Safe Work Method Statement

Safe Work Method Statement Title: Dogging of Crane General Loading and Unloading

Authorized and email Signed by the (Managing Director / CEO / Partner / Proprietor) on Date: 14/11/2016

Safe Work Procedure for the Work: Yes ☐ No ☐

Employees trained and familiar with Tree Watch S W P: Yes ☐ No ☐

Names of staff that have read and understand this SWMS: Stephen Bayley, Angus Cullenward, Daniel Bayley, Ashley Morrison, David Smith

MSDS Sheets applicable to the work being undertaken: 1 2 3 4

Issue Date: 01/08/2016
Revision Date: 14/11/16
Revision No: 1
Prepared By: D Considine

Project Name: Various
Section/Area: Various
Project Manager: Various
Client: Various
Distribution: Client OH&S Officer / Company Personnel

Likelihood / Probability - Risk Factors

Very Likely (V)  Probably occur immediately or within a short period of time
Likely (L)  Probably occur in time
Unlikely (U)  Could eventually happen
Highly Unlikely (H)  Has potential to occur, but probably never will occur

Consequence - Risk Factors

Fatality (F)  May cause death or loss of facility
Major (M)  Severe injury or illness or major property damage
Minor (M)  Minor (usually reversible) injury or illness resulting in days off work or minor property damage
Negligible (N)  Minor injury, possible first aid

Risk Assessment

Consequence  Likelihood / Probability

Fatality  h h h m
Major (M)  h h m m
Minor (m)  h m m l
Negligible  m m l l

Remember to Consider: Equipment / Plant / Environment / Worker Competency

Hierarchy of Control

1 Elimination  Can the work process, substances or plant creating the hazard be eliminated?
2 Substitution  Can the work process, substance or plant be substituted for something safer?
3 Engineering Controls  Means changing process, equipment or tools to minimise the hazard exposure.
4 Administration Controls  Develop measures to ensure that the work is performed safely through safe work procedures to reduce exposure to hazards.
5 PPE  Personal protective equipment is the last resort in responding to work place hazards and should be used only as an interim measure.
<table>
<thead>
<tr>
<th>Work Method / Task Description</th>
<th>Hazards</th>
<th>Risk Score</th>
<th>Risk Control Measures</th>
<th>Responsible Person</th>
</tr>
</thead>
</table>
| **Working outdoors**         | Personnel are exposed to excessive ultra violet light without adequate protection. | M | • Suitable clothing, hats, glasses should be used to reduce exposure  
• All employees to apply SPF 30+ sunscreen at the beginning of the day and reapply every 2 hours | Supervisor Employee |
| **Manual handling**          | Excessive manual handling could lead to muscular skeletal injury. | M | • Use mechanical aids ie forklift  
• Lift with correct posture and do not try to lift something too heavy  
• Request help when lifting heavy loads | Supervisor Employee |
| **Personal protective equipment required for this activity** | Personal injuries | H | • Hi visibility clothing  
• Safety footwear  
• Safety glasses as required  
• Safety helmet as required  
• Hearing protection as required | Supervisor Employee |
| **Use of lifting equipment** | Personal injury  
Property damage due to failure of lifting equipment | H  
H | • Prior to any lifting gear being used, a visual inspection will be carried out on all slings, chains, shackles, etc.  
• All lifting gear to be tested and tagged for the current period in accordance with Australian Standards.  
• Any damaged lifting gear will immediately be removed and secured to prevent any further use.  
• Any lifting gear that is beyond repair will be destroyed. | Supervisor Employee |
| **Dogging the crane**        | Property damage due to dogging work being carried out by unqualified persons | H | • All dogging work to be carried out by a qualified and authorised personnel or trainee under direct supervision of a qualified and authorised person.  
• Details or training must be recorded in a log book signed by the competent person that is providing the training.  
• Beware of overhead services  
• Employees to be familiar with and sighed of on SWMS No 10 Construction Work on or Near Overhead and Underground Services. | Employee |
| **Assess the load**          | Personal injury  
Property damage due to insecure load | H  
H | • Check the following size of load. Type of load, i.e. glass, etc., weight of load.  
• Do not exceed SWL of crane.  
• Check weather conditions, i.e. rain, wind, etc.  
• Ensure correct type of slings/crane required are provided | Supervisor Employee |
### Work Method / Task Description
List the tasks required to perform the activity in the sequence in which they occur

<table>
<thead>
<tr>
<th>Work Method / Task Description</th>
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<th>Risk Score</th>
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</thead>
<tbody>
<tr>
<td>Slinging the load</td>
<td>Personal injury, Property damage due to poor or lack of communication</td>
<td>H H</td>
<td>• Select correct slings/chains for load to be slung.</td>
<td>Employee</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Keep unauthorised personnel clear of load.</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>• Use correct slinging techniques.</td>
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<td></td>
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<td></td>
<td>• Use brick cage for pallet lifts, i.e. bricks, blocks, lifting bags, cement.</td>
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<td></td>
<td></td>
<td></td>
<td>• Establish clear communication between dogman and crane driver.</td>
<td></td>
</tr>
<tr>
<td>Directing the load</td>
<td>Personal injury, Property damage due to poor or lack of communication</td>
<td>H H</td>
<td>• Establish clear communication between dogman and crane driver.</td>
<td>Employee</td>
</tr>
<tr>
<td>Landing loads</td>
<td>Personal injury, Property damage due to load being landed on</td>
<td>H H</td>
<td>• Check landing area prior to lifting load.</td>
<td>Employee</td>
</tr>
<tr>
<td></td>
<td>incomplete formwork, unstable structure</td>
<td></td>
<td>• Do not land materials on incomplete formwork.</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>• Keep unauthorised personnel clear.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• If required obtain engineer’s certificate for structure prior to landing load.</td>
<td></td>
</tr>
<tr>
<td>Releasing chains and slings</td>
<td>Personal injury, Property damage due to chains and slings not being</td>
<td>H H</td>
<td>• Dogman to ensure that slings/chains are clear of loads</td>
<td>Employee</td>
</tr>
<tr>
<td></td>
<td>clear of load</td>
<td></td>
<td>• Dogman to ensure that when giving the “all clear” chains/slings would not get caught</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>on any obstructions.</td>
<td></td>
</tr>
<tr>
<td>Storage of lifting equipment</td>
<td>Lifting equipment damage due to incorrect storage leading to possible</td>
<td>H</td>
<td>• All lifting gear to be stored in a dry, well ventilated area</td>
<td>Employee</td>
</tr>
<tr>
<td></td>
<td>personal injury or property damage</td>
<td></td>
<td>clear of greases, vermin, hazardous substances, etc.</td>
<td></td>
</tr>
</tbody>
</table>

### Personnel Qualifications and Experience

- Construction OH&S induction (White Card)
- Company OH&S induction
- Site specific induction

### Personnel Duties and Responsibilities

- Supervisor to carry out daily inspections of work site for hazards.
- Personal Protective Equipment (PPE) to be worn at all times on site.

### Training Required to Complete Work

- Supervisor to be appropriately trained, qualified and competent in OH&S.
- Supervisor to be trained in risk identification, risk assessment and risk control.
Trained Spotters are to be used for operations near electrical conductors

All personnel to maintain tidy work area on site at all times.

On the job skills training to be conducted by Supervisor to personnel

Barricading to be used as appropriate to protect others from mobile plant.

### Personnel Qualifications and Experience

Only persons who are competent, and where required hold the appropriate certificate of competency in accordance with the regulation, must be permitted to operate plant or perform any installation or maintenance work on powered mobile plant.

### Personnel Duties and Responsibilities

If required train persons carrying out work on or near public roads in accordance with AS 1742.3-2002

### Training Required to Complete Work

If required train persons carrying out work on or near public roads in accordance with AS 1742.3-2002

### Engineering Details / Certificates / WorkSafe Approvals / Australian Standards

<table>
<thead>
<tr>
<th>Engineering Details / Certificates / WorkSafe Approvals / Australian Standards</th>
<th>Referenced – Guidance Notes / Legislation / Regulations</th>
</tr>
</thead>
<tbody>
<tr>
<td>AS 2550 Set of Standards covering the safe use of cranes of all types (including hoists, elevating work platforms and building maintenance units, but not forklift trucks).</td>
<td>Occupational Health and Safety Act 2004 &amp; all OH&amp;S Acts within other States</td>
</tr>
<tr>
<td>AS 2550.1-2002 Cranes, hoists and winches – Safe use Part 1: General requirements</td>
<td>Occupational Health and Safety Regulations 2007 &amp; all OH&amp;S Regulations within other States</td>
</tr>
<tr>
<td>AS1418.1 Crane, hoists and winches – General requirements</td>
<td>OH&amp;S Safety Regulations 2007,Chapter 3 - Part 3.5 Plant</td>
</tr>
<tr>
<td>AS 1353.2 Flat synthetic-webbing slings – Care and use</td>
<td>OH&amp;S Safety Regulations 2007,Chapter 3 - Part 3.6 High Risk Work</td>
</tr>
<tr>
<td>AS 3775.2 Chain slings – Grade T – Care and use</td>
<td>OH&amp;S Safety Regulations 2007,Chapter 3 - Part 3.1 Manual Handling</td>
</tr>
<tr>
<td>AS 4497.2 Round slings – Synthetic fibre – Care and use</td>
<td>Code of Practice for Plant 1995 (Compliance Code)</td>
</tr>
<tr>
<td>AS 4991 Lifting devices</td>
<td>Code of Practice for Building and Construction Workplace (Compliance Code)</td>
</tr>
<tr>
<td>AS/NZS 4602:1999 High visibility safety garments</td>
<td></td>
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<tr>
<td>AS 1470 Health and Safety at Work – Principles and Practices</td>
<td></td>
</tr>
</tbody>
</table>

### Plant / Equipment

Plant Hazard Identification and Risk Assessment to be conducted for plant use eg Cranes Scissor Lift, Boom Lift, etc

Daily safety checklist (Log Books) for all plant on site to be completed daily

All plant to be maintained in accordance with manufacturer’s recommendations.

Maintainence records to be available on site

Daily / weekly / monthly inspections / safety checklist to be available on site

### Responsible Person (Supervisor Foreman)

Name: Various
The persons (employees, subcontractors and others) that have signed below:

1. been involved in the hazard/risk assessment and the determination of the hazard/risk controls applicable to their tasks, duties and responsibilities
2. had all hazards and risk controls have been communicated to them
3. and are fully aware of and understand the hazards/risks and safety risk controls and rules required
4. agreed to all the hazard/risk controls
5. agreed to and understand their Duty of Care to themselves and others
6. agreed that they are the person responsible for site supervision of the work, inspecting and approving work areas, work methods, compliance with SWMS, protective measures, plant, equipment and power tools.

Print name clearly date a sign here:

If any unforeseen circumstances should arise and 100% compliance with this Safe Work Method Statement is not possible work is to cease until the Safe Work Method Statement is reviewed.

Note: All personnel must be inducted into the above Safe Work Method Statement via a toolbox meeting with their acknowledgment signatures of being inducted on it prior to work commencing.