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| **SAFE WORK METHOD STATEMENT (SWMS)** | | | | | | | | |
| **PROJECT DETAILS:** | | | | | | | | |
| Project: | | | | Area: | | | | |
| Job Address: | | | | | | | | |
| Job Description: | | | | | | | | |
| **WORK ACTIVITY:** | Boom Lift | | | | | | | |
| **Consult relevant workers during development, approval and communication of this SWMS** | | | | | SWMS Approved by: | | Page 1 of 13 | |
| Name: (Include names of workers who were consulted in relation to this SWMS) | | Signature: | Job Title: | Date: | Name: | | | |
| Signature: | | | |
| Date: | | | |
| Personnel responsible for monitoring and managing activity: | | | | | Overall Risk Rating After Controls | **4 A**cute | | **3 H**igh |
| **2 M**oderate | | **1 L**ow |
| **COMMUNICATE THIS SWMS TO ALL PERSONS INVOLVED IN TASK PRIOR TO WORK COMMENCING**   * \_\_\_\_\_\_\_\_\_\_\_\_will conduct regular inspections and observations to ensure SWMS is being complied with. * Hold Daily Tool Box Talks to identify, control and communicate additional site hazards. * Cease work immediately if incident or near miss occurs. Amend the SWMS in consultation with relevant persons. * \_\_\_\_\_\_\_\_\_\_\_\_\_\_ will approve and communicate amendment to all affected workers before work resumes. * As required by WHS legislation, make the SWMS available for inspection or review. * As required by WHS legislation, keep record of SWMS (until job is complete or for 2 years if involved in a notifiable incident). | | | | | | | | |

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| **IMPORTANT NOTES:** |
| Check local government standards, codes of practice, regulations and legislation for any training requirements before use.  Apprentices and Trainee Personnel are usually permitted to operate certain machinery and equipment provided they are guided and supervised by an experienced and qualified person, while also recording the hours of use in an approved logbook.  WorkCover National Certificates of Competency are nationally recognised and these specific certificates do not have to be changed over to work interstate.    1. A boom lift must only be operated by authorised persons who have been instructed in the safe use of the machine and the precautions to be observed.  2. A Certificate of Competency is required for operating a Boom type elevating work platform machine (class WP), with boom length greater than 11 meters.  3. Before using the machine, carry out all safety checks listed in the manufacturer's instructions. For hired-in equipment, inspect or check logbook. |

| **Task Steps** | **Potential Hazards/Risks of Each Step** | **RB** | **Control Measures - Steps To Follow  Safety Checks & PPE** | **RA** | **Responsible Officer** |
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| **NOTE: RB** = Risk Rating **before** controls implemented - **RA** = Risk Rating **after** controls are implemented. | | | | | |
| 1. Pre-start Checks | Loss of power  Loss of control  Risk of falls  Accidental movement |  | Before starting to use an electric-powered boom lift, make sure the battery is fully charged.  Before any operation always check the liquid levels such as hydraulic oil, coolant, oil and fuel.  Before commencing use, inspect all the controls for proper operation.  Before commencing, make sure that all movements are steady and smooth.  Inspect the operation of outriggers, stops and brakes and make sure the unit will remain stable when the boom is extended.  Make sure that the gates and guard fences are secure and they close securely.  Make sure the anchor points in the platform are in proper condition, and that suitable safety harnesses are available.  Never use if the battery is not charged or low in power.  If any of the liquid levels are low, top them up.  Inspect the bottom and top controls.  Never use the machine with jerky movements.  Never use the machine if the stops and brakes are not preventing all movement of the machine.  Inspect the operation of the gate latch.  All persons in the platform must wear safety harnesses at all times. |  |  |
| 2. Safety Harnesses and Fall Arrest Devices | Failure of components  Incorrect use and fitting  Suspension trauma |  | Use only Fall arrest Harnesses complying with the Australian Standard AS 1891.1 Industrial fall-arrest systems and devices – Safety belts and harnesses.  Before any person is allowed to use a harness, make sure the person has received instructions and training in their proper use.  For minimising the risk of suspension trauma in the event of a fall, suitable equipment for rescue must be available within a short time.  Never use any faulty or out of date equipment.  Make sure the harnesses in use are properly fitted for safety.  All persons working on site must be instructed in rescue procedures. |  |  |
| 3. Travel | Instability |  | Inspect the path which the machine will be traversing. Make sure there is adequate clearing and that the surface will not make the machine lose stability while travelling.  Before travelling, make sure that the boom is retracted and is lowered.  When traversing rough surfaces where the visibility is restricted, or when turning corners, reduce the speed.  Even when moving only for short distances, make sure the boom is lowered.  While traversing, the body must be kept fully within the confines of the cage.  Cover all voids and drains and remove obstacles from the path of the machine.  Make sure the boom has adequate clearance.  Use only safe speed for travelling.  Turn corners only at low speeds.  Never travel with boom raised.  Make sure the cage gates remain closed. |  |  |
| 4. Security of worksite | Collision  Falling objects  Unauthorised use |  | To prevent collision of boom lift with other vehicles or plants in the vicinity, use signs, traffic cones and barricades.  In areas where boom lift is to be used, all travelling overhead cranes must be isolated and tagged out.  When the boom is raised, do not allow persons near the machine.  On completion, store the machine in a secure area, lower the boom fully and remove the key.  Use the cones, signs and barricades to protect the work area.  Do not allow movement of cranes.  Do not allow unauthorised entry.  Do not allow unauthorised use. |  |  |
| 5. Electrical hazards | Electric shock |  | Identify the location of all overhead electrical locations in the work area.  Always maintain a safe distance from all electricity wires unless authorised specifically to access or to carry out any electrical work.  Always maintain safe clearance distances.  Before commencing work, make sure the electric wires are either de-energised or insulated with matting. Identify such matting with “tiger tails.”  When operating near live electric wires, always post a competent observer.  Always maintain a safe distance from electric catenary wires.  Make sure there is at least 0.5 meter clearance of tools or equipment from any LV wire. |  |  |
| 6. Working at heights | Instability  Persons falling  Overloading of platform  Falling objects |  | Before raising the boom, make sure that the unit is resting on la level surface. Level it with outriggers is the surface is uneven.  Make sure all persons in the EWP bucket are wearing proper safety harnesses to prevent them from falling on to any part of the machine or to the ground.  When working at heights, never over-reach beyond the confines of the cage.  Never rock the unit when the platform is in a raised position.  Make sure the gates on the platform guard rails are closed and are locked in place.  The total load in the bucket of the EWP, including all materials, equipment, tools and personnel must never exceed the safe working load of the unit.  Never use the boom lift as a crane for lifting materials. Carry loads within the confines of the platform cage only.  Never tie the platform or the boom to any adjacent structure.  To prevent material and tools from falling, use lanyards when working.  Before raising, make sure the unit is parked on a firm and stable surface,  Do not use belts, only use parachute type of harnesses.  When in an elevated position, never open the gates.  Always avoid any jerky or sudden movement.  Never try to climb on, sit or stand on platform guard rails.  Make sure never to exceed the safe working load of the EWP.  Never place the loads outside the perimeter of the platform. |  |  |
| 7. Maintenance of electric boom lifts | Fire/explosion risk  Instability of machine  Harmful contact or exposure |  | When maintaining or inspecting battery packs, never short the terminals.  Use only approved battery chargers and set them to the proper voltage before charging batteries.  Never replace batteries with light weight batteries compared with the originally fitted batteries. Use counterweights to maintain machine stability.  Try never to spill or contact battery acid. Always neutralise the spill and flush the area. Keep battery packs in their upright position always. Never expose the batteries or chargers to water.  When working on batteries, always remove watches, rings and chains.  Make sure that the total weight of the batteries used is the approved minimum at least.  Wearing eye and hand protection is mandatory. Never tip or drop batteries. Always recharge batteries in protected areas only. |  |  |

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| PERSONAL PROTECTIVE EQUIPMENT |
| Personal Protective Equipment Requirements |
| |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | **Foot Protection** | **Hearing Protection** | **Protective Clothing** | **Head Protection** | **Eye Protection** | **Hand Protection** | **Sun Protection** | **Safety Harness** | | C:\Users\Virtual\Desktop\Safety PPE Signs\Boots.png | C:\Users\Virtual\Desktop\Safety PPE Signs\Ear Goggles.png | C:\Users\Virtual\Desktop\Safety PPE Signs\Apron.png | C:\Users\Virtual\Desktop\Safety PPE Signs\Hard Hat.png | C:\Users\Virtual\Desktop\Safety PPE Signs\Eye Goggles.png | C:\Users\Virtual\Desktop\Safety PPE Signs\Gloves.png | C:\Users\Virtual\Desktop\Safety PPE Signs\Sun Protection.png | C:\Users\Virtual\Desktop\Safety PPE Signs\Safety Harness1.jpg |   **PPE Notes:** The above PPE Requirements are the minimum requirements for all personnel involved in this task. Be sure to conduct a Risk Assessment for other factors that may influence the work environment such as Temperatures – Hot/Cold, Working in the Sun, Night Work etc. Be sure that all PPE used is approved by Australian Standards. |
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| References: |  |
| **WHS Act**  **Codes of Practice**  **Codes of Practice**  **AS/NZS 1891.4:2009** | PCBU’s management and control of fixtures, fittings or plant at workplaces  Manage the risks of plant in the workplace  Managing the risks of falls at workplaces (#3566), in particular clause 4 Fall prevention devices.  Industrial fall-arrest systems and devices - Selection, use and maintenance |

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| **SIGN OFF** |
| Workers and relevant Persons Conducting Business or Undertaking (PCBU) were consulted for developing this SWMS. I have read the above SWMS and I understand its contents. I confirm that I have the necessary training and skills, including any relevant certifications to undertake the related tasks contained in this SWMS. I agree to comply with any safety guidelines, requirements and recommendations as set forth by the responsible officer within this SWMS including safety instructions and use of recommended Personal Protective Equipment. |

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| **Name** | **Qualifications** | **Signature** | **Date** | **Time** | **Employer** |
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| **RISK ASSESSMENT** |
| References: Risk Management Code of Practice 2007, AS/NZS 31000 -2009 Risk Management Principles and guidelines |

**Step 1 Determine Likelihood –** What is the possibility that the effect will occur? **Step 2 Determine Consequence –** Expected Consequences

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|  | **Likelihood** | **Definition** |
| **Almost certain** | Expected to happen in most circumstances. | A common and very possible result |
| **Likely** | Will probably occur in most circumstances. | Known to have occurred and has happened before |
| **Possible** | Might occur at some time | Could occur and is likely it has happened before |
| **Unlikely** | Could occur at some time | Not likely to occur |
| **Rare** | May occur only in exceptional circumstances | Very unlikely |

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| **Level of Consequence** | **Examples** |
| **Insignificant/Acceptable** | No consequence – so minor that the consequence is manageable |
| **Minor** | First aid treatment only; manageable and contained. |
| **Moderate** | Medical treatment; manageable with 3rd party assistance. |
| **Major** | Serious injuries; Down time and loss of productivity |
| **Catastrophic** | Death; Very serious consequences |

**Step 3 Determine the risk score Step 4 Record risk score** (**Note** – Risk scores are only estimated and should not be

Solely relied upon)

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|  | **CONSEQUENCE** | | | | |
| **LIKELIHOOD** | **Insignificant** | **Minor** | **Moderate** | **Major** | **Catastrophic** |
| **Almost certai**n | 3 High | 3 High | 4 Acute | 4 Acute | 4 Acute |
| **Likely** | 2 Medium | 3 High | 3 High | 4 Acute | 4 Acute |
| **Possible** | 1 Low | 2 Medium | 3 High | 4 Acute | 4 Acute |
| **Unlikely** | 1 Low | 1 Low | 2 Medium | 3 High | 4 Acute |
| **Rare** | 1 Low | 1 Low | 2 Medium | 3 High | 3 High |

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| **Score** | **Action** |
| **4**  **A: Acute** | URGENT – Act on and lower the risks immediately. Demands immediate attention. |
| **3**  **H: High** | Decisions required urgently by Management. |
| **2**  **M: Moderate** | Follow instructions given by management. |
| **1**  **L: Low** | Manageable. Review regularly, and if any conditions of work change. |

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BlueSafe Australia Pty Ltd supplies a generic template system of word documents that helps the employer to get a head start by providing them with a foundation to build a Work Health & Safety system for their business. BlueSafe Australia Pty Ltd templates are generic in nature and are not designed to be relied solely upon without the customisation of specific tasks.

Acquiring or creating & implementing an WHS System can greatly reduce the risks which are associated with your business, however having a complete WHS System does not 100% insulate a business from accidents or injuries in a workplace, and it does not guarantee that a Compensation Claim won’t be filed, however it significantly reduces the probability or likelihood by creating, adjusting and refining your systems as much as possible and ensuring that staff follow them.

The documents provided by BlueSafe Australia Pty Ltd are designed to help the employers’ awareness to safety in the workplace, and helping them with the first step to meeting their legislative obligations as an employer. Not only this, but it also creates an awareness for the employee in helping them be aware of their legislative obligations in the workplace, by taking responsibility for their actions, be ‘Safety Minded’ and helping the employer to create and maintain a safe workplace which also significantly reduces the possibilities and risks of an injury while at work.

The obligation rests with the employer to ensure that all systems in the workplace are applicable, practical and safe for their employees while ate work.

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