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Safe Work Method Statement Title		Use of a Mobile Elevated Work Platform (MEWP) Boom		SWMS No. 19				
		Authorized and email Signed by the (Managing Director / CEO / Partner / Proprietor) on Date 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"/>						
Have employees signed off on any other Safe Work Method Statements relevant to this work:- Yes <input type="checkbox"/> No <input type="checkbox"/> (List Below)								
1		2						
3		4						
MSDS Sheets applicable to the work being undertaken	1 3	2 4						
Issue Date: 14/11/2016	Revision Date: 01/08/2016		Revision No: 1	Prepared By: Stephen Bayley				
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			
					V	L	U	H
Likely (L)	Probably occur in time	Major (M)	Severe injury or illness or major property damage	Fatality	H	H	H	M
Unlikely (U)	Could eventually happen	Minor (M)	Minor (usually reversible) injury or illness resulting in days off work or minor property damage	Major (M)	H	H	M	M
Highly Unlikely (H)	Has potential to occur, but probably never will occur	Negligible (N)	Minor injury, possible first aid	Minor (m)	H	M	M	L
Remember to Consider Equipment / Plant / Environment / Worker Competency				Negligible	M	M	L	L
Hierarchy of Control 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.							



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Work Method / Task Description List the tasks required to perform the activity in the sequence in which they occur	Hazards Against each task list the Hazards that could result in injury when the task is performed by the worker	Risk Score	Risk Control Measures List the Control measures required to eliminate or minimize the workers exposure to each identified hazard	Responsible Person 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"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Hi visibility clothing • Safety footwear • Safety glasses as required • Safety Helmet as required • Hearing protection as required • Harness with lanyard and shock absorber 	Supervisor Employee
Use of an Mobile Elevated Work Platform (Boom lift)	Fall from platform Tip machine over Collision / injury Operated by unauthorised / unqualified person(s)	H H H H	<ul style="list-style-type: none"> • Carry out daily inspection / checks as per manufacturers operating manual and Operator Daily Safety Checks on the cover of the yellow log book. • Check and familiarise yourself with the operation of platform emergency descent and/or operator retrieval system at ground controls • Read all manufacturers safety decals / stickers on machine • Record in the log book and sign off by person making entry • Report any defects or damage to supervisor immediately. • Do not use machine until these are repaired / fixed. • Place 'DANGER do not use' tag on machine to prevent use by others. 	Employee / Operator
Check work area for operational hazards	Fall from platform Tip machine over Collision / injury Operated by unauthorised / unqualified person(s)	H H H H	<ul style="list-style-type: none"> • Keep away from back filled trenches / excavations, boggy areas • Use only on flat firm surfaces and the machine is level to within manufacturer's specifications. • When working on suspended slabs, competent person to verify slab can take weight of machine. • Keep away from slab step downs, penetrations 	Employee / Operator



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Check work area for operational hazards	Fatal Electrocution, death	H	<ul style="list-style-type: none"> • Check for overhead power cables / obstructions - projections. • Don't work within 3 metres of power lines (up to 132 kV) • Trained spotters to be used working near conductors and power lines. 	Employee / Operator
Operating MEWP	Fall from platform Tip machine over Collision / injury Operated by unauthorised / unqualified person(s)	H H H H	<ul style="list-style-type: none"> • All persons operating a scissor lift must have completed required training and have a National Certificate of Competency WP (for Booms over 11 metres) • Safety harness to be worn and connected to designated anchorage point at all times whilst in the EWP basket. • Never stand or sit on kickboards, handrails or midrails, ensure gate is securely closed. • Ensure tyres are inflated to correct pressure (where necessary). • NEVER operate when wind speeds exceed 12.5m/sec if operating outdoors. • If outriggers fitted ensure they are fully extended and on a solid bearing. • Ensure you look up, down, forward, backwards, left and right when driving. 	Employee / Operator
Working from MEWP	Tip over Injury to persons below Fall from platform	H H H	<ul style="list-style-type: none"> • Do not use as a crane or hoist. • Do not over load the platform, observe and do not exceed SWL and permitted number of occupants. • Never use to pull or push other objects • Ensure all tools and materials are safety stored with no slip/trip hazards • Set up exclusion zone around the base of boom lift and appropriate signage to be in place where deemed necessary. • Keep away from pinch points. • Never enter or exit platform while elevated. • Never use ladders or other items to gain additional height. • Keep within the confines of the work platform. 	Employee / Operator



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- Do not lean out over sides of the platform

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Securing MEWP after use	Injury to persons below	H	<ul style="list-style-type: none"> • Lower platform at the end of shift, position in safe location, remove keys and secure. 	Employee / Operator
Refuelling the MEWP	Fire Slips, trips, falls Spills Contact with chemical Inhaled petrol vapours	H H H M M	<ul style="list-style-type: none"> • Equipment is to be turned off and shut down. • Do not use mobile phones. • Avoid sources of ignition, heat, sparks • Ensure fully charged carbon dioxide, Dry chemical or foam extinguisher is in close proximity when refuelling. • Ensure funnel or nozzle attachment is used when refuelling • Ensure spill kit in available and close at hand when carry out refuelling • Avoid contact with eyes, eye protection to be worn. • Over spills to be immediately cleaned up • Remove any contaminated clothing and wash prior to re-use • Do not intentionally inhale vapours 	Employee / Operator
Response to Fuel / Hydraulic Spills from refueling the MEWP	Fire Slips, trips, falls Contact with chemical Inhaled petrol vapours Fuel / Hydraulic oil entering drains, contamination of surrounding water bodies and or soils incorrect disposal	H M M M M	<ul style="list-style-type: none"> • Avoid sources of ignition, heat, sparks • Use the spill kit and follow the procedures • When a spill occurs STOP the spill at the source • Use booms or similar to surround and CONTAIN the spill • Use absorbent material to ABSORB the spill • DISPOSE of used absorbent material into contaminated waste bags supplied in the spill kit. • Dispose of this clean up material as per State EPA guidelines. • Use Appropriate waste contractor for disposal. • Disposal document must be supplied and file in the site records • Restock spill kit. 	Employee / Operator
Personnel Qualifications and Experience		Personnel Duties and Responsibilities		Training Required to Complete Work



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Construction OH&S induction (White Card) Company OH&S induction 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

Personnel Qualifications and Experience	Personnel Duties and Responsibilities	Training Required to Complete Work
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
A Certificate of Competency for Elevated Work Platforms is required for any operators of boom type elevated work platforms over 11.0 m capacity	Barricading to be used as appropriate to protect others from working below elevated work	Training on specific elevated work platform to be conducted
	Fall protection equipment to be worn where required	

Engineering Details / Certificates / WorkSafe Approvals / Australian Standards	Referenced – Guidance Notes / Legislation / Regulations
Floor capacity sufficiently engineered to carry weight of elevated work platform/s. Australian Standard AS 2550.10 Mobile Elevating Work Platforms – Safe Use. AS 1891 Industrial fall-arrest systems and devices AS 60204.1 Safety of machines – Electrical equipment of machines AS 1470 Health and Safety at Work – Principles and Practices	Occupational Health and Safety Act 2004 & all OH&S Acts within other States Occupational Health and Safety Regulations 2007 & all OH&S Regulations within other States OH&S Safety Regulations 2007,Chapter 3 - Part 3.6 High Risk Work OH&S Safety Regulations 2007,Chapter 3 - Part 3.3 Prevention of Falls OH&S Safety Regulations 2007,Chapter 3 - Part 3.5 Plant OH&S Safety Regulations 2007,Chapter 3 - Part 3.1 Manual Handling Code of Practice for Plant 1995 (Compliance Code) Code of Practice for Building and Construction Workplace (Compliance Code) Code of Practice for Manual Handling (Compliance Code) 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 Scissor Lift, Boom Lift, etc	Elevated Work Platform/s maintained in accordance with manufacturers recommendations Daily / weekly / monthly inspections / safety checklist for EWP to be completed Daily / weekly / monthly inspections / safety checklist to be available on site

Responsible Person (Supervisor Foreman)	Name: Various		
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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.

EMERGENCY RESCUE PROCEDURE FOR WORK ON ELVATED WORK PLATFORMS

Prior to any person working on a Mobile Elevated Work Platform, workers must familiarise themselves with the emergency decent controls at ground level on the EWP.

Should a worker require rescuing from a EWP for whatever reason (i.e. equipment failure, injury / illness of the operator) the following procedures may need to be implemented:

1. Contact the Emergency Services on **000**
2. A person who is familiar with the emergency ground controls on the EWP and working in close proximity should try to carefully lower the platform (be advised that the ground controls will override the platform controls)
3. Ensure that no persons are underneath the platform when using the emergency decent device.
4. Where it is not possible to use the emergency decent device. The following retrieval methods where applicable may need to be considered:
 - Use of Tower Crane with man box
 - Use of Mobile Crane with man box
 - Use of Boom lift
 - Use of scissor lift
5. Contact the Site Manager / General Foreman and inform them of what has happened.

NOTE: At no time is a worker to place themselves at risk whilst attempting to undertake any of the above procedures. It is important to remember that if a person is suspended in a harness, there is limited time to retrieve the worker before **Suspension trauma** sets in. It is therefore imperative to **immediately** instigate a rescue following an arrested fall

If self-rescue is impossible or if the rescue cannot be performed promptly and the person is still conscious, the casualty must be instructed to 'pump' his/her legs to activate muscles and reduce the possibility of venous pooling.

Footholds or foot straps can and should be used to alleviate pressure and these provide support for 'muscle pumping'. Also pushing down vigorously with legs will help as will positioning their body in a horizontal position or slight leg-high position.