

Safe Work Method Statement

Cranes and Lifting

KWN-SWMS-007



SWMS Development Date:			Client Name:							
Work Activity:			Project Name / Number:							
			Project Address:							
			Project SWMS Approver:							
SRG Global SWMS Responsible Person (name, sign and date):			Client SWMS Responsible Person (name, sign and date):							
SWMS Development Team:										
Relevant Legislation etc:	Work Health and Safety Act 2020, Work Health and Safety (General) Regulations 2022, Work Health and Safety (Mines) Regulations 2022, Environmental Protection Act 1986, Environmental Protection Regulations 1987, AS 2550.19-2007 Telescopic Handlers, AS 2550.1-2011 Cranes, hoists and winches – Safe use: General Requirements, AS/NZS 3775.2-2014 Chain slings for lifting purposes – Grade T(80) and V(100): Care and Use, AS/NZS 4991 Lifting Devices, AS/NZS 1353.2 Flat synthetic webbing slings: Care and use, AS 1418.1 Cranes, hoists and winches: General requirements for a system of work									
Permits Required:	☐ Work at Heights	☐ Confined Space	☐ Hot Works	☐ EWP	☐ Ground Penetration	☐ Isolation				
	☐ Other									
Plant and Equipment Required (includes signage and emergency equipment):			Tools and Materials Required:							
Barricading, signage, tetra radio			Cranes and lifting equipment							
ANY REVIEW OF THIS SWMS IS TO BE NOTED BLEOW, AND ANY CHANGES COMMUNICATED TO THE WORK GROUP INVOLVED IN THIS WORK ACTIVITY										
Review No:	1	2	3	4	5	6	7	8	9	10
Name:										
Signature:										
Date:										

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Safety Helmet	Eye Protection	Safety Visor	Hand Protection	High Vis Clothing / Vest	Hearing Protection	Dust Mask	Half Mask	Full Face respirator	Fall Arrest Harness	Safety Boots
☒	☒	☐	☒	☒	☒	☐	☐	☐	☐	☒

Critical Risk Manual sections relevant to this SWMS to be reviewed before work commences.

										
Cranes & Lifting Gear	Road Transport	Ground Failure	Hazardous Materials	Mobile Plant	Release of Energy	Simultaneous Operations	Temporary Works	Confined Spaces	Work at Height	Work Near Water
☒	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐

High risk construction work (SWMS only required if one of the below eighteen work activities are undertaken)

☐ Work at Height (WAH) applies where a person could fall more than 1.8 metres or is working within 2 metres of an open edge.	☐ Work on a telecommunication tower	☐ Demolition of load-bearing structure
☐ Likely to involve disturbing asbestos or ACM's	☐ Temporary load-bearing support for structural alterations or repairs	☐ Work in or near a confined space
☐ Work in or near a shaft or trench deeper than 1.5 m or a tunnel	☐ Use of explosives	☐ Work on or near pressurised gas mains or piping
☐ Work on or near chemical, fuel or refrigerant lines	☐ Work on or near energised electrical installations or services	☐ Work in an area that may have a contaminated or flammable atmosphere
☐ Tilt-up or precast concrete elements	☐ Work on, in or adjacent to a road, railway, shipping lane or other traffic corridor in use by traffic other than pedestrians	☒ Work in an area with movement of powered mobile plant
☐ Work in areas with artificial extremes of temperature	☐ Work in or near water or other liquid that involves a risk of drowning	☐ Diving work

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Sign off Escalation Matrix (Ref.HSE Hazard and Risk Assessment Methodology COR-PRO-0112)

	Insignificant	Minor	Moderate	Major	Catastrophic
Almost Certain	P3 (MEDIUM)	P3 (MEDIUM)	P2 (HIGH)	P1 (EXTREME)	P1 (EXTREME)
Likely	P4 (LOW)	P3 (MEDIUM)	P2 (HIGH)	P2 (HIGH)	P1 (EXTREME)
Possible	P4 (LOW)	P4 (LOW)	P3 (MEDIUM)	P2 (HIGH)	P1 (EXTREME)
Unlikely	P4 (LOW)	P4 (LOW)	P3 (MEDIUM)	P3 (MEDIUM)	P2 (HIGH)
Rare	P4 (LOW)	P4 (LOW)	P4 (LOW)	P3 (MEDIUM)	P2 (HIGH)
Assessment Level	Safety & Health / Environment		Required Actions		
P1 (EXT))	The task must not proceed. Appropriate and prompt action must be taken to reduce the risk to an acceptable level		- Any risk with a rating of P1 EXTREME requires a Risk and Reward case to be included for approval. - Seek approval from the Managing Director to proceed with any activity associated with a risk with this risk score.		
P2 (HIGH)	The task can only proceed in extraordinary circumstances provided there is authorisation by the relevant Executive General Manager and a plan is in place to promptly reduce the risk to an acceptable level.		- Put in place a treatment plan to ensure risk remains within risk appetite and as low as is reasonably practical. - Executive team review treatment actions proposed by the head of the business unit if the risk is outside the organisation's risk appetite. - Risk Owner to maintain an active role in reviewing the appropriateness of the treatment plan with heads of department and EGM.		
P3 (MEDIU)	The task can proceed upon approval of the risk assessment by the relevant General/Divisional Manager. Implementation of a review cycle to review the risks and mitigate further wherever possible.		- Develop treatment plan to ensure the risk is as low as is reasonably practical. - Continue to watch and monitor. Include on the risk register. - Risk owner should report to the risk manager if they are unable to ensure the risk is within risk appetite or as low as is reasonably practical.		
P4 (LOW)	The task can proceed upon approval of the risk assessment by the risk owner. (Responsible Manager overseeing the task)		- Continue with current controls and monitor risk. - If risk is managed consistently and controls are embedded within business activities, consider removing risk from risk registering in consultation with Risk Manager.		

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Step #	List the steps required to perform the task in the sequence they are carried out.	List the potential hazards that could cause injury/damage when the task is performed.	List the control measures in place or required to eliminate or minimise the risk of injury/damage.	P4, P3, P2 or P1
1	Carry out Job Hazard Analysis (JHA) for the task.	- Unidentified hazards exposing crew to significant injury - Hazards not identified due to inadequate planning - Interaction with live plant or operational equipment - Change in task scope, environment or SIMOPS not reassessed	- The hierarchy of control shall be applied and documented, confirming why work at height cannot be eliminated and why fall prevention or fall restraint is not reasonably practicable before selecting fall arrest - A JHA must be completed prior to the commencement of work and reviewed daily or when task conditions change. - All work crew members to participate in the JHA process and sign onto the JHA to confirm understanding of the identified hazards and controls. - The JHA must be reviewed and approved by the Supervisor prior to work commencing. - The JHA must specifically identify any interaction with live plant, operational equipment, or plant start-up activities. - All hazards and associated control measures relevant to each step of the task must be clearly identified and documented. - Prior to any working at heights task, a Pre-Commencement Inspection Checklist must be completed by the Supervisor to verify that all required controls are in place and will not obstruct live plant operation, emergency equipment, or isolation points.	P4

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			Scoping must be conducted in consultation with the client (Area Owner / Isolation Officer / Shutdown Coordinator) where working at heights is utilised in or near live processing equipment.	
2	Pre-start Inspection of Crane	Mechanical failure leading to serious injury or fatality	- Crane operator to complete and document daily pre-start inspection in accordance with manufacturer requirements and site procedures prior to operation. - Any defects identified during inspection are to be reported immediately, recorded in the plant logbook and the crane removed from service until rectified where the defect impacts safe operation. - Verification that all safety devices are operational prior to use, including limit switches, load moment indicators, anti-two block devices, alarms and emergency stops. - Inspection to confirm wire ropes, hooks, lifting attachments and rigging components are free from damage, excessive wear or deformation prior to operation. - Pre-operational inspection to verify hydraulic systems are free from leaks and fluid levels are within manufacturer specifications. - Crane setup area to be inspected for ground stability, overhead obstructions and	P4

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			environmental conditions prior to commencement of lifting activities. - Only trained, competent and authorised personnel to operate the crane in accordance with site verification of competency requirements. - Planned preventative maintenance and statutory inspections to be completed in accordance with manufacturer recommendations and regulatory requirements.	
3	Rigging loads to be lifted by crane	Incorrect rigging configuration or lifting gear failure resulting in dropped load	- Verify load weight, centre of gravity and lift plan prior to lifting. - Ensure all slings, shackles and lifting equipment are inspected, certified, tagged and fit for purpose. - All rigging connections to be checked by a competent person prior to lift commencement.	P4
		Personnel struck by suspended or swinging load	- Establish barricaded exclusion zones and prevent personnel from standing under suspended loads. - Use tag lines where practicable to control load movement and maintain clear communication between crane operator and dogman/rigger.	P4
		Pinch points and crush injuries during rigging activities	- Maintain clear hand placement during tensioning and landing of loads. - Use controlled lifting movements and ensure workers remain clear of load landing zones.	P4

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		Load instability due to incorrect sling angles or unbalanced load	- Confirm correct sling angles and lifting points are used in accordance with lift study and manufacturer requirements. - Conduct trial lift/check lift to verify load stability prior to slewing or travelling.	P4
		Communication failure between crane crew and riggers	- Pre-start briefing to confirm lift sequence, communication method and designated dogman. - Radios or agreed hand signals to be used throughout lifting operations.	P4
		Contact with overhead services or nearby structures	- Confirm overhead and underground services are identified prior to lifting activities. - Maintain exclusion distances and utilise spotters where required.	P4
	-	Environmental conditions impacting lift stability	- Monitor wind and environmental conditions prior to and during lifting activities. - Cease lifting operations if conditions exceed crane or lift plan limitations	P4
4	Lifting and positioning load	Incompetent crane operator	- Only trained, competent and authorised personnel to operate cranes in accordance with relevant High Risk Work Licence requirements and site verification of competency (VOC). - Crane operators must be familiar with the lift plan, crane load charts and project specific hazards prior to commencing lifting operations. - Briefing and communication methods to be confirmed before the lift.	P4

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		Collision with adjacent structures or plant during slewing	- Confirm lift path is clear prior to movement. - Maintain spotters to monitor clearances around structures, plant and personnel. - Controlled crane movements only.	P4
		SIMOPS interaction with other workgroups entering lift zone	Establish exclusion control area, non-essential personnel must not enter the crane lifting area until the lift is complete.	P4
		Loss of load control while travelling load	Use non-conductive tag lines to maintain load control and prevent rotation or uncontrolled movement during crane travel.	P4
5	Landing and securing load into final position	Unstable load during landing causing load shift	- Ensure landing area is level, structurally suitable and clear of obstructions prior to lowering load. - Use packers, chocks or temporary restraints where required to maintain stability.	P4
		Hands or fingers caught between load and structure during final positioning	- No hands to be placed beneath suspended loads. - Use push/pull tools or tag lines to guide load into position and maintain clear communication with crane operator.	P4
		Premature removal of rigging before load is secured	Rigging equipment not to be disconnected until load is fully landed, stable and verified secure by competent personnel.	P4
		Load movement after crane tension released	Confirm bolts, temporary bracing, restraints or engineered supports are installed prior to	P4

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			releasing crane load.	
		Inadequate communication resulting in uncontrolled movements	One designated dogman/rigger to direct final landing operations using agreed communication methods and stop-work authority if unsafe conditions develop.	P4



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Supervisor SWMS Review				YES	NO	N/A	Comments
Are the people that have reviewed the SWMS the same people working on the task?							
Has the SWMS been developed specifically for the task?							
Have work scopes or changes to the work scope been adequately identified and controlled?							
Has the SWMS been adequately risk assessed?							
Is the SWMS located in a position to ensure it is available to all persons requiring access to worksite?							
Does the SWMS identify Permit to work or Isolation requirements?							
Are relevant Hazardous Substances and SDS identified on the SWMS and are they available at the worksite?							
Does the SWMS identify and control any potential environmental issues and have these issues been adequately controlled?							
Are all personnel adequately trained to do the task?							
Are any Critical Risks involved in this task?							
a) Are adequate controls in place?							
b) If adequate controls have not been listed has the SWMS been amended?							
Does SWMS identify any conditions that could be identified where the task needs to be reassessed (<i>Hold Point</i>) e.g. change of methodology?							
If Yes list below:							
SWMS APPROVAL							
Supervisor Name:		Contact Phone:		Signature:		Date:	
Client Name: <i>If required</i>		Contact Phone:		Signature:		Date:	



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This SWMS has been developed in consultation with staff and has been read, understood and signed by all employees undertaking the works					
Name:	Signature:	Date:	Name:	Signature:	Date:



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