

Insert your company logo or company name here

SAFE WORK METHOD STATEMENT FOR CRANE OPERATION

SAFE WORK METHOD STATEMENT INCORPORATES RISK ASSESSMENT

Client/Principal Contractor	Insert client and/or PC name	Project Address:	Insert the project's address
Company Address:	Insert your company address	Phone Number:	Insert your business number
SWMS Prepared By:	Insert person	In Consultation With:	Refer to Consultation and Sign-Off Record
SWMS Approved By:	Insert person	Distribution To:	All persons involved in the work scope
SWMS Date:	Insert date	Review Date:	Add 12 months or as required
Person(s) responsible for implementing, monitoring and compliance to the SWMS:	Insert person(s)	Responsible Person(s) phone number:	Insert person(s) phone number
Work Scope Description:	General operation of a crane and moving of loads. This task is a 'High Risk Construction Work' under section 2 of the Work Health and Safety Regulation of Powered Mobile Plant.		
List the qualifications and training requirements for this activity:	<ul style="list-style-type: none"> Crane operators must hold the appropriate license (e.g. CN, C1, C2, C3, C4, C5, C6, C7, C8, C9, C10, C11, C12, C13, C14, C15, C16, C17, C18, C19, C20, C21, C22, C23, C24, C25, C26, C27, C28, C29, C30, C31, C32, C33, C34, C35, C36, C37, C38, C39, C40, C41, C42, C43, C44, C45, C46, C47, C48, C49, C50, C51, C52, C53, C54, C55, C56, C57, C58, C59, C60, C61, C62, C63, C64, C65, C66, C67, C68, C69, C70, C71, C72, C73, C74, C75, C76, C77, C78, C79, C80, C81, C82, C83, C84, C85, C86, C87, C88, C89, C90, C91, C92, C93, C94, C95, C96, C97, C98, C99, C100, C101, C102, C103, C104, C105, C106, C107, C108, C109, C110, C111, C112, C113, C114, C115, C116, C117, C118, C119, C120, C121, C122, C123, C124, C125, C126, C127, C128, C129, C130, C131, C132, C133, C134, C135, C136, C137, C138, C139, C140, C141, C142, C143, C144, C145, C146, C147, C148, C149, C150, C151, C152, C153, C154, C155, C156, C157, 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C2133, C2134, C2135, C2136, C2137, C2138, C2139, C2140, C2141, C2142, C2143, C2144, C2145, C2146, C2147, C2148, C2149, C2		

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"> Unprepared personnel Unqualified personnel 	<ul style="list-style-type: none"> Risk of not understanding the task and the consequences of failure. Risk of not understanding the capabilities of the plant and equipment. Risk of not understanding the capabilities of the personnel. 	3	2	6	<ul style="list-style-type: none"> Ensure consultation with the Principal Contractor and/or Client has been undertaken to identify risks and hazards associated with the work. Personnel must be trained and competent on the operation of the crane and the maintenance of the crane. Decide on the necessary control measures. Assess the risk of the crane falling over the side of the building with load. Implement the zero alcohol policy. Assess the influence of the weather on the operation which may affect the safe work safely. Establish communication methods to be used by the crane crew. Determine if the lift has been designated as high risk or critical, as it may be necessary to complete a lift plan/lift study. Assess if the weather will have a negative impact on the lift and determine what conditions would render the lift unsafe. Determine what wind speed is acceptable for the lift. It should be noted when doing risk assessments that 'generally' the safe operation of a crane becomes difficult to ensure when the 	1	2	2 Low	Manager Operator Supervisor Workers



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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
							<p>wind speed exceeds 10 metres second, or 36km/hour, irrespective of the size of the load. However, in many situations a lower wind speed may be excessive, depending on the load and how it is lifted or moved.</p> <ul style="list-style-type: none"> Lifting should not be undertaken if the estimated weight has been previously determined to be too heavy for the crane to balance. Lifts are not to be undertaken if all cranes are not within the safe radius. Ensure that the instruction is given to the personnel whose job it is to operate the crane or move the load. <p>Note: The operation of the crane and the movement of loads must only be undertaken by personnel who have received the necessary instruction and training and are deemed competent.</p>				
2.	Crane pre-operational tasks.	<p>Damaged or defective equipment.</p> <ul style="list-style-type: none"> Uneven surfaces. 	<ul style="list-style-type: none"> Risk of failure to identify equipment faults and hazards. Risk of the crane rolling over or an 	3	3	9 High	<ul style="list-style-type: none"> Assess and implement signage and barricading (include slew radius). Minimum safe distances must be determined for all operations near drop-off zones, penetrations, excavations and edges. 	1	3	3 Low	Operators Supervisor Workers