utilise a robust maintenance management system to track the repair history of lifting equipment, alongside other critical data such as hours of operation, load factors, and inspection dates.</li> <li>- Keep up-to-date with the latest developments in the field of lifting equipment and associated risks, equipping your team with the necessary knowledge and expertise to recognise hazards effectively.</li> <li>- Foster a culture of safety and responsibility among all workers, emphasising the importance of thorough inspections and the need to prioritise the wellbeing of the entire team over finishing tasks quickly or cutting corners.</li> </ul>		
12. Return to storage	Exposure to inclement weather, Mishandling during transportation	2M	<ul style="list-style-type: none"> <li>- Conduct a pre-work assessment of weather conditions and postpone tasks if severe weather conditions are present to prevent exposure to inclement weather.</li> <li>- Ensure proper training on the handling and transportation of lifting equipment, including correct lifting techniques and safe work methods.</li> <li>- Provide appropriate protective clothing and Personal Protective Equipment (PPE) for workers, such as waterproof gear and non-slip boots, to minimise risks associated with inclement weather.</li> <li>- Use specifically designated vehicles or equipment carriers for safe transportation of lifting equipment, ensuring that they are well-maintained, regularly inspected, and appropriately sized to carry the load securely.</li> <li>- Develop and implement a clear communication plan, detailing emergency response procedures and evacuation plans in case of sudden changes in weather conditions.</li> <li>- Make sure that equipment is adequately secured during transportation using straps, ropes, chains, or other suitable materials to minimise the risk of breakage or injuries due to mishandling.</li> </ul>	1L	

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
			<ul style="list-style-type: none"> <li>- Regularly inspect storage areas for lifting equipment to ensure that they are clean, organised, dry, and have proper ventilation, minimising the potential for damage caused by adverse weather conditions.</li> <li>- Clearly label all lifting equipment and provide visible instructions for proper use, maintenance, and storage, reducing the risks associated with mishandling.</li> <li>- Establish designated routes for the transportation of lifting equipment within the worksite to prevent collisions or accidents involving other workers, vehicles, or structures.</li> <li>- Limit the amount of time that workers spend outside during inclement weather by scheduling breaks and rotating tasks so that the workload can be shared among team members, thus reducing individual exposure to hazardous conditions.</li> <li>- Implement effective monitoring and auditing systems to ensure compliance with established Workplace Health and Safety guidelines specifically related to the handling, transportation, and storage of lifting equipment. Evaluate performance regularly to identify opportunities for improvement and address them accordingly.</li> </ul>		

## 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

<p><b>Queensland &amp; Australian Capital Territory</b>                  Work Health and Safety Act 2011                  Work Health and Safety Regulations 2011                  Legislation QLD: <a href="https://www.worksafe.qld.gov.au/laws-and-compliance/work-health-and-safety-laws">https://www.worksafe.qld.gov.au/laws-and-compliance/work-health-and-safety-laws</a>                  Codes of Practice QLD: <a href="https://www.worksafe.qld.gov.au/laws-and-compliance/codes-of-practice">https://www.worksafe.qld.gov.au/laws-and-compliance/codes-of-practice</a>                  Legislation ACT: <a href="https://www.worksafe.act.gov.au/laws-and-compliance/acts-and-regulations">https://www.worksafe.act.gov.au/laws-and-compliance/acts-and-regulations</a>                  Codes of Practice ACT: <a href="https://www.worksafe.act.gov.au/laws-and-compliance/codes-of-practice">https://www.worksafe.act.gov.au/laws-and-compliance/codes-of-practice</a></p>	<p><b>Victoria</b>                  Occupational Health and Safety Act 2004                  Occupational Health and Safety Regulations 2017                  Legislation VIC: <a href="https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and-regulations">https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and-regulations</a>                  Codes of Practice VIC: <a href="https://www.worksafe.vic.gov.au/compliance-codes-and-codes-practice">https://www.worksafe.vic.gov.au/compliance-codes-and-codes-practice</a></p>
<p><b>New South Wales</b>                  Work Health and Safety Act 2011                  Work Health and Safety Regulations 2017                  Legislation NSW: <a href="https://www.safework.nsw.gov.au/legal-obligations/legislation">https://www.safework.nsw.gov.au/legal-obligations/legislation</a>                  Codes of Practice NSW: <a href="https://www.safework.nsw.gov.au/resource-library/list-of-all-codes-of-practice">https://www.safework.nsw.gov.au/resource-library/list-of-all-codes-of-practice</a></p>	<p><b>Western Australia</b>                  Work Health and Safety Act 2020                  Work Health and Safety Regulations 2022                  Legislation Western Australia: <a href="https://www.commerce.wa.gov.au/worksafe/legislation">https://www.commerce.wa.gov.au/worksafe/legislation</a>                  Codes of Practice WA: <a href="https://www.commerce.wa.gov.au/worksafe/codes-practice">https://www.commerce.wa.gov.au/worksafe/codes-practice</a></p>
<p><b>Northern Territory</b>                  Work Health and Safety (National Uniform Legislation) Act 2011                  Work Health and Safety (National Uniform Legislation) Regulations 2011                  Legislation NT: <a href="https://worksafe.nt.gov.au/laws-and-compliance/workplace-safety-laws">https://worksafe.nt.gov.au/laws-and-compliance/workplace-safety-laws</a>                  Codes of Practice NT: <a href="https://worksafe.nt.gov.au/forms-and-resources/codes-of-practice">https://worksafe.nt.gov.au/forms-and-resources/codes-of-practice</a></p>	<p><b>Safe Work Australia Links</b>                  Law and Regulation (All States): <a href="https://www.safeworkaustralia.gov.au/law-and-regulation">https://www.safeworkaustralia.gov.au/law-and-regulation</a>                  Model Codes of Practice: <a href="https://www.safeworkaustralia.gov.au/resources-publications/model-codes-of-practice">https://www.safeworkaustralia.gov.au/resources-publications/model-codes-of-practice</a></p>
<p><b>South Australia</b>                  Work Health and Safety Act 2012 (SA)                  Work Health and Safety Regulations 2012 (SA)                  Legislation for SA: <a href="https://www.safework.sa.gov.au/resources/legislation">https://www.safework.sa.gov.au/resources/legislation</a>                  Codes of Practice for SA: <a href="https://www.safework.sa.gov.au/workplaces/codes-of-practice#COPs">https://www.safework.sa.gov.au/workplaces/codes-of-practice#COPs</a></p>	<p><b>Model Codes of Practice</b></p> <ul style="list-style-type: none"> <li>- Managing noise and preventing hearing loss at work</li> <li>- Confined spaces</li> <li>- Labelling of workplace hazardous chemicals</li> <li>- Managing risks of hazardous chemicals in the workplace</li> <li>- Welding processes</li> <li>- First aid in the workplace</li> <li>- Managing the risk of falls at workplaces</li> <li>- Hazardous manual tasks</li> <li>- Managing the risk of falls in housing construction</li> <li>- Managing electrical risks in the workplace</li> <li>- Demolition work</li> <li>- Excavation work</li> <li>- Work health and safety consultation, cooperation and coordination</li> <li>- Managing the work environment and facilities</li> <li>- How to manage work health and safety risks</li> <li>- Managing risks of plant in the workplace</li> <li>- Construction work</li> </ul>
<p><b>Tasmania</b>                  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: <a href="https://worksafe.tas.gov.au/topics/laws-and-compliance/acts-and-regulations">https://worksafe.tas.gov.au/topics/laws-and-compliance/acts-and-regulations</a>                  Codes of Practice for TAS: <a href="https://worksafe.tas.gov.au/topics/laws-and-compliance/codes-of-practice">https://worksafe.tas.gov.au/topics/laws-and-compliance/codes-of-practice</a></p>	
<p>Details of permits, licenses or access required by regulatory bodies (add or delete as required):</p> <ul style="list-style-type: none"> <li>- Permits from local council</li> <li>- Authorisation to commence work</li> <li>- Any required documents.</li> </ul>	



## 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	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 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.	<input type="checkbox"/>	<input type="checkbox"/>	
Names and signatures of all relevant personnel consulted during the development of the SWMS.	<input type="checkbox"/>	<input type="checkbox"/>	
Name, signature, position and date signed of the person approving the SWMS.	<input type="checkbox"/>	<input type="checkbox"/>	
Specific personnel and qualifications, experience is noted in the SWMS.	<input type="checkbox"/>	<input type="checkbox"/>	
Provides a step-by-step process of tasks required to carry out the activity or task.	<input type="checkbox"/>	<input type="checkbox"/>	
Adequate risk assessment of any identified hazards has been completed.	<input type="checkbox"/>	<input type="checkbox"/>	
Foreseeable hazards are identified and documented for each step.	<input type="checkbox"/>	<input type="checkbox"/>	
Any hazards listed in any site risk assessments have been added to the SWMS.	<input type="checkbox"/>	<input type="checkbox"/>	
SWMS initial risk (IR) column as well as residual risk (RR) columns completed.	<input type="checkbox"/>	<input type="checkbox"/>	
Check control measures added to the SWMS are the most effective selections.	<input type="checkbox"/>	<input type="checkbox"/>	
Responsible person is assigned and listed on the SWMS for the implementation of control measures.	<input type="checkbox"/>	<input type="checkbox"/>	
Permit requirements specified, such as Hot Work, Electrical Work, Work at Heights etc.	<input type="checkbox"/>	<input type="checkbox"/>	
SWMS identifies plant and equipment to be used.	<input type="checkbox"/>	<input type="checkbox"/>	
Details of inspection checks required for any equipment listed are noted on the SWMS.	<input type="checkbox"/>	<input type="checkbox"/>	
Describes any mandatory qualifications, experience, training or skills required to perform the work.	<input type="checkbox"/>	<input type="checkbox"/>	
Applicable personal protective equipment is selected on the SWMS.	<input type="checkbox"/>	<input type="checkbox"/>	
Lists any required permits or licenses.	<input type="checkbox"/>	<input type="checkbox"/>	
Reflects and documents any legislative references and/or Australian Standards.	<input type="checkbox"/>	<input type="checkbox"/>	
Identifies any hazardous substances used with specific control measures in line with any SDS.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>REVIEWED BY</b>		<b>DATE REVIEWED</b>	
<b>SIGNATURE</b>		<b>DATE COMPLETED</b>	