

**Overhead Gantry and Jib Crane | SAFE WORK METHOD STATEMENT (SWMS)**

**TASK OR ACTIVITY: Overhead Gantry and Jib 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:
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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:
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**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

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

**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
Pre-start planning and documentation	<ul style="list-style-type: none"> <li>Unidentified structural limitations</li> <li>Unclear crane operating envelope</li> <li>Inadequate traffic separation</li> <li>Incomplete competency or licence verification</li> <li>Unplanned simultaneous operations</li> </ul>	3H	<ul style="list-style-type: none"> <li>Review safe work method statements, crane manufacturer's manuals, and site-specific lift plans before commencing work</li> <li>Consult with the principal contractor, crane supplier, and electrical authority to identify overhead and underground services within and adjacent to the crane operating area</li> <li>Confirm that all operators, drivers, riggers, and spotters hold current high-risk work licences or relevant training for the specific crane type in accordance with the WHS legislation</li> <li>Define and mark the crane operating envelope, exclusion zones, and cantilevered loading platform limits on site drawings and communicate these during a pre-start meeting</li> <li>Schedule crane operations to avoid overlap with other high-risk construction activities such as scaffolding erection, steel erection, or concrete pumping</li> <li>Prepare documented lift plans for complex lifts, overhead bridge gantry movements, grab crane operations, and use of electromagnets, including worst-case load paths and emergency arrangements</li> <li>DO NOT commence any crane operation until the pre-start briefing has been completed and all workers have signed onto the SWMS</li> </ul>	2M
Site access and exclusion zones	<ul style="list-style-type: none"> <li>Uncontrolled pedestrian access</li> <li>Unplanned vehicle movement</li> <li>Restricted visibility around cranes</li> <li>Collision with structures</li> <li>Falling objects into public areas</li> </ul>	3H	<ul style="list-style-type: none"> <li>Install physical barriers, lockable gates, and solid hoardings to separate crane operating areas, overhead gantry travel paths, and loading platforms from public and non-essential work zones</li> <li>Erect exclusion zone signage stating 'NO ENTRY – CRANE OPERATING' at all access points to jib crane, pedestal crane, and bridge gantry crane areas</li> <li>Use high-visibility bollards and painted lines to clearly mark travel paths for overhead bridge gantry cranes and cantilevered crane loading platforms</li> <li>Appoint a dedicated spotter to control pedestrian and vehicle movements in areas where visibility from the operator cabin or pendant is restricted</li> <li>Install overhead protection such as gantries or debris mesh where overhead load transportation passes above walkways or workstations</li> <li>DO NOT allow storage, lunch rooms, or walkways beneath fixed jib cranes, gantry runways, or cantilevered loading platforms unless engineered protection is in place</li> <li>Verify that traffic management plans incorporate crane slewing envelopes and loading platform projection over site boundaries</li> </ul>	2M
Crane and runway inspection	<ul style="list-style-type: none"> <li>Structural failure of crane components</li> <li>Runway beam deformation</li> <li>Corroded bolts or welds</li> <li>Defective limit switches</li> <li>Inadequate fall protection on runways</li> </ul>	4A	<ul style="list-style-type: none"> <li>Inspect overhead bridge gantry, jib, pedestal, grab, and cantilevered gantry cranes in accordance with AS 2550 and manufacturer's instructions before each shift</li> <li>Check crane supporting structures, runway beams, columns, brackets, and cantilevered platforms for visible damage, cracks, corrosion, or misalignment</li> </ul>	2M

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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>• Verify tightness and integrity of all accessible fixings, bolts, and anchorage points including those securing cantilevered crane loading platforms to the permanent structure</li> <li>• Test all travel, hoist, slew, and trolley limit switches, emergency stop buttons, and anti-collision systems prior to use</li> <li>• Confirm presence and legibility of rated capacity labels, LLL and SWL markings, and any deration charts on cranes, trolleys, and lifting points</li> <li>• Inspect walkways, maintenance platforms, and access ladders on overhead gantry runways for secure handrails, toe boards, and non-slip surfaces in compliance with AS 1657</li> <li>• Remove from service and tag out any crane or platform with identified structural damage or failed safety devices, and arrange competent inspection and repair</li> <li>• DO NOT use improvised supports, blocking, or shims to level runway beams or cantilever brackets</li> </ul>	
Electromagnet and grab attachments	<ul style="list-style-type: none"> <li>• Unintended load release</li> <li>• Electrical fault on electromagnets</li> <li>• Hydraulic or pneumatic failure</li> <li>• Crushing from grab attachments</li> <li>• Dropped scrap or loose material</li> </ul>	4A	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	2M
Pre-use functional checks and controls	<ul style="list-style-type: none"> <li>• Unexpected crane movement</li> <li>• Control system failure</li> <li>• Emergency stop inoperable</li> <li>• Audio and visual alarm failure</li> <li>• Pendant cable entanglement</li> </ul>	3H	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	1L

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			[REDACTED]	
Load assessment and rigging	<ul style="list-style-type: none"> <li>• Overloading crane or runway</li> <li>• Slings or chains failure</li> <li>• Unbalanced load centre of gravity</li> <li>• Inadequate lifting points</li> <li>• Load shift during lifting</li> </ul>	4A	[REDACTED]	2M
Overhead gantry and bridge crane travel	<ul style="list-style-type: none"> <li>• Collision with structures</li> <li>• Crush injury from crane movement</li> <li>• Contact with other cranes</li> <li>• Falling objects from trolley</li> <li>• Derailment of end trucks</li> </ul>	3H	[REDACTED]	1L

SAMPLE

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]	
Jib and pedestal crane operation	<ul style="list-style-type: none"> <li>• Overturning from overload</li> <li>• Slew collision with structures</li> <li>• Hook or boom striking personnel</li> <li>• Sudden wind loading on jib</li> <li>• Swinging suspended loads</li> </ul>	3H	[REDACTED]	2M
Cantilevered crane loading platforms	<ul style="list-style-type: none"> <li>• Platform structural overload</li> <li>• Platform detachment from structure</li> <li>• Edge falls from platform</li> <li>• Load striking building facade</li> <li>• Dropped materials to lower levels</li> </ul>	4A	[REDACTED]	2M
Overhead load transportation	<ul style="list-style-type: none"> <li>• Falling suspended loads</li> </ul>	4A	[REDACTED]	2M

SAMPLE

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>Struck-by moving loads</li> <li>Load snagging on obstructions</li> <li>Dynamic load amplification</li> <li>Contact with overhead services</li> </ul>		[REDACTED]	
Emergency response and power isolation	<ul style="list-style-type: none"> <li>Uncontrolled load in emergency</li> <li>Electrical shock during isolation</li> <li>Delayed rescue of worker</li> <li>Unplanned restart of crane</li> <li>Entanglement during rescue</li> </ul>	3H	[REDACTED]	1L
Maintenance, inspection and tagging	<ul style="list-style-type: none"> <li>Unexpected crane movement during service</li> <li>Falls from height on runways</li> <li>Contact with live electrical components</li> <li>Incorrect repair of safety systems</li> </ul>	3H	[REDACTED]	2M

SAMPLE

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>Use of out-of-test equipment</li> </ul>		[REDACTED]	
Training, supervision and communication	<ul style="list-style-type: none"> <li>Incorrect crane operation</li> <li>Inadequate understanding of lift plans</li> <li>Miscommunication between operator and dogger</li> <li>Complacency during routine lifts</li> <li>Unreported defects</li> </ul>	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>