Tower Crane   S	AFE WORK METHOD STAT	FEMENT (SWMS)	
	TASK OR ACTIVITY: Tower Cran	e	
Business Name:		ABN:	SWMS#
Business Address:			
Contact Person:	Phone:	E ail:	
THIS SAFE WORK METHOD	STATEMENT IS APPRO	THE PC. OF THE ROJECT	
Under the Work Health and Safety Regulation (WHS Regulation), a person conduct the proposed work starts.	cting a business or under the (Pour I) is	required to en that a safe work method s	statement (SWMS) is prepared before
Full Name:			
Signature:		Title:	Date:
Details of the person(s) responsible for ensuring implementation, monitoring	opliance the VMS a vell as review	rs and modifications of the SWMS.	
Full Name:		Title:	Phone:
ALL PERSONNEL PARTICIPATING IN ANY ACTIVITY ON THIS MAS PARTICIPATING COMMUNICATED	NACE OF ALL RELEVANT PERSONN 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 red in according with gislative requirements to first identify any site hazards, such as comparing those hazards and then to further take steps to either eliminate or contract each hazard.			
If an incident or a near miss occurs, all work must sto, an anately. 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.	

						TIVE EQUIPM					
	Select the appropriate PPL above suitable or the equipment used or the job task being performed (if applicable).										
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 Mandatory Qualifications and Training										

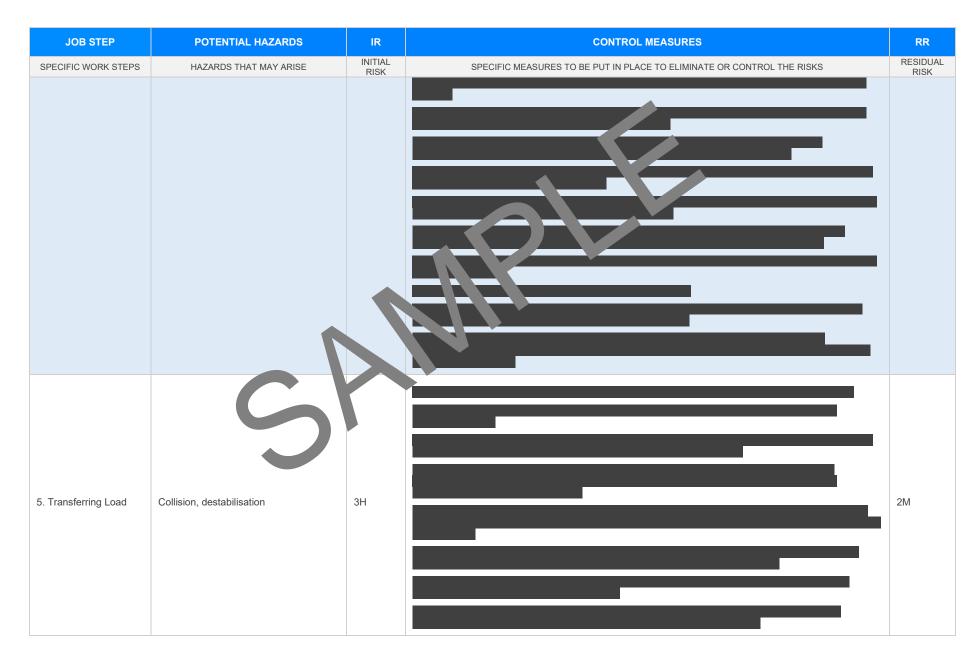


JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
1. Preparation	Improper setup, lack of personal protective equipment (PPE)	2М	<ul> <li>Assess the work environment: Before starting any work, it's imperative to perform a risk assessment of the work environment. Identify any specific varias or numinally dangerous situations unique to the site.</li> <li>Training: Ensure that everyone involved in our of the mach errane has received adequate training and certification. This should include every aspect on ling the mach erry safely and effectively.</li> <li>Equipment check: Conduct a prough inspection the one or crane to ensure it is in good working order before commencing a mitting our ations. Regular, place checks can minimise the risk of accidents.</li> <li>Correct seture of the error crane must here error at a lititines.</li> <li>Perental Providive Engement (PPE) was ure that every worker is wearing the proper PPE for the task, such us lites, and glasses, gloves, and high-visibility jackets.</li> <li>Safe for every aster of a stematic process from pre-operation activities through to cleaning up after completion.</li> <li>In arge by active plan: Create a clear, concise emergency action plan. Everyone onsite should be familiate with this and know exactly what to do if an incident occurs.</li> <li>Iaintaining clear communication: All workers onsite must have clear lines of communication. Due to the publicity hazardous nature of crane operation, radio contact is often a useful solution.</li> <li>Establish exclusion zones: Designate and clearly mark 'no-go' areas around the crane to avoid accidental injuries.</li> <li>Reviewing weather conditions: Wind, rain, and lightning can create risky conditions for crane operations. If the weather is adverse, delay the operator and insures on the every aster adverse, delay the operator and ensures operators dan't exceed safe limits.</li> <li>Reviewing weather conditions: Wind, rain, and lightning can create risky conditions for crane operations. If the weather is adverse, delay the operator take regular breaks during their shift to prevent fatigue and keep focus sharp. Operating heavy machinery for exten</li></ul>	1L
2. Inspection	Malfunctioning equipment, electrocution	ЗН	<ul> <li>Regular Maintenance: Employ a routine maintenance schedule for the tower crane to ensure it is in good working condition.</li> <li>Pre-Operation Check: Prior to operation, thoroughly inspect the tower crane including wire ropes, hooks, bolts and safety devices for faults or damages.</li> <li>Electrical Safety Inspections: Regularly check all electrical connections and wires associated with the crane for signs of wear or exposure that could lead to electrocution.</li> <li>Use Experienced Crane Operators: Make sure only certified and experienced personnel are allowed to operate the crane.</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	RESIDUAI RISK
			- Lockout/Tagout Procedures: Implement lockout/tagout procedures when performing maintenance or inspections to prevent accidental activation of equipment.	
			- Use of Personal Protective Equipment (PPE): The occessary personal protective gear should always be worn during inspection and operation.	
			- Detailed Safety Briefings: Deliver and many in thorough afety briefings to all involved before starting operations each day.	
			- Follow Manufacturer's Guidelines: Always adh to the manufacturer's guidelines for operation, maintenance, and safety predictions.	
			- Comprehensive Training: Process comprehensive to the growth and ling emergencies such as electrical leaks or malfunction.	
			- Grounding - quipment: sure power growing of all equipment that requires an electrical connection to event incidents of electrocitic occurrence of the second seco	
			- Emergency Place Presióp and regularly update an emergency plan that outlines steps to be taken when encourse of hazar (during the inspection and use of tower cranes.	
			- Complements Training: Ensure every worker involved in the loading process has undergone mprehensive vining, which covers safe load handling procedures specific to the use of a tower crane.	
		- Loa, Se, tring Devices: Implement the use of appropriate load securing devices, such as slings, chains, r wire runs, to secure the load before lifting.		
			- ad Limit Adherence: Remain within the crane's specified lift capacity at all times to prevent overloading. Never attempt to carry a load heavier than mentioned in the machine's operation manual.	
	G		<ul> <li>Pre-Operational Inspection: Conduct routine checks on the crane's condition before operations commence. Look out particularly for any faults with the hooking system which may lead to unsecured loads.</li> </ul>	
3. Loading	Unsecured load, overloa	ЗН	<ul> <li>Regular Equipment Maintenance: Arrange regular maintenance schedules to ensure the equipment remains in optimal working condition. This includes checking load-bearing parts, safety devices and lifting gear regularly.</li> </ul>	2M
			- Efficient Communication: Use radios or hand signals for clear communication among team members during the loading process.	
			<ul> <li>Implementation of Safety Barriers: Erect safety barriers around the loading area to demarcate it as a danger zone and prevent unauthorized entry during loading operations.</li> </ul>	
			- Load Stability Checks: After securing the load but before lifting off, perform a stability check to ensure that the load is secure and balanced.	
			- Emergency Preparedness: Have an emergency plan in place for all workers to follow in case of any accidents involving the tower crane.	
			- Supervision at All Times: A competent person should be supervising the loading and unloading activities at all times to ensure compliance with safety measures. They will have the responsibility to halt operations if unsafe practices are observed.	
L Lifting	Falling loads, swing-back	4A		3H

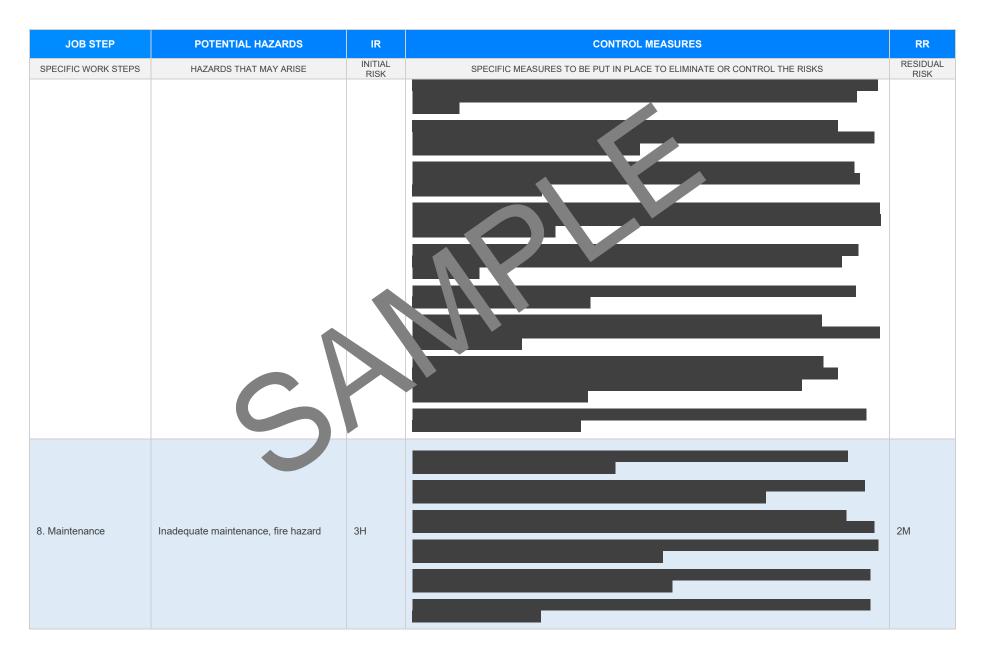




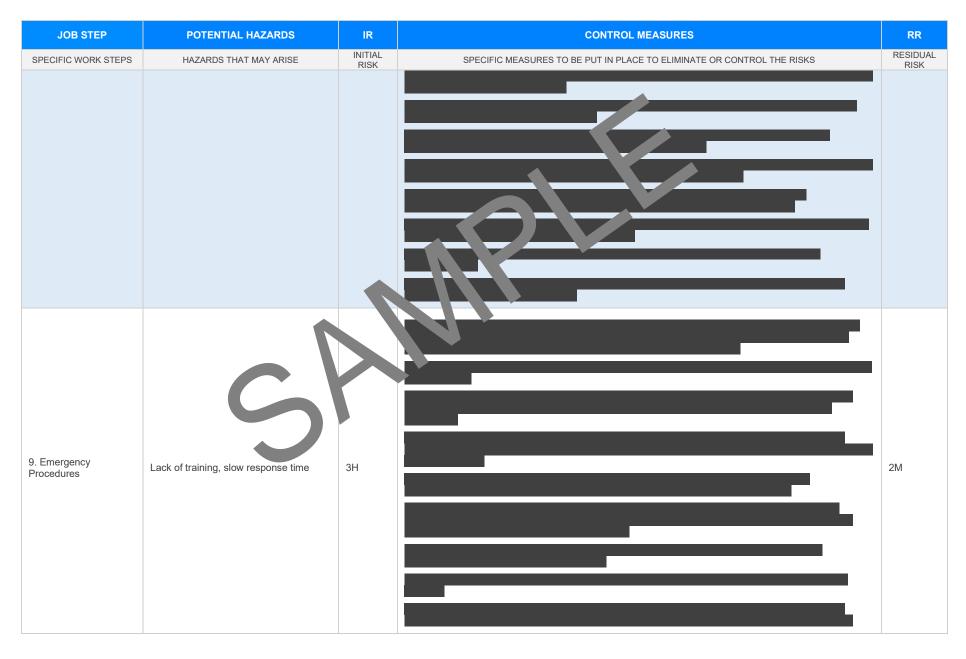


JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
6. Offloading	Dropping loads, injury from manual handling	ЗН		2М
7. Dismantling	Falling parts, instability	ЗH		2M











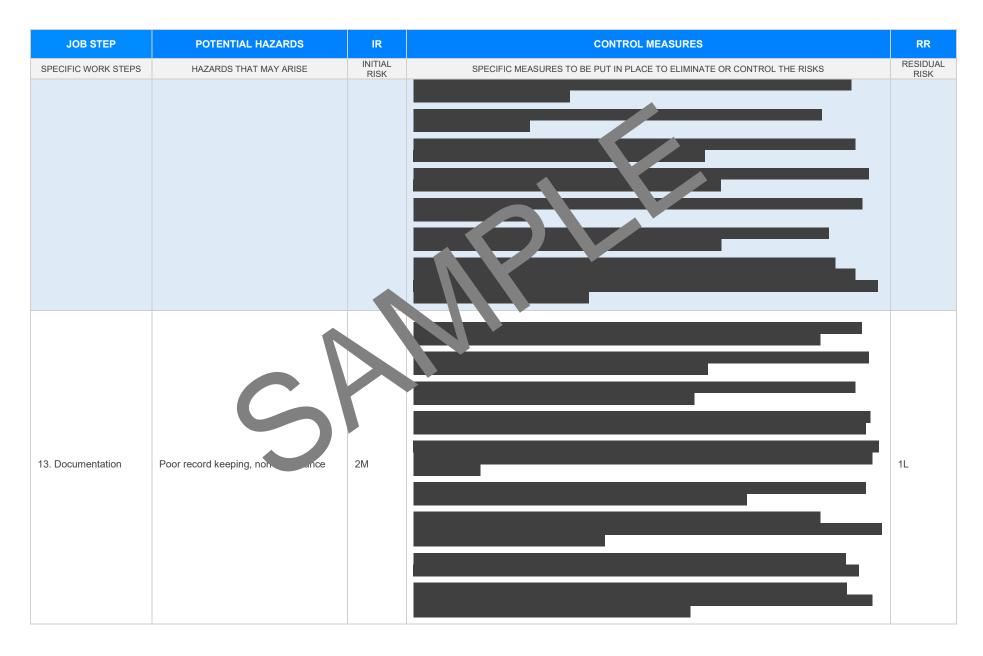
JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
10. Clean-up	Tripping hazards, falling from height	AM		1L
11. Storage	Incorrect storage, theft	2М		1L





Version 2.5





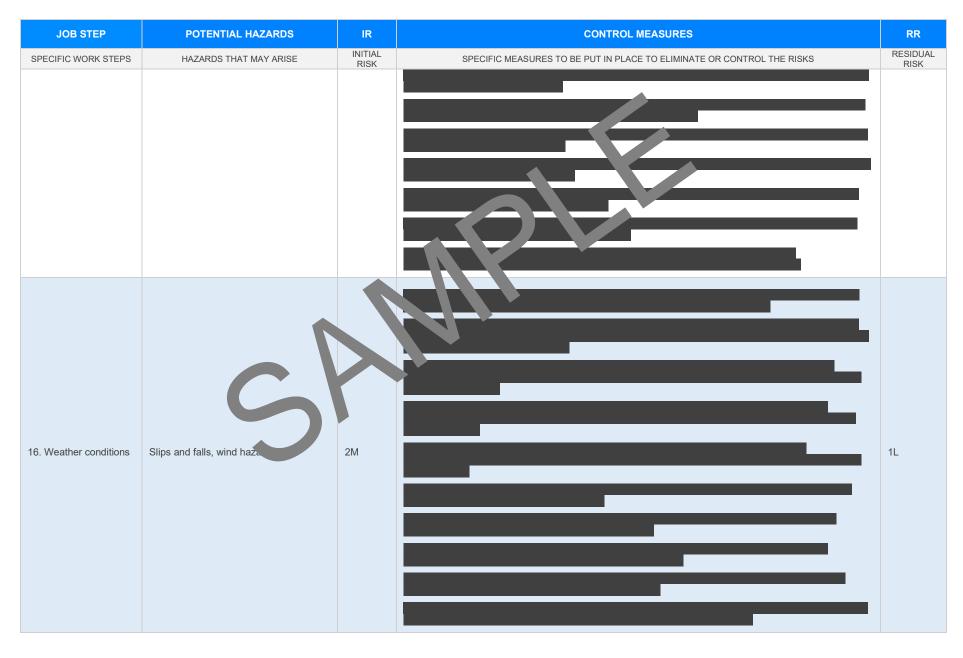


JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
14. Communication	Lack of clear communication, misunderstanding of instructions	2М		1L
15. Training	Insufficient training, unfamiliar with operating procedures	ЗН		<b>2</b> M

Version 2.5

Date of Issue:

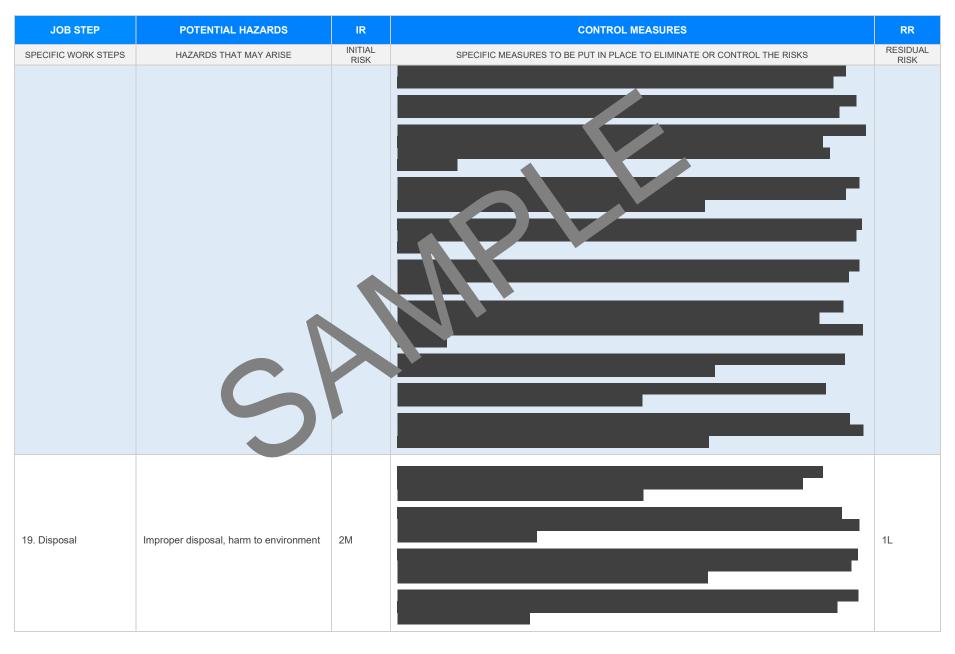






JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
17. Works Overhead	Injury from falling objects, electric hazards	ЗН		2M
18. Site Control	Unsafe site conditions, non-compliance to safety standards	ЗH		2M



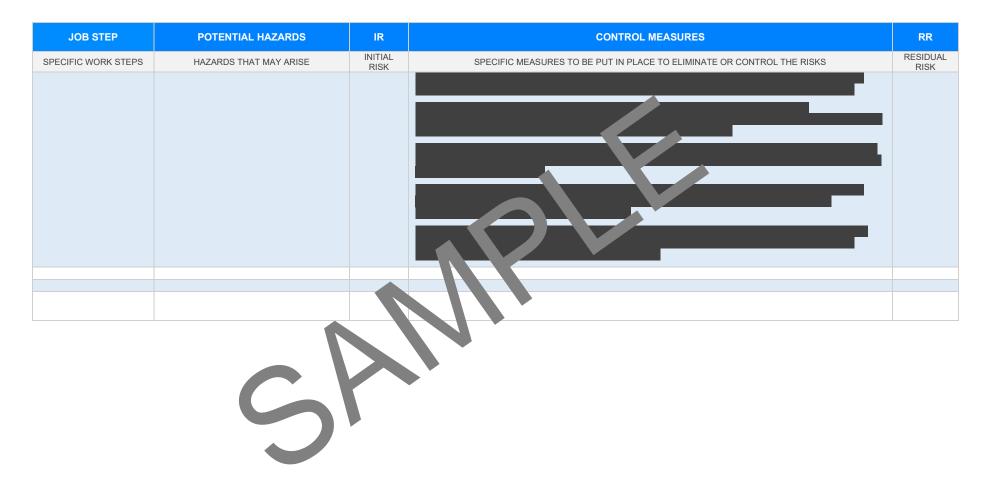






Version 2.5







#### **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	ERENCES
RELEVANT LEGISLATION AND CODES OF PRACTICE. DELETE THE LEGISL	ATIVE REFERENCES DANY STATE DAT 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 au Safety Act 204 Occupational Health and pafety or gulations 2017 Legis non VIC: <u>https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and- rulat</u> is unles of mactice VIC <u>extps://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/legislatic">https://www.safework.nsw.gov.au/legal-obligations/legislatic</a> Codes of Practice NSW: <a href="https://www.safework.nsw.gov.au/resource-library/lis">https://www.safework.nsw.gov.au/legal-obligations/legislatic</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) Regulations 2015 Legislation NT: <u>https://worksafe.nt.gov.au/laws-and-compliance/we_place-serv-laws</u> Codes of Practice NT: <u>https://worksafe.nt.gov.au/f</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_dces/codes-of-practice#COPs</u>	<ul> <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> </ul>
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: <a href="https://worksafe.tas.gov.au/topics/laws-and-compliance/acts-and-regulations">https://worksafe.tas.gov.au/topics/laws-and-compliance/acts-and-regulations</a> Codes of Practice for TAS: <a href="https://worksafe.tas.gov.au/topics/laws-and-compliance/codes-of-practice">https://worksafe.tas.gov.au/topics/laws-and-compliance/codes-of-practice</a>	<ul> <li>First aid in the workplace</li> <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>More relational safety constitution, cooperation and coordination</li> <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 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.	$\square$		
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 RE	VIEWED	
SIGNATURE	DATE COMPLETED		