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| <b>Safe Work Method Statement Title</b>  |   | Dogging of Crane General Loading and Unloading |   |  |  | <b>SWMS No. 20</b>       |                          |   |   |
|--|---|--|---|--|--|--------------------------|--------------------------|---|---|
|  |   |  |   |  | <b>Authorized and email Signed by the</b> (Managing Director / CEO / Partner / Proprietor) on <b>Date</b> 14/11/2016 |                          |                          |   |   |
| Safe Work Procedure for the Work:- Yes <input type="checkbox"/> No <input type="checkbox"/>  |   |  | Employees trained and familiar with Tree Watch S W P:- Yes <input type="checkbox"/> No <input type="checkbox"/> |  |  |                          |                          |   |   |
| Names of staff that have read and understand this SWMS: <b>Stephen Bayley, Angus Cullenward, Daniel Bayley, Ashley Morrison, David Smith</b> |   |  |   |  |  |                          |                          |   |   |
| <b>MSDS</b> Sheets applicable to the work being undertaken   |   | 1<br>3   | 2<br>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  |   | Consequence - Risk Factors                     |   |  | Risk Assessment  |                          |                          |   |   |
| Very Likely (V)  | Probably occur immediately or within a short period of time   | Fatality (F)                                   | May cause death or loss of facility   |  | Consequence ↓  | Likelihood / Probability |                          |   |   |
| Likely (L)   | Probably occur in time  | Major (M)                                      | Severe injury or illness or major property damage   |  |  | V                        | L                        | U | H |
| Unlikely (U)   | Could eventually happen   | Minor (M)                                      | Minor (usually reversible) injury or illness resulting in days off work or minor property damage                |  |  | H                        | H                        | M | M |
| Highly Unlikely (H)  | Has potential to occur, but probably never will occur   | Negligible (N)                                 | Minor injury, possible first aid  |  |  | H                        | M                        | M | L |
| <b>Remember to Consider</b> Equipment / Plant / Environment / Worker Competency  |   |  |   |  |  | Negligible               | M                        | M | L |
| Hierarchy of Control Hierarchy of Control  |   |  |   |  |  |                          |                          |   |   |
| <b>1 Elimination</b>   | Can the work process, substances or plant creating the hazard be eliminated?  |  |   |  |  |                          |                          |   |   |
| <b>2 Substitution</b>  | Can the work process, substance or plant be substituted for something safer?  |  |   |  |  |                          |                          |   |   |
| <b>3 Engineering Controls</b>  | Means changing process, equipment or tools to minimise the hazard exposure.   |  |   |  |  |                          |                          |   |   |
| <b>4 Administration Controls</b>   | Develop measures to ensure that the work is performed safely through safe work procedures to reduce exposure to hazards.            |  |   |  |  |                          |                          |   |   |
| <b>5 PPE</b>   | Personal protective equipment is the last resort in responding to work place hazards and should be used only as an interim measure. |  |   |  |  |                          |                          |   |   |



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| <b>Work Method / Task Description</b><br>List the tasks required to perform the activity in the sequence in which they occur | <b>Hazards</b><br>Against each task list the Hazards that could result in injury when the task is performed by the worker | <b>Risk Score</b> | <b>Risk Control Measures</b><br>List the Control measures required to eliminate or minimize the workers exposure to each identified hazard   | <b>Responsible Person</b><br>with responsibility for control measure implementation |
|--|---|-------------------|--|---|
| Working outdoors   | Personnel are exposed to excessive ultra violet light without adequate protection.  | M                 | <ul style="list-style-type: none"> <li>Suitable clothing, hats, glasses should be used to reduce exposure</li> <li>All employees to apply SPF 30+ sunscreen at the beginning of the day and reapply every 2 hours</li> </ul>   | Supervisor Employee   |
| Manual handling  | Excessive manual handling could lead to muscular skeletal injury.   | M                 | <ul style="list-style-type: none"> <li>Use mechanical aids ie forklift</li> <li>Lift with correct posture and do not try to lift something too heavy</li> <li>Request help when lifting heavy loads</li> </ul>   | Supervisor Employee   |
| Personal protective equipment required for this activity   | Personal injuries   | H                 | <ul style="list-style-type: none"> <li>Hi visibility clothing</li> <li>Safety footwear</li> <li>Safety glasses as required</li> <li>Safety helmet as required</li> <li>Hearing protection as required</li> </ul>   | Supervisor Employee   |
| Use of lifting equipment   | Personal injury<br><br>Property damage due to failure of lifting equipment  | H<br><br>H        | <ul style="list-style-type: none"> <li>Prior to any lifting gear being used, a visual inspection will be carried out on all slings, chains, shackles, etc.</li> <li>All lifting gear to be tested and tagged for the current period in accordance with Australian Standards.</li> <li>Any damaged lifting gear will immediately be removed and secured to prevent any further use.</li> <li>Any lifting gear that is beyond repair will be destroyed.</li> </ul>   | Supervisor Employee   |
| Dogging the crane  | Property damage due to dogging work being carried out by unqualified persons  | H                 | <ul style="list-style-type: none"> <li>All dogging work to be carried out by a qualified and authorised personnel or trainee under direct supervision of a qualified and authorised person.</li> <li>Details or training must be recorded in a log book signed by the competent person that is providing the training.</li> <li>Beware of overhead services</li> <li>Employees to be familiar with and signed off on SWMS No 10 Construction Work on or Near Overhead and Underground Services.</li> </ul> | Employee  |
| Assess the load  | Personal injury<br><br>Property damage due to insecure load   | H<br><br>H        | <ul style="list-style-type: none"> <li>Check the following size of load. Type of load, i.e. glass, etc., weight of load.</li> <li>Do not exceed SWL of crane.</li> <li>Check weather conditions, i.e. rain, wind, etc.</li> <li>Ensure correct type of slings/crane required are provided</li> </ul>   | Supervisor Employee   |



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and used to perform the task.

| Work Method / Task Description<br>List the tasks required to perform the activity in the sequence in which they occur | Hazards<br>Against each task list the Hazards that could result in injury when the task is performed by the worker | Risk Score | Risk Control Measures<br>List the Control measures required to eliminate or minimize the workers exposure to each identified hazard   | Responsible Person<br>with responsibility for control measure implementation |
|---|--|------------|---|--|
| Slinging the load   | Personal injury<br><br>Property damage due to poor or lack of communication  | H<br><br>H | <ul style="list-style-type: none"> <li>Select correct slings/chains for load to be slung.</li> <li>Keep unauthorised personnel clear of load.</li> <li>Use correct slinging techniques.</li> <li>Use brick cage for pallet lifts, i.e. bricks, blocks, lifting bags, cement.</li> <li>Establish clear communication between dogman and crane driver.</li> </ul> | Employee   |
| Directing the load  | Personal injury<br><br>Property damage due to poor or lack of communication  | H<br><br>H | <ul style="list-style-type: none"> <li>Establish clear communication between dogman and crane driver.</li> </ul>  | Employee   |
| Landing loads   | Personal injury<br><br>Property damage due to load being landed on incomplete formwork unstable structure          | H<br><br>H | <ul style="list-style-type: none"> <li>Check landing area prior to lifting load.</li> <li>Do not land materials on incomplete formwork.</li> <li>Keep unauthorised personnel clear.</li> <li>If required obtain engineer's certificate for structure prior to landing load.</li> </ul>  | Employee   |
| Releasing chains and slings   | Personal injury<br><br>Property damage due to chains and slings not being clear of load                            | H<br><br>H | <ul style="list-style-type: none"> <li>Dogman to ensure that slings/chains are clear of loads prior to giving the "all clear" to the crane driver.</li> <li>Dogman to ensure that when giving the "all clear" chains/slings would not get caught on any obstructions.</li> </ul>  | Employee   |
| Storage of lifting equipment  | Lifting equipment damage due to incorrect storage leading to possible personal injury or property damage           | H          | <ul style="list-style-type: none"> <li>All lifting gear to be stored in a dry, well ventilated area clear of greases, vermin, hazardous substances, etc.</li> </ul>   | Employee   |

| Personnel Qualifications and Experience   | Personnel Duties and Responsibilities                                | Training Required to Complete Work   |
|---|--|--|
| Construction OH&S induction (White Card)<br>Company OH&S induction<br>Site specific induction | Supervisor to carry out daily inspections of work site for hazards.  | Supervisor to be appropriately trained, qualified and competent in OH&S.         |
|   | Personal Protective Equipment (PPE) to be worn at all times on site. | Supervisor to be trained in risk identification risk assessment and risk control |



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| 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  | Personnel Duties and Responsibilities | Training Required to Complete Work  |
|--|---------------------------------------|---|
| 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. |                                       | 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   | Referenced – Guidance Notes / Legislation / Regulations   |
|--|---|
| 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).<br>AS 2550.1-2002 Cranes, hoists and winches – Safe use Part 1: General requirements<br>AS1418.1 Crane, hoists and winches – General requirements<br>AS 1353.2 Flat synthetic-webbing slings – Care and use<br>AS 3775.2 Chain slings – Grade T – Care and use<br>AS 4497.2 Round slings – Synthetic fibre – Care and use<br>AS 4991 Lifting devices<br>AS 1742.3-2002 Manual of uniform traffic control devices – Traffic control devices for works on roads<br>AS 1742.2-1994 Manual of uniform traffic control devices – Traffic control devices for general use<br>AS 1742.10-1990 Manual of uniform traffic control devices – Pedestrian control and protection<br>AS/NZS 4602:1999 High visibility safety garments<br>AS 1470 Health and Safety at Work – Principles and Practices | Occupational Health and Safety Act 2004 & all OH&S Acts within other States<br>Occupational Health and Safety Regulations 2007 & all OH&S Regulations within other States<br>OH&S Safety Regulations 2007, Chapter 3 - Part 3.5 Plant<br>OH&S Safety Regulations 2007, Chapter 3 - Part 3.6 High Risk Work<br>OH&S Safety Regulations 2007, Chapter 3 - Part 3.1 Manual Handling<br>Code of Practice for Plant 1995 (Compliance Code)<br>Code of Practice for Building and Construction Workplace (Compliance Code)<br>Code of Practice for Manual Handling (Compliance Code)<br>Safety Precautions in Trenching Operations (Code of Practice No. 8, 1988)<br>WorkSafe Victoria Framework for Undertaking Work Near Overhead and Underground Assets |

| Plant / Equipment  | Maintenance Checks  |
|--|---|
| 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<br>All plant to be maintained in accordance with manufacturer’s recommendations.<br>Maintenance records to be available on site<br>Daily / weekly / monthly inspections / safety checklist to be available on site |

|  |                      |  |  |
|--|----------------------|--|--|
| <b>Responsible Person (Supervisor Foreman)</b> | <b>Name: Various</b> |  |  |
|--|----------------------|--|--|



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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.**