

HEIGHTS (BOOM-CHERRYPICKER-SCISSOR LIFT EWP) SAFE WORK METHOD STATEMENT (SWMS)

Business Contact: Ryan Martin	Phone #: 6559 8059	Principal Contractor (PC): N/A
Responsible person (for monitoring SWMS and work): Site Supervisor		PC Address: N/A
Revision Date: 10 th of December 2023		PC Phone #: N/A Date SWMS provided to PC: N/A
Contact Phone #: 6559 8059		Job Site Address: All sites

THIS WORK ACTIVITY INVOLVES THE FOLLOWING HAZARDOUS WORK AND ENVIRONMENTAL IMPACTS

☒ Electrical equipment	☐ Elevated levels	☒ Slips, trips and falls	☒ Hazardous substances	☐ ?
☐ Hot Work	☒ Hazardous manual tasks	☒ Outdoor work	☐ Remotely &/or isolated work	☐ ?
☒ Noise and vibration	☒ Native vegetation & weeds	☒ Air quality	☒ Waste	☒ Vehicle movement
☒ Fuels, oils & chemicals	☒ Terrestrial fauna	☒ Waterways & soils	☐ Cultural heritage	☐ ?

THIS WORK ACTIVITY INVOLVES THE FOLLOWING "HIGH-RISK CONSTRUCTION WORK" (HRCW - IDENTIFIED IN THE JOB TASK COLUMN)

☐ Confined spaces	☒ Mobile plant movement	☐ Demolition of a load-bearing structure	☐ Asbestos disturbance
☐ Using explosives	☐ Diving work	☐ Artificial extremes of temperature	☐ Tilt-up or pre-cast concrete
☒ Pressurised gas distribution mains or piping chemical, fuel or refrigerant lines energised electrical installations or services			
☐ Structures or buildings involving structural alterations or repairs that require temporary support to prevent collapse			
☐ Involves a risk of a person falling from 2m or more, including work on telecommunications towers			
☐ Working at depths greater than 1.5 Metres, including tunnels or mines		☒ Work in an area that may have a contaminated or flammable atmosphere	
☐ Work carried out adjacent to a road, railway or shipping lane, traffic corridor		☐ In or near water or other liquid that involves the risk of drowning	

FOOT PROTECTION	HEARING PROTECTION	HIGH VISIBILITY	HEAD PROTECTION	EYE PROTECTION	FACE PROTECTION	HAND PROTECTION	PROTECTIVE CLOTHING	BREATHING PROTECTION	SUN PROTECTION	SAFETY HARNES	Rings, watches, jewellery that may become entangled must not be worn. Long and loose hair must be tied back.
											☐
☒	☐	☒	☒	☐	☐	☒	☒	☐	☒	☒	

Planning/Preparation	• Liaise with Principal Contractor to identify on-site safety systems and procedures • Establish supervisory and communication arrangements • Principal contractor to confirm emergency response procedures are in place.
Hold Points	• Hold points identified and signed off before continuing work.
Training/Licence	• All workers to have a General Construction Induction Card • Relevant workers have relevant certificates of competency, licenses, and training. • Trained First Aider on site • All workers trained in site-specific emergency and evacuation procedures, SWMS, safe work procedures, and safety data sheets.
Worker duties and responsibilities	• Fit condition for work, i.e. no signs of fatigue, alcohol or drugs • Attend all site inductions/briefings • Comply with all site requirements, e.g. PPE, Traffic Management Plans (TMP) • Only carry out work related to the contract • Inspect completed work and report possible safety, environmental and quality matters to the supervisor.
Monitor/Review	• All persons involved in the task must have this SWMS communicated to them before work commences • SWMS to be reviewed and amended if necessary, in consultation with relevant persons after any near miss or incident • If additional site hazards identified, review this SWMS and amend control measures to suit • People, including workers, contractors and sub-contractors, affected by the revisions to this SWMS, must be informed ASAP • Give the principal contractor a copy of the revised SWMS • The site supervisor to monitor works against the controls stated in this SWMS • SWMS must be kept on-site and made available for inspection or review • Keep a record of this SWMS until the job is complete or for two years if involved in a notifiable incident • Regardless of any other factor, the person in control of the workplace must review this SWMS at least annually.
Site-Specific Notes: Refer to job pack for details	Act, Regulations, Codes of Practice References: ✓ Work Health and Safety Act ✓ Work Health and Safety Regulation ✓ First Aid in the workplace code of practice ✓ Hazardous manual tasks code of practice ✓ How to manage work health and safety risks code of practice ✓ Managing electrical risks in the workplace code of practice ✓ Managing noise and preventing hearing loss at work code of practice ✓ Managing the risk of falls at workplace code of practice ✓ Managing the work environment and facilities code of practice ✓ Managing risks of hazardous chemicals in the workplace code of practice ✓ Managing the risks of plant in the workplace code of practice ✓ Work health and safety consultation, co-ordination, and co-operation code of practice ✓ Construction work code of practice ✓ Moving plant on construction sites code of practice

LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC	SCORE	ACTION		
ALMOST CERTAIN	3 - HIGH	3 - HIGH	4 - ACUTE	4 - ACUTE	4 - ACUTE				
LIKELY	2 - MODERATE	3 - HIGH	3 - HIGH	4 - ACUTE	4 - ACUTE	4A - ACUTE	DO NOT PROCEED.		
POSSIBLE	1 - Low	2 - MODERATE	3 - HIGH	4 - ACUTE	4 - ACUTE	3H - HIGH	Review before commencing work.		
UNLIKELY	1 - Low	1 - Low	2 - MODERATE	3 - HIGH	4 - ACUTE	2M - MODERATE	Maintain control measures.		
RARE	1 - Low	1 - Low	2 - MODERATE	3 - HIGH	3 - HIGH	1L - Low	Record and monitor.		
HIERARCHY OF CONTROLS		MOST EFFECTIVE	Elimination	Substitution	Isolation	Engineering	Administrative	PPE	LEAST EFFECTIVE
JOB TASK	HAZARDS	RISK	CONTROL MEASURES					RESPONSIBLE PERSON	
1. Implement a Falls Emergency Rescue Plan	Personal injury from fall	4A	- Ensure a falls rescue plan completed for every job - Amend the plan if conditions of the work change in a way that could affect a rescue/response - Trained first aid providers must be available on site - Ensure a reliable means to contact emergency services is available					Supervisor to ensure the plan is in place	
2. Arrival on-site & assess onsite conditions	Personal injury, property damage &/or environmental incident	3H	- The vehicle should be positioned in a safe location, clear of traffic/vehicles/pedestrians during equipment delivery and materials removal (deploy physical barriers, caution signs as necessary) - Do not park illegally - Identify and obey all safety-related signage (check site entry requirements) - Report to Site Supervisor - Ensure site-specific induction undertaken - Assess mobile phone reception - The worksite is exactly as detailed in Terms of Agreement or contract - Complete a JSA specifying the control measures for unanticipated hazards.					Supervisor to check the site and conduct JSA where necessary	
3. Work area set-up	Unauthorised access to the work area	3H	- Erect barricades with adequate signage: - Erected before the commencement of work - Kept in position at all times until the work is completed and it is safe to remove - Use lockout procedures to prevent unauthorised use of plant - Provide information to workers and other persons on-site advising them of the exclusion zones - Provide supervision so that no unauthorised person enters an exclusion zone.					Supervisor and workers to ensure control measures followed	
	Falling objects	3H	- Isolate the area below EWP where there is any danger of people struck by falling material or tools - Use barricades/signage as appropriate for the duration of the work to create an exclusion zone. Position a safety observer, if necessary.						

JOB TASK	HAZARDS	RISK	CONTROL MEASURES	RESPONSIBLE PERSON
4. Environment	Environmental impact	3H	• Noise & vibration - Be aware of maximum noise levels at the site • The plant is maintained to minimise noise • No noise produced outside council approved hours of operation • Engineering controls fitted to equipment (e.g. silencers.) • Waste - place all wastes and rubbish in bins or other appropriate containers • Separate recycle waste from general waste • Do not mix waste with spoil. • Fuels, oils & chemicals - ensure that a spill response kit is available at all times and clean up spills immediately • Follow instructions in SDS for clean-up requirements • Dispose of chemicals correctly, empty containers/bags in approved waste containers • Triple rinse all empty/unwanted containers and make containers unusable before disposal. • Waterways & soils - do not wash out tools or containers where residue can enter waterways or drains. • Native vegetation & weeds - ensure that plant is washed free of dirt, vegetation, debris before travelling between sites. • Vehicle movement - follow the TMP, only travel on established tracks and roads • Use designated entry and exit points. • Terrestrial fauna - No domestic animals on-site • Ensure all food scraps placed in lidded bins.	Supervisor and workers to ensure control measures followed
5. House keeping	Slips, trips & falls	3H	• Maintain housekeeping throughout the shift & clean-up • Clean up spills immediately • Ensure sufficient lighting to detect changes in level (using temporary lighting as required) • Do not jump from elevated edges >180mm, step carefully and use prepared access areas • The work area is clean and uncluttered as possible • Locate equipment where it will not become a tripping hazard • Check for stored items, corners or other obstructions that could cause tripping • Do not climb on EWP while loading/unloading to and from the vehicle • Do not jump from EWP or vehicle tray • Ensure there is room to manoeuvre the materials/equipment and no obstacles in the way • Check the end destination is prepared correctly for placement of the materials/equipment • Ensure footwear is suitable. Snug-fitting shoes/boots with flat, non-slip soles, no loose soles, long laces, soles that are oily, or caked with mud or other contaminants	Supervisor and workers to ensure control measures followed
6. Manual tasks	Musculoskeletal (MSD) injuries	3H	• Materials/equipment placed as close to the work area as possible • Weight of an object should be known; avoid lifting loads more than 1/4 of your body weight • Do not use extreme force to move items • Lifted items should be held close to the body whenever possible:	Supervisor and workers to ensure control

JOB TASK	HAZARDS	RISK	CONTROL MEASURES	RESPONSIBLE PERSON
			- Keeping knees bent and back straight and lift, unload keeping knees bent - Use team lifts and mechanical means for heavy items - Schedule regular breaks and practice job rotation - Avoid overreaching, long periods of repetitive movements, awkward and sustained positions, twisting and side-bending.	measures followed
7. HRCW Delivery, set-up & removal of EWP	Contact & damage to electric lines	4A	⚠ All work should be undertaken with reference to the applicable State/Territory documents relating to undertaking work near overhead assets - When setting up and operating the plant, ensure it is not close to electrical power lines. Check for: - Overhead power lines (including high and low voltage distribution conductors) - Single wire earth return (SWER) - Service cables to premises - Communications cables - Electrical transformers (mounted lower than cables) - Identify the maximum range of equipment and how close equipment or load can come to the asset (known as design envelope). The following dimensions are taken from the closest point of an extended component of the plant, e.g. extended long reach boom. In general: 3m above, either side and below power lines is No Go Zone - Between 3-6.4m of power lines, a Spotter is required - Further than 6.4m of power lines is an open area - No work to be conducted within a 10m radius of SWER transformer. ⚠ Do not conduct work within Minimum Clearance Zones without written permission from the power supplier ⚠ Spotter required where any part of the plant is within 6.4m of the power line.	EWP operator to follow controls Supervisor to monitor EWP location and ensure spotter is engaged
	Hazardous atmosphere - asphyxiation	4A	Always operate the machine in a well-ventilated area to avoid carbon monoxide poisoning.	
	- Plant rollover - Struck by mobile plant	4A	- Pre-inspect and use the EWP following the manufacturers' instruction - Verify the work ground/floor is suitable for the particular machine - Ensure the ground/floor is safe and approved for use by a competent person. Also, monitor and maintain the ground/floor for the duration of the work - Do not commence work in areas where other site activities may have affected the integrity of the ground without visual inspection and/or sign off that it is safe - The towing vehicle &/or trailer used to transport the mobile plant is appropriate – weight and size - Tie downs: - Tie-down points are identified by tie-down decals where required - Use designated tie-down points on the equipment where provided (<i>see operations manual</i>)	

JOB TASK	HAZARDS	RISK	CONTROL MEASURES	RESPONSIBLE PERSON
			- Do not attach tie-down accessories around hydraulic cylinders or in any way that may damage hoses or hydraulic components - Ensure plant is stabilised before travel - Verify all tie-down equipment (e.g. chains, shackles.) is rated for the task and fixed in such a way to prevent movement during transit - Ramps: - Suitable load capacity for the weight of the plant, wide enough, footboards on the side - Lock ramps in place, use locking pin/clips if required - Assess ground conditions at loading/unloading site to determine forward or reverse loading - Ensure clear of obstructions; tree branches, structures/overhead electric lines - Ensure persons are clear of loading/unloading site - To load / unload: - Apply handbrake and block tow/transport vehicle wheels - Load / unload as per manufacturer's instructions - The plant is loaded/unloaded to and from the vehicle while on level ground - Aligned for loading/unloading and positioned with the vehicle by a suitably qualified, competent and experienced operator - Ensure plant is adequately restrained to prevent movement during transit.	
8. HRCW Working in EWP	Communication failure	3H	Effective communication in place between the platform and other workers to alert others on-site in case of an emergency.	Supervisors to check all controls in place and followed Workers to follow controls and make supervisor aware of any issues
	Plant rollover/accident	4A	- Only one designated person should operate the controls (except in an emergency) - Never exceed the Safe Working Load of the EWP, know the weight of materials & workers - Ensure entry gate closed before elevating - No ground-operated controls engaged without permission of elevated operator worker except in an emergency - Do not exceed the working height of the unit - Do not raise the platform on a slope or drive onto the slope when elevated - Ensure placement will not cause traffic congestion - Stop work and lower the platform to the ground during bad weather, e.g. windy conditions - Always check under EWP before lowering.	
	Falls from height > 2m.	4A	- Per-inspect and use the fall arrest system following the manufacturers' instructions - Conduct visual inspection before each use of the safety harness - Fall arrest system must comply with relevant AS/NZS - All occupants must wear approved fall restraint device properly attached to designated anchorage points - Keep platform deck free from debris (especially oil or grease) and level at all times	

JOB TASK	HAZARDS	RISK	CONTROL MEASURES	RESPONSIBLE PERSON
			- Do not: - Overreach - Stand on handrails - Use ladders in the platform - Store items that cause a tripping hazard, fall/overload bay - Lean/reach out of the platform - Exit platform once elevated - Keep all parts of the body inside the platform at all times when moving EWP - Never allow any part of the body to be under the EWP platform when it is in an elevated position	
	Contact with overhead electric lines	4A	- Spotter to make visual contact with the operator at regular intervals (approx. every 5 minutes) - Allow for platform movement, electrical line sway or sag & beware of strong or gusty winds.	
	Falling objects	4A	- Stop work immediately if a person enters the area below the operation - Maintain awareness of other people on the platform - Use tether on all tools/equipment to prevent object falling - Keep tools and other equipment away from edges (use hoarding where necessary) - All loads stored within the platform perimeter - Do not drop items from EWP - Ensure no tools & equipment can be dropped over the side - Groundworkers must wear hard hats - Do not use EWP to push or pull other objects.	
	Struck by EWP	4A	- High visibility clothing worn at all times - Follow any Traffic Management Plan requirements and safety/warning signs, traffic barriers - Some plans may say that pedestrians have the right-of-way. Never assume this. Make visual and verbal contact with plant operators as required - Ensure an effective system of communication between machine operators' workers on the ground established before work commences - Be familiar with the blind spots of the mobile plant - Check constantly for changing hazards while working and monitor work position at all times: - Do not stand behind reversing vehicles. Work positions should be in clear sight of plant operators - Allow sufficient distance from the plant during operation - Listen for reversing alarms/beepers and calls from plant operators - Do not approach the mobile plant until the operator has agreed to a request to approach.	
	Sunburn Heatstroke	3H	- Ensure that workers are trained to recognise the symptoms of hypothermia. Workers must: - Wear suitable protective clothing, sun brim on hard hats, safety glasses - UV rated - Use 30+ sunscreen on exposed skin - Have adequate drinking water, access to shade during breaks and adequate breaks.	

JOB TASK	HAZARDS	RISK	CONTROL MEASURES	RESPONSIBLE PERSON
9. HRCW Fuelling the EWP	- Flammable atmosphere - Exposure to fuel - Fire - Burns - Inhalation - Ingestion - Eye & skin damage	4A	- Follow manufacturer's manual/recommendations for re-fuelling - DO NOT smoke during re-fuelling Diesel: Fire extinguisher – Water, foam, dry chemical powder, CO₂ Unleaded petrol: Fire extinguisher – Dry chemical powder, foam, CO₂. <i>Never use water to extinguish an Unleaded Petrol fire</i> - Avoid breathing vapours or contact with fuel - Change clothing immediately if splashed with fuel - Do not siphon or swallow fuel as this can be fatal - Wash hands carefully after handling fuel before eating, drinking or smoking - Shower and wash immediately after work & wash clothes in separate wash from other clothes.	EWP operator to follow controls
10. HRCW Re-charging	- Accidental driving - Contact with electricity - Contact with battery acid	4A	- Manufacturer's recommendations for the charging process are followed - Press the E-Stop button to prevent an operator from accidentally driving the lift while plugged in - The charger is turned off when leads are being connected or disconnected to the battery - The motor is stopped, and ignition is turned off - Leads and cables are in good condition - No loose cables or metal objects on top of the battery. - Charging area - Ensure: - Battery charging is only done in a designated area with adequate ventilation, and with neutralising agents in case of electrolyte spillage - An eyewash station and safety shower have been provided - Face shield, apron & chemical resistant gloves are worn - No smoking, welding or ignition sources are in charging area - Only charge batteries in a well-ventilated area - Ignition is off before recharging.	Supervisors to check all controls in place and followed Operator to follow controls and make supervisor aware of any issues
11. HRCW On completion	Crush injuries/ entrapment	3H	- Park EWP in a safe area (flat, firm ground, clear of obstructions, traffic) - Lower platform to the ground - Shut down the machine as per manufactures instructions - Remove keys and apply the parking brake - For overnight or longer periods ensure the platform is parked in its storage position and secured to prevent movement - If the site is not secured, park platform in an inaccessible position if possible - Inspect equipment for any damage/leaks. Report damages immediately and take out of service - Ensure all equipment /plant is clean of debris and/or contaminants before leaving the site. ⚠ The hydraulic system remains pressurised when the engine is not running. Using controls after a machine is off may cause sudden/unexpected movements to occur.	Supervisor to confirm all workers have signed out Workers to comply with controls

JOB TASK	HAZARDS	RISK	CONTROL MEASURES	RESPONSIBLE PERSON
	Unauthorised access	3H	- If acceptable, remove or add barricades - Ensure machine is parked in a safe, level area, clear of unstable or sloping ground - Store the key in a safe place (restrict unauthorised access).	
	Security breach	3H	All personnel sign-out on Site Register.	
	Vehicle/people impact	4A	- Stay to designated access and egress routes - Maintain awareness of surroundings at all times.	
12. HRCW Emergency response	- Injury - Fatality - Environmental damage	4A	For police, fire or ambulance call '000.' - Follow site emergency and evacuation procedures - A communication system is available, e.g. a mobile phone or radio - Check for dangers to self before helping others - Maintain control of the area and stabilise the situation - Apply first aid to the injured worker - Complete an incident report Refer to your SWMS implementing instructions for further specific emergency responses.	Supervisors and workers ensure controls followed
	Suspension trauma	4A	- Whenever a person is wearing a harness, a rescue plan must be in place as suspension trauma can occur to persons who fall and remain in the harness for more than 5 minutes - The rescue must be able to commence immediately - The victim must be moved from suspension in stages – if moved too quickly from full suspension into a horizontal position serious injury or death can occur - If a suspension may last up to 5 minutes – foothold straps or another way of placing weight on legs must be provided - Workers should be trained to: - Use a sit – type harness with padded legs to allow legs to remain horizontal - Move their legs in the harness to push against any footholds - Move their legs as high as possible and keep their head as horizontal as possible. Consider the ability for workers to be able to follow these procedures when selecting harnesses - Ensure on-site workers are trained and familiar with emergency and evacuation procedures - Ensure EWP is fitted with an emergency retrieval device, controlled descent device and an escape-rescue facility.	

OVERALL RISK RATING AFTER CONTROLS		☐ 1 - Low	☒ 2 - MODERATE	☐ 3 - High	☐ 4 - ACUTE
PERMITS	☐ Not applicable ☐ Hot Work ☐ Confined Space ☐ Local council ☐ ?				

OVERALL RISK RATING AFTER CONTROLS		☐ 1 - Low	☒ 2 - MODERATE	☐ 3 - HIGH	☐ 4 - ACUTE	
SITE MANAGEMENT PLAN		Is the work associated with a Construction Project? ☐ Yes ☐ No		If yes – This SWMS must align with requirements of the Site Management Plan in place for the Construction Project.		
PLANT & EQUIPMENT		HAZARDOUS SUBSTANCES		SUPERVISORY ARRANGEMENTS		
☒ Electrical tools and leads	Tested and tagged quarterly	1. Refer to job pack for details		☒ Audits ☒ Spot Checks ☒ Reporting systems ☒ Suitably qualified supervisors for job ☐ Direct on-site supervision ☐ Remote site: communication systems/schedule		
☒ Hand tools - Meet AS/NZS	Regular visual inspection					
☐ Ladders - Meet AS/NZS	Inspected and tagged out if damaged					
☒ Mobile plant	Inspected and tagged out if damaged					
☐ _____						
SWMS SIGN-OFF		This SWMS developed in consultation and cooperation with workers and relevant organisation representatives. I have read the above SWMS, and I understand its contents. I confirm that I have the skills and training, including relevant certification, to conduct the task as described. I agree to comply with safety requirements within this SWMS, including risk control measures, safe work instructions and PPE described.				
WORKERS' NAME	JOB ROLE / POSITION E.G. SUPERVISOR, WORKER, TRAINEE	LICENCES, COMPETENCIES & QUALIFICATIONS <i>(add as applicable)</i>			DATE	SIGNATURE
		TYPE / DESCRIPTION	CLASS	NUMBER		
		Construction Card				
		Construction Card				
		Construction Card				
		Construction Card				
		Construction Card				
		Construction Card				
		Construction Card				
		Construction Card				