

**Gantry Crane | SAFE WORK METHOD STATEMENT (SWMS)**

**TASK OR ACTIVITY: Gantry Crane**

|                   |        |        |
|-------------------|--------|--------|
| Business Name:    | ABN:   | SWMS#  |
| Business Address: |        |        |
| Contact Person:   | Phone: | Email: |

**THIS SAFE WORK METHOD STATEMENT IS APPROVED BY THE PCBU OF THIS PROJECT**

Under the Work Health and Safety Regulation (WHS Regulation), a person conducting a business or undertaking (PCBU) is required to ensure that a safe work method statement (SWMS) is prepared before the proposed work starts.

Full Name:

|            |        |       |
|------------|--------|-------|
| Signature: | Title: | Date: |
|------------|--------|-------|

Details of the person(s) responsible for ensuring implementation, monitoring compliance of the SWMS as well as reviews and modifications of the SWMS.

|            |        |        |
|------------|--------|--------|
| Full Name: | Title: | Phone: |
|------------|--------|--------|

**ALL PERSONNEL PARTICIPATING IN ANY ACTIVITY ON THIS SWMS MUST HAVE THE FOLLOWING COMMUNICATED** | **NAME OF ALL RELEVANT PERSONNEL WHO HAVE BEEN CONSULTED AND COMMUNICATED TO IN THE DEVELOPMENT AND APPROVAL OF THIS SWMS**

Safety meetings or toolbox talks will be scheduled in accordance with legislative requirements to first identify any site hazards, then to communicate those hazards and then to further take steps to either eliminate or control each hazard.

If an incident or a near miss occurs, all work must stop immediately. 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 CONSTRUCTION WORK BEING CARRIED OUT**

|  |  |
|--|--|
| <input type="checkbox"/> involves a risk of a person falling more than 2 meters  | <input type="checkbox"/> is carried out on or near pressurised gas mains or piping                                     |
| <input type="checkbox"/> is carried out on a telecommunication tower   | <input type="checkbox"/> is carried out on or near chemical, fuel or refrigerant lines                                 |
| <input type="checkbox"/> involves demolition of an element of a structure that is load-bearing                         | <input type="checkbox"/> is carried out on or near energised electrical installations or services                      |
| <input type="checkbox"/> involves demolition of an element related to the physical integrity of a structure            | <input type="checkbox"/> is carried out in an area that may have a contaminated or flammable atmosphere                |
| <input type="checkbox"/> involves, or is likely to involve, disturbing asbestos  | <input type="checkbox"/> involves tilt-up or precast concrete  |
| <input type="checkbox"/> involves structural alteration or repair that requires temporary support to prevent collapse  | <input type="checkbox"/> is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor |
| <input type="checkbox"/> is carried out in or near a confined space  | <input type="checkbox"/> is carried out in an area of a workplace where there is any movement of powered mobile plant  |
| <input type="checkbox"/> is carried out in/near a shaft or trench deeper than 2m or tunnel involving use of explosives | <input type="checkbox"/> is carried out in areas with artificial extremes of temperature.                              |
| <input type="checkbox"/> is carried out in or near water or other liquid that involves a risk of drowning.             | <input type="checkbox"/> involves diving work.   |

**ANY HIGH-RISK MACHINERY OR EQUIPMENT NEARBY**

|  |
|--|
|  |
|--|

| RISK MATRIX    |               |            |            |         |              |             |                                   |
|----------------|---------------|------------|------------|---------|--------------|-------------|-----------------------------------|
| LIKELIHOOD     | INSIGNIFICANT | MINOR      | MODERATE   | MAJOR   | CATASTROPHIC | SCORE       | ACTION                            |
| ALMOST CERTAIN | 3 HIGH        | 3 HIGH     | 4 ACUTE    | 4 ACUTE | 4 ACUTE      |             |                                   |
| LIKELY         | 2 MODERATE    | 3 HIGH     | 3 HIGH     | 4 ACUTE | 4 ACUTE      | 4A ACUTE    | DO NOT PROCEED                    |
| POSSIBLE       | 1 LOW         | 2 MODERATE | 3 HIGH     | 4 ACUTE | 4 ACUTE      | 3H HIGH     | Review before work starts.        |
| UNLIKELY       | 1 LOW         | 1 LOW      | 2 MODERATE | 3 HIGH  | 4 ACUTE      | 2M MODERATE | Ensure control measures in place. |
| RARE           | 1 LOW         | 1 LOW      | 2 MODERATE | 3 HIGH  | 3 HIGH       | 1L LOW      | Monitor and keep records          |

**HEIRARCHY OF CONTROLS**

- Elimination**  
Remove the hazard.
- Substitution**  
Replace the hazard.
- Isolation**  
Isolate People from the hazard
- Engineering**  
Isolate the hazard.
- Administrative**  
Change the work.
- PPE**

**Notes on Hierarchy of Controls:** Elimination methods are the most effective and preferred when controlling a hazard. Substitution is the second most effective method of controlling a hazard. Engineering by isolation is the third most effective, while Administrative Controls by changing the work is the fourth most effective method. PPE (Personal Protective Equipment) is the least effective method.

| PERSONAL PROTECTIVE EQUIPMENT (PPE)   |                          |                          |                          |                          |                          |                                       |                          |                          |                          |                          |                          |
|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|---------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Select the appropriate PPE above suitable for the equipment used or the job task being performed (if applicable). |                          |                          |                          |                          |                          |                                       |                          |                          |                          |                          |                          |
| FOOT PROTECTION   | HAND PROTECTION          | HEAD PROTECTION          | HEARING PROTECTION       | EYE PROTECTION           | RESPIRATORY PROTECTION   | FACE PROTECTION                       | HIGH-VIS CLOTHING        | PROTECTIVE CLOTHING      | FALL PROTECTION          | SUN PROTECTION           | HAIR/JEWELLERY SECURED   |
|   |                          |                          |                          |                          |                          |                                       |                          |                          |                          |                          |                          |
| <input type="checkbox"/>  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Other PPE Required:   |                          |                          |                          |                          |                          |                                       |                          |                          |                          |                          |                          |
| Permit or Licenses Requirements   |                          |                          |                          |                          |                          | Mandatory Qualifications 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              | Unstable conditions, Electrical hazards        | 3H           | <ul style="list-style-type: none"> <li>- Conduct a thorough pre-start safety inspection of the area, checking for uneven or unstable ground conditions that could cause the gantry crane to tip or shift during operation.</li> <li>- Ensure proper maintenance and regular inspection for the gantry crane in accordance with manufacturer guidelines, and take corrective actions if necessary.</li> <li>- Provide appropriate safety training on the safe operation of the gantry crane, including a review of potential hazards, for all relevant workers.</li> <li>- Establish clear defined work zones using safety barriers or high-visibility cones, and ensure all non-essential personnel are excluded from the area during crane operation.</li> <li>- Implement a safety checklist to be completed before the commencement of each work shift, confirming all safety protocols in place and identifying any deviations or potential hazards.</li> <li>- Utilise lock out/tag out procedures to isolate any electrical sources or equipment connected to the gantry crane prior to operation and prevent possible risks of electrocution.</li> <li>- Apply appropriate caution signs and warning labels, such as "Danger: High Voltage" or "Keep Clear: Crane Operation" to raise awareness of potential hazards around the work site.</li> <li>- Develop an emergency action plan that outlines steps to be taken in case of an accident involving the gantry crane, and ensure all workers are familiar with it.</li> <li>- Instruct staff to wear appropriate personal protective equipment (PPE) at all times, including hard hats, safety boots, high-visibility clothing, and gloves.</li> <li>- Regularly assess weather conditions in the work area, prioritise safe conditions for operations, and postpone the use of the gantry crane during extreme weather events, such as high winds, heavy rain, or lightning storms, which may pose increased risks of accidents.</li> <li>- Encourage open communication among all workers involved in the crane operation, empowering them to report potential hazards or concerns without fear of penalty, so as to facilitate a safer work environment.</li> </ul> | 2M            |
| 2. Pre-operation inspection | Crane malfunction, Incorrect load calculations | 3H           | <ul style="list-style-type: none"> <li>- Conduct a comprehensive inspection of the gantry crane prior to operation, including all mechanical and electrical components, to ensure that the crane is in proper working condition.</li> <li>- Verify that the crane's capacity matches or exceeds the lift's load weight and ensure compliance with manufacturer guidelines for safe operation.</li> <li>- Ensure all operators have completed relevant training and certification for safely operating gantry cranes and are familiar with its operational procedures.</li> <li>- Implement a regular maintenance schedule for the gantry crane to minimise the risk of malfunction and check the service logs before each use.</li> <li>- Utilise accurate load calculations and ensure that the weight of the load is evenly distributed to avoid overloading or imbalance issues.</li> </ul>  | 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 |
|                      |  |              | <ul style="list-style-type: none"> <li>- Employ the use of an independent third-party inspector if required, to assess the structural integrity and functionality of the crane, along with verifying load calculations and limits.</li> <li>- Verify that all hydraulic systems and ropes/cables are in good condition without any visible signs of wear, tear, or damage that might adversely affect the lifting capacity of the crane.</li> <li>- Establish clear communication protocols between operators and ground personnel to relay information related to loads, their weight, and positioning requirements.</li> <li>- Incorporate redundant safety features such as limit switches and overload alarms that will help prevent accidents resulting from improper loading, crane malfunction, or other factors.</li> <li>- Ensure there is proper signage and barrier zones surrounding the crane operation area so non-essential personnel know not to enter the restricted work zone where potential hazards may arise.</li> <li>- Develop and implement detailed emergency response procedures to address situations where the crane experiences unexpected problems or malfunctions during operations, ensuring quick resolution to minimize risks to workers and property.</li> </ul>  |               |
| 3. Load rigging      | Load slipping, Insufficient safe work zone | 3H           | <ul style="list-style-type: none"> <li>- Rigging Inspection: Conduct regular inspections of rigging equipment to ensure it is in good working condition and free from defects or damages.</li> <li>- Load Rigging Check: Verify that the load to be lifted does not exceed the gantry crane's SWL (Safe Working Load) and the capacity of rigging equipment.</li> <li>- Load Balance and Stability: Ensure proper balance and stability of the load during the lifting operation by using appropriate rigging techniques.</li> <li>- Rigging Training: Provide relevant rigging training to workers to ensure they understand correct methods for securing loads, as well as identifying potential hazards and implementing control measures.</li> <li>- Safe Work Zone Establishment: Create a restricted work area around the gantry crane and prohibit unauthorised personnel from entering this zone during lifting operations.</li> <li>- Lift Plan Implementation: Develop and execute an effective lift plan, which includes communication protocols, hazard identification, necessary control measures, and contingency plans.</li> <li>- Supervision and Communication: Continuous supervision of the lifting operation by a competent person and maintaining clear communication between all parties involved, including crane operator, rigger, and signalperson.</li> <li>- Personal Protective Equipment and Safety Gear: Require workers to wear appropriate PPE such as gloves, safety boots, hard hats, and high-visibility vests while participating in rigging and lifting activities.</li> <li>- Pre-Lift Briefings: Conduct briefings with all workers involved in the lifting operation to discuss the lift plan, task roles, hazard recognition, and emergency procedures.</li> <li>- Emergency Stop Controls: Ensure that gantry crane has functional emergency stop controls within easy reach of the operator, to enable a prompt response to unexpected issues during the lifting process.</li> <li>- Regular Monitoring and Maintenance: Implement ongoing monitoring of rigging and lifting activities, as well as periodic maintenance checks on the gantry crane and associated equipment to ensure their continued safe operation.</li> </ul> | 1L            |
| 4. Lifting operation | Overloading, Fall from height              | 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 |
|                        |                                    |              | [REDACTED]   |               |
| 5. Load movement       | Crushing, Restricted visibility    | 3H           | [REDACTED]   | 1L            |
| 6. Unloading operation | Improper unloading, Uneven surface | 3H           | [REDACTED]   | 2M            |

SAMPLE















**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 REFERENCES**

RELEVANT LEGISLATION AND CODES OF PRACTICE. DELETE THE LEGISLATIVE REFERENCES FOR ANY STATE THAT 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**

Occupational Health and Safety Act 2004  
 Occupational Health and Safety Regulations 2017  
 Legislation VIC: <https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and-regulations>  
 Codes of Practice VIC: <https://www.worksafe.vic.gov.au/compliance-codes-and-codes-practice>

**New South Wales**

Work Health and Safety Act 2011  
 Work Health and Safety Regulations 2025  
 Legislation NSW: <https://www.safework.nsw.gov.au/legal-obligations/legislation>  
 Codes of Practice NSW: <https://www.safework.nsw.gov.au/resource-library/list-codes-of-practice>

**Western Australia**

Work Health and Safety Act 2020  
 Work Health and Safety Regulations 2022  
 Legislation Western Australia: <https://www.commerce.wa.gov.au/worksafe/legislation>  
 Codes of Practice WA: <https://www.commerce.wa.gov.au/worksafe/codes-practice>

**Northern Territory**

Work Health and Safety (National Uniform Legislation) Act 2011  
 Work Health and Safety (National Uniform Legislation) Regulation 2011  
 Legislation NT: <https://worksafe.nt.gov.au/laws-and-compliance/workplace-safety-laws>  
 Codes of Practice NT: <https://worksafe.nt.gov.au/factsheets-and-resources/codes-of-practice>

**Safe Work Australia Links**

Law and Regulation (All States): <https://www.safeworkaustralia.gov.au/law-and-regulation>  
 Model Codes of Practice: <https://www.safeworkaustralia.gov.au/resources-publications/model-codes-of-practice>

**South Australia**

Work Health and Safety Act 2012 (SA)  
 Work Health and Safety Regulations 2012 (SA)  
 Legislation for SA: <https://www.safework.sa.gov.au/resources/legislation>  
 Codes of Practice for SA: <https://www.safework.sa.gov.au/workplaces/codes-of-practice#COPs>

**Model Codes of Practice**

- Managing noise and preventing hearing loss at work
- Confined spaces
- Labelling of workplace hazardous chemicals
- Managing risks of hazardous chemicals in the workplace
- Welding processes
- First aid in the workplace
- Managing the risk of falls at workplaces
- Hazardous manual tasks
- Managing the risk of falls in housing construction
- Managing electrical risks in the workplace
- Demolition work
- Excavation work
- Work health and safety consultation, cooperation and coordination
- Managing the work environment and facilities
- How to manage work health and safety risks
- Managing risks of plant in the workplace
- Construction work

**Tasmania**

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: <https://worksafe.tas.gov.au/topics/laws-and-compliance/acts-and-regulations>  
 Codes of Practice for TAS: <https://worksafe.tas.gov.au/topics/laws-and-compliance/codes-of-practice>

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.

**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 qualifications 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 METHOD STATEMENT MONITORING AND REVIEW**

**The SWMS must be reviewed regularly** to make sure it remains effective and must be reviewed (and revised if necessary) if relevant control measures are revised. The review must be carried out in consultation with workers (including contractors and sub-contractors) who may be affected by the operation of the SWMS and their health and safety representatives who represent that work group at the workplace.

When the SWMS has been revised the PCBU must ensure that all persons involved with the work are advised that a revision has been made and how they can access the revised SWMS, including all persons who will need to change a work procedure or system as a result of the review are advised of the changes in a way that will enable them to implement their duties consistently 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.                       | <input checked="" type="checkbox"/> |                       |
| All relevant personnel consulted during the development of the SWMS.                                 | <input checked="" type="checkbox"/> |                       |
| Name, signature, position and date signed of the person approving the SWMS.                          | <input type="checkbox"/>            |                       |
| Specific personnel and qualifications, experience is noted in the SWMS.                              | <input type="checkbox"/>            |                       |
| Provides a step-by-step process of tasks required to carry out the activity or task.                 | <input checked="" type="checkbox"/> |                       |
| Adequate risk assessment of any identified hazards has been completed.                               | <input checked="" type="checkbox"/> |                       |
| Foreseeable hazards are identified and documented for each step.                                     | <input checked="" type="checkbox"/> |                       |
| Any hazards listed in any site risk assessments have been added to the SWMS.                         | <input checked="" type="checkbox"/> |                       |
| SWMS initial risk (IR) column as well as residual risk (RR) column completed.                        | <input checked="" type="checkbox"/> |                       |
| Check control measures added to the SWMS are the most effective selected.                            | <input checked="" type="checkbox"/> |                       |
| Responsible person is assigned and listed on the SWMS for the implementation of control measures.    | <input checked="" type="checkbox"/> |                       |
| Permit or licenses requirements specified, such as Hot Work, Electrical Work, Work at Heights etc.   | <input checked="" type="checkbox"/> |                       |
| SWMS identifies plant and equipment to be used.  | <input checked="" type="checkbox"/> |                       |
| Details of inspection checks required for any equipment listed are noted on the SWMS.                | <input checked="" type="checkbox"/> |                       |
| Describes any mandatory qualifications, experience, training or skills required to perform the work. | <input checked="" type="checkbox"/> |                       |
| Applicable personal protective equipment is selected on the SWMS.                                    | <input checked="" type="checkbox"/> |                       |
| Reflects and documents any legislative references and/or Australian Standards.                       | <input checked="" type="checkbox"/> |                       |
| Identifies any hazardous substances used with specific control measures in line with any SDS.        | <input checked="" type="checkbox"/> |                       |
| <b>REVIEWED BY</b>   |                                     | <b>DATE REVIEWED</b>  |
| <b>SIGNATURE</b>   |                                     | <b>DATE COMPLETED</b> |