| Rough Terrain Crane Ope | ration SAFE WORK METH | OD STATEMENT (SWMS) | |
|--|---|--|------------------------------------|
| TASK OR | ACTIVITY: Rough Terrain Crane | Operation | |
| Business Name: | | ABN: | SWMS# |
| Business Address: | | | |
| Contact Person: | Phone: | E ail: | |
| THIS SAFE WORK METHOD | STATEMENT IS APPROVED BY | | |
| Under the Work Health and Safety Regulation (WHS Regulation), a person conduct the proposed work starts. | | required to en that a safe work method s | tatement (SWMS) is prepared before |
| Full Name: | | | |
| Signature: | NK | Title: | Date: |
| Details of the person(s) responsible for ensuring implementation, monitoring . | poliance 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 HAVE THE FOLLOWING COMMUNICATED | NALE OF ALL RELEVANT PERSONNI EVELOPMENT AND APPROVAL OF | EL WHO HAVE BEEN CONSULTED AND CO THIS SWMS | DMMUNICATED TO IN THE |
| Safety meetings or toolbox talks will be sched ed in according with gislative requirements to first identify any site hazards, source to compare hicas those hazards and then to further take steps to either eliminate or contineach hazard. | | | |
| If an incident or a near miss occurs, all work must stop an alately. 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 korrecords Isolate the hazard. Iotes on Hierarchy of Controls: Elimination methods are the most effective and preferre usen con use a hazard. Substitution a the second most effective method of controlling a hazard. Engineering by isolation is the increase the five, while Administrative controls by changing the work is the fourth most effective method. PPE (Personal Protective Equipment), the least effective Administrative Change the work. 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 | Poor communication, Inadequate personnel training | ЗН | Conduct a comprehensive pre-start safety utering to ensure all team members understand communication protocols and roles. Use two-way radios or other communication with the facilitate clear communication between the crane operator, spotters, and ground personnel. Provide signage and visual shals to guide person el in understanding safe zones and exclusion areas around the crane operations with a clear communication between the crane specific to rough the rane operations. Ensure all personnel involved in one operation shold current and relevant high risk work licences specific to rough terrain or a us. Implement a bidy shown for new orkers experienced workers, pairing them with seasoned operators for one light trainer. Devel of while a detailed Safe Work Method Statement (SWMS) that outlines procedures and responsibility before up ginning any crane operation. Arrang for a while third-party trainer to provide regular refresher courses on equipment operation, see previous, and ensure coordination. Evablish a clear chain of command for decision-making during crane operations to prevent miscommunication and enhance coordination. Keep a record of training sessions, certifications, and assessments to track personnel qualifications and ensure compliance with industry standards. Utilise colour-coded vests or helmets to identify individuals with specific roles such as supervisors, signalers, and trainees on the job site. Regularly review and update training materials to incorporate new safety regulations, findings from incident investigations, and technological advancements. Instruct all personnel on emergency response actions, including evacuation procedures and first aid, tailored specifically to crane operations. | 2М |
| 2. Pre-operational Inspection | Crane instability, Faulty equipment | ЗН | Conduct a thorough visual inspection of the crane before operation, checking for any visible damage or signs of wear. Verify that all crane components are in correct working order, including brakes, lights, and warning systems. Ensure the crane is placed on stable and level ground to prevent tipping or shifting during operation. Inspect tires for proper inflation and any signs of damage or excessive wear. | 2M |

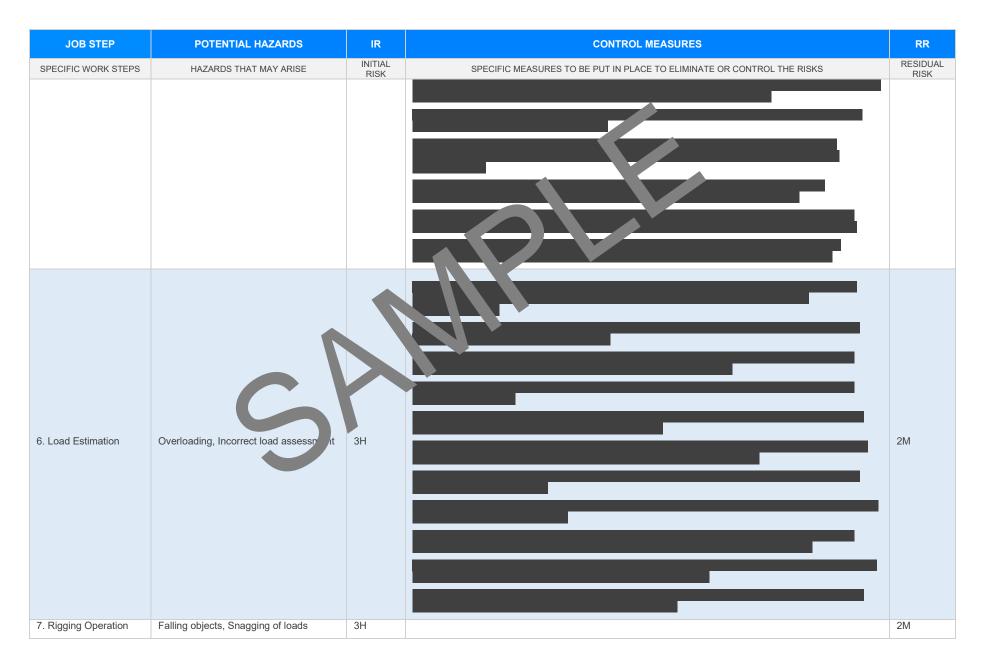


| JOB STEP | POTENTIAL HAZARDS | IR | CONTROL MEASURES | RR |
|------------------------------|-------------------------------------|-----------------|---|------------------|
| SPECIFIC WORK STEPS | HAZARDS THAT MAY ARISE | INITIAL RISK | SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS | RESIDUAL RISK |
| | | | - Check hydraulic systems for leaks or damage, ensuring all controls are responsive and functioning correctly. | |
| | | | - Confirm that all safety devices, such as load limit and boom angle indicators, are present and operational. | |
| | | | - Examine slings, chains, and other lifting entroment for thects or damage before use. | |
| | | | - Review maintenance records to confirm the the task been serviced according to the manufacturer's schedule. | |
| | | | - Perform functional tests of a operational system including steering, brakes, and load handling mechanisms. | |
| | | | - Ensure operation ertification is up to date and includes specific training on the particular crane model in use. | |
| | | | - Confirm communication revices, such a wo-way radios, are available and in good condition. | |
| | | | - Esta 1, and recordence procedures with all personnel involved in crane operations. | |
| | | | - Conduct a properation site inspection to identify and document uneven terrain or potential overhead bstructions in a crane's vicinity. | |
| | | | - Dservice pecificrisk assessment tools to evaluate ground stability and assess the impact of wet or loose oil on the operations. | |
| | | | - mploy a trained spotter or observer to assist the crane operator, especially for monitoring overhead structures like power lines, trees, or building extensions. | |
| | | | Clearly mark unsafe areas or exclusion zones with high-visibility barriers or cones to prevent unauthorised personnel from entering danger zones around the crane. | |
| | | | - Utilise load mats or crane pads to distribute the crane's weight evenly, reducing the risk of sinking into soft or unstable ground. | |
| 3. Site Layout Assessment | Uneven terrain, Overhead obstruct s | 3H | - Adjust lift plans and schedules according to changing weather conditions that may affect site layout, such as increased rainfall leading to softer ground conditions. | 2M |
| | | | - Regularly maintain communication between ground staff and crane operators using radios or clear hand signals to coordinate and manage operational activities effectively. | |
| | | | - Erect signs warning about specific hazards related to site layout, such as overhead power line proximity or steep slopes requiring special operational attention. | |
| | | | - Implement and enforce personal protective equipment (PPE) requirements for all personnel involved, including hard hats and high-visibility clothing to mitigate risks related to overhead obstructions. | |
| | | | - Provide comprehensive training for crane operators and rigging crew on recognising and responding to unique site hazards, including strategies for dealing with uneven surfaces. | |
| | | | - Limit or prohibit crane operation during high-wind periods where there is increased risk due to irregular terrain affecting crane stability or potential contact with overhead obstacles. | |
| . Positioning the Crane | Rollovers, Falling objects | 4A | | 2M |

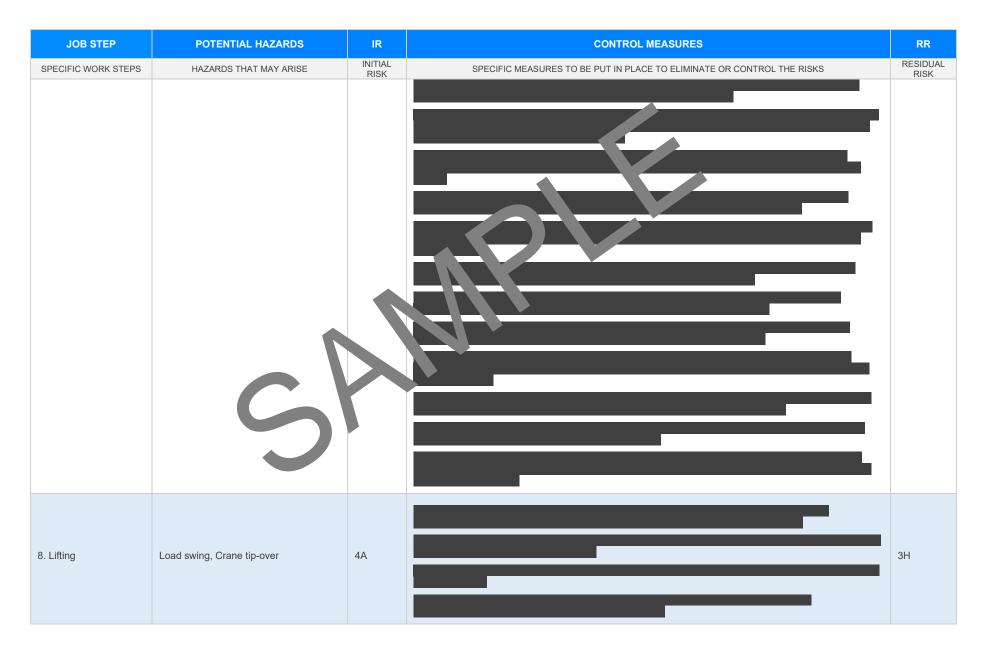


| JOB STEP | POTENTIAL HAZARDS | IR | CONTROL MEASURES | RR |
|----------------------------|--|-----------------|--|------------------|
| SPECIFIC WORK STEPS | HAZARDS THAT MAY ARISE | INITIAL RISK | SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS | RESIDUAL RISK |
| | | | | |
| 5. Outrigger Deployment | Crushing injuries, Equipment malfunction | ЗН | | 1L |





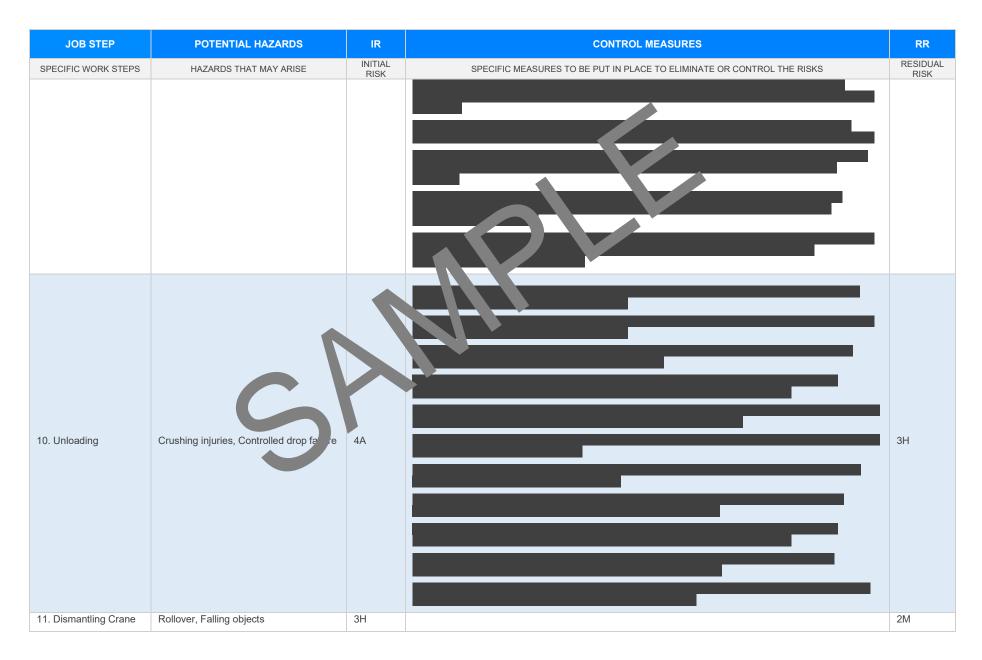




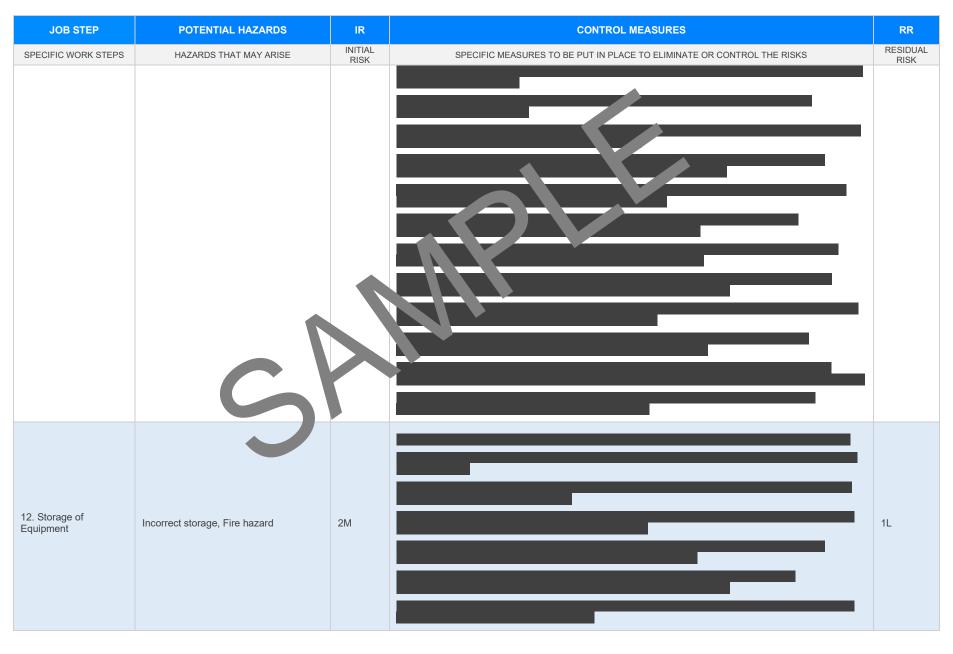


| JOB STEP | POTENTIAL HAZARDS | IR | CONTROL MEASURES | RR |
|----------------------|--|-----------------|--|------------------|
| SPECIFIC WORK STEPS | HAZARDS THAT MAY ARISE | INITIAL RISK | SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS | RESIDUAL RISK |
| | | | | |
| 9. Transferring Load | Collision with other cranes, Falling objects | ЗН | | 2M |









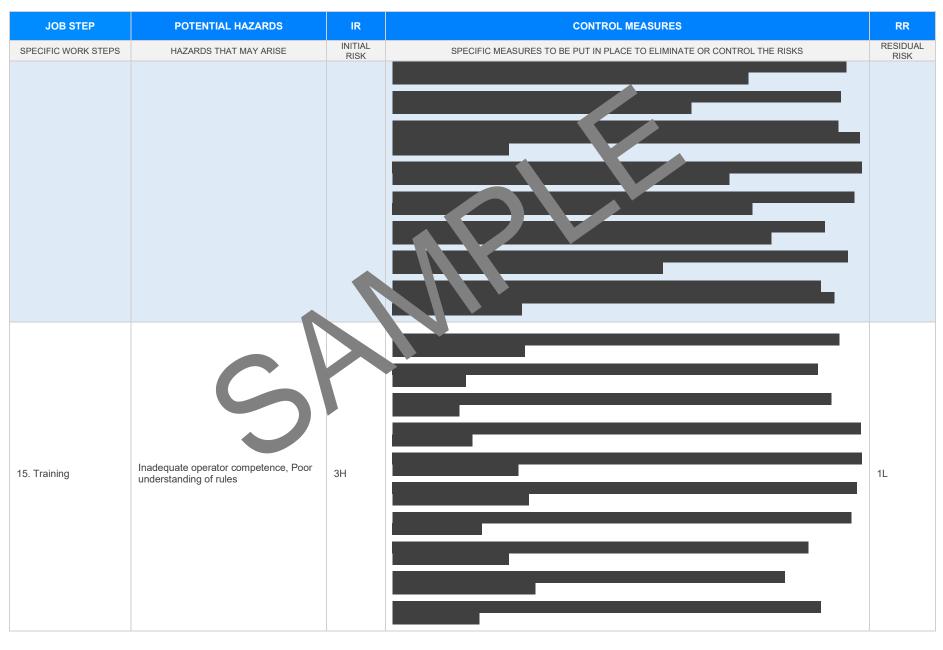
Version 2.5

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 |
| | | | | |
| 13. Emergency Procedures | Ineffective procedures, Panic induced errors | 21/4 | | 1L |
| 14. Maintenance Work | Manual handling injuries, Equipment failure | ЗН | | 2M |





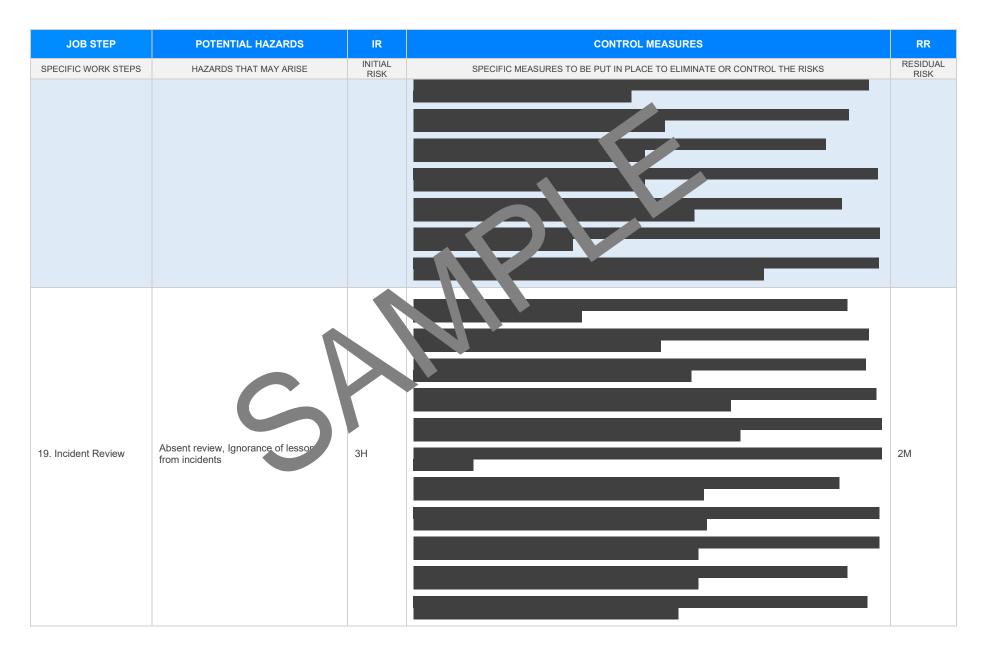


| JOB STEP | POTENTIAL HAZARDS | IR | CONTROL MEASURES | RR |
|--------------------------------|----------------------------------|-----------------|--|------------------|
| SPECIFIC WORK STEPS | HAZARDS THAT MAY ARISE | INITIAL RISK | SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS | RESIDUAL RISK |
| 16. Safety Checks | Missed checks, La urof vigilance | 2M | | 1L 1L |
| 17. End of Shift Evaluation | Fatigue, Skip procedure | 2M | | 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 |
| | | | | |
| 20. Continuous Improvement | Resistance to change, Non-compliance with updated procedures | 2М | | 1L |
| | | | | |



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 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 Occupational Health all Safety Act and Occupational Health and onfetro egulations 2017 Legis non VIC: <u>https://www.ecuxsafe.vic.gov.au/occupational-health-and-safety-act-and- rulations</u> ordes of mactice VIC <u>cuttps://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: https://www.safework.nsw.gov.au/legal-obligations/legislatic Codes of Practice NSW: https://www.safework.nsw.gov.au/legal-obligations/legislatic | 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 2015 Legislation NT: <u>https://worksafe.nt.gov.au/laws-and-compliance/workplace-servelaws</u> Codes of Practice NT: <u>https://worksafe.nt.gov.au/formediatestations</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- codes-of-practice</u> | | | | | | |
| 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/resources/legislation Codes of Practice for SA: https://www.safework.sa.gov.au/word Tasmania Work Health and Safety Act 2012 Work Health and Safety (Transitional and Consequential Provisions) Act 2012 Work Health and Safety Consequential Provisions Work Health and Safety (Transitional and Consequential Provisions) Work Health and Safety (Transitional Act 2012) | 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 | | | | | | |
| 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> Details of permits, licenses or access required by regulatory bodies (add or delete as required): | 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 | | | | | | |
| Permits from local council Authorisation to commence work Any required documents. | - Managing risks of plant in the workplace - Construction work | | | | | | |



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 | |