# Rigging and Dogging Plant Safe Work Method Statement (SWMS) Part 1

**SWMS Scope:** This SWMS covers the risk management processes and procedures associated with rigging and dogging work relating to the slinging, direction and movement of loads.

<table>
<thead>
<tr>
<th>Business Name:</th>
<th>ABN:</th>
<th>SWMS Approved by:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Address:</td>
<td></td>
<td>Signature:</td>
<td></td>
</tr>
<tr>
<td>Business Contact:</td>
<td>Phone #:</td>
<td>Person/s responsible for ensuring compliance with SWMS:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Person/s responsible for reviewing the SWMS:</td>
<td></td>
</tr>
</tbody>
</table>

All Persons involved in the task must have this SWMS communicated to them before work commences.

**Workers Duties and Responsibilities**
- Fit condition for work i.e. no signs of fatigue, alcohol or drugs
- Attend all site inductions / briefings
- Comply with all site requirements e.g. PPE, TMP etc.
- Only carry out work related to contract
- Inspect completed work
- Report safety, environmental and quality matters to the Supervisor.

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 OHS legislation.

Record of SWMS must be kept as required by OHS legislation (until job is complete or for 2 years if involved in a notifiable incident).

**Principal Contractor Details**

<table>
<thead>
<tr>
<th>Project Name:</th>
<th>Principal Contractor (PC):</th>
<th>Date SWMS provided to PC:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Manager (PM):</td>
<td>PM Signature:</td>
<td>CONTACT PH. #:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Likelihood</th>
<th>Insignificant</th>
<th>Minor</th>
<th>Moderate</th>
<th>Major</th>
<th>Catastrophic</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Almost Certain</strong></td>
<td>3 High</td>
<td>3 High</td>
<td>4 Acute</td>
<td>4 Acute</td>
<td>4 Acute</td>
</tr>
<tr>
<td><strong>Likely</strong></td>
<td>2 Moderate</td>
<td>3 High</td>
<td>3 High</td>
<td>4 Acute</td>
<td>4 Acute</td>
</tr>
<tr>
<td><strong>Possible</strong></td>
<td>1 Low</td>
<td>2 Moderate</td>
<td>3 High</td>
<td>4 Acute</td>
<td>4 Acute</td>
</tr>
<tr>
<td><strong>Unlikely</strong></td>
<td>1 Low</td>
<td>1 Low</td>
<td>2 Moderate</td>
<td>3 High</td>
<td>4 Acute</td>
</tr>
<tr>
<td><strong>Rare</strong></td>
<td>1 Low</td>
<td>1 Low</td>
<td>2 Moderate</td>
<td>3 High</td>
<td>3 High</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Score</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>4A Acute</td>
<td>DO NOT PROCEED.</td>
</tr>
<tr>
<td>3H High</td>
<td>Review before commencing work.</td>
</tr>
<tr>
<td>2M Moderate</td>
<td>Maintain control measures.</td>
</tr>
<tr>
<td>1L Low</td>
<td>Record and monitor.</td>
</tr>
</tbody>
</table>

**Hierarchy of Controls**
- Elimination
- Substitution
- Isolation
- Engineering
- Admin.
- PPE

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## Rigging and Dogging Plant SWMS Part 2

### This Work Activity Involves the Following “High Risk Construction Work”

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

### Planning & Preparation

Liaise with Principal Contractor to establish that on-site systems and procedures are in place:
- Health and Safety Rules
- Induction for all workers
- Supervisory arrangements
- Communication
- Injury reporting
- Emergency management
- Hazard reporting
- PPE
- Exclusion zones
- Risk assessments, SWMS and JSA’s

### Personal Protective Equipment (PPE):

Ensure all PPE meets relevant Australian Standards. Inspect, and replace PPE as needed.

- Foot Protection
- Hearing Protection
- Head Protection
- High Visibility
- Eye Protection
- Face Protection
- Hand Protection
- Protective Clothing
- Breathing Protection
- Sun Protection
- Fall Arrest

**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**

### Job Step | Potential Hazard/s | IR | Control Measures to Reduce Risk | RR | Responsible Person
--- | --- | --- | --- | --- | ---
1. Planning | Lack of site planning | 3H | • Ensure rigging operations are planned in accordance with existing site procedures. |
| | | | • Type of operations to be conducted are assessed and prepared. |
| | Delay in emergency assistance to remote workers | 3H | • A ‘Buddy’ system must be utilised at all times when working at height. Ensure: |
| | | | o An emergency response procedure is developed & followed |
| | | | o Mobile & satellite phones and EPIRB are fit for purpose, tested before departure & |
| | | | phones have spare, fully charged batteries and facilities for continuing charging. |
| | | 2M | Organisation |

2. Arrival at site | Personal injury, property damage &/or environmental incident. | 3H | • Vehicle should be positioned in a safe location, clear of traffic/vehicles/pedestrians during equipment delivery and materials removal (deploy physical barriers, caution signs and equipment, where necessary) |
<p>| | | | • Do not park illegally |
| | | | • Identify and obey all safety related signage (check site entry requirements) |
| | | 2M | Rigger/ Dogman |</p>
<table>
<thead>
<tr>
<th>JOB STEP</th>
<th>POTENTIAL HAZARD(S)</th>
<th>IR</th>
<th>CONTROL MEASURES TO REDUCE RISK</th>
<th>RR</th>
<th>RESPONSIBLE PERSON</th>
</tr>
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</table>
| Unauthorised entry | 4A | • Barricades in place to prevent unauthorized entry to work area  
• Signage in place to caution persons not to enter  
• Only those workers engaged in assembling the scaffold to be present in work area. | 2M | |
| Ground/Floor collapse | 3H | • Check the bearing capacity and stability of the floor, suspended slab or ground to make sure it can support all loads that will be placed, If unsure check with a competent authority e.g. Site supervisor, Engineer before setting up lift. | 2M | |
| Property damage | 3H | • Ensure slings and other equipment is not placed in areas where it may be run over, damaged or exposed to water (unless rated for wet environments)  
• Plan load travel to avoid contact with structures. | 2M | |
| Crane or other lifting structures rollover | 4A | • Coordinate all functions including placement of crane /structure with operator  
• The crane /structure placement is directed so as not to be positioned over previously disturbed ground that has been back-filled, soft ground or / adjacent to excavations, pits or edges of any drop-off  
• Where two or more cranes are operating in close proximity ensure procedures are in place to ensure unplanned contact does not occur. (Coordinate with other dogman, riggers or crane operators). | 2M | |
| Slips, trips and falls | 3H | • Be aware of ground condition including changes in level  
• Wear appropriate thick soled covered footwear  
Avoid soft spots, drains, pits or penetrations when setting up, moving or placing loads.  
• Take note of open excavations/trenches on travel path (particularly when using tag lines to control loads). | 2M | |
| Poor visibility | 3H | • Ensure adequate lighting on-site using temporary lighting as required  
• Ensure correct selection of appropriate lighting for night works on-site:  
  o Task lighting will be required to illuminate the immediate work zone where plant/equipment/materials will be unloaded from transport vehicles and where they will be moved to on site  
  o General Site lighting will be required for the zones in between Task light areas (roads, walkways, storage areas, worker facilities, site office, car park, outer fence area etc.).  
  o Have operational arrangements in place for back up of lighting in the event of power failure or lighting equipment failure. E.g. additional portable lighting, generators  
  o Ensure lighting is maintained. | 2M | |
| Contact with electricity | 4A | • Conduct a site inspection to confirm the location of any overhead powerlines  
• Refer to State/territory Guidance Material for working distances. e.g. No Go Zones | 2M | |
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| 7. Undertake rigging / dogging task | Loss of communication | 3H | • Dogman/Rigger to position themselves where they can be clearly seen and where they can see the entire operation:  
  o Use radios where possible  
  o Check clarity of radio with crane operator before operations commence  
  o Crane operator takes signals from Dogman only  
  o Mobile phones are not to be used when dogging (unless directly used for communication purposes). | 2M | Rigger/Dogman |
| | Load failure - falling objects | 4A | • Only lift loads from approved lifting points  
  • Rig Loads to prevent any parts from shifting of dislodging during the lift  
  • Ensure all rigging is free and not tangled  
  • Attach the load to only the hook, with slings or other rigging devices  
  • The load line should be brought over the load’s centre of gravity before the lift is started  
  • Ensure crane hook is plumb with load (do not allow load to drag)  
  • Secure or remove unused sling legs of a multi-leg sling before the load is lifted  
  • Test lift or shift is performed in conjunction with the crane operator to ensure lift suitability  
  • Ensure no tools & equipment can be dropped from height  
  • Keep all platforms clear at all times  
  • All working platforms must have toe board and guard rails in place  
  • Use lanyard to stop tools falling when working at height. | 2M |
| | Hit by falling load | 4A | • Wear hard hat  
  • Beginning lift:  
    o Begin a lift by raising the load slightly to make sure the load is free and that all sling legs are taking the load  
    o Avoid impact loading caused by sudden jerking during lifting and lowering  
    o Take up slack gradually  
  • Load travel:  
    o Monitor and keep the load stable and under control at all times  
    o Use one or more taglines to prevent uncontrolled motion  
    o Taglines attached must be 16mm diameter rope  
    o Never wrap the hoist rope around the load  
    o Keep the load as low as possible  
  • Landing load:  
    o Loads must be safely landed and properly blocked before being unhooked and unslung | 2M |
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<th>CONTROL MEASURES TO REDUCE RISK</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>INHERENT RISK-RATING (IR)</strong></td>
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<td></td>
<td><strong>RESIDUAL RISK-RATING (RR)</strong></td>
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<tr>
<td>Injury to ground workers</td>
<td>4A</td>
<td>o Check Load stability before de-rigging load at completion of lift&lt;br&gt;o Prepare adequate blocking before loads are lowered&lt;br&gt;o Inspect rigging gear for damage prior to re-rigging the next tilt panel&lt;br&gt;o Keep non-essential personnel clear at all times.</td>
<td>2M</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Structure collapse</td>
<td>4A</td>
<td>• Ensure everyone stand clear when loads are being lifted, lowered, and freed of slings&lt;br&gt;• Keep all personnel well clear of the &quot;drop&quot; zone whilst lifting load&lt;br&gt;• Suspended loads should be securely slung and properly balanced before they are set in motion&lt;br&gt;• Never work under a suspended load&lt;br&gt;• Avoiding lifting or swinging the load over workers below.</td>
<td>2M</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carrying objects</td>
<td>3H</td>
<td>• If delivering onto a roof or deck, liaise with person in charge to determine where on the roof/deck the materials are safe to be dropped to:&lt;br&gt;  o Be able to bear the load&lt;br&gt;  o Not cause hazards to other persons or equipment.&lt;br&gt;    <strong>Do not lift materials onto the roof/deck until there is a designated lifting zone developed.</strong></td>
<td>2M</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Crush injuries</td>
<td>3H</td>
<td>• While tightening slings around load ensure that hands and fingers are not caught between the sling and the load.</td>
<td>2M</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Slips, trips, falls</td>
<td>3H</td>
<td>• Do not walk near top edge of excavations, void, roof edges, drop-offs; maintain safe distance from edges (at least 2m where possible)&lt;br&gt;• Keep trip hazards away from edge&lt;br&gt;• Do not walk backwards when near edges&lt;br&gt;• Do not jump from elevated positions or loads – always use appropriate access&lt;br&gt;• Do not climb or jump over loose building material&lt;br&gt;• Use caution where ground surfaces may change level&lt;br&gt;• When walking on load:&lt;br&gt;  o Maintain three points of contact&lt;br&gt;  o Ensure footwear has sufficient tread grip.&lt;br&gt;  o If a fall distance of 2m or more is likely when rigging load then fall arrest is required e.g. temporary safety railing, safety harness worn.</td>
<td>2M</td>
<td></td>
<td></td>
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</tbody>
</table>
**Rigging and Dogging Plant SWMS Part 3**

**Emergency Response** - Follow Site Emergency Procedures and the directions of wardens and first aiders.
1. Call 000
2. State type and scale of emergency
3. State workplace name and location
4. Number of casualties if applicable
5. Hazards that may be involved such as chemicals of fuel
6. Specific access point on site e.g. street or side entrances
7. Provide contact name and phone number
8. Answer all questions and follow instructions given by Emergency Services operator
9. **DO NOT** hang up until instructed.

**Emergency Evacuation Procedure**

<table>
<thead>
<tr>
<th>Rescue or Relocate</th>
<th>Sound the Alarm</th>
<th>Confine the dangerous situation, fire or hazardous material</th>
<th>Evacuate the area on direction from the Site Manager or when it is unsafe to remain in the area</th>
</tr>
</thead>
<tbody>
<tr>
<td>R</td>
<td>A</td>
<td>C</td>
<td>E</td>
</tr>
</tbody>
</table>

**Emergency Evacuation Procedure**

- **R** Rescue or Relocate people in immediate danger if you can do so without endangering yourself.
- **A** Sound the Alarm.
- **C** Confine the dangerous situation, fire or hazardous material.
- **E** Evacuate the area on direction from the Site Manager or when it is unsafe to remain in the area.

**Permits** - ☑ applicable

- ☐ Not applicable
- ☐ Hot Work
- ☐ Confined Space
- ☐ Local council

**Supervisory Arrangements** - ☑ applicable

- ☐ Audits
- ☐ Spot Checks, etc.
- ☐ Reporting systems
- ☐ Suitable qualified supervisors for job
- ☐ Direct on-site supervision
- ☐ Remote site – communication systems/schedule

**Plant and Equipment** - ☑ applicable

- ☐ Electrical tools and leads
  - Tested and tagged Quarterly
- ☐ Hand tools - Meet AS/NZS
  - Regular Visual inspection
- ☐ Ladders - Meet AS/NZS
  - Visually inspected before use, inspected and tagged out if damaged
- ☐ Mobile plant - specify
  - Prestart checklist – Regular maintenance
- ☐ Other - specify

**Safety and Maintenance Checks**

- ☐ Electrical tools and leads
  - Tested and tagged Quarterly
- ☐ Hand tools - Meet AS/NZS
  - Regular Visual inspection
- ☐ Ladders - Meet AS/NZS
  - Visual inspection before use, inspected and tagged out if damaged
- ☐ Mobile plant - specify
  - Prestart checklist – Regular maintenance
- ☐ Other - specify

**Act, Regulations and Codes of Practice**

1. Download the OHS Legislation and Codes of Practice Reference List 31105-1 from your tax invoice or go to OHS References.
2. Copy and paste your State specific references relevant to your scope.