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Safe Work Method Statement Title		Moving Plant on Construction Sites (Generic)			SWMS No. 3				
		Authorized and email Signed by the (Managing Director / CEO / Partner / Proprietor) on Date 01/08 /2016							
Safe Work Procedure for the Work:- No									
Names of staff that have read and understand this SWMS: Stephen Bayley, Angus Cullenward, Daniel Bayley, Ashley Morrison, David Smith									
Issue Date: 1/6/16		Revision Date: 14/11/16		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
Operating plant near persons or other moving plant	Moving plant colliding with workers, pedestrians, or other moving plant	H	<p>Plant operator:-</p> <ul style="list-style-type: none"> • Operators must follow all the directions in the SWMS • Where practicable, move plant in a forward direction • Ensure no persons are at risk before reversing • Avoid hazards by facing and maintaining attention in the direction of travel 	Supervisor Plant Operator
Operating plant near persons or other moving plant	Moving plant colliding with workers, pedestrians, or other moving plant	H	<ul style="list-style-type: none"> • Plant is not to be operated by any person while under the influence of alcohol or any substance or drug, including prescription and non-prescription drugs, which may adversely affect the ability to operate the plant in a safe manner • All operators who perform work using (or on) powered mobile plant must be adequately instructed in the hazards associated with the plant and carrying out the work on site and in the control measures for safe work <p>Site:-</p> <ul style="list-style-type: none"> • Control unauthorised access to the site by fencing and signage • Isolate vehicles and plant used in or around the site and work area from persons on the site or work area 	Supervisor Plant Operator



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- Plan the direction that plant moves, so the visibility of operators is not restricted

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Operating plant near persons or other moving plant	Moving plant colliding with workers, pedestrians, or other moving plant	M	<ul style="list-style-type: none"> • Using spotters/safety observers to control traffic movement • Ensure al plant is fitted with working audible reversing alarms and flashing lights • Reflective clothing to be worn by all personnel, and visitors on the site • Implement safe working distances • Use clear communication systems • Minimising amount of plant working at one time using demarcation lines or zones 	Supervisor Employee
Moving loads and materials Loading or unloading vehicles	Loads and materials falling from height striking workers, pedestrians, or other moving plant	H	Stability of plant:- <ul style="list-style-type: none"> • Ensure plant is suitable for use on sloping or uneven ground • Tyre condition and pressure is to manufactures specifications 	Supervisor Plant Operator
Moving loads and materials	Loads and materials falling from height striking workers, pedestrians, or other moving plant	H	<ul style="list-style-type: none"> • Assess the risk involved in raising a load when the crane or load shifting plant is articulated • Ensure the load is properly secured before moving • Ensure loads are loaded in a controlled manner, not dropped • Operators must pay full attention during the load shift or whilst operating moving plant • Carrying or lifting equipment must not be overloaded • The rated capacity of the machine must be checked before use • Before operation ensure no persons are in the vicinity during loading, unloading • Ensure that there is sufficient room to move materials or loads, and that the area is clear of persons • Access the size/mass of the load • Access the stability of the load/centre of gravity 	Supervisor Plant Operator



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- Access the lifting capacity of the plant

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Loading or unloading vehicles	Loads and materials falling from height striking workers, pedestrians, or other moving plant	H	<ul style="list-style-type: none"> • Ensure unrestricted vision for the driver/operator or observer spotter • Ensure that plant moves in a forward direction where practicable • Control/secure the load, by using tag lines, strapping • Identifying designated delivery and turning areas • Ensure truck drivers report to a suitably signposted area on the site • A system of communication and warning to persons near the delivery point • Appoint a person act as an observer to ensure all persons are clear of the reversing vehicle 	Supervisor Plant Operator
Plant being operated near underground or above-ground electric cables and other services ie gas	Workers, pedestrians, or others on site exposed to electricity, gas, etc Contact with the power lines, or load is close enough to high voltage lines causing the electricity to "jump"	H H	<ul style="list-style-type: none"> • Investigation must be conducted for any underground services where excavation is to be made (eg. Contact 'Dial Before You Dig' on 1100 or via the website Dial Before You Dig) • Check for the presence of power lines • Ensure earth chain is attached to crane • Always maintain a safe working distance from the power lines such as those distances listed in the Australian Standard AS2550, or the Electricity Act Regulations Acceptable Approach Distances:- <ul style="list-style-type: none"> • Up to 11kV – (Distribution Lines) 3 metres • More than 11kV – (Transmission Lines) 6 metres • AS2550 requirement – amendments to AS2550 may increase the distance for cranes to 8 metres for transmission lines (more than 11 kV) • If work is to continue for some time in the vicinity of the power lines must be covered with brightly coloured insulating covers (tiger tails) 	Supervisor Plant Operator



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- Erect personal protection barriers to prevent people or equipment from coming too close where appropriate.

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Leaving mobile plant unattended	Accident serious injuries to pedestrians, children and unauthorised persons as a result of leaving unattended plant on site	H	Specific measures must be taken:- <ul style="list-style-type: none"> • Isolating the hazardous area by fencing • Select a safe, secure place to park • Park on a flat surface if possible • Park across a slope, where the degree of the slope allows stability, rather than up or down • Neutralise the transmission where applicable and apply any safety locks • Lower all moveable implements to the ground where this does not create an additional hazard such as tripping • Turn off motor • Remove keys from plant to prevent use by unauthorised persons • Implement plant security measures to prevent unauthorised access 	Plant Operator

Personnel Qualifications and Experience	Personnel Duties and Responsibilities	Training Required to Complete Work
Construction OH&S induction (White Card) Company OH&S induction Site specific induction	Supervisor to carry out daily inspections of work site for hazards. Personal Protective Equipment (PPE) to be worn at all times on site.	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
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.	Barricading to be used as appropriate to protect others from mobile plant	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	
Any limitations posed by the worksite (such as floor loadings or ground load limits)	Occupational Health and Safety Act 2004 & all OH&S Acts within other States	



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<p>should be checked by an engineer prior to selecting the appropriate plant for the task 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).</p>	<p>Occupational Health and Safety Regulations 2007 & all OH&S Regulations within other States 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 3.6 High Risk Work OH&S Safety Regulations 2007, Chapter 3 - Part 3.1 Manual Handling</p>
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Engineering Details / Certificates / WorkSafe Approvals / Australian Standards	Referenced – Guidance Notes / Legislation / Regulations
<p>AS 2359.2-1985 SAA Industrial Truck Code – Part 2: Operation (October 1985) (this covers forklift use) AS1418.1 Crane, hoists and winches – General requirements AS 1418.4 Cranes, hoists and winches – Tower cranes AS 2550.1 Cranes, hoists and winches – Safe use – General requirements AS 2550.4 Cranes, hoists and winches – Safe use – Tower cranes AS 2550.20 Cranes, hoists and winches – Safe use – Self-erecting tower cranes AS 1353.2 Flat synthetic-webbing slings – Care and use AS 3775.2 Chain slings – Grade T – Care and use AS 4497.2 Round slings – Synthetic fibre – Care and use AS 4991 Lifting devices AS 229401:1997 Earth-moving Machinery – Protective structures – General AS 2664-1983 Earthmoving machinery – Seat belts and seat belt anchorages AS 1742.3-2002 Manual of uniform traffic control devices – Traffic control devices for works on roads AS 1742.2-1994 Manual of uniform traffic control devices – Traffic control devices for general use AS 1742.10-1990 Manual of uniform traffic control devices – Pedestrian control and protection AS/NZS 4602:1999 High visibility safety garments AS 1470 Health and Safety at Work – Principles and Practices</p>	<p>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) Code of Practice for Building and Construction Workplace (Compliance Code) Code of Practice for Manual Handling (Compliance Code) Safety Precautions in Trenching Operations (Code of Practice No. 8, 1988) WorkSafe Victoria Framework for Undertaking Work Near Overhead and Underground Assets</p>
Plant / Equipment	Maintenance Checks
<p>Plant Hazard Identification and Risk Assessment to be conducted for plant use eg Scissor Lift, Boom Lift, etc</p>	<p>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. Maintenance records to be available on site Daily / weekly / monthly inspections / safety checklist to be available on site</p>
<p>Responsible Person (Supervisor Foreman)</p>	<p>Name: Various</p>



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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 personal 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.