Using A Cherry Picker   SAFE WORK METHOD STATEMENT (SWMS)							
TASK	COR ACTIVITY: Using A Cherry I	Picker					
Business Name:		ABN:	SWMS#				
Business Address:							
Contact Person:	Phone:	E ail:					
THIS SAFE WORK METHOD		THE PC. OF THE ROJECT					
Under the Work Health and Safety Regulation (WHS Regulation), a person condu the proposed work starts.	cting a business or under thing (Pu-U) is	required to entry that a safe work method	statement (SWMS) is prepared before				
Full Name:							
Signature:		Title:	Date:				
Details of the person(s) responsible for ensuring implementation, monitoring the	compliance of the SWN, as well as re	eviews and modifications of the SWMS.					
Full Name:		Title:	Phone:				
ALL PERSONNEL PARTICIPATING IN ANY ACTIVITY ON THIS WMS HAVE THE FOLLOWING COMMUNICATED	NACE OF ALL RELEVANT PERSONN EVELOPMENT AND APPROVAL OF	IEL WHO HAVE BEEN CONSULTED AND	COMMUNICATED TO IN THE				
Safety meetings or toolbox talks will be schedued in accounce with regislative requirements to first identify any site hazards, and the to further take steps to either eliminate or conclusion hazard.							
If an incident or a near miss occurs, all work must stude under 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:							
☐ involves a risk of a person falling more than 2 meters	d 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 integritystructure	$\Box$ is carried out in an area that may have a contaminated or flammable atmosphere						
□ involves, or is likely to involve, disturbing as the set of the	□ involves tilt-up or precast concrete						
involves structural alteration or repair the requires to prary support to prevent collapse	$\Box$ 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 the first or tunnel involving use of explosives	$\Box$ is carried out in areas with artificial extremes of temperature.						
$\Box$ 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	ACTION		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 key recorde		Engineering Isolate the hazard.	
is the second m	RARE       LOW       LOW       MODERATE       HIGH       HIGH       LOW       ks records       Isolate the hazard.         Indees on Hierarchy of Controls:       Elimination methods are the most effective and preferrence en control ga hazard. Substitution is the second most effective method of controlling a hazard. Engineering by isolation is the plan post entitive, while Administrative controls by changing the work is the fourth most effective method.       PPE (Personal Proter ive nuipment) is the least effective       PPE									

	PERS_NAL TECTIVE EQUIPMENT (PPE) Select the appropriate PPL about suitably for the equipment used or the job task being performed (if applicable).										
FOOT PROTECTION	HAND PROTECTION	HEAD PROTECTION			RL SPIRATORY PROTECTION	FACE PROTECTION	HIGH-VIS CLOTHING	PROTECTIVE CLOTHING	FALL PROTECTION	SUN PROTECTION	HAIR/JEWELLERY SECURED
Other PPE R	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	Incorrect setup, inspection not done	ЗН	<ul> <li>Conduct a pre-start check of the cherry rever, ensuring all components are in good working order.</li> <li>Ensure that the cherry picker has been soliced an unlaintained according to the manufacturer's guidelines.</li> <li>Verify that the operator holes the appropriate activitication or training for operating the cherry picker.</li> <li>Inspect the work site for any solvhead hazards successfue ower lines, tree branches, or other obstacles.</li> <li>Ensure the group components were the cherry picker will be set up are stable and level.</li> <li>Use barrich as and signable to result account to the work area and prevent unauthorised personnel from enterion.</li> <li>Cherry mathematical and and rain can make operations unsafe; postpone use if conditions are advert.</li> <li>Inspective Safe Work Method Statement (SWMS) with all personnel involved in the task to ensure everyon understands the safety protocols.</li> <li>Avoid setting up or operating the cherry picker close to drop-offs, trenches, or unstable surfaces.</li> <li>Communicate with ground personnel using two-way radios or agreed-upon hand signals to maintain clear communication during operation.</li> <li>Perform a test lift without personnel to ensure that the equipment is functioning correctly and safely before commencing work.</li> </ul>	2М
2. Site Assessment	Uneven ground, surrounding obstructions	4A	<ul> <li>Conduct a thorough inspection of the site to identify any uneven ground and obstructions.</li> <li>Use appropriate signage and barriers to highlight uneven surfaces and potential trip hazards.</li> <li>Utilise ground-levelling equipment if necessary to create a stable base for the cherry picker.</li> <li>Ensure all workers are familiar with the location of surrounding obstructions such as power lines, trees, and structures.</li> <li>Mark out a safe working zone that is free from obstructions and ensure all workers are aware of this area.</li> <li>Implement a spotter system to assist with navigation around obstacles and uneven terrain.</li> <li>Check weather conditions to ensure they are suitable for safe operation; avoid using the cherry picker in high winds or extreme weather.</li> </ul>	2M

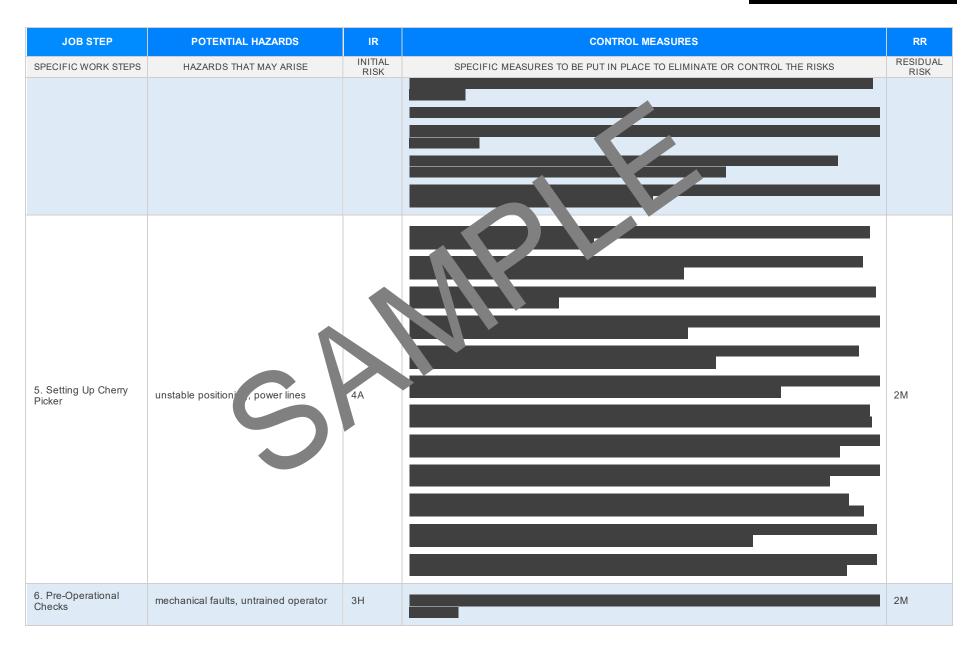
# order complete swms

## bluesafe.

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	<ul> <li>SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS</li> <li>Ensure tyres and outriggers on the cherry picker are suitable for the type of ground surface present at the site.</li> <li>Regularly inspect and maintain the cherry picker stability features, including levelling jacks and base plates.</li> <li>Use mats or boards to stabilise and distorte the weice on soft or uneven ground.</li> <li>Assess the ground's bearing capacity to elever the support the cherry picker's load safely.</li> <li>Train all operators and ground personnel on the opecific risk associated with uneven ground and site obstructions.</li> <li>Establish a clear or approximation protocol among wavers and operators to quickly address any issues</li> </ul>	RESIDUAL RISK
3. Equipment Inspection	Faulty machinery, incomplete safety checks	4A	<ul> <li>related to group anability of obstructions.</li> <li>Condict prevent safe uchecks on a unerry picker components.</li> <li>Ensuring of personal strained and competent in recognising faults.</li> <li>Check that he charapicker has a current service tag.</li> <li>Inspect the intraulicity stems for leaks or damage.</li> <li>Inside the intraulicity stems for leaks or damage.</li> <li>In ify that the unergency stop button is functioning correctly.</li> <li>Look usuall control panels to ensure they are working properly.</li> <li>Infirm the stability of the cherry picker base before use.</li> <li>Review and complete the safety checklist provided by the manufacturer.</li> <li>Test the movement capabilities of the cherry picker to ensure smooth operation without unusual noises.</li> <li>Make sure all safety guards, barriers, and warning signs are operational and visible.</li> </ul>	2M
4. Personal Protective Equipment (PPE)	Inadequate PPE, failure to wear PPE	ЗН		2М

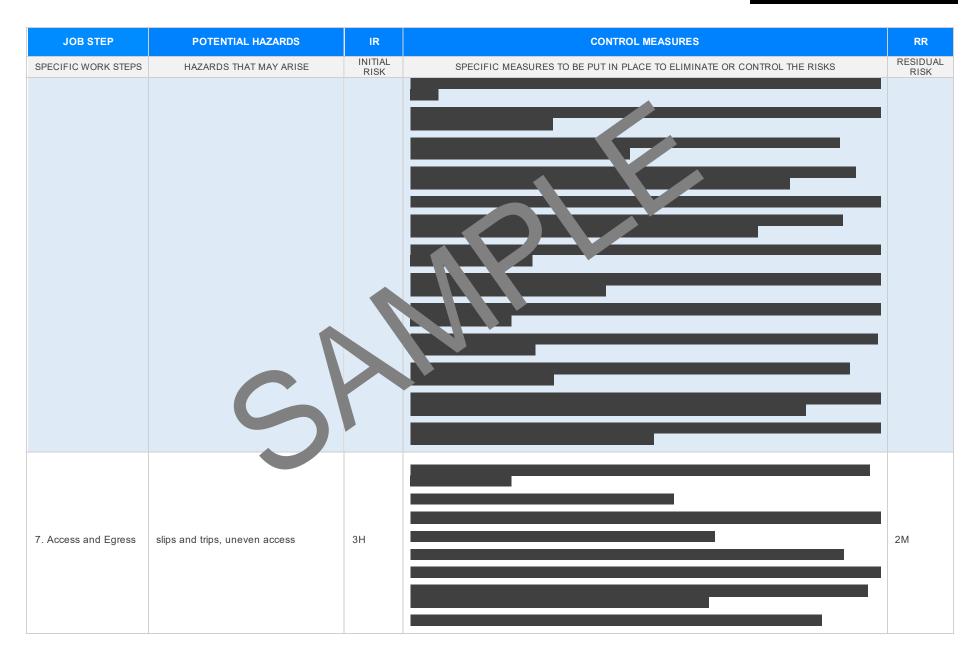
Version 2.5





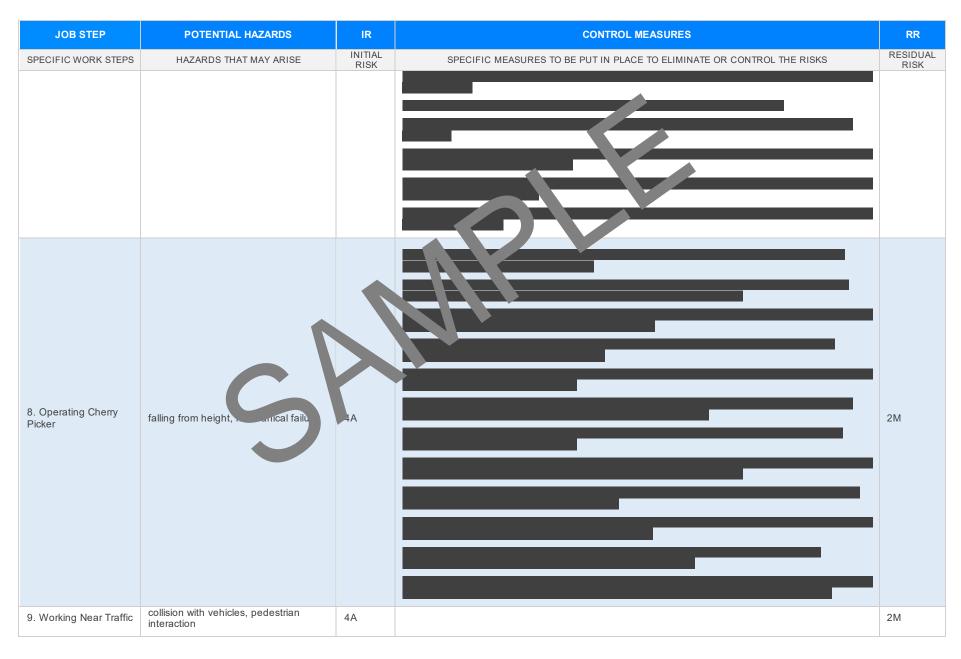
Version 2.5





Version 2.5

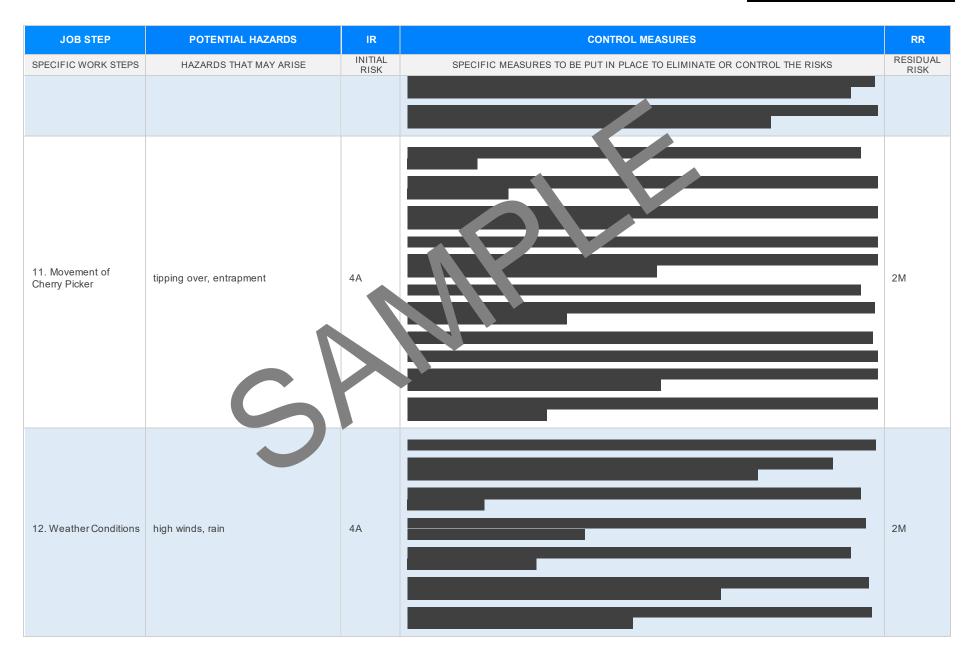






JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
10. Working At Height	inadequate fall protection, dropping tools	4A		2M



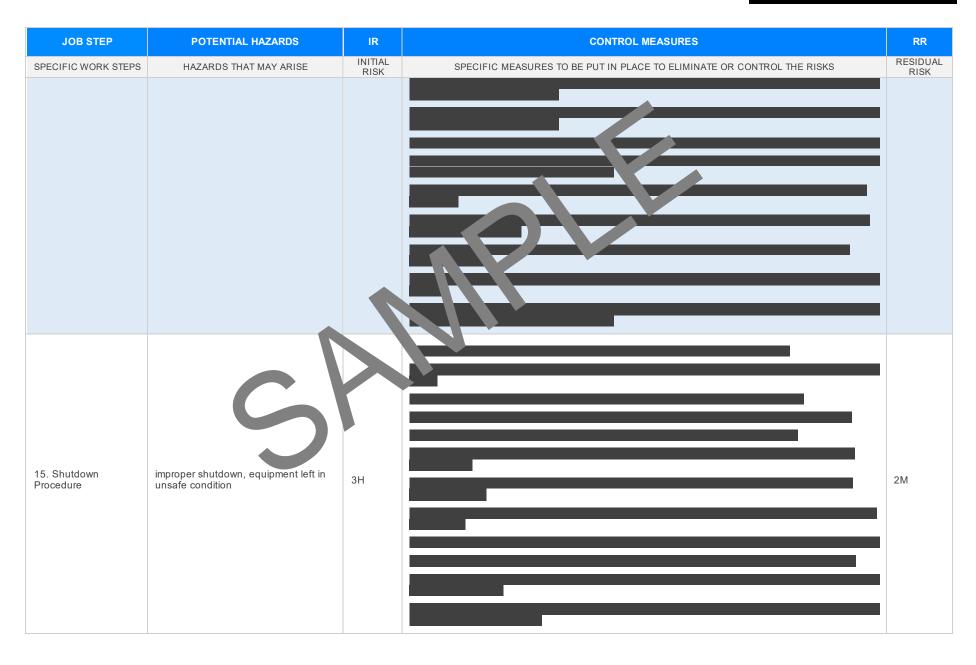


Version 2.5



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
				1
				I
	<b>N</b>			
13. Power Lines	electrocution, nor compliance with distance regulations	4A		2M
				I
14. Emergency Procedures	lack of emergency plan, delayed response	3H		2M
1.00000100	100001100			







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. Maintenance	mechanical breakdowns, inadequate maintenance schedule	4A		2M
17. Refuelling (if applicable)	fuel spills, fire hazard	4A		2M

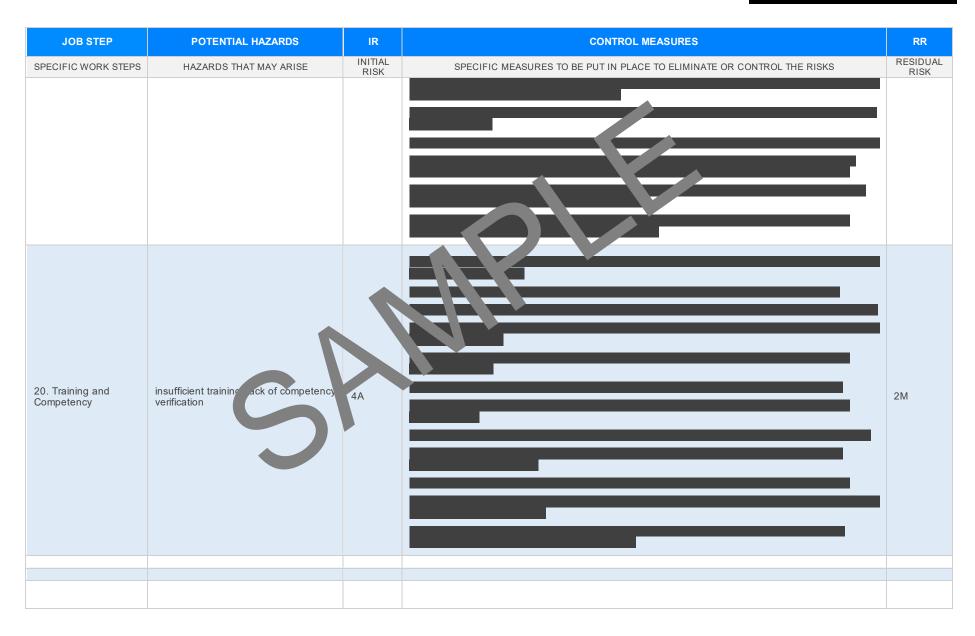
Version 2.5



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
18. Communication and Signage	unclear instructions, lack of warning signs	24		2M
19. First Aid Kit Availability	lacking supplies, difficult to access	ЗН		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 REFERENCE IN ANY ST THAT ARE NOT APPLICABLE
Queensland & Australian Capital Territory Work Health and Safety Act 2011 Work Health and Safety Regulations 2011 Legislation QLD: <u>https://www.worksafe.qld.gov.au/laws-and-compliance/work-health-and-safety-laws</u> Codes of Practice QLD: <u>https://www.worksafe.qld.gov.au/laws-and-compliance/codes-of-practice</u> Legislation ACT: <u>https://www.worksafe.act.gov.au/laws-and-compliance/acts-and-regulations</u> Codes of Practice ACT: <u>https://www.worksafe.act.gov.au/laws-and-compliance/codes-of-practice</u>	Victoria Och pational Health and Safety Andro004 Och ational Health and Safety Actual Legishion VIC: https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and- gulations des on fractice VIC attps://www.worksafe.vic.gov.au/compliance-codes-and-codes-practice
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/legis">https://www.safework.nsw.gov.au/legal-obligations/legis</a> Codes of Practice NSW: <a href="https://www.safework.nsw.gov.au/legal-obligations/legis">https://www.safework.nsw.gov.au/legal-obligations/legis</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 201 Work Health and Safety (National Uniform Legislation) Regulations 25 Legislation NT: <u>https://worksafe.nt.gov.au/laws-and-compliance.prkplate_fety-la</u> Codes of Practice NT: <u>https://worksafe.nt.gov.au/laws-and-reso</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 (S. Legislation for SA: <u>https://www.safework.sa.gov.au/resources.egislation</u> Codes of Practice for SA: <u>https://www.safework.sa.gov.au/resources.egislation</u>	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
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         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>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 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 THE S ATEM AT MONITORING AND REVIEW The SWMS must be reviewed regularly to make sure it remain effect. and mu be reviewed (and The SWMS must be monitored regularly for the effectiveness of ensuring hazard controls are revised if necessary) if relevant control measures are revised. The s should be carried out in effective in reducing the risk of incidents, keeping the workplace safe for all personnel. The view consultation with workers (including contractors person responsible for monitoring the effectiveness of the Safe Work Method Statement should ntractors nay be cted by the operation of the SWMS and their health and safety representatives who rep sented that work group at the employ a multi-faceted approach which includes but is not limited to: workplace. 1. Spot Checks. When the SWMS has been revised the PCBU must ensure the all versons involved with the work are 2. Consultation with workers, contractors and sub-contractors. advised that a revision has been made and how they can acce the revised SWMS, including all persons 3. Internal audits on a continual basis who will need to change a work procedure or system as a reof the review are advised of the changes in a way that will enable them to implement their duties ntly with the revised SWMS. All workers that An approach of continuous improvement, promptly recording inconsistencies or deficiencies, will be involved in the work must be provided with the relevant information and instruction that will assist followed up by immediate corrective action and consultation with all relevant personnel ensures them to understand and implement the revised SWMS. 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.	$\boxtimes$	
Name, signature, position and date signed of the person approving the SWMS.		
Specific personnel and qualifications, experience is noted in the SWMS.	7	
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.		
Foreseeable hazards are identified and documented for each step.	$\boxtimes$	
Any hazards listed in any site risk assessments have been added to the Sλ. S.	$\boxtimes$	
SWMS initial risk (IR) column as well as residual risk (RR) column completed.	$\boxtimes$	
Check control measures added to the SWMS are the most effective sections.	$\boxtimes$	
Responsible person is assigned and listed on the spiral of the spiral entry of control measures.	$\boxtimes$	
Permit or licenses requirements specified, so in as Hot Work, Electrical Work, Work at Heights etc.	$\boxtimes$	
SWMS identifies plant and equipment to be	$\boxtimes$	
Details of inspection checks required for any equipment lister are noted on the SWMS.	$\boxtimes$	
Describes any mandatory qualifications, experience, ang or skills required to perform the work.	$\boxtimes$	
Applicable personal protective equipment is selected on the SWMS.	$\square$	
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	