HAYES CRANES
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SAFE WORK METHOD STATEMENT

GENERAL CRANAGE

Company Contact	Adam Mitchell	**Position**	Director
Company Address	Unit ¼ Sagewick Place, Moss Vale, NSW, 2577	**Date Prepared**	22/8/18 Ver 1.0

1. RESPONSIBILITIES

The Principal Contractor or Client will provide adequate amenities (toilets, wash rooms, dining facilities etc) as defined for this work type and in accordance with Safe Work Australia Code of Practice *Managing the Work Environment and Facilities.*

All HAYES Cranes workers engaged in site work are required to wear the necessary Personal Protective Equipment (PPE) as noted in this document. The consumption of illegal drugs and alcohol is prohibited.

2. DESCRIPTION OF WORK

This brief, step by step work summary is to be completed by the Person Conducting Business or Undertaking (PCBU) or Site Supervisor on site prior to work commencing to assist in the identification of possible hazards:

1. Lifting and placing loads / general cranage on worksite

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UNDERGROUND SERVICES AFFECTED BY THE WORKS: ☐Yes ☐No If **YES**, complete table below:

Underground Service	Affected? (Y/N)	Located? (Y/N)	Marked? (Y/N)
Electricity			
Gas			
Water			
Phone / Cable			

3. RISK ASSESSMENT

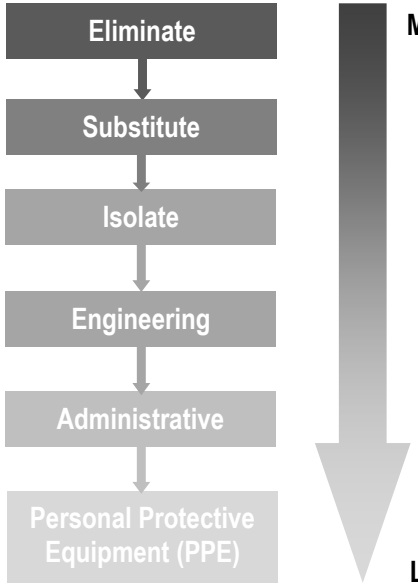
Risk Assessment Table

Consequence or Impact of Hazard	Level of harm	A	P	U	Likelihood/Probability	Risk Rating
H-Potential death, permanent or long term disability or illness, significant detrimental environmental impact	**H**-High	1	1	2	**A**-Almost certain could happen at any time	**1-**Immediate action is required
M-Potential temporary disability or illness requiring medical attention, short term environmental impact	**M-**Medium	1	2	3	**P**-Possible risk could happen occasionally	**2-**Control the risks/ hazards a.s.a.p.
L-Potential minor injury requiring first aid or minimal environmental impact	**L**-Low	2	3	3	**U**-Unlikely may happen rarely	**3-**Control risks with routine procedures

When assessing the risk of a particular hazard remember:

- The rating you use should indicate the importance of the action required to minimise the Risk posed by the Hazard.
- The more Hazards you identify the greater the overall Risk on the site.
- Overall Risk increases as the number of people exposed to a Hazard increases.
- The more serious the potential impact to a person's health from a Hazard the greater the Risk.
- The frequency of exposure to a Hazard will increase the Risk.

Hierarchy of Controls



Eliminate – 'Design out' the hazard when new materials, equipment and work systems are being purchased for the workplace;

Substitute - Substitute less hazardous materials, equipment or substances and use smaller sized containers;

Isolate – separate the workers from hazards using barriers, enclosing noisy equipment and providing exhaust or ventilation systems;

Engineering – use engineering controls to reduce the risks such as guards on equipment, hoists or other lifting and moving equipment;

Administrative – Minimise the risk by adopting safe working practices or providing appropriate training, instruction or information.

Personal Protective Equipment – Make sure that appropriate PPE is available and used correctly.

The Work Process - **"Risk Rating"** and **"Who is Responsible"** is to be completed by the PCBU or Site Supervisor prior to work commencing. Additional Site Specific Requirements are to be entered following this section:

Steps	Step by Step Procedure	Possible Hazards	Risk Rating	Safety Controls	Who is responsible?
1	General Cranage Lifting and placing loads	• Wind	MP2	• If wind gust speed exceeds 10m/s or more, retract boom, turn off crane and only resume work when wind speed is below 10m/s	Crane operator
		• Loss of vision or communication with dogman	LP3	• Stop lift until communication is re-established	All involved
		• Overloading	MU3	• Assess weight prior to lift using decals or through calculation and compare with onboard scales	Crane operator
		• Power Lines	HP3	• Inspect work area and clarify voltage of lines with qualified person, then observe controlled operating distances of 3.0m,6.0m, and 8.0m depending on what level of power supply it is. Use of spotter and visual indicators may be required. Power may also have to be shut down to the working area while task is being performed.	Crane operator/Site Supervisor
		• Underground Services	LP3	• Inquire with site supervisor and discuss location of crane relative to underground services and whether or not it will affect the task	Crane operator/Site Supervisor
		• Other people working nearby or on same worksite	LA2	• Discuss task with site supervisor and also personnel working nearby via toolbox talk	All involved
		• Electrocution from lightning strikes	HU3	• Monitor weather and if need be, stop task and pack crane up until safe to operate again	All involved

Steps	Step by Step Procedure	Possible Hazards	Risk Rating	Safety Controls	Who is responsible?
		• Poor ground conditions	MP3	• Improve ground conditions or relocate crane	All involved
		• Mechanical Failure	MU3	• Ensure crane maintenance is up to date, Use correct lifting techniques with correctly rated lifting equipment	Crane operator and rigger/dogman
		• Falling objects	HU3	• Ensure load is secure. Use of correctly rated lifting equipment.	Rigger/dogman
		• Tip crane over	HU3	• Do not overload. Carry out thorough prestart assessment of work site and loads to be lifted. Ensure crane maintenance is up to date.	Crane operator
		• Collision with people or objects during operation	LU3	• Establish a no-go zone around crane while operating. Check position of crane relative to worksite and any obstacles that it may encounter during operation	All involved
		• Personnel movement within the crane working area	MP3	• Establish a control zone and keep people out of the working area that are not involved with the task	All involved

Site Specific Requirements - To be completed by the PCBU or Site Supervisor if site-specific hazards are identified (attach additional pages if necessary):

Steps	Step by Step Procedure	Possible Hazards	Risk Rating	Safety Controls	Who is responsible?

4. RESOURCES, QUALIFICATIONS AND PERMITS REQUIRED

Minimum number of workers required to complete this work	1
Trade licence required to complete this work	Licence No: HRW671860 Held By: Adam Mitchell
Additional qualifications, permits and/or experience required to complete this work	
Additional training required to complete this work	Site Specific Induction and SWMS review required for all workers

5. SAFETY RESPONSIBILITIES

The **Officer** for this project is _____, he/she can be contacted on _____.

The **Site Supervisor** for this project is _____, he/she can be contacted on _____.

The **Health and Safety Representative (HSR)** for this project is _____, he/she can be contacted on _____.

All Hayes Cranes workers:

→ **WILL** be required to have relevant trade experience.
→ **WILL** be required to attend regular site inductions, project and task specific induction training and possess the current General Construction Induction Training card.

Work Health and Safety - Responsibilities

a) _____ will be responsible for identifying and assessing the hazards associated with the works, and documenting the hazard control measures to be taken.

b) _____ will be responsible for compliance with Work Health and Safety (WHS) legislation, regulations, standards, codes, and the site-specific Sites Safety Rules.

c) _____ will be responsible for assessing and monitoring your subcontractors' capabilities, and for making sure they meet WHS requirements.

d) _____ will be responsible for managing the acquisition and communication of WHS information to managers, supervisors and people working on site.

e) _____ will be responsible for preparing, maintaining and making accessible the register of hazardous substances.

f) _____ will be responsible for maintaining first-aid stocks.

g) _____ will be responsible for managing accident and emergency procedures.

h) _____ will be responsible for keeping WHS records.

i) _____ will be responsible for making sure that the Site Safety Rules are available and provided to people who may work on or visit the Site.

j) _____ will be responsible for workplace injury management and rehabilitation.

k) _____ will be responsible for managing communication between Health and Safety Committees (where applicable).

l) _____ will be responsible for displaying the Site Safety Rules on noticeboards and other suitable locations on site.

6. TRAINING RESPONSIBILITIES

The HSR will:

a) identify the WHS training needs of management, supervisors and workers on site;

b) make sure that appropriate training is carried out internally and/or by Safe Work Australia accredited trainers;

c) make sure that all personnel attend general construction WHS induction training before starting work;

d) make sure that all personnel attend adequate site-specific induction, work activity and refresher safety training;

e) conduct induction training, task training and refresher safety training for everyone working on site; and

f) keep appropriate records of WHS training at the Hayes Cranes office.

7. INCIDENT MANAGEMENT

The HSR will:

a) be available (both during and outside normal working hours) to prevent, prepare for, respond to and recover from incidents; and

b) make sure that the procedures for contacting the relevant person(s) are communicated and clearly displayed on the sites.

8. PLANT AND EQUIPMENT

Plant and Equipment used on site includes but is not limited to:

Plant and/or Equipment	Inspection and maintenance checks required
Electrical plant, power tools, leads and ELCB's	Tested and tagged monthly. Visual inspection prior to use
Portable ladders	Visual inspection prior to use and check monthly
Mobile Crane	Inspection and Maintenance checks.

9. PERSONAL PROTECTIVE EQUIPMENT (PPE)

PPE for this task includes but is not limited to:

1	Hard hats	6	High visibility clothing / vests
2	Safety boots	7	Hearing protection
3	Respiratory masks	8	Sun protection
4	Safety glasses / goggles	9	
5	Protective gloves	10	

10. ACCESS

No access shall be permitted by other trades into the work area whilst work is in progress. If necessary, appropriate signage and/or hoarding will be set up around the work area to prevent access. Such signs and hoarding will be removed and area made-good on completion of work.

11. LEGISLATION, REGULATIONS, CODES AND STANDARDS

The following reference documents have been identified as relevant to this project and a copy is kept at the Hayes Cranes office. This list is a guide only and is not necessarily all the relevant documentation:

a) Work Health and Safety Act 2011
b) Work Health and Safety Regulations 2017
c) COP Managing Risks in Construction Work
d) COP First Aid
e) COP Hazardous Manual Tasks
f) COP How to Manage Work Health and Safety Risks
g) COP Managing the Work Environment and Facilities
h) COP Managing Noise and Preventing Hearing Loss

12. SIGNOFF

The representatives of Hayes Cranes listed below have been involved in the creation and implementation of this Safe Work Method Statement (SWMS) and will make sure all work is carried out in accordance with this document. All workers listed below have the appropriate licence/qualifications and/or experience required to perform each job task:

Worker on site	**Role** (e.g. worker, supervisor)	**Signature**	**Date**
Adam Mitchell	Crane Operator		

Signature and details of person responsible for site supervision of the work, inspecting and approving work areas, work methods, compliance with SWMS, protective measures, plant, equipment and power tools for this site:

Signed: _____ **Date:** _____

Name: _____ **Position:** _____