




## SAFE WORK METHOD STATEMENT (Part 1)

<b>Work Activity</b>	<b>Servicing and Maintenance of EWP's</b>
<b>Location of Work Activity</b>	Various Clients Sites
<b>Personnel qualifications &amp; experience required</b>	Relevant trade qualification with industry experience. Genie Employee Induction and on the job training. Current relevant Drivers licence. Specific Mine Induction (If Required).
<b>Engineering details / certificates / WorkCover approvals required</b>	Contact Chris Bond 0409 067 467
<b>Legislation, Codes of Practice, Standards applicable:</b>	AS2550.10 Safe use of EWP's NSW Occupational Health & Safety Act 2000 VIC Occupational Health & Safety Act 1985 QLD Workplace Health & Safety Act 1995 SA Occupational Health, Safety & welfare Act 1986 WA Occupational Health & Safety Act 1984
<b>Supervision &amp; inspection to be provided:</b>	Genie supervisor onsite. Site supervisor
<b>Training &amp; instruction to be provided (eg manual handling, working at heights, etc.)</b>	This SWMS. Manual Handling Basic EWP Training Specific site induction (If Required)
<b>Plant &amp; equipment to be used:</b>	Various types of EWP's. Service Vehicle, Tools of the Trade Lifting Chains, Slings. Other manual handling aids as required.
<b>Maintenance checks to be performed on plant &amp; equipment:</b>	Refer Manufacturers Service Specs and AS2550.10.
<b>Protective equipment to be used:</b>	All personnel to wear supplied high visibility uniform or Safety Vest  Any other site specific requirements, as per site induction
<b>Warning signs &amp; control measures:</b>	

<b>Details of emergency procedures:</b>	Genie Contact Chris Bond As per specific Mine site emergency procedures
<b>List of attachments:</b>	N/A

<b>Prepared by</b>	<b>Reviewed by</b>	<b>Approved by</b>
<b>Name: John Yannakopoulos</b>	<b>Name: Chris Bond</b>	<b>Name: (Genie TM)</b>
<b>Role: OHS Consultants</b>	<b>Role: WHSA</b>	<b>Role:</b>
<b>Date: 10/12/2012</b>	<b>Date: 10/12/2012</b>	<b>Date:</b>

<p>The following list of Personnel may attend the project.</p> <p>These personnel have all read and understood the conditions of this Safe Work Method Statement</p>	<b>NAME</b>	<b>POSITION</b>	<b>SIGNATURE</b>

**Risk Matrix**

<b>Likelihood</b>	<b>Consequence</b>				
	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

This document has been prepared and developed in consultation with our employees using the Genie Risk Management Policy, Procedures and Principles.

# SAFE WORK METHOD STATEMENT

(Job Safety Analysis Worksheet)Part 2

<b>JOB SEQUENCE</b> <i>(Outline each task to do the job)</i>	<b>HAZARD IDENTIFICATION</b> <i>(What can affect safety)</i> <b>ASSESS THE RISK</b> <i>(What could happen)</i>	<b>R I S K</b>	<b>CONTROLS THAT WILL BE USED</b> <i>(Safe Work Procedures)</i>	<b>WHO</b> <i>(Who will ensure this is done)</i>
Drive to and access work area	Vehicle to vehicle / mobile plant collision  Vehicle / Mobile plant to person collision  Vehicle rollover  Slip / Trip/ Falls	M  M  M  L	<ul style="list-style-type: none"> <li>- Obey traffic signage</li> <li>- Drivers must be licensed</li> <li>- Drive to site rules, site and terrain conditions</li> <li>- Be aware that there are mobile plant, heavy vehicles moving around the site and may appear without warning</li> <li>- Do not block roads/ throughways when parking a vehicle or mobile plant</li> <li>- Vehicle to contain first aid kit and fire extinguisher</li> <li>- Personnel are not to use handheld mobile phones whilst driving</li> <li>- Personnel are to wear seatbelts at all time in vehicle and plant</li> <li>- Be aware of slips trips hazards at all locations on the site due to uneven ground, occasionally wet conditions, construction waste to be collected, reinforcing bar not covered by concrete earthworks</li> <li>- Personnel are to use 3-point contact when climbing ladders, entering and exiting mobile plant</li> <li>- All personnel must sign the Take 5 (if separate from JSA card) and JSA card indicating that they understand and will work to the direction of the SWMS</li> <li>- All personnel will not do anything they feel is unsafe and refer the matter to their leading hand, supervisor or foreman</li> <li>- All personnel will wear the site PPE as a minimum and extra PPE for specialist tasks as directed by the tasks mandatory control.</li> </ul>	Driver  All personnel Area foreman

<b>JOB SEQUENCE</b> <i>(Outline each task to do the job)</i>	<b>HAZARD IDENTIFICATION</b> <i>(What can affect safety)</i> <b>ASSESS THE RISK</b> <i>(What could happen)</i>	<b>R I S K</b>	<b>CONTROLS THAT WILL BE USED</b> <i>(Safe Work Procedures)</i>	<b>WHO</b> <i>(Who will ensure this is done)</i>
<b>Start and run EWP.</b>	<p>Damage to equipment / personnel due to incorrect start up / operation procedure.</p> <p>Hearing loss due to high noise levels.</p> <p>Personnel injury due to rotating machinery.</p> <p>Personal injury due to hot oils / heated water from pump / pipe work or turbo and exhaust</p> <p>Environmental hazard fuel / oil spill.</p>	<p><b>M</b></p> <p><b>M</b></p> <p><b>H</b></p> <p><b>M</b></p> <p><b>M</b></p>	<p>All employees are to undergo basic AWP training and sufficient on the job training prior to setting up AWP's.</p> <p>Always wear hearing protection when running engines.</p> <p>Keep well clear of rotating parts, all rotating parts to be guarded</p> <p>Use gloves when working near hot surfaces Check the surface temperature of engines before opening hose clamps.</p> <p>Oil leaks and fuel spills to be cleaned up immediately.</p>	<p>Manager</p> <p>Fitter</p> <p>Fitter</p> <p>Fitter</p> <p>Fitter</p>
<b>Servicing of EWP.</b>	<p>Vehicle to vehicle / mobile plant collision.</p> <p>Hearing loss due to high noise levels.</p> <p>Slip / Trips / Falls.</p>	<p><b>L</b></p> <p><b>M</b></p> <p><b>L</b></p>	<p>Obey traffic signage Drivers must be licensed Drive to site rules, site and terrain conditions</p> <p>Be aware that there are mobile plant, heavy vehicles moving around the site and may appear without warning</p> <p>Always wear hearing protection when running engines.</p> <p>Be aware of slips, trips &amp; hazards at all locations on the site due to uneven ground, wet conditions and construction waste. Personnel are to use 3-point contact when climbing ladders, entering and exiting mobile plant or working on uneven and slippery surfaces</p>	<p>Fitter</p> <p>Fitter</p> <p>Fitter</p> <p>Fitter</p>

<b>JOB SEQUENCE</b> <i>(Outline each task to do the job)</i>	<b>HAZARD IDENTIFICATION</b> <i>(What can affect safety)</i> <b>ASSESS THE RISK</b> <i>(What could happen)</i>	<b>R I S K</b>	<b>CONTROLS THAT WILL BE USED</b> <i>(Safe Work Procedures)</i>	<b>WHO</b> <i>(Who will ensure this is done)</i>
<b>Servicing of EWP.</b> <b>(Continued)</b>	<p>Dehydration / heat stress / sunstroke.</p> <p>Environmental hazard fuel / oil spill.</p> <p>Manual handling / back muscle Crush / pinch injuries.</p> <p>Damage to equipment / personnel due to incorrect start up / operation procedure.</p> <p>Personal injury due to hot oils / heated water from EWP or turbo and exhaust</p>	<p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>M</p>	<p>Wear sun protection equipment and sunscreen, ensure drinking water is available and abide by the specific site induction.</p> <p>Drip trays to be used when servicing pumps to contain oil</p> <p>All fitters are to carry spill kits in service vehicles</p> <p>All used and contaminated oil is to be contained and removed from site</p> <p>Ensure that correct Manual Handling technique is used.</p> <p>Manual Handling aids to be used where available</p> <p>Only Trade qualified fitters are to service AWP's. Refer operating instructions. Refer manufacturer's service and operating instructions</p> <p>Use gloves when working near hot surfaces</p> <p>Check the surface temperature of EWP before opening hose clamps, wear gloves</p>	<p>Fitter</p>