

Scope of Work Activity Covered by this Work Method Statement

Site:

This Work Method Statement outlines the main hazards and risks associated with

Crane Truck

Contact:

Instructions for Safe Work Method Statements

A Safe Work Method Statement (SWMS) is a document that sets out the work activities to be carried out at a workplace, the hazards arising from these activities and the measures to be put in place to control the risks. All work must be carried out in accordance with this SWMS. This SWMS must be kept and be available for inspection. All persons must read, understand and sign off this Work Method Statement.

Applicable High Risk Construction Work Activities (highlighted). A SWMS is required for all high risk work activities.

A risk of a person falling more than 2 M		Demolition of a load-bearing structure.		Work on a tele-communications tower
Work in or near a shaft or thrench with an excavated depth over 1.5m or in a tunnel		Temporary load-bearing support structures for structural installations or repairs		Work on or near a pressurised gas distribution mains or piping
Work on or near chemical, fuel or refrigerant lines	Y	Work on, in or adjacent to a road, railway, shipping lane or other traffic corridor in use by traffic other than pedestrians		Work on or near energised electrical installations or services
Likely to involve disturbing asbestos		Work in or near a confined space	Y	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		Work in an area that may have a contaminated or flammable atmosphere
Use of explosives		Tilt-up or precast concrete elements		Diving work

Personal Protective Clothing & Equipment (PPE) Required



**SUN
PROTECTION
EQUIPMENT
MUST
BE WORN**



**LONG SLEEVE
SHIRT AND
TROUSERS
MUST BE WORN**

Safety Boots		Protective Gloves	
Safety Glasses		High Visibility Clothing / Vests	
Hearing Protection		Hard Hat	

Required Qualifications/Verifications

Qualification	Requirement	Qualification	Requirement
Openshore WHSQE Induction	All Personnel	Openshore Maintenance Competency	Machine Operator
Construction Industry White Card	All Personnel	Vehicle Loading Crane (CV) License	Driver
Drivers License	All Personnel	Rail Industry Worker	All Personnel
HLTAID001 / 002 / 003 - CPR & First Aid	2 x Qualified Staff Members On Site	Site Specific Induction	All Personnel
Asbestos Awareness	All Personnel		

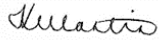
Required Inspections & Maintenance Checks

Plant and equipment used on site includes, but is not limited to:

Plant and/or Equipment	Inspection and maintenance checks required	Plant and/or Equipment	Inspection and maintenance checks required
Mobile Equipment	Safety check prior to use. Maintenance & Safety Checks in accordance with Manufacturers Specifications	Electrical Equipment	Safety check prior to use. Maintenance & Safety Checks in accordance with Manufacturers Specifications
Ladders	Safety check prior to use	Extension Leads	Tag & Test Safety check prior to use

Inspections of plant to be carried out before commencement of work, as per listed hazard controls for pre-start checks.

Safe Work Method Statement

SWMS Develop By:	Kelly Martin 0412 097 229	WHS Manager	
SWMS Consulted With:	Blake Pascoe 0402 638 852	Operations Manager	
SWMS Approved By:	Paul Martin 0431 510 767	Director	
Person Responsible for ensuring compliance with this SWMS	Blake Pascoe 0402 638 852	Operations Manager	

Formal communication of Site Safety Rules will occur primarily in three ways:

1. As part of the implementation of this Work Method Statement, all parties in the workgroup to be present for a brief meeting.
2. As new person(s) (employees, subcontractors, etc.) enter the site for the first time they will be briefed on the Site Safety Rules that they must comply with and sign induction form stating that they are aware of the site specific hazards.
3. At regular 'toolbox' meetings – employees will be reminded of the safety site rules, new and existing potential hazards and also constantly reminded of the importance of striving for a hazard free work place. Employees are given the opportunity to provide feedback and add hazards and controls.

RISK RATING MATRIX

Consequence →	Low (C1) No Injury most probable outcome; Losses in <\$500; Environmental impact small localised and contained;	Minor (C2) FAI most probable outcome; Losses in excess >\$500 <\$15,000; Environmental impact, contained impact requiring minor remedial action.	Moderate (C3) MTI or LTI most probable outcome; Losses in excess >\$15,000 <\$50,000; Environmental impact, medium term contained impact requiring considerable remedial action.	Major (C4) LTI most probable outcome; Losses in excess >\$50,000 <\$100,000; Environmental contamination off-site, considerable remediation required	Critical (C5) A fatality(s) most probable outcome; Losses in excess >\$100,000; Irreversible/ irreparable environmental contamination.
Likelihood ↓					
Rare (L1) A similar incident is unlikely to occur again	L2	L3	L4	M5	M6
Unlikely (L2) A similar incident could occur in the next 5 years	L3	L4	M5	M6	H7
Possible (L3) A similar incident could occur in the next 1 year	L4	M5	M6	H7	H8
Likely (L4) A similar incident could occur in the next 6 months	M5	M6	H7	H8	E9
Almost certain (L5) A similar incident could occur in the next 1 month	M6	H7	H8	E9	E10
Risk Score	Risk Rating	Required Action		Hierarchy of Controls	
2-4	Low risk	Manage and Monitor by routine internal procedures.		1. Elimination	Complete elimination of risk
5-6	Moderate risk	Specific monitoring or procedures to be implemented. Management responsibility to be specified and strategies implemented as part of day-to-day activities.		2. Substitution	Replacement of material, process, substance, etc.
7-8	High risk	Immediate action to be implemented by Operations Manager and HSEQ Manager. GM to be notified		3. Engineering	Designing risks out or isolation of risks
9-10	Extreme risk	Immediate action to be implemented; this level of risk needs detailed research and planning by Operations Manager and HSE Q manager. GM must be notified.		4. Administrative	Adjusting the time or conditions of risk exposure, including training options
				5. Personal protective equipment	Provision of PPE where other options are not practicable

Relevant Legislation, Standards & Codes of Practice relating to the work:

NSW Work Health & Safety Act November 2011

NSW Work Health & Safety Regulations September 2025

NSW Code of Practice -	Construction Work	August, 2019
NSW Code of Practice -	Demolition	August, 2019
NSW Code of Practice -	Excavation Work	January, 2020
NSW Code of Practice -	First Aid in the Workplace	January, 2020
NSW Code of Practice -	Hazardous Manual Tasks	August, 2019
NSW Code of Practice -	How to Manage Work Health and Safety Risks	August, 2019
NSW Code of Practice -	Managing Electrical Risks in the Workplace	August, 2019
NSW Code of Practice -	Managing Noise & Preventing Hearing Loss at Work	December, 2022
NSW Code of Practice -	Managing the Risk of Fatigue at Work	February, 2026
NSW Code of Practice -	Managing the Risk of Falls at Workplaces	August, 2019
NSW Code of Practice -	Managing the Risks of Hazardous Chemicals in the Workplace	December, 2022
NSW Code of Practice -	Managing the Risks of Respirable Crystalline Silica in the Workplace	February, 2026
NSW Code of Practice -	Managing the Risks of Plant in the Workplace	December, 2022
NSW Code of Practice -	Managing the Work Environment and Facilities	August, 2019
NSW Code of Practice -	Work Health and Safety Consultation, Cooperation and Coordination	December, 2022
NSW Code of Practice -	Work Near Overhead and Underground Electric Lines	May, 2026
NSW Code of Practice -	Working Safely When Cutting, Drilling and Grinding Concrete and Masonry Products	May, 2026

Rail Safety (Adoption of National Law) Act 2012 No 82

Rail Safety National Law National Regulations 2012

Relevant Legislation, Standards & Codes of Practice relating to the work:

AS 2550.10-2006 Cranes, Hoists and Winches - Safe Use Mobile Elevating Work Platforms
AS 3775.2 2014 Chain Slings for lifting purposes - Grade T(80) and V(100) Care and Use
AS 2550.5:2016 Cranes, Hoists and Winches - Safe Use Mobile Cranes
AS 4497:2018 Roundslings - Synthetic Fibre
AS 1353.2-1997 Flat Synthetic-Webbing Slings - Care and Use
AS 2321:2014 Short-link Chain for Lifting Purposes
AS 3776:2015 Lifting Components for Grade T(80) and V(100) Chain Slings
AS 2089-2008 (R2019) Sheave Blocks for Lifting Purposes
AS 2741-2002 Rec:2014 Shackles
AS 1666.2-2009 (R2019) Wire-rope Slings Care and Use
AS 1438.2-1998 (R2014) Wire-coil Flat Slings Care and Use
AS 2550.1-2011 Cranes, Hoists and Winches - Safe Use General Requirements
AS 1418.1-2002 Cranes, Hoists and Winches General Requirements

Crane Truck

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk						Residual Risk	
Unsafe work practices due to insufficient general or site specific safety training	Personal injury	3	3	M6	1 - Ensure employees have CV (or higher) truck licence onsite, and Construction Card (CPCCOHS1001A 'Work Safely in the Construction Industry') 2 - Ensure all employees attend Project/Site Induction prior to start of work. 3 - Ensure correct PPE is worn at all times without exception; Safety glasses (and a spare pair), hard hat with brim, ear plugs, long sleeves shirt and pants, steel cap boots, hi-visibility shirt/vest, UV sunscreen. (Optional PPE may be required: gloves, chaps, high-impact face shield) 4 - Sufficient drinking water & breaks in heat stress Environments.	Supervisor Work Team	2	2	L4
Travel to Site	Vehicle Accidents & Breakdowns.	3	4	H7	1 - Complete 'Daily Plant & Equipment Checklist' prior to driving to site. 2 - Ensure vehicle is registered and roadworthy. 3 - All employees MUST not be under the influence of drugs and/or alcohol. 4 - Ensure the appropriate driver's licences endorse the driver for the type of vehicle to be driven.	Driver Crane Operator	1	4	M5
Park vehicle and/or machinery onsite HIGH RISK WORK ACTIVITY	Personal Injury. Hit by Traffic Onsite.	3	4	H7	1 - Vehicles must have reversing beeper, hazard lights and/or strobes / rotating yellow beacon lights activated in areas required onsite. 2 - Traffic control in place as required. 3 - Use a Spotter when possible, especially when reversing. Ensure that the parking of vehicles does not place anyone at risk of being hit by a passing vehicle or backed into. 4 - Maintain positive communication.	Driver Crane Operator	2	4	M6
Arrival onsite & Complete Start Card /Toolbox	Unaware of site specific hazards and inadequate communication with others working nearby	3	3	M6	1 - Conduct Onsite Pre-Start Check 2 - Discuss site-specific hazards at a Pre-Start Meeting. 3 - Ensure all sub-contractors and people in vicinity are aware of them.	Supervisor Work Team	1	3	L4

Crane Truck

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk					Residual Risk		
Access/Working Within Rail Corridor	Struck by Rail Traffic	4	5	E9	1 - Not entry into the rail corridor without the authority of an ARTC accredited Protection Officer. 2 - Protection Officer to conduct a Worksite Pre-Work Briefing and identify safe access, evacuation process, safe work zones and exclusion zones. 3 - Protection Officer to install the appropriate level of safeworking protection for the task. 4 - Protection Officer to communicate the rail worksite protection arrangements. 5 - Protection Officer to be in a position to monitor worksite and train operations effectively. 6 - All workers to follow the Protection Officer's instructions. 7 - RIW qualifications. 8 - Zero tolerance for drugs & alcohol. 9 - No use of mobile phones, except in a safe place. 10 - All workers fit for work - not fatigued. 11 - Rail compliant PPE - Orange High Vis. 12 - Schedule work if possible for low traffic periods. 13 - Adequate lighting. 14 - Flashing lights to be used on mobile plant. 15 - Rear vision mirrors fitted to all plant. 16 - Convex mirrors on all plant. 17 - Reversing alarms on all plant. 18 - Use spotter. 19 - Maintain positive communication.	Protection Officer / Supervisor / Work Team	1	5	M6
Plan the Lift	Unsafe Lifting Methods Attempted	3	4	H7	1 - Determine the lifting method that will best ensure that: - the stability of the vehicle and crane will be maintained - load movements will be as slow, smooth and level as possible - any load restraints will remain in place and be effective - the load will be delivered to a level and stable surface 2 - Relevant lifting chart to confirm the lifting attachment and slinging method is suitable.	Supervisor Work Team	2	4	M6
Prepare Work Area	Impact on other objects / workers Electrocution Instability Unsafe equipment and/or set up	3	4	H7	1 - Set up an appropriate exclusion zone. Use warning tape, witches hats and/or a spotter. 2 - Ensure you will maintain a separation distance of 3 metres from power line for voltages up to 132KV and 8 metres for voltages greater than 132KV unless you have a suitable permit. 3 - Deploy stabilisers and install outrigger foot plates where required. 4 - Check the vehicle and crane are level. 5 - Complete a visual inspection of the vehicle and set up - do not continue if unsafe. 6 - "Tag Out" faulty equipment if needed.	Driver Crane Operator	2	4	M6
Prepare the Load	Unsafe load Proceeding with a lift that is not safe	3	3	M6	1 - Ensure the load is safely slung. 2 - Check that the load is securely restrained. 3 - Test the load for stability and load restraint (slowly lift the load slightly above its initial position)	Driver Crane Operator	2	2	L4

Crane Truck

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk						Residual Risk	
Prepare to start work	Allow Traffic Control (TC) to setup as per the TCP	3	4	H7	1 - Have Traffic Control Plans in place. If necessary, acquire legible Traffic Control Plans, and ensure setup as per onsite TC Plans. 2 - Obtain Road Occupancy Licence. 3 - Temporary Road Closure Cert, and Permit from Traffic Control (TC) may be required, do not plan or begin works until all permits are approved and Traffic Control is accurately set up as per TCP.	Driver Crane Operator	2	4	M6
Prepare to start work	Uncontrolled Pedestrian Access	3	4	H7	1 - Never have pedestrians walk out onto road, between parked vehicles, or near excavation to get past the work area. 2 - Ensure redirections correct pedestrian controls are in place 3 - As per WHS Regulations -2017 Clause 306 2017, a barricade or hoarding at least 900mm must be erected around an excavation. 4 - Ensure signage indicating presence of trench is used.	Driver Crane Operator	2	4	M6
Move the Load	Uncontrolled Movements	3	4	H7	1 - Lift, move and lower the load slowly and smoothly. 2 - Do not travel the load over a person 3 - Ensure the load is placed securely on a level and stable surface.	Driver Crane Operator	2	4	M6
Completion of Work	Vehicle loads not secured before leaving Objects / Materials left on site.	3	3	M6	1 - Remove lifting attachments and store securely. 2 - Return the crane to the confines of the vehicle. 3 - Turn off the equipment and secure the crane to prevent movement. 4 - Remove the exclusion zone (and remove any wheel chocks, if used).	Driver Crane Operator	1	3	L4
Leave Site	Vehicle accidents	3	3	M6	1 - Licensed Operator only. 2 - Use Spotter 3 - Always use strobe lights & reversing beepers.	Supervisor Work Team	1	3	L4
Refill equipment with fuel	Fire, Explosion	3	5	H8	1 - Only re-fuel in well ventilated areas. 2 - Ensure that no naked flames and/or alight cigarettes (ignition sources) are in the vicinity, prior to and during re-fuelling. 3 - Re-fuel or add oils to plant/machinery by the use of a funnel to avoid spillage onto hot machine components. 4 - Spill kit available. 5 - Fire extinguisher available. 6 - Wear required PPE, safety footwear, rigger's gloves, safety helmet and high visibility clothing.	Supervisor Work Team	1	5	M6
Monitor & Review		4	4	H8	1 - SWMS to be reviewed by all staff through daily pre-start and weekly toolbox talks for effectiveness & application to site. 2 - Compliance to the SWMS is monitored using a system of routine or random workplace inspections. 3 - In the event that the work is not being carried out in accordance with the SWMS, all work will cease immediately. The SWMS are reviewed to identify non-compliance and ensure the method in the SWMS is the most practical and safest way of doing the task. The SWMS is revised if another method is identified as being a safer option, before work resumes. 4 - Feedback to be given by all staff and improvements to be included in revision of SWMS.	Supervisor Work Team	1	1	L2

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk					Residual Risk		

Safe Work Method Statement



Sign Off

The representatives of Openshore listed below have been involved in the creation and implementation of this Safe Work Method Statement (SWMS) and will make sure all work is carried out in accordance with this document. All workers listed below have the appropriate licence/qualifications and/or experience required to perform each job task:

Workers Name	Role	Signature	Date