

# SAFE WORK METHOD STATEMENT FOR TELEHANDLER OPERATION

## SAFE WORK METHOD STATEMENT INCORPORATES RISK ASSESSMENT

<b>Client/Principal Contractor</b>	Insert client and/or PC name	<b>Project Address:</b>	Insert the project's address
<b>Company Address:</b>	Insert your company address	<b>Phone Number:</b>	Insert your business number
<b>SWMS Prepared By:</b>	Insert person	<b>In Consultation With:</b>	Refer to Consultation and Sign-Off Record
<b>SWMS Approved By:</b>	Insert person	<b>Distribution To:</b>	All persons involved in the work scope
<b>SWMS Date:</b>	Insert date	<b>Review Date:</b>	12 months or as required
<b>Person(s) responsible for implementing, monitoring and compliance to the SWMS:</b>	Insert person(s)	<b>Responsible Person's Name:</b>	Insert person(s) phone number
<b>Work Scope Description:</b>	General operation of telehandler This task is classified as a 'High Risk Work' under Section 431 of the Work Health and Safety Regulation 2017 (WHS Reg) - Model Plan.		
<b>List the qualifications and training requirements for this activity:</b>	<p>Dependent on the work scope requirement, a full licence for a telehandler in forklift mode and a CN license if in crane mode may be required, or alternatively a combination of a telehandler and/or another unit of competency.</p> <ul style="list-style-type: none"> <li>A CN license is required if the telehandler exceeds 3 tonnes and is fitted with a crane, hoist and hook block.</li> <li>Inspection on this site must be carried out in accordance with the manufacturer's requirements and understanding the operator's manual.</li> </ul>		
<b>Details of inspections and checks required for this activity:</b>	<p>Pre-start checks must be carried out on the telehandler.</p> <ul style="list-style-type: none"> <li>The telehandler must be serviced and maintained in accordance with the manufacturer's requirements.</li> </ul>		
<b>Are there any other safety considerations that may affect this activity?</b>	The operator must comply with all additional safe work procedures, rules and instructions given by an authority or person in control of the workplace.		
<b>Legislative Reference:</b>	<ul style="list-style-type: none"> <li>Work Health and Safety Act</li> <li>Work Health and Safety Regulation</li> <li>How to Manage Work Health and Safety Risks Code of Practice</li> <li>Managing the Risk of Falls at Workplaces Code of Practice</li> <li>Managing Risks of Plant in the Workplace Code of Practice</li> <li>Australian Standard 2550.19 - Cranes, hoists and Winches - Safe Use Telescopic Handlers</li> </ul>		

JOB STEP		POTENTIAL HAZARDS Identify the hazards relating to health and safety with each step	RISKS Identify the risks to health and safety related to each step	LIKELIHOOD	CONSEQUENCE	INITIAL RISK SCORE	CONTROL MEASURES, CHECKS AND MONITORING Decide on what actions are necessary to eliminate, or minimise risk to a reasonably practical level	LIKELIHOOD	CONSEQUENCE	REVISED RISK SCORE	PERSON(S) RESPONSIBLE
1.	Planning and preparation.	<ul style="list-style-type: none"> <li>Uncoordinated work plan.</li> <li>Unprepared personnel.</li> <li>Unqualified personnel.</li> </ul>	<ul style="list-style-type: none"> <li>Risk of not understanding procedures.</li> <li>Suitable plant and equipment not available.</li> <li>Personnel not having been properly instructed or unprepared to operate the telehandler.</li> </ul>	1	2	2	<ul style="list-style-type: none"> <li>Ensure consultation with the Principal Contractor and/or Client has been undertaken to identify all risks and hazards associated with the work.</li> <li>Personnel must not consult on the operation of the telehandler and do not operate unless they have received the necessary instruction and training and are deemed competent.</li> <li>Alcohol consumption during the telehandler operation must be strictly prohibited.</li> <li>Personnel must not be under the influence of drugs or alcohol which may affect their ability to operate the telehandler.</li> <li>Personnel whose job involves the operation of the telehandler must receive the necessary instruction and training and are deemed competent.</li> </ul> <p><b>Note:</b> The operation of the telehandler (and the use of any attachments) must only be undertaken by personnel who have received the necessary instruction and training and are deemed competent.</p>	1	2	2 Low	Manager Operator Supervisor Workers
2.	Unloading/loading.	<ul style="list-style-type: none"> <li>Personnel not properly instructed or unprepared to operate the telehandler.</li> <li>Personnel not having been properly instructed or unprepared to operate the telehandler.</li> </ul>	<ul style="list-style-type: none"> <li>Risk of collision/impact with structures, personnel or plant.</li> </ul>	3	3	9 High	<ul style="list-style-type: none"> <li>Ensure that a clear area is defined for unloading and parking the telehandler.</li> <li>Check for overhead, nearby structures, energy services and other impact</li> </ul>	1	3	3 Low	Operators Supervisor Workers