

SAFE WORK METHOD STATEMENT (SWMS) PART 1			
ACTIVITY: DUCT LIFTER OPERATION			JOB #:
BUSINESS NAME:			ABN:
BUSINESS ADDRESS:			
BUSINESS CONTACT:			PHONE #:
SWMS APPROVED BY: EMPLOYER / PCBU / DIRECTOR / OWNER.			
NAME:			
SIGNATURE:			DATE:
PERSON/S RESPONSIBLE FOR ENSURING COMPLIANCE WITH SWMS:			
PERSON/S RESPONSIBLE FOR REVIEWING THE SWMS:			
RELEVANT WORKERS CONSULTED IN THE DEVELOPMENT, APPROVAL AND COMMUNICATION OF THIS SWMS.			ALL PERSONS INVOLVED IN THE TASK MUST HAVE THIS SWMS COMMUNICATED TO THEM BEFORE WORK COMMENCES.
NAME	SIGNATURE	DATE	<p>Daily Tool Box Talks will be undertaken to identify, control and communicate additional site hazards. Work must cease immediately if incident or near miss occurs. SWMS must be amended in consultation with relevant persons. Amendments must be approved by _____ and communicated to all affected workers before work resumes. SWMS must be made available for inspection or review as required by WHS legislation. Record of SWMS must be kept as required by WHS legislation (until job is complete or for 2 years if involved in a notifiable incident).</p>
PRINCIPAL CONTRACTOR DETAILS <i>(The builder or the organisation you are working for.)</i>			
PRINCIPAL CONTRACTOR (PC):		PROJECT NAME:	DATE SWMS PROVIDED TO PC:
PROJECT ADDRESS:			
PROJECT MANAGER (PM):		PM SIGNATURE:	CONTACT PH. #:
SWMS SCOPE: This SWMS covers general hazards associated with the use of use of a materials lifter. Included in this SWMS is the planning and preparation, training, site preparation and operational use associated with the task.			

THIS WORK ACTIVITY INVOLVES THE FOLLOWING "HIGH RISK CONSTRUCTION WORK"

- Confined Spaces
- Mobile Plant
- Demolition
- Asbestos
- Using explosives
- Diving work
- Artificial extremes of temperature
- Tilt up or pre-cast concrete
- Pressurised gas distribution mains or piping chemical, fuel or refrigerant lines energised electrical installations or services
- Structures or buildings involving structural alterations or repairs that require temporary support to prevent collapse
- Involves a risk of a person falling more than 2m, including work on telecommunications towers
- Working at depths greater than 1.5 Metres, including tunnels or mines
- Work in an area that may have a contaminated or flammable atmosphere
- Work carried out adjacent to a road, railway or shipping lane, traffic corridor
- In or near water or other liquid that involves risk of drowning

LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC	SCORE	ACTION	HIERARCHY OF CONTROLS	Most EFFECTIVE
ALMOST CERTAIN	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEED.	ELIMINATION	↑ ↓
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEED.	SUBSTITUTION	
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE	3H HIGH	Review before commencing work.	ISOLATION	
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	2M MODERATE	Maintain control measures.	ENGINEERING ADMIN PPE	
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	Record and monitor.	PPE	

PERSONAL PROTECTIVE EQUIPMENT (PPE): *ENSURE ALL PPE MEETS RELEVANT AUSTRALIAN STANDARDS. INSPECT, AND REPLACE PPE AS NEEDED.*

FOOT PROTECTION	HEARING PROTECTION	HIGH VISIBILITY	HEAD PROTECTION	EYE PROTECTION	FACE PROTECTION	HAND PROTECTION	PROTECTIVE CLOTHING	BREATHING PROTECTION	SUN PROTECTION	FALL ARREST	Other
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Rings, watches, jewellery that may become entangled in fork lifts must not be worn. Long and loose hair must be tied back.

AS 1319-1994 SAFETY SIGNS FOR THE OCCUPATIONAL ENVIRONMENT REPRODUCED WITH PERMISSION FROM SAI GLOBAL UNDER LICENCE 1210-C062. STANDARDS MAY BE PURCHASED AT [HTTP://WWW.SAIGLOBAL.COM](http://www.saiglobal.com)

JOB STEP	POTENTIAL HAZARD/S	IR	CONTROL MEASURES TO REDUCE RISK	RR	RESPONSIBLE PERSON
<i>INHERENT RISK-RATING (IR) RESIDUAL RISK-RATING (RR)</i>					
1. Planning & preparation	Lack of consultation may lead to potential outcomes for personal injury, property damage &/or environmental incident.	3H	<ul style="list-style-type: none"> • Liaise with Employer / Person Conducting the Business or Undertaking (PCBU) to establish the following on-site systems and procedures are in place and take note of: <ul style="list-style-type: none"> ○ Health and Safety rules ○ Induction for all workers – site specific and toolbox meetings ○ Supervisory arrangements ○ Communication arrangements ○ All relevant workers are appraised for required competencies & for any pre-existing medical conditions if working in remote or isolated locations. ○ Job method and sequence is developed ○ PPE required ○ Site plans – showing no go zones for pedestrians ○ Traffic Management Plan (TMP) ○ Exclusion Zones ○ Risk Assessments ○ SWMS and JSA's ○ Toolbox talks ○ Injury reporting procedures ○ Hazard reporting procedures 	2M	
2. Training and Capabilities	Lack of training or the assessment of capability may lead to personal injury, property damage &/or environmental incident.	3H	<ul style="list-style-type: none"> • ⚠ Workers are in fit condition to work i.e. no signs of fatigue, alcohol or drugs. • Ensure all persons entering site have a General Construction Induction Card (white card) • Operators are provided with information, training and instruction on the hazards, risks and control measures relevant to the workplace • Ensure all relevant workers have undertaken training and/or received instruction in the use of control measures. Include: <ul style="list-style-type: none"> ○ Correct use of equipment including selecting, fitting, use, care of and maintenance ○ Appropriate mathematical procedures for estimation and measurement of loads ○ Use of supervision where required (e.g. new starters or new equipment) ○ Ensure supervisors, foremen etc. are suitably experienced in the type work to be conducted ○ All workers are trained in this SWMS ○ Understanding of the hierarchy of control when managing risks ○ Reporting procedures for incidents. 	2M	
3. Arrival onsite	Powered mobile plant movement	4A	<ul style="list-style-type: none"> • Follow traffic management plan requirements • Check constantly for changing hazards while working • Monitor work position at all times. Ensure: <ul style="list-style-type: none"> ○ High visibility clothing worn at all times ○ Do not stand behind reversing vehicles ○ Allow sufficient distance from plant during operation (allow sufficient room for equipment failure – such as arm/boom failure or plant rollover) ○ No work is conducted in established “no go zones” for pedestrians 	2M	

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<i>INHERENT RISK-RATING (IR) RESIDUAL RISK-RATING (RR)</i>					
	Slips, trips and falls	3H	<ul style="list-style-type: none"> Do not climb or jump over loose building material Do not jump from elevated edges >180mm (concrete slabs etc.)- step carefully and or use prepared access areas Obey any barriers & signage - Be aware of excavations Follow clearly defined detours for pedestrians around hazards Do not walk near top edge of excavations; maintain safe distance from edges, voids & pits Wear suitable footwear with a non-slip tread. 	2M	
	Hazardous manual tasks - musculoskeletal disorder (MSD)	3H	<ul style="list-style-type: none"> Trolleys / ramps are used where required to remove equipment from vehicles Sufficient lighting Ensure materials / equipment is as close to work area as possible Use mechanical aids as much as possible Safe lifting methods are used for lifting, carrying and setting down (including team lifts): <ul style="list-style-type: none"> Work with a person about your height Decide in advance which person will direct the move Keeping knees bent and back straight, lift and raise the bag together Move smoothly together as you carry, keeping the load at the same level Unload at the same time, keeping knees bent If moving something up or down stairs, the taller person should be at the lower level. 	2M	
5. Lifter Operation	Unit failure	4A	<ul style="list-style-type: none"> Pre-inspect and operate lifter as per manufacturers' instructions. Check: <ul style="list-style-type: none"> All moving parts and wire rope to ensure that they are in proper operating condition If the unit has visible damage or does not transfer up and down smoothly during pre-operation, do not use the unit Wire rope (cable) must have a minimum of three complete wraps around the winch drum If cable is kinked, worn, frayed, damaged, or has anything on it that would obstruct its rotation around the pulley wheels, do not use the unit. ⚠ <i>If damaged/missing/non-functioning parts observed, do not use. Report and tag immediately.</i> 	2M	
	Crush injuries/falling objects	3H	<ul style="list-style-type: none"> All workers must wear hard hats Operate from the back position. Keep your balance and proper footing at all times Ensure the unit will operate within its safe working load limits. Check: <ul style="list-style-type: none"> Weight of load – this should be marked on the load Uniformity of the load – identify the centre of gravity to limit any possible swinging of the load when lifted That the location where the load is to be placed is clear of obstructions. This includes 	2M	

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<i>INHERENT RISK-RATING (IR) RESIDUAL RISK-RATING (RR)</i>					
	Muscular stress / musculoskeletal disorder (MSD)	3H	<ul style="list-style-type: none"> • Where lifting, carrying and setting down load items: <ul style="list-style-type: none"> ○ Lift smoothly, do not jerk or throw load upwards ○ Avoid any twisting and side-bending during lift ○ Bend knees, not back ○ Avoid awkward and sustained positions. 	2M	
6. On completion	Cuts, laceration, puncture wounds	3H	<ul style="list-style-type: none"> • Wear gloves. Do not use bare hands to clean or pack up equipment • Check for damage and follow procedure for damaged equipment. 	2M	
	Storage on site	3H	<ul style="list-style-type: none"> • Ensure machine is parked in a safe, level area, clear of unstable or sloping ground • Follow the manufacturer's storage instructions • Lock doors and windows to prevent unauthorised access. 	2M	
	Environmental contaminants	3H	<ul style="list-style-type: none"> • Ensure all equipment/plant is washed free of dirt, vegetation, debris before leaving site • Ensure any contaminated wastewater is captured as per Local and State Environment Laws • Do not wash machine where residue can enter and sensitive areas such as storm water drains and waterways 	2M	
	Slips, trips, falls causing injury	3H	<ul style="list-style-type: none"> • Clean up any waste ensuring the site is left in clean and tidy condition • Store equipment so as to minimise manual tasks hazards, trip hazards and the potential for falling objects 	2M	
	Public safety	3H	<ul style="list-style-type: none"> • If acceptable, remove or add barricades as necessary, contact supervisor and notify job completion. 	2M	

SAFE WORK METHOD STATEMENT (SWMS) PART 2

This SWMS has been developed in consultation and cooperation with *employee/workers* and relevant *Employer/Persons Conducting Business or Undertaking (PCBU)*. I have read the above SWMS and I understand its contents. I confirm that I have the skills and training, including relevant certification to conduct the task as described. I agree to comply with safety requirements within this SWMS including risk control measures, safe work instructions and PPE described.

OVERALL RISK RATING AFTER CONTROLS	<input type="checkbox"/> 1 Low	<input checked="" type="checkbox"/> 2 MODERATE	<input type="checkbox"/> 3 High	<input type="checkbox"/> 4 ACUTE
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WORKERS' NAME	JOB ROLE / POSITION	LICENCES, COMPETENCIES & QUALIFICATIONS <i>(add as applicable)</i>			DATE	SIGNATURE
		TYPE / DESCRIPTION	CLASS	NUMBER		
		Construction Card				
		Construction Card				
		Construction Card				
		Construction Card				
		Construction Card				
		Construction Card				
		Construction Card				
		Construction Card				
		Construction Card				
		Construction Card				