

Insert your company logo or company name here

SAFE WORK METHOD STATEMENT FOR SCISSOR LIFT 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:	At least 2 months
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 scissor lift. This task is classified as a 'High Risk' task under Section 15 of the Work Health and Safety Regulation - Management of High Risk Work.		
List the qualifications and training requirements for the person(s) performing the work:	The person(s) performing the work must hold a valid scissor lift operator's manual. All persons must be trained in emergency rescue procedures. Note: On some scissor lifts, a specific skill of competency may be required.		
Details of inspections and maintenance checks required for this activity:	The scissor lift must be inspected and maintained out on the scissor lift. • The scissor lift must be maintained in accordance with the manufacturer's instructions.		
Are there any additional conditions that may affect the work?	Personnel must follow additional safe work procedures, plans, rules and instructions given by an authorised person in control of the workplace. Personnel must be trained on the emergency rescue procedures if involved in work at height.		
Legislative Reference:	<ul style="list-style-type: none"> • Work Health and Safety Act • Work Health and Safety Regulation • How to Manage Work Health and Safety Risks Code of Practice • Managing the Risk of Falls at Workplaces Code of Practice • Managing Risks of Plant in the Workplace Code of Practice • Australian Standard 2550.10. Cranes, Hoists and Winches - Safe use - Mobile Elevating Work Platforms • Australian Standard 1418.10. Cranes, Hoists and Winches: Elevating Work Platforms • Australian Standard 1891.4. Industrial Fall-Arrest Systems and Devices-Selection, Use and Maintenance 		

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"> Uncoordinated work plan. Unprepared personnel. Unqualified personnel. 	<ul style="list-style-type: none"> Risk of not understanding procedures. Suitable plant and equipment not available. Risk of having unqualified personnel. 	2	2	4	<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 scissor lift and only one person is allowed to operate the lift. Always ensure the scissor lift is within the safe working limit, not be used for lifting personnel or any materials that may affect their safety or the scissor lift safety. Ensure that the scissor lift and instruction is provided to all personnel whose job task involves the operation of the scissor lift. Note: The operation of the scissor lift must only be undertaken by personnel who have received the necessary instruction and training and are deemed competent. 	2	2	Low	Manager Operator Supervisor Workers
2.	Unloading and loading.	<ul style="list-style-type: none"> Overhead structures or power lines nearby. 	<ul style="list-style-type: none"> Risk of collision/impact with structures, personnel or plant. 	3	3	9 High	<ul style="list-style-type: none"> Ensure that a clear area is defined for unloading and parking the scissor lift. Check for overhead, nearby structures, energy services and other impact hazards and ensure a safe distance is maintained. 	1	3	3 Low	Operators Supervisor Workers