


ABN	30 107 597 508	Safe Work Method Statement	
Address	PO Box 3380, Weston, ACT 2601		
Phone	02 6260 1120	Work Activity: General Lifting	
Email	capitalcranes@bigpond.com		










Principle Contractor:	Date Provided to Principle Contractor:
Project Name:	Project Address:
Commencement Date:	Duration of Works:

High Risk Work: (Indicate ✓ high risk construction work associated with the activity/task)			
<input checked="" type="checkbox"/>	On or near energised electrical installations or services	<input checked="" type="checkbox"/>	Working around powered mobile plant
<input checked="" type="checkbox"/>	In trenches/shafts deeper than 1.5 metres	<input type="checkbox"/>	Temporary support for structural alterations
<input type="checkbox"/>	In or near a confined space	<input type="checkbox"/>	Removal/ disturbance of asbestos
<input type="checkbox"/>	In an area with contaminated or flammable atmosphere	<input type="checkbox"/>	With dangerous goods or substances
<input type="checkbox"/>	Demolitions of load-bearing structures	<input type="checkbox"/>	Work involving tilt up/pre-cast concrete

Qualifications / Competencies	Plant & Equipment
<input checked="" type="checkbox"/> Health Safety Induction Card <input checked="" type="checkbox"/> Asbestos Awareness Training <input type="checkbox"/> ActewAGL Apply Electrical Safety Rules (The Blue Book) <input type="checkbox"/> Crane Licenses; C1, C2, C6, CN <input type="checkbox"/> Rigging; RA, R1, RB, WP, HP <input type="checkbox"/> Dogger; DG <input type="checkbox"/> Heavy Ridged License; HR <input type="checkbox"/> First Aider	<input type="checkbox"/> AT20 Franna (20T) <input type="checkbox"/> MAC 25T Franna (25T) <input type="checkbox"/> KRM -13H (13t) <input type="checkbox"/> LTM 1040-2.1 (40t) <input type="checkbox"/> LTM1060-3.1 (60T) <input type="checkbox"/> LTM 1095-2.1 (95T) <input type="checkbox"/> Truck <input type="checkbox"/> Lifting Gear, Slings, Chains and Spreader Bar

Safety & Emergency Equipment	Hazardous Substances
<input type="checkbox"/> Fire Extinguisher <input type="checkbox"/> First Aid Kit <input type="checkbox"/> Signage, Barriers, Traffic Cones <input type="checkbox"/> Tag Lines <input type="checkbox"/> Spill Kit <input type="checkbox"/> Radios <input type="checkbox"/> Fall Arrest Equipment	<input type="checkbox"/> TBC

PPE, safety & emergency equipment and hazardous substances required for this task:

Mandatory PPE				Task Specific PPE					
Uniform	Hi Vis	Footwear	Hard Hat	Eyewear	W/Gloves	Hearing	Dust Mask	Fall Arrest	Other
									
Additional Task Specific PPE (Please list)									

RISK ASSESSMENT – Assess the risks of each hazard associated to the tasks using the risk matrix below and implement necessary controls.						
		Likelihood ⇄			Likelihood Description	
Consequence ↓	Very Likely	Likely	Unlikely	Very Unlikely	Very Likely	Constant exposure to the hazard, easily foreseeable, could happen any moment, has happened on several occasions
Extreme	16	14	11	7	Likely	Regular exposure to the hazard, could happen at times, has occurred before
Major	15	12	8	4	Unlikely	Infrequent exposure to the hazard, could happen but not really likely, has occurred once before somewhere
Moderate	13	9	5	2	Very Unlikely	Rarely exposed to the hazard, not really expected, have never heard of it happening
Minor	10	6	3	1		
Consequence Description						
Extreme	Single and multiple fatality, Critical incident for business, over \$100,000 business loss					
Major	Severe injury with some weeks off work (e.g. amputation, de-gloving, loss of eye etc.), over \$50,000 business loss					
Moderate	Considerable injury (e.g. major cut/graze, stitches, crushed finger etc.), over \$10,000 business loss					
Minor	Minor injury (e.g. cut finger requiring Band-Aid, small graze etc.), minimal to no business loss					
Risk Tolerability						
HIGH	To be actioned immediately to lower the risk level. Additional controls to be developed as soon as possible					
MEDIUM	To be actioned whenever possible. Work is able to proceed with adequate supervision					
LOW	To be actioned when time permits. Work is able to proceed with minimal supervision					

FIGURE 2: The hierarchy of risk control

The diagram illustrates the hierarchy of risk control, showing three levels of control measures. Level 1 (Highest) is 'Eliminate the hazards'. Level 2 (Medium) includes 'Substitute the hazard with something safer', 'Isolate the hazard from people', and 'Reduce the risks through engineering controls'. Level 3 (Lowest) includes 'Reduce exposure to the hazard using administrative actions' and 'Use personal protective equipment'. The diagram is flanked by 'Level of health and safety protection' (increasing upwards) and 'Reliability of control measures' (decreasing downwards).

CODE OF PRACTICE | HOW TO MANAGE WORK HEALTH AND SAFETY RISKS

Basic Job Steps	Hazards	Risks (All risks are managed in the Corporate Risk Register).	Risk Rating (Untreated)	Control Measures (Controls required to eliminate or minimise the potential for injury of harm based upon the hierarchy of controls).	Risk Rating (Residual)
<p>1. Worksite arrival and assessment</p>	<ul style="list-style-type: none"> Lack of awareness of procedures and SWMS applicable for the activity/task 	<ul style="list-style-type: none"> Injury to workers, the public and damage to plant, property and equipment 	<p>12</p>	<ul style="list-style-type: none"> All members of the crane crew inducted and signed onto the Safe Work Method Statement/s (SWMS) All members of the crane crew to be site specific inducted Crane crew to be aware of site emergency procedures Onsite pre-job risk assessment to be completed by all members of the crane crew prior to plant/equipment being unloaded and works commencing. Works will be continually monitored for any additional hazards and to ensure existing controls are adequate. The operators/dogmens (crane crew) will determine whether the lift is safe to commence work. If the crane crew disagree, the work will be deemed unsafe. In the event the crane crew have deemed the work as unsafe or it is deemed unsafe, they will advise the customer and contact the crane allocator and WHSE officer of Capital Cranes ACT Pty Ltd. Whether the lift is made or it is determined or deemed to be unsafe that decision will be supported by Capital Cranes A.C.T Pty Ltd. The crane allocator and WHSE officer will deal with the customer and explain why the lift is considered unsafe and advise any safer options available to complete the lift. Emergency assembly point identified and noted on the pre-job risk assessment Supervisor identified and known by all workers Overhead and underground services and safe approach distances checked for workers, mobile plant and vehicles 	<p>9</p>

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	<ul style="list-style-type: none"> Traffic, Vehicles, cyclist and pedestrians 	<ul style="list-style-type: none"> Injury to workers, the public and damage to plant, property and equipment 	12	<ul style="list-style-type: none"> If possible call the client with your ETA before arrival, so they can arrange immediate access to the site or install traffic controls Select appropriate location for workers, plant and equipment for pre-job risk assessment Mandatory PPE to be worn at all times Hi Vis clothing, long sleeves, long pants, hat hard, steel cap boots Observe public road rules Observe any temporary traffic management plans in place Deploy interim traffic and pedestrian management (hazard warning lights, safety cones e.g.) 	9
	<ul style="list-style-type: none"> Unsure of scope of work 	<ul style="list-style-type: none"> Wrong task or location identified 	9	<ul style="list-style-type: none"> Confirm with the client the details of the job including scope of work, Request information on any specific hazards/risk that may affect the team and work activity 	6
	<ul style="list-style-type: none"> Plant and equipment incorrect for task 	<ul style="list-style-type: none"> Resources inadequate; workers, plant and equipment 	9	<ul style="list-style-type: none"> Ensure plant is appropriate for the allocated task Check logs books of all plant to be used Operators "know your crane" e.g. charts, indicators, limitations, controls Do not ever attempt to operate the crane outside its capacity (WLL) 	6
	<ul style="list-style-type: none"> Lack of required qualifications, authorisations and experience to complete task 	<ul style="list-style-type: none"> Injury to workers, the public and damage to plant, property and equipment 	12	<ul style="list-style-type: none"> Workers qualified and competent for task being undertaken Training current and up to date Licenses current and up to date Trainees will be under direct supervision and will hold a Log Book 	9

Basic Job Steps	Hazards	Risks (All risks are managed in the Corporate Risk Register).	Risk Rating (Untreated)	Control Measures (Controls required to eliminate or minimise the potential for injury of harm based upon the hierarchy of controls).	Risk Rating (Residual)
	• Above and underground services	• Injury to workers, the public and damage to plant, property and equipment	15	<ul style="list-style-type: none"> • Current dial before you dig (DBYD) available and reference to at all times • Maintain the required safe approach distances at all times • Other utilities representatives to be onsite if specified in DBYD documentation • If ever unsure, consult with client representative and/or Capital Cranes Management 	13
	• Poor Communication	• Injury to workers, the public and damage to plant, property and equipment	9	<ul style="list-style-type: none"> • Communication with other work parties, all understand works to be undertaken and emergency protocols 	6
	• Weather	• Heat stroke, sunburn, dehydration and hypothermia	9	<ul style="list-style-type: none"> • Appropriate application of sunscreen • Ensure regular fluids intake • Plan work to minimise exposure • Take regular breaks when working in high temperatures • Wear clothing appropriate for the climate 	6
2. Crane travelling to work area	• Mobile plant and equipment	• Injury to workers, the public and damage to plant, property and equipment	14	<ul style="list-style-type: none"> • Assess the site and inspect the route on foot first if you suspect hazards • Crane to have all lights on when travelling • Observe site's speed limit e.g. walking pace • When reversing or accessing tight areas, dogman to act as spotter at all times • Only Capital Cranes Staff are to be designated spotter! • Spotter never to stand directly behind crane or in a crush zone when directing crane • Maintain communication with all other work parties onsite 	9

Basic Job Steps	Hazards	Risks (All risks are managed in the Corporate Risk Register).	Risk Rating (Untreated)	Control Measures (Controls required to eliminate or minimise the potential for injury of harm based upon the hierarchy of controls).	Risk Rating (Residual)
	<ul style="list-style-type: none"> Electrical apparatus 	<ul style="list-style-type: none"> Electric Shock and injury through exposure to live or faulty apparatus 	15	<ul style="list-style-type: none"> Maintain safe approach distances (refer to applicable electrical safety rules) Dogman to act as spotter at all times Follow site specific isolation and lock out procedures Follow all instructions given by an authorised representative 	13
3. Setting up crane and work area	<ul style="list-style-type: none"> Faulty plant and equipment 	<ul style="list-style-type: none"> Injury to workers, the public and damage to plant, property and equipment 	14	<ul style="list-style-type: none"> Crane operator checks to be completed Plant and equipment regular checklist to be completed, which includes checking for structural or equipment damage Any damage or faults to be reported to the Operations Manager of Capital Cranes immediately Crane Crew to continually monitor the crane to identify issues the crane operator may not be aware of. All cranes to have current CraneSafe (Inspected annually) 	9
	<ul style="list-style-type: none"> Uneven ground and hazardous area 	<ul style="list-style-type: none"> Plant accident 	12	<ul style="list-style-type: none"> Check ground conditions boggy, steep e.g. before setting crane up Housekeeping in the area the crane will be set up in must be to a high standard to minimise slips, trips and falls for the crane crew If the area is not clear and if access is obstructed contact the site representative to resolve before proceeding any further 	9

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	<ul style="list-style-type: none"> Site visitors, contractors, vehicles struck by crane 	<ul style="list-style-type: none"> Injury 	14	<ul style="list-style-type: none"> Take control of the work area and isolate as much space as needed with tape, signs and/or bollards/cones to protect your crew, other workers and the public. Maintain awareness of plant/vehicle movements and do not assume drivers/operators can see you 	9
	<ul style="list-style-type: none"> Insects, spiders, snakes, dogs and vermin 	<ul style="list-style-type: none"> Injury, allergic reaction, poisoning 	8	<ul style="list-style-type: none"> Check worksite for vermin/infestation and have removed before commencing work if required Appropriate application of insect repellent First aid kit readily available Watch out of snakes and spiders Ensure correct and mandatory PPE is worn at all times 	5
	<ul style="list-style-type: none"> Structural or in ground collapse 	<ul style="list-style-type: none"> Injury to workers, the public and damage to plant, property and equipment 	14	<ul style="list-style-type: none"> Obtain (where possible documented) engineering advice on structural capabilities when crane is working near or set up above structure If unsure check with the Client or engineer, or use the formula listed below before setting up <i>Formula: 0.65 (crane mass + load mass) divided by ground bearing pressure</i> Inspect ground for soft spots, drains, pits or penetrations. Do not set up within the Zone of Influence of open excavations/trenches Use solid packing under all outrigger pads with the bottom layer of blocking closed Extend outriggers for the crane as required by the manufacturer's operating instructions 	9

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	<ul style="list-style-type: none"> Chemical spills (hydraulic oil, diesel e.g.) 	<ul style="list-style-type: none"> Illness, poisoning, allergic reaction 	9	<ul style="list-style-type: none"> SDS available, instructions followed for all hazardous substances used or come in contact with Mandatory PPE worn correctly with task specific PPE as required by SDS 	6
		<ul style="list-style-type: none"> Environmental damage 	9	<ul style="list-style-type: none"> Spill kit on site and readily available 	6
	<ul style="list-style-type: none"> Electrical apparatus 	<ul style="list-style-type: none"> Electric Shock and injury through exposure to live or faulty apparatus 	15	<ul style="list-style-type: none"> Look Up and maintain safe approach distances (refer to applicable electrical safety rules) Dogman to act as spotter at all times Position the crane considering the load radius before lifting to avoid any contact. Ensure there is clearance for the crane to slew Make allowances for boom deflection during lifting and landing Natural fibre rope is to be used as a tag line (If tag line required). Flashing orange light is to be removed from Franna boom whenever there is an overhead obstacle, before commencing lifting operations An earth must be attached when working near electrical apparatus, a bonded earth is the first option, otherwise a trailing earth must be attached 	13

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4. Fly erection (jib extension) attachment	• Fall from heights	• Injury to workers	12	<ul style="list-style-type: none"> • Use EWP when available. Ensure operator is competent and licensed to operate EWP. • Harnesses inspected and anchor points certified for use (both within the EWP and fixed anchor points on the crane) • Use of platform ladder • When walking on jib all workers to ensure harness is worn 	9
	• Pinch and crush points	• Injury to workers	9	<ul style="list-style-type: none"> • All workers to wear suitable gloves for hand protection • Keep body parts away from moving mechanisms on the cranes. • Follow the manufacturers instruction on the correct assembly and disassembly of the fly attachment 	6
	• In adequate space for fly erection	• Damage to structures, plant,	9	<ul style="list-style-type: none"> • Set up crane in suitable location on site • Tag line required • Exclusion established and maintained • No worker to walk under the jib/fly set up 	6
5. Lifting load	• Poor communication	• Injury to workers, the public and damage to plant, property and equipment	9	<ul style="list-style-type: none"> • Mobile phones are not to be used when operating the crane or dogging • Radio contact to be established and checked by both operator and dogman • If Dogman is in line of sight of crane operator, clear hand signals to be used and have load in sight at all times • Dogman must carry a whistle • All other workers to keep clear of load until it is landed 	6
	• Manual Handling	• Injury, musculoskeletal, crush, cuts and abrasions	9	<ul style="list-style-type: none"> • Prime before commencing tasks • Use correct manual handling techniques and mechanical aids where available. Avoid overreaching at all times • Mandatory PPE worn correctly with working gloves 	6

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	<ul style="list-style-type: none"> Fall from heights when rigging load 	<ul style="list-style-type: none"> Serious injury or death 	14	<ul style="list-style-type: none"> Access loads via correct methods and engineering controls to prevent falls Rescue plan noted on pre-job risk assessment Use harness where required, ensuring it is anchored to a load rated anchor point. If working on the back of a float, make sure the area is clear of trip or slip hazards, get on & off facing the truck using steps and rails; don't jump off Stay 1.8 metres away from any unprotected void Identify the landing area and fall protection before crane is setup Use rails and steps on the crane when embarking or disembarking the cabin 	9
	<ul style="list-style-type: none"> Entanglement 	<ul style="list-style-type: none"> Injury to workers 	12	<ul style="list-style-type: none"> Plant operator to be licensed and / or competent Safety Spotter in place Ensure safe defined work area established with barriers and signs in place 	9

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	<ul style="list-style-type: none"> Lifting Loads and Objects 	<ul style="list-style-type: none"> Injury to workers, the public and damage to plant, property and equipment 	<p>14</p>	<ul style="list-style-type: none"> Ensure safe working area is maintained – barricades, fences and signage. Slings, chains and lifting beams to be visually inspected by a trained, qualified and competent dogman prior to use, ensure within test date and rated to suit the load Do not exceed SWL (ensure load is checked against lifting capacity plate) Drop Zone established Do not walk under load Safety Spotter in place Ensure Crane Hook is always positioned over the centre of the load Dogman to identify mass of the load and to advise the Crane Operator; (if unsure ask the Client for more information) Dogman to double check the load is rigged and attached to the crane properly Ensure load being moved is in view of operator at all times Ensure crane is parked on level ground, handbrake on outriggers/stabilisers deployed Use taglines as required If a load falls, stop work immediately, make safe, notify Capital Cranes Management for further instructions and direction 	<p>9</p>

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	<ul style="list-style-type: none"> Plant and equipment failure 	<ul style="list-style-type: none"> Injury to workers, the public and damage to plant, property and equipment 	14	<ul style="list-style-type: none"> Operator to complete Daily Crane Operator Checks Plant and Equipment Regular Checklist completed for every job Ensure any defects are recorded and rectified Plant operator to be licensed and / or competent Plant / equipment to be operated as per Manufacturer's instructions Ensure SWL of any lifting and equipment is not exceeded Crane Operator to swing, lift and land the load slowly Ensure plant is within mechanical, weight and electrical test dates 	9
	<ul style="list-style-type: none"> Plant rollover 	<ul style="list-style-type: none"> Injury to workers, the public and damage to plant, property and equipment 	14	<ul style="list-style-type: none"> Check and ensure stable ground conditions Check Crane's stability, capacity, range diagrams and rating charts before making the lift. Test the safe load system / indicator daily. If required do a dry lift first. Ensure plant is set up within operating limits using <ul style="list-style-type: none"> Maximum range indicators Stabilisers and outriggers Dunnage – packing for stabilisers/outriggers Crane operator to set the crane radius. Crane operator will not operate the crane over 100% or near LMI limits. Ensure Plant not operating or set up within Zone of Influence e.g. anywhere within a 45 degrees plane from the bottom of excavation Example: 1 Mtr Depth excavation - Zone of Influence is 2 Mtrs of edge 	9

Basic Job Steps	Hazards	Risks (All risks are managed in the Corporate Risk Register).	Risk Rating (Untreated)	Control Measures (Controls required to eliminate or minimise the potential for injury of harm based upon the hierarchy of controls).	Risk Rating (Residual)
	<ul style="list-style-type: none"> Crush or Pinch 	<ul style="list-style-type: none"> Injury to worker or public 	9	<ul style="list-style-type: none"> Ensure any defects are recorded and rectified Plant operator to be licensed and / or competent Safety Spotter in Place Maintain awareness of pinch points and crush hazards Install barriers, guards or exclusion zones Maintain communication between work party members 	6
	<ul style="list-style-type: none"> Inadvertent contact with live overhead electrical apparatus 	<ul style="list-style-type: none"> Electrocution (death), Electric shock and exposure to live or faulty apparatus 	15	<ul style="list-style-type: none"> Safe Working distance to be maintained (refer to applicable electrical safety rules) Communication in place between operator and Spotter, line of site maintained An earth must be attached when working near electrical apparatus, a bonded earth is the first option, otherwise a trailing earth must be attached. Use appropriately rated insulated equipment Plant operator and driver licensed and competent Rescue Plan in Place In the event of electrical contact made -Remain in the cabin of the machine until a direction is given by an authorised person from the relevant power authority that isolation has been achieved If you need to leave the cabin in case of fire or another life threatening situation, you must jump clear of the machine without touching the machine and the ground at the same time. (It is very important that you must hop, with both feet together, away from the machine) Once you are clear you must stay a reasonably safe distance from the area and warn all other people to stay clear of the area until it has been made safe 	13

Basic Job Steps	Hazards	Risks <small>(All risks are managed in the Corporate Risk Register).</small>	Risk Rating <small>(Untreated)</small>	Control Measures <small>(Controls required to eliminate or minimise the potential for injury of harm based upon the hierarchy of controls).</small>	Risk Rating <small>(Residual)</small>
	<ul style="list-style-type: none"> Unsuitable landing area 	<ul style="list-style-type: none"> Injury to workers, the public and damage to plant, property and equipment 	12	<ul style="list-style-type: none"> Pre-inspect the landing platform to make sure it can support the load. Ensure the platform installation has been signed off by a competent person 	6
6. Working from scissorlift	<ul style="list-style-type: none"> Fall from heights 	<ul style="list-style-type: none"> Injury to workers, the public and damage to plant, property and equipment 	14	<ul style="list-style-type: none"> Capital Crane workers to be inducted and signed onto other contractor SWMS for any works conducted from the scissorlift (managed and operated by the other contractor) 	5
7. Packing up crane and leaving site	<ul style="list-style-type: none"> Manual Handling 	<ul style="list-style-type: none"> Injury, musculoskeletal, crush, cuts and abrasions 	9	<ul style="list-style-type: none"> Use correct manual handling techniques and mechanical aids where available. Avoid overreaching at all times. Mandatory PPE worn correctly with task specific PPE, working gloves When lifting keep your back straight, feet parallel, avoid twisting Carry heavy loads e.g. packing, chains, hooks close to your body 	6
	<ul style="list-style-type: none"> Unsecured plant, tools and equipment 	<ul style="list-style-type: none"> Injury to workers, the public and damage to plant, property and equipment 	9	<ul style="list-style-type: none"> Plant, equipment and tools secured, stored correctly prior to travelling 	6

Safe Work Method Statement Implementation, Monitoring and Review


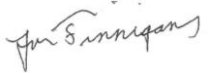
Capital Cranes Supervisor is to observe the work being carried out and monitor compliance with the SWMS and review risk controls regularly, including but not limited to:

- Before a change occurs to the work itself, the system of work or the work location;
- If a new hazard associated with the work is identified;
- When new or additional information about the hazard becomes available;
- When a notifiable incident occurs in relation to the work; and
- When risk controls are inadequate or the SWMS is not being followed.

In all of the above situations **stop the work**, review the SWMS, adjust as required and re-induct the work crew.

Sign on and acknowledgment
 I confirm by my signature below that I have participated in consultation explaining this Safe Work Method Statement (SWMS) and understand the hazards, risks and control measures necessary for the safe completion of the job. I agree to follow the conditions of the SWMS at all times. Should safety conditions change I shall stop work immediately and inform my Supervisor.
 I confirm that copies of the relevant permits and safety data sheets have been reviewed.

Date	Name	Signature	Date	Name	Signature

Safe Work Method Statement Approval					
SWMS Approver:	Digger Misner, Director Capital Cranes	Signature:		Date:	14/12/2016
Supervisor responsible for the work activities and compliance with the SWMS	Jason Finnigan, WHSE Officer (02 6260 1120)	Signature:		Date:	14/12/2016

A review of the safe work method statement will be at 12 months from the approval date above. Or when additions hazards and controls are identified by the workers and management of Capital Cranes via consultation and agreement.