# Safe Work Method Statement

**SWMS Title:** Lifting Operations - For all lifts conducted using mobile cranes, gantry cranes, and vehicle loading cranes or any other mechanical lifting activity outside the confines of standard forklift operations.

<table>
<thead>
<tr>
<th>Location:</th>
<th>Department:</th>
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<tr>
<th>Project Name:</th>
<th>Work Group / Project No:</th>
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<tr>
<th>Prepared By:</th>
<th>Position:</th>
<th>Signed:</th>
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<th>Approved By:</th>
<th>Position:</th>
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## Permits required
- ☒ Working at heights (If required)
- ☐ Confined Space
- ☐ Excavation & trenching (if applicable)
- ☒ Lift Plan

## PPE Requirements

- ![Boots](image)
- ![Vest](image)
- ![Eye Protection](image)
- ![Gloves](image)
- ![Helmet](image)
- ![Hearing Protection](image)
- ![Face Protection](image)
- ![Body Protection](image)

**Additional PPE Requirements:** Eye protection Tinted/Clear – task specific), Gloves (task specific), Hearing protection (task specific)

**Legislative Reference:** Manage WHS Risks Codes of practice 2011, Mobile crane Codes of practice 2006

**CHRC Take 5 – Authority to Work process must be used in conjunction with this SWMS.**

**NOTE –** To ensure all specific hazards for the job are identified and suitable controls put in place, the workplace WHS risk register must be reviewed.
## RISK MATRIX AND CONSEQUENCE SEVERITY TABLE

### RISK MATRIX

<table>
<thead>
<tr>
<th>Likelihood</th>
<th>Insignificant</th>
<th>Minor</th>
<th>Moderate</th>
<th>Major</th>
<th>Severe</th>
</tr>
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<tbody>
<tr>
<td>ALMOST CERTAIN</td>
<td>Medium</td>
<td>High</td>
<td>Extreme</td>
<td>Extreme</td>
<td>Extreme</td>
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<tr>
<td>The event is expected to occur in most circumstances</td>
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<tr>
<td>LIKELY</td>
<td>Medium</td>
<td>Medium</td>
<td>High</td>
<td>Extreme</td>
<td>Extreme</td>
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<tr>
<td>The event will probably occur in most circumstances</td>
<td></td>
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<tr>
<td>OCCASSIONAL</td>
<td>Low</td>
<td>Medium</td>
<td>High</td>
<td>High</td>
<td>Extreme</td>
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<tr>
<td>The event will occur at some time</td>
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<tr>
<td>UNLIKELY</td>
<td>Low</td>
<td>Low</td>
<td>Medium</td>
<td>High</td>
<td>High</td>
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<tr>
<td>The event could occur at some time</td>
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<tr>
<td>RARE</td>
<td>Low</td>
<td>Low</td>
<td>Low</td>
<td>Medium</td>
<td>Medium</td>
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<tr>
<td>The event may occur only in exceptional circumstances</td>
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</tbody>
</table>

### CONSEQUENCE

<table>
<thead>
<tr>
<th>Number Assigned</th>
<th>People</th>
<th>Plant / Equipment</th>
<th>Environment</th>
<th>Image / Reputation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Insignificant</td>
<td>Little to No Injury</td>
<td>Slight Damage (&lt; $1000)</td>
<td>Slight effect (i.e. minor breach in site based control)</td>
<td>Slight impact (i.e. internal)</td>
</tr>
<tr>
<td>2. Minor</td>
<td>First Aid Treatment Required</td>
<td>Component level replacement / repair ($1000 - $5000)</td>
<td>Minor on-site contamination (i.e. minor spill contained in bund)</td>
<td>Limited impact (i.e. internal and Councillors and CEO awareness)</td>
</tr>
<tr>
<td>3. Moderate</td>
<td>Medical Treatment Injury</td>
<td>Equipment level replacement / repair ($5000 - $10,000)</td>
<td>Major on-site contamination with potential for off-site contamination (i.e. major spill but localised)</td>
<td>Local area impact (i.e. complain/s from community and published in local newspaper)</td>
</tr>
<tr>
<td>4. Major</td>
<td>Fatality</td>
<td>Multiple equipment replacements (Incl. Heavy Plant) ($10,000 - $50,000)</td>
<td>Minor off- Site contamination (i.e. spill/airborne contaminants have migrated off site in low concentration)</td>
<td>State wide impact(i.e. Newspaper and /or Television)</td>
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<tr>
<td>5. Significant</td>
<td>Multiple Fatalities</td>
<td>Massive widespread equipment damage (i.e. plant / equipment write-off) ($50,000 +)</td>
<td>Major off-site contamination (i.e. spill/airborne contaminants have migrated off site in high concentration)</td>
<td>National / International Impact (i.e. Newspaper and /or Television)</td>
</tr>
<tr>
<td>Task/Activity</td>
<td>Quality, Health, Safety &amp; Environmental Hazards/Risks</td>
<td>Control Measures</td>
<td>Residual Risk</td>
<td>Responsibility</td>
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<tr>
<td><strong>Operational Environment</strong></td>
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</table>
| Public safety      | Pedestrians or traffic accessing area                 | ▪ Visitor sign on and induction process to be established.  
▪ Check that all traffic and pedestrian signs and barricades are in place.  
▪ Define the battery limits of the site.                                                                                                               | U2L           | Supervisor                             |
| Emergency Response | Failing to have procedures in place in the case of an emergency | ▪ CHRC Emergency Response Procedure to be followed.  
▪ Emergency evacuation point to be identified and communicated to all personnel involved in task.  
▪ “000” to be called when emergency services required.  
▪ High Risk Rescue plans are to be developed for tasks deemed high risk.  
▪ Ensure effective communications means are in place for all work groups.                              | R2L           | Supervisor  
All personnel working in exposed areas                                 |
|                     | U.V exposure                                         | ▪ Wide brimmed hats, sun brims on hard hats, tinted safety glasses.  
▪ Long sleeved shirts and long trousers to be worn.  
▪ Sunscreen to be available on site.                                                                                                                   | U2L           | All personnel working in exposed areas |
| Working Outdoors    | Hot weather/ Heat Stress                             | ▪ Planned tasks to include regular rest breaks & task rotation.  
▪ Potable water for fluid replacements be made available.  
▪ Appropriate shaded rest areas deemed necessary.                                                                                                     | U2L           | All personnel working in exposed areas |
|                     | Wet weather – slippery surfaces                      | ▪ Assessment of slippery conditions to be carried out. Take into account movement of machinery as well personnel.  
▪ Complete Take 5.                                                                                                                                       | O1L           | Supervisor  
All personnel working in exposed areas                                 |
|                     | Working in animal or insect habitats                 | ▪ Work areas must be inspected prior to activities in any animal habitats.  
▪ Snake bite, insect repellent and first aid kits to be available on site.  
▪ Supervisors to ensure trained First Aider onsite.                                                                                                     | U2L           | All personnel working in exposed areas |
| Communication & Consultation | Poor communication  
Personnel un-aware of activities taking place  
Personnel unfamiliar with site requirements | ▪ Supervisor to ensure Team Take 5 completed signed off by all personnel working on site.  
▪ Ensure communication with other work crews and stakeholders in area in the area.  
▪ All personnel to have undergone site specific familiarisation with Supervisor.                                                                       | U3M           | Supervisor                             |
| Manual Tasks        | Manual handling injuries                             | ▪ Inducted personnel only.  
▪ Adopt good posture and manual handling techniques.  
▪ Use of mechanical devices.  
▪ Team lifting.                                                                                                                                             | U3M           | All personnel exposed to manual handling activities |

**Lifting Operations**
| Injuries due to personnel without the required competencies conducting lifts | • All personnel are to have completed CHRC WHS induction.  
• All personnel conducting lifts are to have the required HRW Licence for the activity. | 0 2 M |  
|---|---|---|---|
| Injuries/incidents due to failing to identify & manage the risk | • All personnel involved in the lift have to have completed CHRC Authority to Work process.  
• CHRC Lift Plan to be developed considering:  
  Weight of loads and slinging techniques.  
  Lifting gear required, including load charts on crane.  
  Travel path.  
  Ground conditions and concealed services.  
  Overhead hazards.  
  Communication methods. | 0 2 M |  
| Interaction with other crews | • Delineate areas where necessary to segregate from other work areas.  
• Ensure communication and consultation with other work crews in the vicinity. | 0 2 M |  
| Above ground and underground services | • For electrical power lines ensure the requirements of CHRC SWMS - Working on or Near Power lines is reviewed and understood.  
• All exclusion zones are to be adhered to. Spotter may be necessary.  
• Ensure lift path considers any underground services or previous trenching activities, manholes etc. | U 3 M |  
| Environmental conditions | • No lifts are to be conducted in situations where strong winds will affect the ability to control the load.  
• Tag lines may be used in less severe conditions.  
• No outside lifts are to be conducted if there is the chance of a lightning strike (Thunderstorms).  
• Rain events are to be considered as part of the risk management process.  
• Adverse environmental conditions are to be assessed and effectively controlled in Section 3 of the TEAM TAKE 5 Authority to Work process. | 0 2 M |  
| Personnel slinging loads without dogger HRW Licence | • A person can sling a load without holding a dogging or rigging High risk Work (HRW) Licence if the requirements of Section 3 of the Lift Plan have been met.  
  Under no circumstances can anyone who does not hold the required competencies sling a load. | 0 2 M |  
| Gantry crane operators slinging their own loads. | Operators with a bridge and gantry crane certificate are exempt from holding a dogging licence to sling their own loads | Comment Only |  

**Plan & prepare**

- **Supervisor**
- **Operator**
- **Dogger/rigger**
- All other personnel involved in lift.
### Communication methods.
- Ensure that positive communication methods are maintained between all personnel lifting or directing loads.
- Radio communications are considered best practice, but hand signals or whistle signals may be used providing all are understand and are competent in these forms of communication.

### Using Earthmoving equipment to conduct lifts.
- **Injuries/incidents due equipment not being fit for purpose.**
  - Ensure that equipment is “Fit for Purpose” and has the capacity to complete lift.
  - Ensure that machine is designed and manufactured to complete lifting operations.
  - Ensure that machine has approved lifting points.
  - Ensure that SWL of lifting points are clearly identified.
  - A lifting load chart must be available and machine specific.
  - Operator must have required competencies.

### Injuries or incidents due to the incorrect use of cranes or poor slinging & lifting practices.
- Crane operator and Dogman/Rigger must hold appropriate High Risk Licence – Cannot be the same person.
- Pre-start to be completed on crane & lifting gear. Must have required current inspections.

### Cranage
- **Failing to plan lift activities**
  - Lift study/Lift Plan to be developed considering:
    - Weight of loads and slinging techniques.
    - Lifting gear required, including load charts on crane.
    - Travel path.
    - Ground conditions and concealed services.
    - Environmental conditions.
    - Overhead hazards.
    - Nearby work activities.
    - Communication methods.

### Roles and Responsibilities
- **Supervisor**
- **Operator**
- **Dogger/rigger**
- **All other personnel involved in lift.**
3.10.20.15 - SWMS - Lifting Operations

The persons who have signed below have understood the above document and will adhere to all requirements and conditions

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<th>Name</th>
<th>Position</th>
<th>Signature</th>
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