



SAFE WORK METHOD STATEMENT
(Job Safety Analysis Worksheet)

Pictures of a Typical Genie Telehandler

This Safe Work Method Statement is submitted to:

COMPANY:	REFERENCE : SWMS-TSH
SITE ADDRESS:	JOB DETAILS:
CONTACT: PHONE:	TELEHANDLER OPERATIONS

This Safe Work Method Statement is approved by:

NAME: CHRIS BOND	POSITION: WHSA
SIGNATURE:	DATE: 10/12/2012 TIME:
PHONE NUMBER: 07 3456 4437	MOBILE NUMBER: 0409 067 467

This Safe Work Method Statement was prepared by:

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SIGNATURE:	DATE: 01/02/08 TIME: 7:00AM
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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)
Conduct Pre-Operational Checks	<u>Unsafe Operation of Tele-handler</u>	5	Review particular Model Operators Manual for specific Operating Instructions and conduct Pre-Operational Checks using EWPA Telehandler Logbook.
Operate Telehandler Shifting/Lifting the Load	<u>Crushing(Squashing):</u> Being thrown off or under the Equipment.	4	Never exceed the Safe Work Load (SWL) Never lift a load over a person. Do not allow personnel to work or walk under a raised boom or load. Have barricade/signs etc erected around work area. Find out the weight and handling capacity of the material being lifted. Do not position the load on the end of the fork tines. Keep load as close as possible to the attachment carriage.

SAFE WORK METHOD STATEMENT (Page 2)

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Operate Telehandler Shifting/Lifting the Load	<u>Crushing(Squashing):</u> Being crushed by material falling off the equipment. Being thrown off or under the equipment Being trapped under or between the plant & materials, or fixed structures	4 4 4	• Ensure that the Telehandler is level before raising load... • Do not allow other person(s) to ride on, travel on, drive or steer the equipment designed to carry one person only • Avoid congested work areas. Keep all personnel clear of work area. Do not get on or off moving equipment
Operate Telehandler Shifting/Lifting the Load	Being trapped under or between the plant & materials or fixed structures (cont'd). Driving into bystanders & unexpected Movement of Plant. Driving into Overhead Objects Lack of capacity for Equipment to be slowed, stopped or immobilised.	4 4 4 4	• Never operate near an obstruction that can enter the operators "cab" area • Clearly identify defined work area. Keep Personnel clear. • Be Alert. Look up as well as down. • Operate at a speed appropriate to the ground conditions. • Operator must not exceed gradeability of equipment both up & down hill.
Operate Telehandler Shifting/Lifting the Load	Parts of the equipment collapsing	4 4 4	• Do not overload. • Maintain and check lifting system as per Manufacturers requirements. • Keep all personnel clear when loading, unloading and during transportation.

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>
Operate Telehandler Shifting/Lifting the Load	Equipment tipping or rolling over or Operator being ejected.	5 5	Only use buckets/attachments approved for the specific model Telehandler that is being used. Non approved buckets/attachments may cause the Telehandler to become unstable & tip over.
Operate Telehandler Shifting/Lifting the Load	Equipment tipping or rolling over or Operator being ejected(cont'd)	4 4 4	Never exceed the rated load and limits for the Telehandler and/or attachment(s) shown on the Manufacturers Load Chart. Use Telehandler only on stable surfaces capable of supporting its weight. Ensure ground under stabiliser pad is capable of supporting the combined weight of the Telehandler and the load.
Operate Telehandler Shifting/Lifting the Load	Equipment tipping or rolling over or Operator being ejected(cont'd)	4 4	Where fitted always set the stabilisers before lifting the load. Always wear seat belt and fasten until comfortable. Always drive Telehandler at a safe speed relative to the terrain and working environment i.e.: cornering & driving across rough ground with potholes.
Operate Telehandler Shifting/Lifting the Load	Equipment tipping or rolling over or Operator being ejected(cont'd)	4	Always carry loads close to the ground with the telescopic boom fully retracted. When driving at higher speeds or on public roads, select front wheel steering mode. Other steering modes (if applicable) may make high speed driving more difficult. Always operate within the design limitations of the specific Telehandler. Do not override the Telehandler load management system.

SAFE WORK METHOD STATEMENT (Page 4)

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Operate Telehandler Shifting/Lifting the Load	Equipment tipping or rolling over or Operator being ejected(cont'd)	4	Ensure that if it is necessary to drive near the edges of formations where there is a drop off that a complete Risk Assessment has been carried out.
Operate Telehandler Shifting/Lifting the Load	Equipment tipping or rolling over or Operator being ejected(cont'd)	4 4 4 4	When going up or down an incline whilst loaded, keep the forks low to the ground. Drive forward up an Incline and in Reverse down an incline. Go directly up or down a slope, not across a slope. If the Telehandler does become unstable and starts to tip over, do not attempt to jump out of the cab. Doing so may result in death or serious injury. Instead, hold on firmly and lean away from the point of impact, keeping your body inside the cab.
Operate Telehandler Shifting/Lifting the Load	Electrical: Electrocution from Overhead Powerlines. Electrical: Electrocution from Underground cabling.		Do not operate where an electrical hazard exists. Remember the golden rule "Look up and Live" Check with appropriate authorities before digging underground. Remember the golden rule "Dial before you Dig"

SAFE WORK METHOD STATEMENT (Page 5)

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Operate Telehandler Shifting/Lifting the Load	Electrical: Telehandler coming in contact with "live" electrical lines.	4	If the Telehandler does come in contact with "live" electrical lines, Do Not get out of the Telehandler. Instead drive the machine away from the Electrical Hazard if safe to do so. If this is not possible, remain in the cab, keep bystanders away and have the power to the electrical line turned off before getting out of the Telehandler.
Operate Telehandler Shifting/Lifting the Load	<u>Entanglement:</u> Becoming entangled in moving parts of Telehandler (forks, fork attachments, wheels etc) <u>Equipment Controls & Operation:</u> Unexpected Movement of Plant. <u>Equipment not in use:</u> Unexpected Movement of Plant. Unauthorised Use	4 4 4	Clearly define work area. Keep personnel clear. Do not wear loose fitting clothing as they can catch on control levers. Park Telehandler on firm level ground. Never leave the Telehandler without first lowering the bucket or attachment to the ground and applying the hand brake. Never leave the Telehandler unattended with engine running. Remove the ignition key and lock all doors when leaving the Telehandler unattended.
Operate Telehandler Shifting/Lifting the Load	<u>High Temperature or Fire:</u> Coming in contact with hot parts. Refuelling: When refuelling, sparks, flames, hot engine can ignite fuel.	4 4	Keep clear of engine and exhaust outlet. Operator is responsible to shut engine down prior to refuelling. Refuel in a well ventilated area. Ensure mobile phone is turned off and that there are no naked flames in the area. DO NOT SMOKE.

SAFE WORK METHOD STATEMENT (Page 6)

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Operate Telehandler Shifting/Lifting the Load	Noise: Exposure to Noise. Slipping, Tripping & Falling: Slipping on handrails, steps or floor.	4 3	Wearing appropriate Hearing Protection. Keep handrails, steps and floor clean and clear of oil, grease, mud, rubbish and tools. Always use proper steps and hand tools when climbing onto, or lighting from machine-3 POINT CONTACT RULE.
Operate Telehandler Shifting/Lifting the Load	Suffocation: Exposure to exhaust fumes. Suffocation due to lack of oxygen. Bucket Attachments: Crushing (Squashing): Plant tipping or rolling over.		If working in poorly ventilated areas monitor exhaust fumes at regular intervals. Use confined space procedures where applicable. Only buckets approved by the manufacturer for the specific model of Telehandler are to be used. Do not exceed the rated capacity of the Telehandler with a bucket attached or extend the load beyond the limits of the allowable loading zones. Always refer to the "Load Capacity Chart" for the specific make/model bucket being used. Retract boom fully before loading bucket.
Operate Telehandler Shifting/Lifting the Load	Bucket Attachments: Crushing (Squashing): Plant tipping or rolling over (cont'd)		• Ensure Telehandler is level before raising loaded bucket. • Do not travel across a slope with a loaded bucket.

SAFE WORK METHOD STATEMENT (Page 7)

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Operate Telehandler Shifting/Lifting the Load	<u>Explosion:</u> Explosion caused by puncturing underground gas pipe. Shearing (Cutting) Bucket shearing limbs.		• Check with appropriate authorities before starting work....."Dial before you Dig" • Clearly define work area. • Keep personnel clear
Operate Telehandler Shifting/Lifting the Load	<u>Lifting Jib Attachments:</u> Crushing (Squashing): Plant tipping or rolling over.		• Only use lifting jibs approved by the manufacturer for the specific Telehandler you are operating. On approved lifting jibs may cause the Telehandler to become unstable and tip over. • Never exceed the rated capacity of the Telehandler with a lifting jib attached or extend the load beyond the limits of the loading zones. • The weight of all lifting chains, slings etc...must be included as part of the load.
Operate Telehandler Shifting/Lifting the Load	<u>Lifting Jib Attachments:</u> Crushing (Squashing): Plant tipping or rolling over.		• Ensure Telehandler is level before raising load. • Do not travel across a slope with a load attached to the lifting jib. • The lifting jib hook must be vertically above the load at all times. Never drag the load horizontally.

SAFE WORK METHOD STATEMENT (Page 8)

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Operate Telehandler Shifting/Lifting the Load	<u>Lifting Jib Attachments:</u> Crushing (Squashing): Plant tipping or rolling over.		• Use a tag line to steady a suspended load, ensuring that it is long enough to keep the person holding the tag line clear of the Telehandler and the load. • Beware of suspending loads in strong winds. • Start, Travel, turn and stop slowly to prevent load from swinging.

SAFE WORK METHOD STATEMENT (Page 9)

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

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

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(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	Contact your local Workcover/WHS Regulatory Authority
CODES OF PRACTICE / LEGISLATION APPLICABLE	QLD WHS Act 1995 & QLD WHS Regulations 2008 Australian Standard : AS2550.19 2007 Safe use of Telehandlers
PLANT & EQUIPMENT	Other Mobile Plant and Stationery Plant & Equipment.
MAINTENANCE CHECKS	Pre-Operational Checks/Maintenance Checks as per Manufacturers Guidelines.
PERSONAL PROTECTIVE EQUIPMENT	High Vis-Vest/Clothing, Protective Footwear, Ear Protection
GOVERNMENT REGULATIONS/ RTA/PORT PERMITS	Check with Local Requirements