Boom Length Adjustm	ent   SAFE WORK METHO	D STATEMENT (SWMS)	
TASK	OR ACTIVITY: Boom Length Adju	ustment	
Business Name:		ABN:	SWMS#
Business Address:			
Contact Person:	Phone:	E all:	
THIS SAFE WORK METHOD	STATEMENT IS APPROVED BY	THE PC. OF THE ROJECT	
Under the Work Health and Safety Regulation (WHS Regulation), a person conduct the proposed work starts.		required to en the that a safe work method s	statement (SWMS) is prepared before
Full Name:			
Signature:	NK	Title:	Date:
Details of the person(s) responsible for ensuring implementation, monitoring a	opliance the VMS a well as review	s and modifications of the SWMS.	
Full Name:		Title:	Phone:
ALL PERSONNEL PARTICIPATING IN ANY ACTIVITY ON THIS MAN PHAVE THE FOLLOWING COMMUNICATED	NALE OF ALL RELEVANT PERSONNI EVELOPMENT AND APPROVAL OF	EL WHO HAVE BEEN CONSULTED AND CO THIS SWMS	OMMUNICATED TO IN THE
Safety meetings or toolbox talks will be sched ed in according with a gislative requirements to first identify any site hazards, such a companie hicas those hazards and then to further take steps to either eliminate or contained hazard.			
If an incident or a near miss occurs, all work must stop an ately. 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:	
Project Address:	
Project Manager:	
Contact Phone:	
Date SWMS supplied to Project Manager:	
ANY HIGH-RISK CONSTRUC	
☐ involves a risk of a person falling more than 2 meters	I is carried out on or near pressurised gas mains or piping
□ is carried out on a telecommunication tower	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 integ. Y of a sucture	$\square$ is carried out in an area that may have a contaminated or flammable atmosphere
□ involves, or is likely to involve, disturbing asb	☐ involves tilt-up or precast concrete
involves structural alteration or repair that quires terminary supart 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	$\Box$ 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 that 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 MACHINER	RY OR EQUIPMENT NEARBY



RISK MATRIX										
LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC	SCORE			HEIRARCHY OF CONTROLS	
ALMOST CERTAIN	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE	SCORE	ACTION		Elimination Remove the hazard.	
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCE		Substitution	
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE	3H HIGH	Review befor work starts.		Replace the hazard.	
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	2M MODERATE	Ensure control measures in place.		Isolate People from the hazard	
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	nitor and k⊾ records		Engineering Isolate the hazard.	
DARE       LOW       LOW       MODERATE       HIGH       HIGH       LOW       Moderate       Isolate the hazard.         Iotes on Hierarchy of Controls:       Elimination methods are the most effective and preferrement on the value of controlling a hazard. Engineering by isolation is the virtue ost endive, while Administrative controls by changing the work is the fourth most effective method. PPE (Personal Protective Equipment), the least effective       Substitution       Administrative         PPE       PPE       PPE       PPE       PPE       PPE										

						TIVE EQUIPM					
		Select the ap	propriate PPL	abo, ruitab	i or the equi	oment used or	the job task	being perform	ned (if applica	able).	
FOOT PROTECTION	HAND PROTECTION	HEAD PROTECTION		P ECTION	R⊾ ⇒PIRATORY PROTECTION	FACE PROTECTION	HIGH-VIS CLOTHING	PROTECTIVE CLOTHING	FALL PROTECTION	SUN PROTECTION	HAIR/JEWELLERY SECURED
Other PPE Required:											
	Permit or Licenses Requirements						Ма	andatory Qual	ifications and	Training	



JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
1. Preparation	Trip hazards, Falling objects	3H	<ul> <li>Conduct a pre-task risk assessment to idence specific trip hazards and areas where falling objects may occur.</li> <li>Clear the work area of any tools, debris, or no non-orthant could create trip hazards.</li> <li>Ensure all personnel are are set of their surrounces and motion good housekeeping practices.</li> <li>Use clearly marked walkways obarriers to define contacts for workers to prevent trips.</li> <li>Secure all loos or ateria in their owith appropriate restraints or storage solutions to prevent them from falling.</li> <li>Installwarnin bigns are relationed to the provide the provided restraints or storage solutions to prevent them from falling.</li> <li>Installwarnin bigns are relative equipment (PPE) such as hard hats and safety shoes to mitigate the risk of injury or no fling objects or trips.</li> <li>Ensure proport training or all personnel involved in the boom length adjustment process, focusing on ecognising an unanaging the identified hazards.</li> <li>Installewarning is adequate throughout the work area to improve visibility and reduce the risk of trips and falling.</li> <li>Regularly inspect lifting gear and attachment points to ensure they are in good condition and not contributing to falling object risks.</li> <li>Assign a dedicated safety officer to oversee compliance with control measures and swiftly address any emerging hazards.</li> <li>Schedule regular toolbox talks focusing on trip prevention strategies and the importance of securing objects at height.</li> </ul>	2М
2. Equipment Inspection	Faulty equipment, Lack of training	4A	<ul> <li>Conduct thorough pre-start checks on all equipment to identify any visible faults or damage.</li> <li>Ensure that all operators are trained and competent in the use of the specific boom equipment.</li> <li>Develop and implement a maintenance schedule to regularly inspect and service equipment.</li> <li>Use equipment only as per the manufacturer's guidelines and specifications.</li> <li>Display clear operating instructions on or near the equipment controls.</li> <li>Provide refresher training sessions for all personnel on equipment safety and operations.</li> <li>Isolate and tag out faulty equipment immediately until repairs are completed by authorised technicians.</li> <li>Keep an up-to-date log of all maintenance, inspections, and training activities.</li> <li>Ensure easy access to emergency shutdown procedures and buttons.</li> </ul>	ЗН



JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
			- Equip operators with personal protective equipment (PPE) suitable for the task.	
			- Teach workers how to recognise early signs of equipment failure or malfunction.	
			- Establish a communication protocol for reporting equipment issues to supervisors promptly.	
			- Regularly audit compliance with safety procedures and take corrective actions where necessary.	
			- Engage external experts to conduct independent are estimated of equipment condition as needed.	
3. Adjustment Planning	Incorrect calculations, Insufficient clearance		<ul> <li>Conduct a thorough site instruction to assess the invironment and identify any potential obstructions before making calculations.</li> <li>Use precise mean angle of the unure accurate calculations for boom length adjustments, reducing the risk of error.</li> <li>Perform double checks and lineasure acts and calculations to confirm their accuracy before proclement within a a numerit.</li> <li>Estantist communication protocol among team members to verify measurements and discuss clearance is uses concoratively.</li> <li>Train Verkers in how ordentify and avoid objects that could interfere with boom operations, enhancing increme and verty.</li> <li>Improve a checklist system for workers to ensure all steps in measurement and planning are followed arrectly.</li> <li>Schedule regular reviews of work plans and calculations by experienced supervisors to ensure ongoing accuracy and safety.</li> <li>Create buffer zones around operational areas to account for any minor miscalculations and ensure sufficient clearance.</li> <li>Post clear signage and markings around high-risk areas where insufficient clearance might be an issue.</li> </ul>	2М
			<ul> <li>Provide ongoing education and refresher courses for employees on the importance of accurate calculations and clearance in boom operations.</li> </ul>	
			- Ensure all staff are aware of emergency procedures should a miscalculation lead to a hazardous situation.	
4. Assembling Support Equipment	Misplacement, Unstable platform	3H		1L



JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
5. Adjusting Boom Length	Overextension, Loose connections	4A		2M



JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
6. Positioning Boom	Collision, Overtur ng	ЗН		1L
7. Locking and Securing Boom	Incomplete locking, Incorrect placement	ЗH		1L

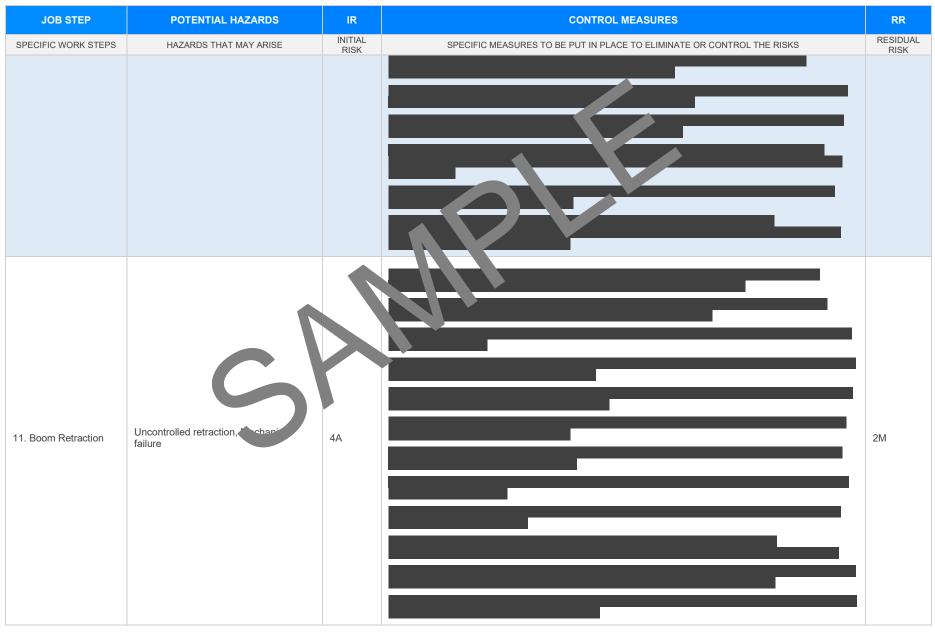






JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
9. Load Attachment	Non-compliant slings, Overloading	ЗН		2M
10. Lifting Operation	Incorrect lifting manner, Sudden load drop	4A		ЗН
sion 2.5	Authorised by		Review # Date of Issue: Review Date:	





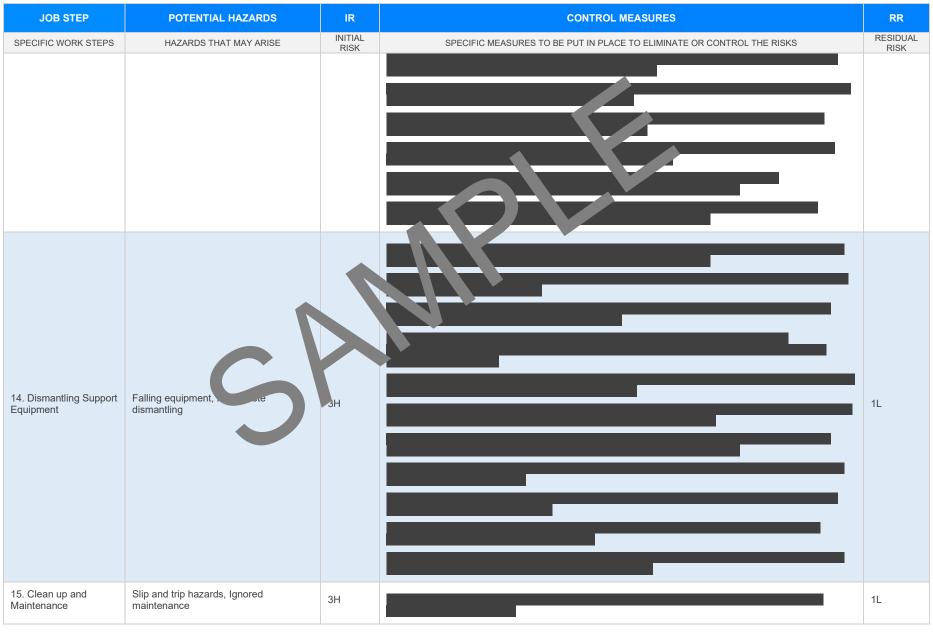
Version 2.5

Date of Issue:



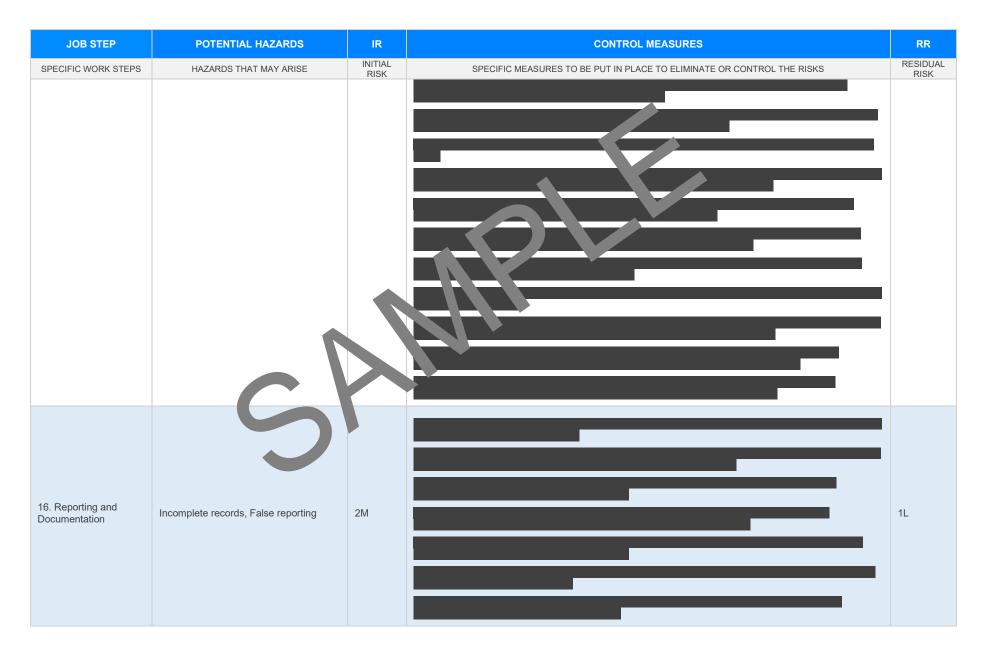
JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
12. Detaching Load	Accidental release, shifting load	ЗН		1L
13. Lowering Boom	Uncontrolled lowering, Hydraulic failure	4A		2М



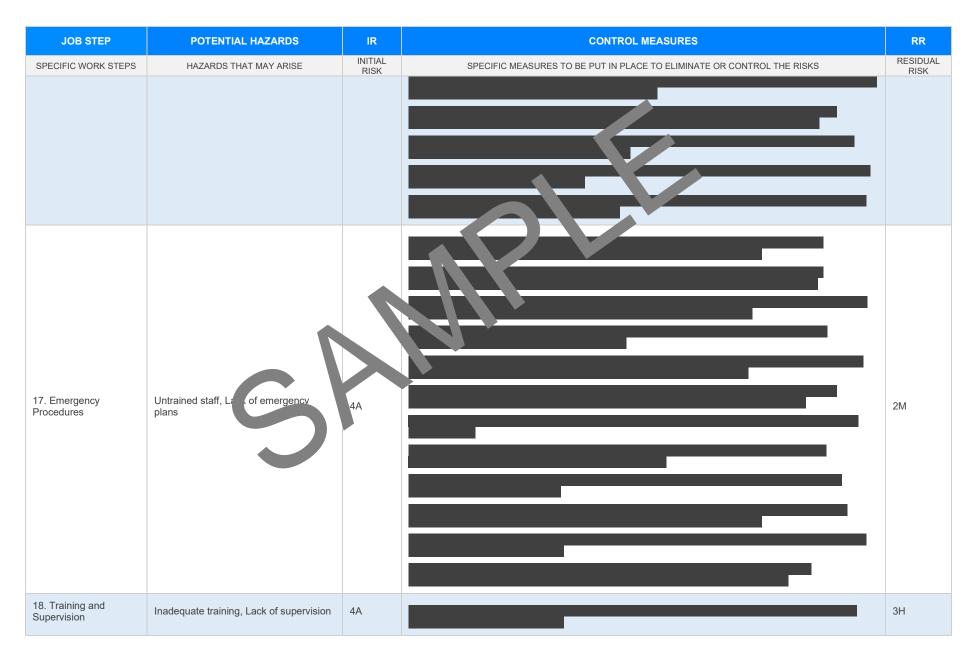


Date of Issue:

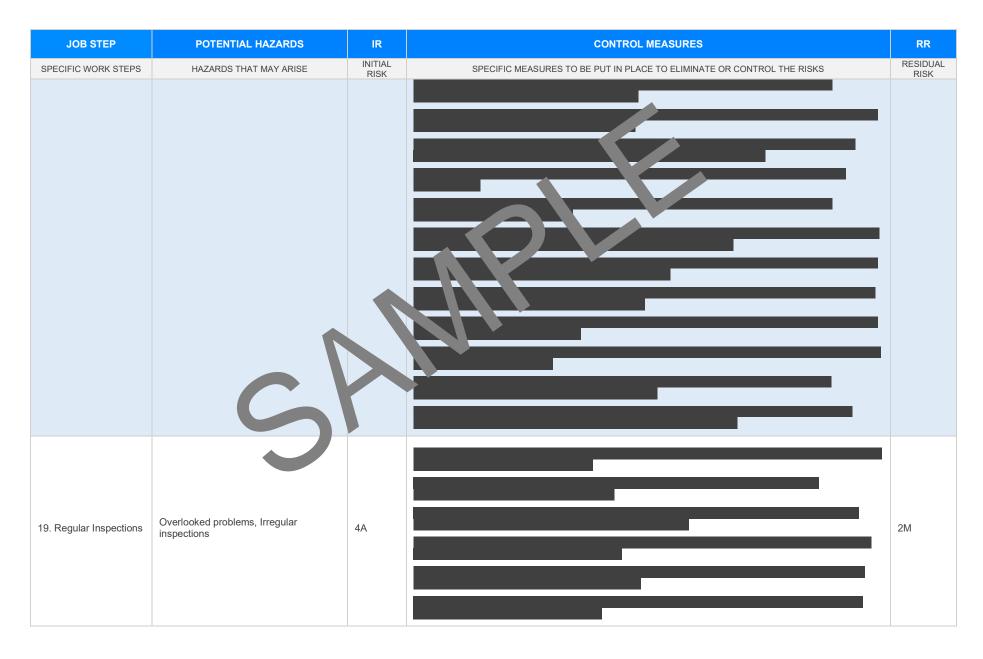




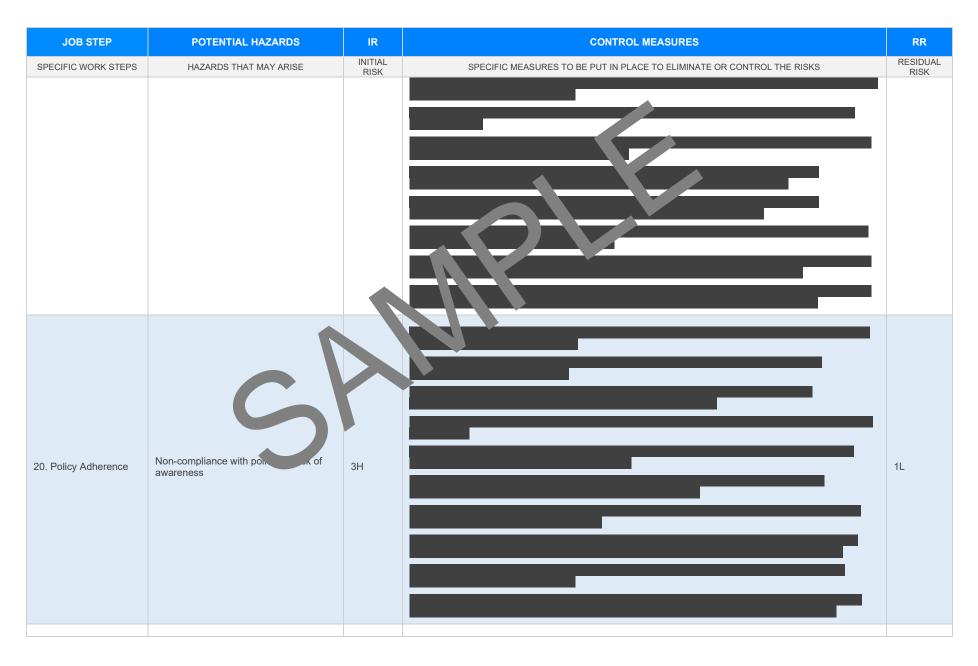














JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
		INITIAL		RESIDUAL
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RISK



#### **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 REF							
RELEVANT LEGISLATION AND CODES OF PRACTICE. DELETE THE LEGISLATIVE REFERENCES ANY STATE AT 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	Victoria Octopational Health as Safety Act and Octopational Health and onfety regulations 2017 Legistron VIC: <u>https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and- rulations</u> Codes of mactice VIC <u>attps://www.worksafe.vic.gov.au/compliance-codes-and-codes-practice</u>						
New South Wales         Work Health and Safety Act 2011         Work Health and Safety Regulations 2017         Legislation NSW: <a href="https://www.safework.nsw.gov.au/legal-obligations/legislative">https://www.safework.nsw.gov.au/legal-obligations/legislative</a> Codes of Practice NSW: <a href="https://www.safework.nsw.gov.au/resource-library/lis">https://www.safework.nsw.gov.au/legal-obligations/legislative</a>	Western Australia Work Health and Safety Act 2020 Work Health and Safety Regulations 2022 Legislation Western Australia: <u>https://www.commerce.wa.gov.au/worksafe/legislation</u> Codes of Practice WA: <u>https://www.commerce.wa.gov.au/worksafe/codes-practice</u>						
Northern Territory Work Health and Safety (National Uniform Legislation) Act 2011 Work Health and Safety (National Uniform Legislation) Regulation 2011 Legislation NT: <u>https://worksafe.nt.gov.au/laws-and-compliance/weiplace-serv-laws</u> Codes of Practice NT: <u>https://worksafe.nt.gov.au/ferresoure_store_serv-laws</u>	Safe Work Australia Links Law and Regulation (All States): <u>https://www.safeworkaustralia.gov.au/law-and-regulation</u> Model Codes of Practice: <u>https://www.safeworkaustralia.gov.au/resources-publications/model-</u> <u>codes-of-practice</u> Model Codes of Practice						
South Australia Work Health and Safety Act 2012 (SA) Work Health and Safety Regulations 2012 (SA) Legislation for SA: <u>https://www.safework.sa.gov.au/resources/legislation</u> Codes of Practice for SA: <u>https://www.safework.sa.gov.au/work_laces/codes-of-practice#COPs</u> Tasmania	<ul> <li>Model Codes of Practice</li> <li>Managing noise and preventing hearing loss at work</li> <li>Confined spaces</li> <li>Labelling of workplace hazardous chemicals</li> <li>Managing risks of hazardous chemicals in the workplace</li> <li>Welding processes</li> <li>First aid in the workplace</li> </ul>						
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: <u>https://worksafe.tas.gov.au/topics/laws-and-compliance/acts-and-regulations</u> Codes of Practice for TAS: <u>https://worksafe.tas.gov.au/topics/laws-and-compliance/codes-of-practice</u>	<ul> <li>Managing the risk of falls at workplaces</li> <li>Hazardous manual tasks</li> <li>Managing the risk of falls in housing construction</li> <li>Managing electrical risks in the workplace</li> <li>Demolition work</li> <li>Excavation work</li> <li>Work health and safety consultation, cooperation and coordination</li> </ul>						
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.	<ul> <li>Managing the work environment and facilities</li> <li>How to manage work health and safety risks</li> <li>Managing risks of plant in the workplace</li> <li>Construction work</li> </ul>						



#### 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 gualifications 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	Signature	Date

#### SAFE WORK N THE ST ATEM ANT MONITORING AND REVIEW

d must reviewed (and

hav be sted by the operation

should be carried out in

The SWMS must be reviewed regularly to make sure it remains fective revised if necessary) if relevant control measures are revised. The viewn consultation with workers (including contractors htractors Vb 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 persons involved with the work are advised that a revision has been made and how they can acces he revised SWMS, including all persons who will need to change a work procedure or system as a region of the review are advised of the changes in a way that will enable them to implement their duties antly 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	COMMENTS
The company details have been entered, including the project name and address.		
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.	$\boxtimes$	
Foreseeable hazards are identified and documented for each step.	$\boxtimes$	
Any hazards listed in any site risk assessments have been added to the SWMs	$\boxtimes$	
SWMS initial risk (IR) column as well as residual risk (RR) column mpleted.	$\boxtimes$	
Check control measures added to the SWMS are the most effective selection	$\boxtimes$	
Responsible person is assigned and listed on the property of the importation control measures.	$\boxtimes$	
Permit or licenses requirements specified, su as Hot Work, Electric Work, Work at Heights etc.	$\boxtimes$	
SWMS identifies plant and equipment to be use	$\boxtimes$	
Details of inspection checks required for any equipment listed protection on the SWMS.	$\boxtimes$	
Describes any mandatory qualifications, experience, and g or skills required to perform the work.	$\boxtimes$	
Applicable personal protective equipment is selected on the SWMS.	$\boxtimes$	
Reflects and documents any legislative references and/or Australian Standards.	$\boxtimes$	
Identifies any hazardous substances used with specific control measures in line with any SDS.	$\boxtimes$	
REVIEWED BY	DATE REVIEWED	
SIGNATURE	DATE COMPLETED	