



**SAFE WORK METHOD STATEMENT**  
**Unloading of EWP's from Shipping Containers**  
*(Job Safety Analysis Worksheet)*


*This Safe Work Method Statement is submitted to:*

<b>COMPANY: GENIE AUSTRALIA</b>	<b>REFERENCE: SWMS- Unloading EWP's from Shipping Containers</b>
<b>SITE ADDRESS: 33 Kimberley St, Darra Qld 4076</b> <b>Contact: Chris Bond Mobile: 0409 067 467</b>	<b>JOB DETAILS: Unloading of various types of EWP's i.e.: Scissorlifts and Self Propelled Boomlifts.</b>

*This Safe Work Method Statement is approved by:*

<b>NAME: CHRIS BOND</b>	<b>POSITION: WHSA</b>
<b>SIGNATURE:</b>	<b>DATE: 10/12/2012</b> <b>TIME: 7am</b>
<b>PHONE NUMBER: 0409 067 467</b>	<b>MOBILE NUMBER: 0409 067 467</b>

*This Safe Work Method Statement was prepared by:*

<b>NAME: JOHN YANNAKOPOULOS</b>	<b>POSITION: CONSULTANT</b>
<b>SIGNATURE:</b> 	<b>DATE: 06/08/10</b> <b>TIME: 7AM</b>
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<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>Preparations prior to the Container being Unloaded.</b>  Identify suitable area to unload the container.	<u><b>Ground Conditions, Underground Services.</b></u>  Ground could collapse causing container to become unstable.  Damage to Underground Services.	2	<ul style="list-style-type: none"> <li>The container is to be unloaded by the Transport Driver in a designated area.</li> <li>This area is to be clearly identified. (Refer to attached Procedure)</li> <li>Container is to be set up on a Solid, Stable Surface.</li> </ul>

<p><b>Preparations prior to the Container being Unloaded.</b></p> <p>Once container is unloaded in the designated area the doors of the container are to be opened up and aired as per Company Guidelines.</p>	<p><b><u>Suffocation</u></b> Suffocation due to lack of oxygen, or atmospheric contamination while in transit.</p> <p>Expose to exhaust fumes, from other equipment in the vicinity especially if sited in a confined space.</p>	3	<ul style="list-style-type: none"> <li>• Prior to entry by workers Gas Detection is to be conducted in accordance with Confined Space Entry Procedures.</li> <li>• Operator/End User must ensure that the EWP is used in a well ventilated area.</li> <li>• If working in poorly ventilated areas monitor exhaust fumes at regular intervals.</li> </ul>
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<p><b>Preparations prior to the Container being Unloaded.</b></p>	<p><b><u>Explosion &amp; High Temperature or Fire:</u></b></p> <p>Explosion of gases, vapors, liquids, dusts or other substances.</p>	3	<ul style="list-style-type: none"> <li>• Do not SMOKE or have Naked Flames within Company Policy of the Shipping Container.</li> <li>• Conduct Gas Detection Monitoring of Atmospheric conditions for the LEL and UEL Levels.</li> </ul>
<p><b>Preparations prior to the Container being Unloaded.</b></p> <p>Place Docking Plate/Bridge Plate into position at the front of the Container Doors.</p>	<p><b><u>Slipping, Tripping &amp; Falling: Crushing (Squashing):</u></b></p> <p>Workers could trip over Container Door Entry. Equipment while being driven out of the container could become unstable and topple over.</p>	3	<ul style="list-style-type: none"> <li>• Place docking /Bridge Plate into position using the appropriate Forklift.</li> <li>• Ensure that the Docking/Bridge Plate is secured into position correctly.</li> <li>• Check the SWL on the docking/bridge plate is suitable for the application.</li> <li>• DO NOT manually handle the Docking/Bridge Plate.</li> </ul>

**SAFE WORK METHOD STATEMENT (Page 3)**

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<b>Preparations prior to the Container being Unloaded.</b> Removal of Tie Down Straps and Batons (that are securing the load in place).	<u><b>Cutting, Stabbing &amp; Puncturing:</b></u> While using the pinch bar to remove batons the timber could splinter causing particles to fly around making contact with worker.	3	<ul style="list-style-type: none"> <li>• Operator /Others in vicinity of where this task is performed must wear suitable footwear, clothing and eye protection.</li> <li>• Store Tie Down Straps correctly.</li> <li>• Dispose of Batons correctly using Waste Bins.</li> </ul>
<b>Preparations prior to the Container being Unloaded.</b>	<u><b>Working Alone:</b></u> Working Alone worker could collapse or injury themselves without anyone knowing this.	3	<ul style="list-style-type: none"> <li>• 2 x Persons must be involved in the process of unloading the container.</li> <li>• 1 x must work as a Spotter.</li> <li>• 1 x Operate the EWP/Forklift.</li> </ul>
Unloading of EWP/s from container.	<u><b>Commissioning, Installation, Erection &amp; Maintenance:</b></u> Operator not licensed, trained or qualified to Operate Machine could result in the machine being used in an unsafe condition.	4	<ul style="list-style-type: none"> <li>• Operator must be trained and competent to use this equipment.eg: EWPAA "Yellow" Card.                      If the Boom type EWP is designed to elevate more than 11mtrs. Operators must also have Prescribed Occupation Certificate Type-WP.</li> </ul>
Unloading of EWP/s from container.	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"> <li>• Prior to using EWP, Operator must conduct Pre-Operational Checks using the EWP's logbook /Operators Manual as a reference.</li> </ul>

**SAFE WORK METHOD STATEMENT (Page 4)**

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<b>Unloading of EWP/s from container.</b>	<u><b>Crushing (Squashing):</b></u> 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"> <li>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: centimeters of movement at ground level can result in metres of sudden unintended/unexpected Upward movement at the basket especially when the Boom is extended &amp; telescoped out.</li> </ul>
<b>Unloading of EWP/s from container.</b>	Body or limbs can be crushed if not kept clear of Boom Arms.  Being trapped between the plant & materials, or fixed structures	4  4	<ul style="list-style-type: none"> <li>Operator Awareness-Never allows any part of body through, under or between boom arms.</li> <li>Avoid congested work areas.</li> <li>Remain within the confines of the lift platform when operating.</li> <li>Ensure sufficient clearance between the platform and overhead obstructions.</li> </ul>
<b>Unloading of EWP/s from container.</b>	EWP tipping or rolling over.	4	<ul style="list-style-type: none"> <li>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.</li> </ul>

**SAFE WORK METHOD STATEMENT (Page 5)**

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Operation of Boom Type of EWP	Operator(s) falling from Basket/Platform	5	<ul style="list-style-type: none"> <li>When entering the Basket of the Boom Type EWP the fully body harness and lanyard assembly must be attached to the specified anchor point.</li> </ul>
Operation of Boom Type of EWP	Driving into bystanders/other workers	5	<ul style="list-style-type: none"> <li>Ensure all safety devices such as audible and visual alarms are operating when the EWP is in motion.</li> </ul>
Operation of Boom Type of EWP	Unexpected movement of Plant	4	<ul style="list-style-type: none"> <li>Clearly define the work area.</li> <li>Keep all personnel clear.</li> <li>Personnel must not refuel EWP while platform is elevated or in operation.</li> </ul>
Operation of Boom Type of EWP	<p><b><u>Electrical:</u></b> Electrocution from Overhead Power lines.</p> <p><b><u>Entanglement:</u></b> Becoming entangled in moving parts</p>	5	<ul style="list-style-type: none"> <li>Maintain mandatory minimum clearances from overhead power lines as defined by Regulatory Authorities.</li> <li>Barricade off work areas.</li> <li>Insulate power lines</li> <li>Look Up and Live(before and during operation)</li> <li>Keep personnel clear.</li> <li>Barricade off/designate work area.</li> <li>Never wear loose fitting clothing etc...eg safety vest to be done up.</li> </ul>

**SAFE WORK METHOD STATEMENT (Page 6)**

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Operation of Boom Type of EWP	<b>Equipment not in Use:</b> Boom tipping or rolling over when unattended.	4	<ul style="list-style-type: none"> <li>• Do not leave the Boom fully elevated &amp; unattended as it could be exposed to excessive wind loads and other risks such collision with vehicular traffic.</li> <li>• If Boom must be left elevated &amp; unattended (security reasons etc) it must be assessed to do so</li> </ul>
Operation of Boom Type of EWP	Unauthorised Use.	4	<ul style="list-style-type: none"> <li>• Remove Ignition key (if fitted). Lock all cabinets/covers when leaving the machine unattended.</li> </ul>
Operation of Boom Type of EWP	<b>Explosion:</b> Explosion of gases, vapours, liquids, dusts or other substances.	4	<ul style="list-style-type: none"> <li>• Do not use jumper leads (a spark may cause an explosion).</li> </ul>

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Operation of Boom Type of EWP	Coming in contact with Hot parts	3	<ul style="list-style-type: none"> <li>• Keep clear of engine and exhaust outlet.</li> </ul>
Operation of Boom Type of EWP	<p><b><u>Inclement Weather:</u></b>                      Exposure of personnel to inclement weather.</p> <p><b><u>Noise:</u></b>                      Exposure to noise.</p>	3  3	<ul style="list-style-type: none"> <li>• Do not Operate Boom in bad weather e.g. High Winds, Heavy Rain, Thunder and lightning etc.</li> <li>• Wear appropriate Hearing Protection.</li> </ul>
Operation of Boom Type of EWP	<p><b><u>Slipping, Tripping &amp; Falling:</u></b>                       Falling from Platform.</p>	4	<ul style="list-style-type: none"> <li>• Remain within the confines of Basket/Platform. Never sit, stand or climb on handrails.</li> <li>• At all times when in platform wear full body harness and lanyard assembly, always ensure it's attached to the specified anchor point.</li> <li>• Never use ladders or scaffolding on the Basket/Platform.</li> <li>• Never enter or exit the platform when elevated.</li> </ul>

**SAFE WORK METHOD STATEMENT (Page 9)**

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Operation of Boom Type of EWP	Slipping on Basket/Platform Floor	4	<ul style="list-style-type: none"> <li>• Ensure floor is kept clean, good condition and intact.</li> <li>• Avoid oil, grease and mud on boots on basket/platform.</li> <li>• As practicable, maintain work platform/basket clear of rubbish and tools.</li> <li>• Always maintain a good foot and hand hold when entering or exiting the basket or platform</li> </ul>
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"> <li>• Ensure steps and support surfaces are clean, in good condition and intact. Avoid oil, grease and mud on boots.</li> <li>• 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.</li> </ul>
Operation of Boom Type of EWP	<u><b>Striking (Hitting):</b></u>  Bystanders/Other Workers may be struck when Boom is slewed or driven.	4	<ul style="list-style-type: none"> <li>• Operator training &amp; awareness. Ensure all safety devices such as audible and visual alarms operating when Boom is travelling.</li> <li>• Erect Barricades and Signs for all work areas.</li> </ul>



**SAFE WORK METHOD STATEMENT (Page 10)**

**Consequence Table**

Consequence Rating	Injury	Financial Loss - Property damage	Environmental Damage	Other outcomes
Negligible	No Injury or First aid - Low-level, short-term inconvenience or symptoms. No measurable physical effects. No medical treatment.	0 - \$500	None	
Minor	Medical Treatment - Any incident that is beyond the scope of normal first-aid given for more serious injuries. Treatment by a doctor	\$500 - \$5000	Onsite release immediately contained	Notification to state regulatory authority
Moderate	Suitable Duties - Any work injury/illness incurred which results in a modified or alternate work program being established and the injury has not incurred any time lost.	\$5000 - \$10,000	Onsite release contained with outside assistance	Notice from state regulatory authority
Major	Lost Time Injury - Any incident where the employee is affected to such an extent that they are required to take time off from work for medical treatment and/or recuperation, and they are unable to perform any work on their normal work day(s).	\$10,000 - \$100,000	Off site release with no detrimental effects	Fine by state regulatory authority
Catastrophic	Fatality or >50% Fatalities	\$100,000 Plus	Toxic Release off-site with detrimental effects	Prosecution - Litigation

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**

Risk Ranking	Required Action
<b>5- Extreme</b>	<i>Stop The Job – Significant &amp; Urgent Actions Are Required – Work Cannot Commence. Full risk assessment needs to be undertaken and risks eliminated</i>
<b>4 - High</b>	<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>
<b>3 - Moderate</b>	<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>
<b>2 - Low</b>	<i>Exposure must be managed by using SOP, JSA or work instructions. Evaluate conformance</i>
<b>1 - Very Low</b>	<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)*

<b>WORKCOVER APPROVALS / CERTIFICATES</b>	All Operators of Boom Type EWP's that have a platform height greater than 11mtrs must hold a Prescribed Occupation Certificate-WP
<b>CODES OF PRACTICE / LEGISLATION APPLICABLE</b>	QLD OHS Act 1995 & QLD OHS Regulation 1997 AS2550.10 Australian Standard " Safe use of EWP's".
<b>PLANT &amp; EQUIPMENT</b>	N/A
<b>MAINTENANCE CHECKS</b>	Pre-Operational Checks/Service Intervals as per AS2550.10
<b>PERSONAL PROTECTIVE EQUIPMENT</b>	
<b>GOVERNMENT REGULATIONS/PORT/POWER AUTHORITY PERMITS</b>	Check Local Requirements