

Mobile Crane | SAFE WORK METHOD STATEMENT (SWMS)

TASK OR ACTIVITY: Mobile Crane

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:	

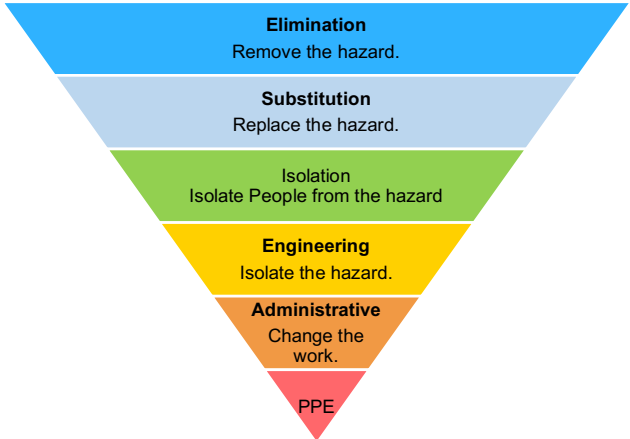
ANY HIGH-RISK CONSTRUCTION WORK BEING CARRIED OUT

<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	SCORE	ACTION	 <p>Elimination Remove the hazard.</p> <p>Substitution Replace the hazard.</p> <p>Isolation Isolate People from the hazard</p> <p>Engineering Isolate the hazard.</p> <p>Administrative Change the work.</p> <p>PPE</p>
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>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.</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).

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	<ul style="list-style-type: none"> - Prior to work, thoroughly inspect the area to identify any potential trip hazards and falling objects risks, removing them if possible, or marking with high-visibility signage if necessary. - Establish a clear walkway around the Mobile Crane work zone, with adequate lighting and ample space for workers and equipment movement. - Keep the Mobile Crane work zone free from debris, cords, and other obstacles that pose a trip hazard. - Ensure that all workers in the vicinity of the Mobile Crane are wearing appropriate PPE such as hard hats, safety boots, high-visibility vests, and safety goggles to help protect them from falling object hazards and potential tripping incidents. - Utilise spotter(s) or banksman to help guide the Mobile Crane operator during operation, ensuring there are no obstructions or workers in harm's way when materials are being lifted and lowered. - Install temporary barricades or exclusion zones, only permitting authorised personnel inside the Mobile Crane work zone to reduce exposure to trip hazards and falling objects. - Provide regular training and toolbox talks to educate workers on proper lifting techniques to help minimise slipping and tripping while moving heavy loads. - Inspect all rigging equipment (chains, slings, etc.) before each shift/use, replacing any worn or damaged equipment and ensuring they meet required weight loading standards to prevent potential falling objects hazards. - Securely store all tools not in use in designated toolboxes or storage areas to reduce the risk of trip hazards and falling objects. - Have a wind speed monitor installed on-site to ensure operations are halted in high wind conditions that could increase the risk of trip hazards or falling objects. - Designate specific drop zones for materials lifted by the Mobile Crane, away from pedestrian walkways and workspaces, to prevent risks of trip hazards and falling objects. - Regularly maintain and inspect the Mobile Crane itself, ensuring it operates smoothly and safely, reducing the risk of mechanical failure and subsequent hazards. - Implement a strict communication protocol among all team members during Mobile Crane operations, including the use of hand signals, radios, or intercom systems, allowing for clear communication about potential hazards and preventing tripping and falling objects incidents. 	1L	
2. Inspection and maintenance	Electric shock, Contact with overhead services	3H	<ul style="list-style-type: none"> - Conduct regular visual inspections and maintenance checks on the mobile crane before operation, including all electrical components, to ensure proper functioning and minimise the risk of electric shock. 	2M	

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			<ul style="list-style-type: none"> - Ensure that all personnel operating or working in close proximity to the mobile crane have completed appropriate training and possess current certifications in high-risk work activities. - Implement a comprehensive hazard identification and risk assessment process for each job site, considering the potential presence of overhead power lines or services to determine safe working clearances. - Establish and maintain exclusion zones around any identified overhead services, using physical barriers, warning signs, and other control measures to prevent unauthorised access. - Develop and enforce a strict lockout/tagout system for working near energised electrical equipment, ensuring all power sources are isolated and de-energised before commencing inspection and maintenance activities. - Use non-conductive tools and equipment whenever possible during inspection and maintenance tasks on or around the mobile crane, minimising the risk of electric shock. - Train workers in the proper use of personal protective equipment (PPE), including insulated gloves, safety boots, and protective eyewear, ensuring they understand the importance of wearing such gear at all times when working with or around electrical equipment. - Implement an emergency response plan that includes provisions for dealing with electrical hazards, ensuring workers are aware of their roles and responsibilities should an incident occur. - Encourage open communication channels between workers, supervisors, and management, promoting the reporting of potential hazards or concerns relating to electrical safety prior to work activities commencing. - Regularly review and update Safe Work Method Statements (SWMS) for the use of mobile cranes, incorporating new information regarding best practices for managing electrical hazards. - Conduct periodic audits and reviews of electrical safety practices in the workplace, engaging external consultants when necessary, to ensure ongoing compliance with relevant WHS legislation and standards. 		
3. Setting up the area	Inadequate load bearing surface, Ineffective communication	3H	<ul style="list-style-type: none"> - Conduct a thorough site assessment prior to the operation to determine suitable ground conditions for setting up the mobile crane, considering factors such as load bearing capacity, soil stability, and evenness of the terrain. - Utilise crane mats, outrigger pads, or other ground stabilising equipment when required to increase the load-bearing surface and maintain stability during crane operations. - Clearly mark boundaries around the work area using highly visible barriers or demarcation tape, ensuring that all personnel on-site are aware of the designated work zone. 	1L	

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			<ul style="list-style-type: none"> - Establish an exclusion zone around the mobile crane, preventing unauthorised access to the area during operation and minimising potential risks to nearby workers. - Assign a competent person to verify safe working loads and ensure appropriate crane capacities based on the specific tasks being performed. - Develop a clear and consistent communication protocol between the crane operator, dogger/rigger, and all other personnel involved in the lifting operation, including identifying the responsible parties to manage communication throughout the lift process. - Equip workers within the operational area with adequate hearing protection and two-way radios, enabling seamless communication amongst team members, even in noisy environments. - Implement a system of standardised hand signals to assist with non-verbal communication during the lifting operation, ensuring that all team members adhere to the established guidelines. - Schedule regular toolbox talks and safety briefings prior to each shift, emphasising the importance of effective communication and adherence to site safety protocols. - Inspect all communication devices and safety equipment prior to use, ensuring that all components are functioning effectively and free from obstructions, damage, or wear. - Establish traffic control measures around the work area to mitigate risks associated with vehicle and machinery movement, ensuring the safety of all on-site personnel. - Continuously monitor weather conditions, adjusting work plans and safety precautions as needed to account for potential changes in visibility or environmental hazards that may impact communication or stability of the mobile crane. 		
4. Selecting and rigging	Incorrect slings, Overloading	3H	<ul style="list-style-type: none"> - Utilise properly trained and certified crane operators to determine and select the appropriate slings based on safe working load capacity, angle of lift, and task requirements. - Implement regular inspections of all slings prior to use, ensuring they are free from defects, wear, and damage that could compromise lifting operations. - Develop and maintain a regular maintenance schedule for all types of slings, with replacement of worn or damaged slings as required to ensure ongoing safety. - Plan lifting operations to avoid overloading, including careful consideration of weight and configuration of loads, sling angles, and other factors that could affect safe working load limits. - Clearly mark safe working load capacity on all slings to enable workers to easily identify the correct specification for each lifting operation. - Use appropriate rigging attachments and methods according to manufacturer guidelines, in order to minimise stress on slings and reduce the risk of overloading. 	2M	

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			<ul style="list-style-type: none"> - Implement regular staff training programs to ensure all team members understand how to safely work with mobile cranes and are familiar with procedures for identifying and managing potential hazards. - Foster a culture of open communication on the worksite, whereby workers feel comfortable reporting any concerns regarding sling selection or rigging, and are empowered to address issues proactively. - Ensure loads are evenly balanced and properly secured before initiating any lift, minimising the risk of load shifts that could lead to overloading. - Regularly review and update workplace policies and procedures relating to mobile crane operation and rigging, incorporating lessons learned from any incidents and striving for continuous improvement in safety outcomes. - Encourage the use of multiple slings where feasible to distribute the load more evenly, further reducing the risk of overloading single sling points and improving overall stability during lifting operations. 		
5. Lifting operation	Collision with nearby structures, Unstable ground conditions	4A	<ul style="list-style-type: none"> - Conduct a thorough pre-start visual inspection of the crane and the immediate work area to ensure all equipment is in proper working order and free from any visible damage or obstructions. - Develop and implement a lift plan that includes identifying the load weight, centre of gravity, and required rigging configuration, as well as confirming the crane's capacity and safe working load limits. - Designate a competent and experienced crane operator who has received appropriate training and holds a valid high-risk work licence (as required) for the specific type of mobile crane being used. - Utilise a qualified rigger to set up and inspect all slings, hooks, chains, shackles, and other lifting accessories according to manufacturer recommendations and industry standards. - Ensure the crane is properly set up on stable ground or use appropriate matting, cribbing, or other stabilization methods to distribute the weight and counter any potential ground instability. - Establish an exclusion zone around the lifting area with appropriate barricades, warning signs, and caution tape to prevent unauthorised personnel from entering during the lifting operation. - Use a certified spotter or banksman to communicate constantly with the crane operator and guide them through the lift, ensuring clear lines of sight are maintained throughout the operation. - Plan the lift path to avoid any potential obstructions, including power lines, buildings, vehicles, trees, and people, and adjust the crane's swing radius and boom length as necessary to mitigate collision risks. 	3H	

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			<ul style="list-style-type: none"> - Implement a thorough weather monitoring system to track wind speeds, gusts, and other adverse conditions which may cause sudden shifts in the load or affect the stability of the crane. - Implement a two-way communication system between the crane operator, riggers, spotters/banksmen, and supervisors to facilitate real-time coordination, guidance, and decision-making throughout the lift. - Utilise a crane anti-collision alarm system, such as proximity sensors, to alert the crane operator of any nearby obstructions and potential hazards during the lift. - Conduct regular toolbox talks with all lifting operation personnel to review relevant workplace health and safety guidelines, identify and address any concerns or issues, and re-emphasise the importance of teamwork and situation awareness. - Carry out post-lift inspections of the crane, rigging equipment, and surrounding work area after each lift to verify no damage has occurred and ensure the ongoing safety of future operations. 		
6. Load transportation	Unbalanced loads, Improper shifting paths	3H	<ul style="list-style-type: none"> - Load inspection: Prior to lifting, carefully inspect the load to ensure it is within the crane's lifting capacity and assess its weight distribution to avoid unbalanced loads. - Load attachment safety: Ensure proper attachments, like slings and chains, are used for securing the load to the crane's hook, with adequate safety devices in place to reduce the risks associated with accidental disconnection. - Operator training: Crane operators should undergo relevant training and hold appropriate licenses to operate mobile cranes safely, ensuring they have the ability to identify potential hazards related to unbalanced loads and improper shifting paths. - Pre-shift briefing: Hold a pre-shift briefing with all personnel involved in the operation to discuss the transportation plan, potential hazards, and critical control measures to be followed. - Travel path planning: Review and establish a predefined travel path for load transportation, identifying any obstructions, uneven surfaces, or tight turns that may affect load stability during transit. - Clearance checks: Maintain sufficient clearance for the load, crane boom, and any overhead obstructions during transit, including power lines and other hazards. - Crane setup: Properly set up the mobile crane on level, stable ground to ensure optimal load management during transport. - Communication protocols: Establish clear communication among all team members, implementing a standardised set of hand signals, radio communication, or electronic devices, to keep everyone informed of the transportation process and any necessary adjustments. - Load monitoring: Continuously monitor the load throughout the transportation process, stopping the operation if there are visible signs of instability or potential hazards. 	2M	

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			<ul style="list-style-type: none"> - Speed limitations: Implement strict speed limits while transporting loads, ensuring the crane operator maintains a safe and controlled pace to minimise the risk of tipping over or unexpected load shifts. - Emergency response plan: In case of an emergency, establish a detailed response plan, assign roles to team members, and conduct regular drills to maintain preparedness. - Post-operation procedures: Following the load transportation, carry out a thorough inspection of the mobile crane, its attachments, and the load itself to identify any signs of potential damage or wear that could have resulted from unbalanced loads or improper shifting paths. 		
7. Unloading operation	Crush injuries, Miscommunication	2M	<ul style="list-style-type: none"> - Ensure all team members involved in the unloading operation are properly trained on safety procedures, as well as basic hand signals and communication tools. - Clearly mark designated safety zones around the work area to prevent any unauthorised personnel from entering and potentially getting injured. - Use reliable and tested lifting accessories that are appropriate for the type of load being lifted, ensuring they are in good condition and inspected regularly by a competent professional. - Develop and implement a clear, written lifting plan that outlines the entire unloading operation, including specific roles and responsibilities, procedures, and contingencies. - Provide all workers with adequate Personal Protective Equipment (PPE), such as high visibility vests, hard hats, steel-toed boots, and gloves, to reduce the risk of crush injuries and ensure easy identification. - Utilise spotters or banksman who can help guide the crane operator during the unloading process, ensuring proper communication and coordination between all involved parties. - Confirm that load ratings and weight capacities are strictly adhered to and monitored throughout the unloading operation, preventing any overloading of the mobile crane. - Plan a clear path for the movement of loads from the crane to their final destination, ensuring the route is free of obstructions, minimising the need for sudden stops or sharp turns. - Conduct regular tool-box talks and safety briefings with workers to reinforce safe working practices and promote open lines of communication between team members regarding potential hazards. - Establish an emergency response plan for immediate action in case of incidents like equipment failure, dropped loads, or other unforeseen situations, emphasising rapid communication and swift steps to protect the health and safety of all involved parties. 	1L	

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8. Dismantling lift equipment	Dropping parts, Inadequate equipment inspection	3H	<ul style="list-style-type: none"> - Prior to dismantling lift equipment, ensure all operators and workers in the vicinity are aware of the activity taking place and have been briefed on safety procedures. - Ensure only trained and competent personnel are involved in the dismantling process to minimise risks associated with incorrect handling or procedural errors. - Conduct a thorough pre-dismantling inspection of the mobile crane and lift equipment, focusing on any signs of wear, damage, or malfunction which may lead to dropped parts during the dismantling process. - Use proper tools and equipment for dismantling, including slings and rigging, ensuring that they are in good condition and suitable for the specific task. - Follow the manufacturer's guidelines and industry best practices while dismantling lift equipment, adhering to the specified sequence and method. - Monitor weather conditions throughout the process and suspend operations if high winds or other adverse conditions increase the risk of dropped parts or jeopardize worker safety. - Implement exclusion zones around the working area to prevent unauthorised access and reduce potential hazards from falling or dropped parts. - Securely fasten all removable components during disassembly to ensure they do not accidentally become dislodged or fall from height. - Implement appropriate fall protection measures, such as harnesses, guardrails, or safety nets, to safeguard workers involved in the dismantling process. - Coordinate communication between all parties involved in the dismantling process, using radios or hand signals, to ensure clear and effective communication. - Continuously monitor the dismantling process, identifying and addressing any potential hazards or changes in circumstances that could compromise the integrity of the operation. - Prepare and maintain an emergency action plan to respond effectively in case of incidents or accidents during the dismantling process. - Complete all required documentation and maintain accurate records of the dismantling process, including equipment inspections, hazard identification, and risk mitigation measures taken. - Perform a debrief after the dismantling process is complete to review the success of implemented control measures, assess areas for improvement, and identify any lessons learned to refine future operations. 	1L	
9. Site clean up	Manual handling injuries, Slip/trip/fall injuries	3H	<ul style="list-style-type: none"> - Implement a clean-up protocol that requires regular organisation and clearing of the worksite, reducing clutter and debris that may cause tripping hazards. 	2M	

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			<ul style="list-style-type: none"> - Provide adequate training to all workers on manual handling techniques – this includes proper lifting, carrying, pushing, and pulling procedures to minimise the risk of injuries. - Conduct regular hazard identification and risk assessments to identify potential slip/trip/fall hazards in the work area and address any issues promptly. - Schedule designated clean-up periods throughout the day where workers are required to tidy their area and take a break from high-intensity labour, promoting a cleaner and safer environment for all. - Create and maintain clear walking paths around the worksite – clearly mark any obstacles, trip hazards, or uneven surfaces, and ensure daily inspections to maintain these levels of safety. - Install appropriate signage to warn personnel of potential hazards, such as slippery surfaces or areas prone to falling debris, ensuring workers remain alert and vigilant. - Provide suitable personal protective equipment (PPE) for all workers, including non-slip footwear, gloves for proper grip, and safety vests to increase visibility. - Utilise mechanical aids, such as wheelbarrows, trolleys, or pallet jacks, when transporting heavy loads to reduce the strain on workers' bodies and minimise manual handling risks. - Enforce a "tidy-as-you-go" approach for workers, emphasising the importance of regular small clean-ups rather than waiting until the end of the day when fatigue may increase risks of accidents. - Assign specific clean-up responsibilities to each worker or team, ensuring all areas are thoroughly addressed and no potential hazards are overlooked. - Monitor weather conditions and adapt accordingly – if the worksite becomes muddy or slippery due to rain or other factors, consider postponing tasks that may lead to slipping or tripping hazards. - Ensure sufficient lighting is available during clean-up procedures, especially during early morning or late evening hours when visibility may be reduced, illuminating any potential hazards more effectively. - Encourage a culture of safety by promoting open communication among workers – enable them to report concerns, near misses, or unsafe conditions without fearing reprisal. - Conduct regular toolbox talks discussing proper site clean-up and maintenance procedures, reinforcing the importance of these measures in ensuring the safety and well-being of all personnel on-site. 		
10. Disposal of waste materials	Incorrect disposal, Environmental hazards	2M	<ul style="list-style-type: none"> - Develop and implement a Waste Management Plan specifically tailored to the project, including details such as waste segregation, storage, handling, and proper disposal procedures. 	1L	

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			<ul style="list-style-type: none"> - Ensure all personnel receive appropriate training on waste management processes to avoid incorrect disposal and reduce associated risks. - Place designated waste bins in strategic locations around the work area, with clear labels indicating the type of waste that should be disposed of in each bin (e.g., general waste, recyclables, hazardous waste). - Regularly inspect waste storage areas to ensure they are well-maintained, free from leaks, and not overfilled, to prevent environmental contamination and hazards. - Utilise approved waste transporters and licensed waste facilities for safe and compliant disposal of waste materials, in accordance with local regulations and guidelines. - Establish procedures for the safe handling and disposal of hazardous waste materials, including personal protective equipment (PPE) use, spill containment and cleanup, and proper labeling and storage. - Conduct periodic audits and inspections on waste management practices to identify potential issues and opportunities for improvement. - Implement environmentally friendly waste management solutions, such as recycling or reusing materials wherever possible, to reduce the overall environmental impact of the project. - Develop procedures for swift incident reporting, investigation, and corrective actions in case of incorrect disposal or other waste-related accidents. - Promote a workplace culture that encourages active participation in responsible waste management by every team member through communication, signage, and toolbox talks focused on environmental awareness and sustainable practices. - Maintain documentation of waste disposal practices, including the collection, transportation, and disposal of waste materials, to ensure compliance with legislative requirements and demonstrate due diligence. - Update risk assessments and Safe Work Method Statements (SWMS) periodically to incorporate changing conditions and new developments related to waste management and disposal practices. - Encourage regular communication between all project stakeholders on waste management requirements and expectations to maintain a coordinated effort towards responsible disposal practices. - Review and revise established waste management strategies, as needed, to ensure continued effectiveness in waste reduction, handling, storage, and disposal while minimising the associated risks and environmental impacts. 		
11. Incident management	Delayed emergency response, Lack of proper training	2M	<ul style="list-style-type: none"> - Ensure all workers, including the crane operator, have received proper training in emergency response procedures and incident management relevant to mobile cranes. 	1L	

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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"> - Conduct regular emergency response drills to familiarise workers with actions required during incidents involving mobile cranes. - Designate a trained first-aid officer on-site and make sure they are readily available to react quickly in case of an emergency. - Develop a comprehensive communication plan for reporting incidents involving mobile cranes that includes clear lines of communication among supervisors, operators, and emergency services. - Make sure all employees working near the mobile crane are aware of the emergency contact numbers, including the site supervisor and nearest hospital or medical facility. - Regularly maintain and update an incident management plan specific to mobile crane operations which outlines potential risks, preventive measures, and contingencies to deal with emergencies. - Keep a well-stocked and readily accessible first aid kit on-site, ensuring it contains items specifically required for managing injuries related to mobile crane operations. - Establish designated evacuation routes and muster points, clearly highlighting these locations in areas where mobile crane operations are taking place. - Ensure all workers are provided with personal protective equipment (PPE) suitable for their tasks and enforce mandatory use of PPE during mobile crane operations. - Facilitate ongoing safety trainings and refresher courses to keep workers up-to-date with best practices in incident management and procedure updates related to mobile crane operations. - Conduct routine assessments and audits of emergency response procedures, implementing improvements based on lessons learned from previous incidents or industry best practice standards. 		
12. Documentation and reporting	Missing/incomplete documentation, Non-compliance with regulations	2M	<ul style="list-style-type: none"> - Ensure that all operators have the appropriate and valid licenses, tickets, or qualifications to operate mobile cranes as per Australian regulations. - Regularly review and update Safe Work Method Statements (SWMS), JSA, operating procedures, and other relevant documentation for use of mobile cranes. - Conduct pre-work briefings with all personnel involved in lifting operations to ensure they are aware of any potential hazards and control measures related to the work step. - Keep a well-maintained record of inspections, maintenance, repairs, and modifications carried out on mobile cranes, ensuring compliance with manufacturer guidelines and regulatory requirements. - Establish reporting procedures for incidents, near misses, and hazards identified during mobile crane operation to promote a culture of learning and continuous improvement in workplace health and safety. 	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"> - Implement regular toolbox talks, training sessions, and workshops to increase awareness of safe work practices among personnel using mobile cranes. - Review compliance and enforcement information provided by regulators like Safe Work Australia and Workplace Health and Safety Queensland to stay updated on any changes in regulations or recommended control measures. - Assign responsibility for maintaining up-to-date documentation and reporting to a dedicated health and safety officer or team. - Report any non-compliance with regulations to the appropriate authorities and take immediate corrective action to prevent further occurrences. - Store all relevant documentation in a secure and easily accessible location or digital database for future reference and auditing purposes. - Encourage open communication between personnel, management, and stakeholders regarding potential hazards or improvements in processes related to mobile crane operation. - Regularly evaluate control measures' effectiveness through feedback from workers, incident reports, and independent audits to identify areas for improvement and implement necessary changes to maintain a safe working environment. 		

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>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</p>	<p>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</p>
<p>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</p>	<p>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</p>
<p>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</p>	<p>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</p>
<p>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</p>	<p>Model Codes of Practice</p> <ul style="list-style-type: none"> - 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
<p>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</p>	
<p>Details of permits, licenses or access required by regulatory bodies (add or delete as required):</p> <ul style="list-style-type: none"> - Permits from local council - Authorisation to commence work - Any required documents. 	

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"/>	
REVIEWED BY		DATE REVIEWED	
SIGNATURE		DATE COMPLETED	