Vehicle Loading Crane | SAFE WORK METHOD STATEMENT (SWMS)

TASK OR ACTIVITY: Vehicle Loading 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		
	NAME	SIGNATURE	DATE
Safety meetings or toolbox talks will be scheduled in accordance with legislative requirements to first identify any site hazards, secondly to communicate those hazards and then to further take steps to either eliminate or control each hazard.			
If an incident or a near miss occurs, all work must stop immediately. Depending on the severity of the incident, a meeting will be called with all workers to amend the SWMS if required. The meeting may also be an educational opportunity.			
Any changes made to the SWMS after an incident or a near miss must be approved by the Person Conducting Business or Undertaking and communicated to all relevant personnel.			

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

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

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

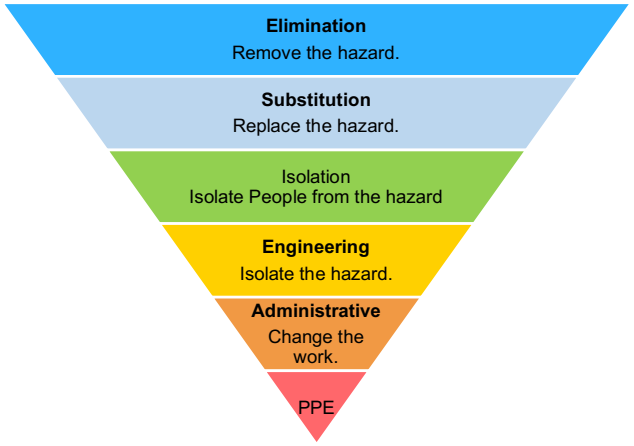
ANY HIGH-RISK MACHINERY OR EQUIPMENT NEARBY							
☐ Forklift	☐ Crane/s	☐ Hoist/s	☐ Excavator	☐ Backhoe/Loader	☐ Boom Lift	☐ EWP	☐ Genie Lift
☐ Trencher	☐ Drilling Rig	☐ Trucks	☐ Formwork	☐ Bobcat	☐ Flammable Gas	☐ Fuel	☐ Dozer
☐ High Voltage	☐ Mulcher	☐ Tilt-up Panels	☐ Roller	☐ Scissor Lift	☐ Tractor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

RISK MATRIX

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

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

HEIRARCHY OF CONTROLS



PERSONAL PROTECTIVE EQUIPMENT (PPE)

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

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

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

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

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

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR	RESPONSIBLE PERSON
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK	NAME OF PERSON
1. Preparation	Falling objects, hand injuries	3H	- Inspect the vehicle and crane for any sign of damage, wear, or malfunction before use. This should include checking all components, such as chains, slings, and hooks. - Ensure that a risk assessment is conducted prior to work commencement to identify potential hazards and determine appropriate control measures. - Train all workers involved in the vehicle loading crane operation on proper handling techniques and safety procedures according to manufacturer guidelines and recommendations. - Implement a clear communication plan among workers, including use of hand signals, radios, or other designated methods to reduce misunderstandings and prevent accidents during the loading process. - Keep the work area clean and free from debris or obstacles that may pose trip or slip hazards for personnel. - Designate specific areas for workers and bystanders to stand away from the loading zone to prevent unnecessary exposure to falling objects. - Encourage workers to wear appropriate personal protective equipment (PPE), such as safety boots, gloves, hard hats, and high-visibility jackets, to miniimise the risk of injury. - Use suitable load restraint systems compatible with the specific loads being handled, ensuring they are properly secured and tightly fastened to prevent movement during transportation. - Establish proper exclusion zones surrounding the loading area to keep untrained people and unauthorised individuals away from potential hazards. - Perform regular maintenance checks on the lifting equipment and replace any damaged or worn parts as needed. - Appropriately secure loose items within the loading area to prevent shifting during transport and ensure the appropriate weight distribution. - Limit manual handling of heavy or awkward loads when possible, using appropriate mechanical aids or additional personnel when necessary. - Monitor weather conditions and avoid working in extreme weather, such as high winds or rain, that may increase the likelihood of slipping or create unstable conditions for the operation. - Review workplace procedures regularly and update them as needed to maintain effective hazard management and ensure continued worker safety during vehicle loading crane operations.	2M	
2. Inspection	Slip and trip hazards, poor visibility	2M	- Ensure the worksite is clean and free from any potential slip and trip hazards, such as debris, loose materials, or uneven surfaces.	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
			- Conduct a thorough inspection of the Vehicle Loading Crane before every use to identify any issues or malfunctions that could contribute to slip and trip hazards. - Clearly mark any hazards in the working environment with warning signs or barriers to prevent workers from accidentally unknowingly entering dangerous areas. - Require all workers in the area to wear appropriate personal protective equipment (PPE), such as non-slip footwear and high-visibility clothing, to miniimise the risk of slips and trips and to improve visibility. - Implement effective communication systems among workers, such as two-way radios, to ensure that all team members are aware of any existing or emerging hazards. - Schedule loading and unloading operations during daylight hours if possible, to maximise visibility and reduce the risk of accidents caused by poor lighting conditions. - If work must be carried out during low light conditions, provide adequate artificial lighting sources to illuminate the working area, and ensure that these are maintained regularly. - Conduct regular training sessions on workplace health and safety, including proper lifting techniques and hazard awareness, to ensure all workers are familiar with best practices for minimising the risks associated with loading operations. - Develop and implement a consistent maintenance schedule for the Vehicle Loading Crane and other machinery or equipment to ensure they remain in good, safe working condition. - Regularly review and update the Safe Work Method Statement (SWMS) to reflect any changes in procedures, equipment, or personnel involved in the loading process. - Encourage workers to report any identified hazards or near-miss incidents immediately, so that corrective action can be taken to prevent future accidents. - Assign a designated safety officer to each shift whose primary responsibilities include monitoring compliance with safety protocols, identifying hazards, and addressing any issues that arise during Vehicle Loading Crane operations. - Conduct regular safety briefings and toolbox talks to keep workers informed about potential hazards, new precautionary measures, and recent incidents or accidents in the workplace, emphasising the importance of maintaining a safe work environment.		
3. Setup	Improper equipment setup, electrical hazards	3H	- Before setting up the vehicle loading crane, conduct thorough equipment inspection to ensure all parts and components are in good working condition, with no visible damage or missing pieces. - Make sure workers are adequately trained and competent in the proper operation and setup of the vehicle loading crane, including load safety limits.	2M	

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
			- Adhere to the manufacturer's guidelines for safe and appropriate use of the equipment, following correct procedures for installation, erection, and dismantling. - Ensure sufficient space with no obstructions is available for proper setup and maneuvering of the vehicle loading crane, taking into consideration its operating radius and associated hazards such as overhead power lines. - Establish clear communication channels between the crane operator, supervisor, and workers involved in the loading process; consider using hand signals, two-way radios, or designated spotters to maintain constant communication throughout the operation. - Conduct a thorough assessment of ground conditions, ensuring it is level, stable, and has adequate load-bearing capacity before beginning vehicle loading crane setup. - Implement measures to control electrical hazards by maintaining minimum safe distances from overhead powerlines and identifying potential sources of electrical interference during equipment setup. - Use suitable personal protective equipment (PPE) including hard hats, gloves and high-visibility clothing to reduce potential injury-related risks while on the work site. - Install and engage appropriate stabilizers or outriggers according to manufacturer requirements to enhance the stability and balance of the crane during operation. - Regularly reassess environmental conditions and adjust risk control measures accordingly, accounting for factors such as rain, wind, and other adverse weather conditions that could compromise worker safety or equipment performance. - Develop an emergency response plan to address any unexpected incidents or situations that may arise during the setup process, including documented protocols for rescue and evacuation procedures. - Encourage ongoing communication and feedback amongst the workers involved in the setup process, promoting a culture of safety where potential hazards or concerns can be promptly addressed and mitigated.		
4. Loading	Load imbalance, pinch points	3H	- Properly plan the loading process to ensure even weight distribution, preventing load imbalance and potential tipping of the crane. - Train all crew members on proper lifting techniques, assessing loads, and recognizing potential hazards associated with pinch points and load imbalances. - Utilise appropriate equipment for stabilising and securing loads during transportation, such as chains, ropes, straps, and padding to prevent movement of the load that may create an imbalance or lead to accidents. - Implement a strict pre-operational inspection of the Vehicle Loading Crane, checking for any malfunctions or signs of wear in essential components that could compromise the stability of the load during the lifting process.	2M	

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
			- Use taglines or guide ropes to control the movement of the suspended load, reducing the chances of uncontrolled swinging, which could lead to load imbalances and pinch-point hazards. - Establish clear communication protocols between the crane operator and ground personnel, utilising hand signals, two-way radios, or other devices to ensure everyone is aware of movements, positioning, and potential hazards. - Enforce a strictly maintained exclusion zone around the loading area to miniimise the risk of unauthorised personnel entering the vicinity, becoming exposed to potential pinch points and load imbalance hazards. - Regularly monitor weather conditions to avoid operating the Vehicle Loading Crane in high winds or other adverse environments that could affect the crane's ability to maintain a balanced and secure load. - Encourage workers to report any concerns related to potential load imbalances or pinch point hazards immediately, allowing supervisors to promptly address and resolve these issues before they escalate. - Conduct periodic toolbox talks and safety briefings focused on the hazards and control measures specific to vehicle loading crane operations to maintain awareness among the crew. - Implement a thorough incident reporting system to analyse any near misses or accidents involving load imbalances or pinch points to identify their root cause, develop corrective actions, and enhance the effectiveness of the control measures in place.		
5. Operating VHC	Inadequate space for operations, struck by hazard	4A	- Conduct a thorough pre-operational inspection of the work area to identify any existing space limitations or obstructions and propose suitable adjustments if necessary. - Ensure that operators have adequate training and are familiar with the specific features, capabilities, and safety requirements of the Vehicle Loading Crane (VLC) they will be using. - Establish clear communication protocols between the VLC operator, workers on the ground, and other relevant personnel to help coordinate efficient and safe movements during crane operations. - Set up exclusion zones around the work area to prevent unauthorised access by personnel, vehicles, or equipment when the VLC is in operation. - Utilise spotters or observers to assist the operator in monitoring the work area for potential hazards and unexpected obstacles, providing timely warning when required. - Ensure all loads are properly secured and balanced before lifting and moving them with the VLC to avoid tipping or dropping incidents.	2M	

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
			- Implement an effective traffic management plan to control the movement of vehicles and pedestrians near the VLC work area, helping to miniimise potential collision risks. - Regularly review and update safety protocols to reflect new industry best practices, as well as any changes to the work environment or equipment used. - Monitor weather conditions and cease VLC operations if high winds, storms, or other adverse conditions pose a risk to the safety of the operator or others in the vicinity. - Encourage open communication among team members about workplace concerns and encourage them to report hazards, near misses, or incidents promptly to supervisors so that corrective actions can be taken quickly. - Conduct regular toolbox talks or safety meetings to remind workers of the importance of following established operating protocols, maintaining situational awareness, and adhering to safe work practices while operating the VLC.		
6. Unloading	Fall from height, dropped loads	4A	- Conduct a pre-start safety inspection of the vehicle loading crane, ensuring all relevant components such as winches, cables, and hook latches are in proper working condition. - Implement a spotter system during the unloading process, where a responsible person on the ground guides the crane operator to safely unload materials and equipment. - Limit access to the unloading zone, marking it clearly with cones, barriers, or other warning signs, and ensure only authorised personnel enter. - Prioritise proper manual handling techniques when required, including bending at the knees, maintaining an upright posture, and using both hands to lift heavy items. - Mandate the use of appropriate Personal Protective Equipment (PPE) for those involved in the unloading process, such as high-visibility clothing, gloves, safety shoes, and hard hats. - Implement a no-go exclusion zone directly beneath the load being lifted by the vehicle loading crane, ensuring that workers remain at a safe distance while the crane is in operation. - Sound an audible warning signal before unloading to alert workers and bystanders to the imminent danger posed by the lifting operation. - Employ anti-two-block devices and boom angle indicators to prevent contact between the load and the crane's upper structure, thereby reducing the risk of dropped loads. - Verify the weight of the materials and equipment being unloaded against the crane's maximum capacity to prevent overloading or tipping incidents.	3H	

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
			- Ensure proper communication between the crane operator and support crew, utilising hand signals or radio devices as necessary, so the operator remains informed about the progress and any potential hazards during unloading. - Establish a contingency plan in case of power failure or emergency situations, such as alternative communication methods, escape routes, and safe shutdown procedures. - Conduct regular briefings and safety toolbox talks throughout the project, discussing any risks and incidents that may have occurred during previous unloading operations, so employees understand the importance of compliance with safety measures. - Foster a strong safety culture within the workplace, encouraging all workers to report any hazards or concerns they may have regarding the unloading process to management. - Undertake continuous monitoring and supervision to ensure that all control measures are implemented effectively and consistently, conducting regular reviews to evaluate their effectiveness and adjust as necessary.		
7. Maneuvering	Collision with other vehicles, rollover	3H	- Conduct a pre-start safety inspection for the Vehicle Loading Crane (VLC) and ensure all safety equipment such as alarms, lights, and mirrors are in good working condition. - Develop and communicate a concise traffic management plan for the work area, clearly identifying designated travel routes, access points, and restricted zones. - Ensure all personnel operating the VLC have received proper certification and training for operating the crane in various scenarios. - Establish clear communication channels between the crane operator, spotter, and other workers in the area to ensure everybody stays coordinated throughout the process. - Employ a trained and experienced spotter to assist the VLC operator with maneuvering the crane and maintaining safe distances from other vehicles and obstacles. - Clearly mark any overhead hazards, such as power lines or structures, to reduce the risk of collision during crane movements. - Implement speed limitations for the VLC in specific areas to reduce the likelihood of collisions and potential rollovers. - Regularly maintain the crane's braking system to ensure optimal stopping capability and avoid potential collisions. - Make use of rearview cameras and sensors on the crane to improve visibility for the operator, especially in blind spots. - Avoid making sudden turns or abrupt stops while maneuvering the VLC to reduce the risk of a rollover.	2M	

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
			- Keep the load securely fastened and well-balanced during transport to prevent it from shifting and causing a rollover or collision. - Set up appropriate signage and barriers to control pedestrian access and restrict unauthorised personnel from entering the work zone. - Carry out regular toolbox talks to continually educate and refresh workers on the importance of adhering to workplace health and safety policies related to working with cranes and heavy machinery.		
8. Packing	Poor load securement, trip hazards	2M	- Ensure all operators are trained and competent in the proper techniques for securing loads using a vehicle loading crane. - Verify that load restraint equipment, such as chains, slings, and straps, is in good condition and has a valid inspection tag/date. - Utilise an adequate number of load securement devices to prevent shifting or movement during transport. - Place heavier items on the bottom of the stack and ensure that they are evenly distributed to maintain stability. - Use sufficient blocking, bracing, or dunnage to prevent side-to-side and front-to-rear movement of loads. - Confirm that the payload does not exceed the maximum weight-bearing capacity of the vehicle's specified payload or axle group. - Avoid overfilling the cargo area, which could create potential trip hazards. - Establish designated walking paths and maintain them free of debris, tools, and equipment, to miniimise the risk of tripping while accessing the loading zone. - Keep the immediate work area well-lit and free of obstacles, so workers can easily identify and avoid potential trip hazards. - Encourage workers to wear appropriate personal protective equipment (PPE), including non-slip footwear, to reduce the risk of slips, trips, and falls. - Implement a "clean-as-you-go" policy to maintain a clean and organised workspace and prevent the accumulation of trip hazards. - Communicate clear instructions for stacking and packing materials to all workers involved in the process, ensuring everyone is aware of the correct procedure. - Regularly inspect the loading area and address any identified hazards promptly. - Conduct periodic toolbox talks or safety meetings to reiterate the importance of proper packing procedures and staying vigilant for potential hazards in the workplace.	1L	
9. Equipment maintenance	Fire risks, electrical hazards	4A		2M	

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
			- Regular inspection: Conduct routine checks and inspections of the Vehicle Loading Crane's equipment and components to detect any signs of wear or damage, thus allowing for timely maintenance. - Trained Personnel: Ensure that only trained and qualified personnel are assigned to perform maintenance tasks on the Vehicle Loading Crane to prevent accidents and mitigate risks caused by improper handling or servicing. - Fire Extinguishers: Install appropriate fire extinguishers near the equipment to counteract any potential fires that may occur during servicing or operation. - Electrical safety devices: Employ the use of safety devices such as residual current devices (RCDs), circuit breakers, and insulated tools to diminish electrical hazards when working with the Vehicle Loading Crane's electrical components. - Correct tool usage: Provide and instruct workers to utilise suitable tools and personal protective equipment (PPE) while performing maintenance tasks to miniimise the risk of injuries and accidents. - Maintenance documentation: Maintain updated maintenance records and schedules to track equipment history and ensure that preventive measures and servicing are executed timely and accurately. - Equipment isolation: Implement proper lockout/tagout procedures to isolate the Vehicle Loading Crane from its energy sources before initiating maintenance tasks, reducing the risk of accidental re-energization. - Adequate ventilation: Ensure proper ventilation is available around the worksite to help disperse fumes and smoke produced during maintenance tasks, reducing the risk of fire hazards. - Housekeeping: Maintain a clean and organised workspace for maintaining equipment to prevent accidents caused by clutter and slipping or tripping hazards. - Spill containment plan: Establish an effective spill containment procedure to promptly address any fluid leaks or spills that might arise during equipment maintenance to reduce fire risks and environmental impacts. - Emergency Response Plan: Develop and implement an emergency response plan for the worksite to prepare all personnel for potential emergencies during maintenance tasks, ensuring quick and effective action in case of a crisis. - Ongoing training: Provide regular refresher trainings and safety meetings for maintenance personnel to discuss industry best practices and learn from past incidents. This will help maintain a high level of awareness and compliance among workers, reducing the likelihood of accidents.		
10. Vehicle safety inspections	Insecure parking, inadequate lighting	2M	- Implement a thorough parking location assessment to ensure that the parking area is secure, flat, and stable, minimising the risk of vehicle movement during loading operations.	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
			- Utilise wheel chocks or other similar devices to prevent unintentional vehicle movement while the crane is in operation. - Clearly mark designated parking areas with high-visibility signage and maintain good housekeeping around the parked vehicle to keep the area clean and free from obstructions. - Schedule regular inspections and maintenance for vehicle brakes, ensuring they're in proper working condition to prevent any unwanted slides, rollaways, or accidents. - Provide adequate lighting throughout the workspace, considering the deployment of temporary floodlights if needed to ensure a well-illuminated work environment, particularly during nighttime loading activities. - Set up warning devices, such as beacons, around the vehicle to alert workers about the ongoing operation and enhance visibility in low-lit environments. - Clearly delineate walkways, driveways, and access points around the vehicle to guide pedestrians and crane operators throughout the loading process while maintaining safe spatial parameters. - Ensure that workers involved in vehicle loading operations are equipped with adequate personal protective equipment (PPE), including high-visibility vests, hard hats, and safety boots, to miniimise the risk of injury in case of an incident. - Conduct regular toolbox talks and safety briefings to review vehicle safety inspection protocols, emphasising adherence to established SWMS procedures and heightened awareness about potential hazards related to insecure parking and inadequate lighting in the workplace. - Regularly review and update the existing vehicle safety protocols, considering feedback from workers and continual improvement methods, to create a safer and more secure work environment pertaining to vehicle loading operations.		
11. Emergency procedures	Ineffective communication, confusion	3H	- Develop and implement an effective communication protocol: Ensure that all workers involved in Vehicle Loading Crane operations have a clear understanding of the communication process and procedures to follow during emergencies. - Use proper communication tools: Invest in high-quality communication devices, such as two-way radios or headsets, to ensure clear and uninterrupted communication among workers. - Conduct regular emergency drills: Carry out drills and simulations to promote familiarity with emergency procedures, promoting swifter responses and reducing confusion during actual emergencies. - Designate emergency roles: Clearly designate specific roles and responsibilities for each worker, such as first aid responders, fire wardens, or equipment operators, during emergencies to avoid confusion.	2M	

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
			- Establish visible safety signage: Install clear and easily visible warning signs and markers in designated areas, providing instructions on appropriate emergency procedures. - Develop a comprehensive emergency response plan: Formulate an emergency response plan detailing the necessary steps to take when handling various emergencies, and require that all workers are familiar with this plan and know their responsibilities during emergencies. - Regular training for employees: Continually provide updated training programs for workers to ensure they are well-informed on the latest safety measures, procedures, regulations, and industry best practices. - Regularly review and update communication protocols: Assess existing communication processes periodically and make amendments as necessary, keeping up-to-date with advancements in technology and industry standards. - Implement a clear reporting system: In the event of an emergency, create an organised system to report the incident, which outlines who will be contacted, the order of communication, and the information that needs to be relayed. - Encourage open feedback and improvement suggestions: Provide channels for employees to share concerns, ideas, and suggestions for improvements to the current emergency procedures, fostering a culture of growth and continuous enhancement of safety measures.		
12. Documentation	Inaccurate records, unauthorised access	1L	- Implement a document control system to ensure that only the most up-to-date and relevant records are being utilised in work processes. - Utilise electronic recordkeeping systems with password protection and access controls to prevent unauthorised access to sensitive information. - Provide training and guidelines for all employees on how to accurately complete documentation related to the operation of vehicle loading cranes. - Establish a clear chain of responsibility for the review, approval, and dissemination of documents to ensure accuracy and reliability. - Conduct regular reviews and audits of completed documents to identify any discrepancies or inaccuracies and make necessary corrections promptly. - Maintain comprehensive filing systems to store hard copy files securely and protect against damage, loss, or unauthorised access. - Clearly define roles and responsibilities for employees who have access to sensitive information, ensuring that access is granted only when necessary to fulfil their job duties. - Ensure that document handling and storage procedures adhere to legal requirements and industry standards, reducing risk of non-compliance.	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
			- Implement an incident reporting system to address any instances of inaccurate recordkeeping or inappropriate access, including possible disciplinary actions if required. - Develop contingency plans for data recovery in case of hardware failure, data corruption, or other events that might compromise the integrity of digital documents. - Promote a workplace culture that values attention to detail and diligence in completing high-quality documentation, encouraging employees to take ownership of their role in maintaining accurate records. - Make use of technology, such as automatic updates or reminders, to help staff remember important deadlines or requirements related to documentation completion. - Regularly obtain feedback from employees about the effectiveness of existing control measures, adjusting and improving policies and procedures as necessary to ensure ongoing improvement in documentation practices.		

EMERGENCY RESPONSE – CALL 000 FOR EMERGENCIES

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

LEGISLATIVE REFERENCES

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

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

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

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

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

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

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

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

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

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

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

Model Codes of Practice

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

SIGNATORIES OF THE SAFE WORK METHOD STATEMENT

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

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

SAFE WORK METHOD STATEMENT MONITORING AND REVIEW

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

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

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

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

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

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

SAFE WORK METHOD STATEMENT REVIEW CHECKLIST

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

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

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