



SAFE WORK METHOD STATEMENT
(Job Safety Analysis Worksheet)

This Safe Work Method Statement is submitted to:

COMPANY:	REFERENCE: SWMS-BOOM TYPE EWP
SITE ADDRESS: Contact:	JOB DETAILS: Is designed for Elevating Personnel, Tools & Equipment to work areas.

This Safe Work Method Statement is approved by:

NAME: (GENIE TM)	POSITION:
SIGNATURE:	DATE: TIME:
PHONE NUMBER:	MOBILE NUMBER:

This Safe Work Method Statement was prepared by:

NAME: CHRIS BOND	POSITION: WORKPLACE HEALTH & SAFETY ADVISOR
SIGNATURE:	DATE: 10/12/2012 TIME: 8AM
PHONE NUMBER: 07 3456 4437	MOBILE NUMBER: 0409 067 467

JOB SEQUENCE (Outline each task to do the job)	HAZARD IDENTIFICATION (What can affect safety) ASSESS THE RISK (What could happen)	R I S K	CONTROLS THAT WILL BE USED (Safe Work Procedures)
Operation of Boom Type EWP	Operator not licenced, trained or qualified to Operate Machine could result in the machine being used in an unsafe condition.	4	<ul style="list-style-type: none"> Operator must be trained and competent to use this equipment.eg: EWPA "Yellow" Card. If the Boom type EWP is designed to elevate more than 11mtrs. Operators must also have Prescribed Occupation Certificate Type-WP.

Operation of Boom Type EWP	<u>Commissioning, Installation, Erection & Maintenance:</u> Failure to consult logbook & conduct Pre-Operational Daily Checks may mean machine is being used in an unsafe condition.	4	<ul style="list-style-type: none"> Prior to using EWP, Operator must conduct Pre-Operational Checks using the EWP's logbook /Operators Manual as a reference.
----------------------------	---	---	--

SAFE WORK METHOD STATEMENT (Page 2)

JOB SEQUENCE <i>(Outline each task to do the job)</i>	HAZARD IDENTIFICATION <i>(What can affect safety)</i> ASSESS THE RISK <i>(What could happen)</i>	R I S K	CONTROLS THAT WILL BE USED <i>(Safe Work Procedures)</i>
Operation of Boom Type EWP	<u>Crushing (Squashing):</u> Tools or material falling from Platform.	3	<ul style="list-style-type: none"> Barricade off work area and place warning signs.
	Someone being crushed when slewing, raising or lowering boom.	4	<ul style="list-style-type: none"> Clear all personnel from the area before raising, lowering or slewing the boom.
Operation of Boom Type EWP	Person(s) in basket being crushed between the basket & overhead structure(s) if the boom is driven under overhead structures on uneven ground or up & down kerbs or slopes etc..	4	<ul style="list-style-type: none"> If working under overhead structures ie. under overhead steelwork, under a bridge, in a tunnel etc if the Boom is to be driven on uneven ground or up/down a kerb or slope etc., remember the leverage factor and ensure ample clearance above the basket to cater for any unexpected amplified upward basket movement ie: centimetres of movement at ground level can result in metres of sudden unintended/unexpected Upward movement at the basket especially when the Boom is extended & telescoped out.

Operation of Boom Type EWP	Body or limbs can be crushed if not kept clear of Boom Arms.	4	<ul style="list-style-type: none"> Operator Awareness-Never allows any part of body through, under or between boom arms.
-------------------------------	--	---	---

SAFE WORK METHOD STATEMENT (Page 3)

JOB SEQUENCE <i>(Outline each task to do the job)</i>	HAZARD IDENTIFICATION <i>(What can affect safety)</i> ASSESS THE RISK <i>(What could happen)</i>	R I S K	CONTROLS THAT WILL BE USED <i>(Safe Work Procedures)</i>
Operation of Boom Type EWP	EWP tipping or rolling over.	4	<ul style="list-style-type: none"> Prior to any operation carryout site inspection as part of the Safe Work Plan, Inspect the entire work area and all ground conditions where the boom will travel during operation.
Operation of Boom Type EWP	EWP tipping or rolling over.	4	<ul style="list-style-type: none"> Ensure load on platform is secure & evenly distributed. Do not exceed Manufacturer's rated capacity. When elevated, drive only on ground capable of supporting its weight(no potholes or soft spots) Do not tie off the Boom to any fixed structure or plant, or use the boom as an anchor point for attaching rope, wire, etc...use the
Operation of Boom Type EWP	EWP tipping or rolling over.	4	<ul style="list-style-type: none"> Do not use, elevate or leave elevated in high winds that exceed the machines maximum wind rating. Do not attach "Sail Hazards" such as signs, banners, shade cloth etc..to the platform.

Operation of Boom Type EWP	EWP tipping or rolling over.	4	<ul style="list-style-type: none"> Do not perform work that will subject the boom to a side force greater than the machines rated side loading eg: pushing & pulling on a fixed structure when working from the platform.
-------------------------------	------------------------------	---	--

SAFE WORK METHOD STATEMENT (Page 4)

JOB SEQUENCE (Outline each task to do the job)	HAZARD IDENTIFICATION (What can affect safety) ASSESS THE RISK (What could happen)	R I S K	CONTROLS THAT WILL BE USED (Safe Work Procedures)
Operation of Boom Type EWP	EWP tipping or rolling over.	4	<ul style="list-style-type: none"> Overhanging loads such as pipes must not be lifted with the boom unless done so with a rack approved by the manufacturer. NB: Overhanging loads can alter the boom's centre of gravity and cause it to tip over.
Operation of Boom Type EWP	EWP tipping or rolling over.	4	<ul style="list-style-type: none"> If fitted with an oscillating axle and the Boom is on uneven ground and needs to be driven, use with extreme care. If one or more wheels are not making full contact with the ground, exercise extreme caution and fully lower the platform(if safe to do so) then drive/reposition machine so all wheels make full contact with the ground again.

Operation of Boom Type EWP	Parts of the Plant collapsing	4	<ul style="list-style-type: none"> • Never allow any personnel to work underneath any part of the Boom. • Note: Do not walk or work under raised hydraulics.
Operation of Boom Type EWP	Being trapped between the plant & materials, or fixed structures	4	<ul style="list-style-type: none"> • Avoid congested work areas. • Remain within the confines of the lift platform when operating. • Ensure sufficient clearance between the platform and overhead obstructions.

SAFE WORK METHOD STATEMENT (Page 5)

JOB SEQUENCE (Outline each task to do the job)	HAZARD IDENTIFICATION (What can affect safety) ASSESS THE RISK (What could happen)	R I S K	CONTROLS THAT WILL BE USED (Safe Work Procedures)
Operation of Boom Type of EWP	Operator(s) falling from Basket/Platform	5	<ul style="list-style-type: none"> • When entering the Basket of the Boom Type EWP the fully body harness and lanyard assembly must be attached to the specified anchor point.

Operation of Boom Type of EWP	Driving into bystanders/other workers	5	<ul style="list-style-type: none"> Ensure all safety devices such as audible and visual alarms are operating when the EWP is in motion.
Operation of Boom Type of EWP	Unexpected movement of Plant	4	<ul style="list-style-type: none"> Clearly define the work area. Keep all personnel clear. Personnel must not refuel EWP while platform is elevated or in operation.
Operation of Boom Type of EWP	<u>Electrical:</u> Electrocution from Overhead Power lines.	5	<ul style="list-style-type: none"> Maintain mandatory minimum clearances from overhead power lines as defined by Regulatory Authorities. Barricade off work areas. Insulate power lines Look Up and Live(before and during operation)

SAFE WORK METHOD STATEMENT (Page 6)

JOB SEQUENCE (Outline each task to do the job)	HAZARD IDENTIFICATION (What can affect safety) ASSESS THE RISK (What could happen)	R I S K	CONTROLS THAT WILL BE USED (Safe Work Procedures)
Operation of Boom Type of EWP	Electric shock from damaged extension cords when charging batteries or supplying power to the Boom.	5	<ul style="list-style-type: none"> Inspect cords & plugs for nicks, cuts, damage & test and tag date before use. Ensure cords are protected from falling objects, pinch points, or pedestrians or other traffic. Do not pull cord around sharp edges or corners.

Operation of Boom Type of EWP	Electric shock from damaged extension cords when charging batteries or supplying power to the Boom.	5	<ul style="list-style-type: none"> Do not use extension cords dangling over side of the Boom. Where equipped, extension cord must be plugged into the plug located at the base of the machine and then tools can run from the power outlet on the Boom. Do not overload electrical circuit ie.exceed 10amps
Operation of Boom Type of EWP	Water near Electrical Equipment	4	<ul style="list-style-type: none"> Use weatherproof equipment/fittings outside. If using a high pressure cleaning machine do not use near control boxes or other electric/electronic components.
Operation of Boom Type of EWP	<p><u>Entanglement:</u></p> <p>Becoming entangled in moving parts</p>	4	<ul style="list-style-type: none"> Keep personnel clear. Barricade off/designate work area. Never wear loose fitting clothing etc...eg safety vest to be done up.

SAFE WORK METHOD STATEMENT (Page 7)

JOB SEQUENCE (Outline each task to do the job)	HAZARD IDENTIFICATION (What can affect safety) ASSESS THE RISK (What could happen)	R I S K	CONTROLS THAT WILL BE USED (Safe Work Procedures)
Operation of Boom Type of EWP	<u>Equipment not in Use:</u> Boom tipping or rolling over when unattended.	4	<ul style="list-style-type: none"> Do not leave the Boom fully elevated & unattended as it could be exposed to excessive wind loads and other risks such collision with vehicular traffic. If Boom must be left elevated & unattended (security reasons etc) it must be assessed to do so
Operation of Boom Type of EWP	Unauthorised Use.	4	<ul style="list-style-type: none"> Remove Ignition key (if fitted). Lock all cabinets/covers when leaving the machine unattended.
Operation of Boom Type of EWP	<u>Explosion:</u> Explosion of gases, vapours, liquids, dusts or other substances.	4	<ul style="list-style-type: none"> Do not use jumper leads (a spark may cause an explosion).
Operation of Boom Type of EWP	<u>High Temperature or Fire:</u> Refuelling: When refuelling, sparks, flames, hot engine can ignite fuel.	4	<ul style="list-style-type: none"> The Operator must shut down the engine prior to refuelling. Refuelling must take place in a well ventilated area. Operator must ensure that there are no naked flames in the area. DO NOT SMOKE. Avoid spilling fuel & collect any fuel run off. Refuelling must not occur when platform/basket is elevated.

SAFE WORK METHOD STATEMENT (Page 8)

JOB SEQUENCE (Outline each task to do the job)	HAZARD IDENTIFICATION (What can affect safety) ASSESS THE RISK (What could happen)	R I S K	CONTROLS THAT WILL BE USED (Safe Work Procedures)
Operation of Boom Type of EWP	Welding from Basket	3	<ul style="list-style-type: none"> When gas/arc welding from basket cover boom so that loose fragments don't hit machine especially the battery and hydraulic hoses as sparks can cause fire.
Operation of Boom Type of EWP	Coming in contact with Hot parts	3	<ul style="list-style-type: none"> Keep clear of engine and exhaust outlet.
Operation of Boom Type of EWP	<u>Inclement Weather:</u> Exposure of personnel to inclement weather.	3	<ul style="list-style-type: none"> Do not Operate Boom in bad weather e.g. High Winds, Heavy Rain, Thunder and lightning etc. Wear appropriate Hearing Protection.
	<u>Noise:</u> Exposure to noise.	3	
Operation of Boom Type of EWP	<u>Slipping, Tripping & Falling:</u> Falling from Platform.	4	<ul style="list-style-type: none"> Remain within the confines of Basket/Platform. Never sit, stand or climb on handrails. At all times when in platform wear full body harness and lanyard assembly, always ensure it's attached to the specified anchor point. Never use ladders or scaffolding on the Basket/Platform. Never enter or exit the platform when elevated.

SAFE WORK METHOD STATEMENT (Page 9)

JOB SEQUENCE (Outline each task to do the job)	HAZARD IDENTIFICATION (What can affect safety) ASSESS THE RISK (What could happen)	R I S K	CONTROLS THAT WILL BE USED (Safe Work Procedures)
Operation of Boom Type of EWP	Slipping on Basket/Platform Floor	4	<ul style="list-style-type: none"> Ensure floor is kept clean, good condition and intact. Avoid oil, grease and mud on boots on basket/platform. As practicable, maintain work platform/basket clear of rubbish and tools. Always maintain a good foot and hand hold when entering or exiting the basket or platform. 3 points of contact.
Operation of Boom Type of EWP	Slipping & falling off Boom if standing on external components to gain better access eg stepping on axle for maintenance inspections etc....	4	<ul style="list-style-type: none"> Ensure steps and support surfaces are clean, in good condition and intact. Avoid oil, grease and mud on boots. If appropriate, use solid construction/platform or fall prevention system such as another EWP or Platform Ladder etc, as long as using such a system does not create another hazard with a higher risk to the user.
Operation of Boom Type of EWP	<u>Striking (Hitting):</u> Bystanders/Other Workers may be struck when Boom is slewed or driven.	4	<ul style="list-style-type: none"> Operator training & awareness. Ensure all safety devices such as audible and visual alarms operating when Boom is travelling. Erect Barricades and Signs for all work areas.
Operation of Boom Type of EWP	<u>Suffocation:</u> Suffocation due to lack of oxygen, or atmospheric contamination. Expose to exhaust fumes, from other equipment in the vicinity especially if sited in a confined space.	4 4	<ul style="list-style-type: none"> Use confined space procedures where applicable. Operator/End User must ensure that the Boom is used in a well ventilated area. If working in poorly ventilated areas monitor exhaust fumes at regular intervals.

SAFE WORK METHOD STATEMENT (Page 10)

Likelihood	Consequence				
	Negligible	Minor	Moderate	Major	Catastrophic
Almost Certain	Low	Moderate	High	Extreme	Extreme
Likely	Low	Low	Moderate	High	Extreme
Possible	Very Low	Low	Moderate	High	Extreme
Unlikely	Very Low	Low	Low	Moderate	Extreme
Rare	Very Low	Very Low	Very Low	Moderate	High

Risk Rating Table: - Risk Rating (RR) = Likelihood (L) x Consequence (C)

Risk Rating Action table

<i>Risk Ranking</i>	<i>Required Action</i>
5- Extreme	<i>Stop The Job – Significant & Urgent Actions Are Required – Work Cannot Commence. Full risk assessment needs to be undertaken and risks eliminated</i>
4 - High	<i>Consult with manager. Work cannot commence or continue until verification that control measures have effectively reduced risk severity ranking to as low as reasonably practical.</i>
3 - Moderate	<i>Consult supervisor. Additional control measures may be required to reduce risk severity ranking to as low as reasonably practical before the job can commence.</i>
2 - Low	<i>Exposure must be managed by using SOP, JSA or work instructions. Evaluate conformance</i>
1 - Very Low	<i>Risk tolerable. No further actions required.</i>

SAFE WORK METHOD STATEMENT (Page 11)





(Persons, Operators and Workers who will be involved in the Job Activity)

PERSONS INVOLVED IN ACTIVITY	QUALIFICATIONS EXPERIENCE / LICENCES	SIGNATURE

To be completed prior to Site Induction

The personnel listed above have been made aware of and understand the procedures, hazards and control measures outlined in this Safe Work Method Statement. They will abide by the control measures outlined within this Safe Work Method.

(Checklist of Items that may be required for the job activity)

WORKCOVER APPROVALS / CERTIFICATES	All Operators of Boom Type EWP's that have a platform height greater than 11mtrs must hold a Prescribed Occupation Certificate-WP
CODES OF PRACTICE / LEGISLATION APPLICABLE	QLD OHS Act 1995 & QLD OHS Regulation 1997
PLANT & EQUIPMENT	N/A
MAINTENANCE CHECKS	Pre-Operational Checks/Service Intervals as per AS2550.10
PERSONAL PROTECTIVE EQUIPMENT	<div> HEAD PROTECTION MUST BE WORN</div> <div> FOOT PROTECTION MUST BE WORN</div> <div> SAFETY VESTS MUST BE WORN</div> <div> SAFETY HARNESS MUST BE WORN</div>
GOVERNMENT REGULATION/PORT/POWER AUTHORITY PERMITS	Check Local Requirements