



Company Name: M&S Transport Service Pty Ltd
Site Name:
Address:
Activity:
Prepared by: M&S Transport /
Job Date: / /
SWMS No:
SWMS Prepared on: / /
Approved by:

STAFF REGISTRATION table with columns: Name, Signature, Position

REVIEWED AND APPROVED BY: Name, Signature, Position Supervisor

ACTIONS BEFORE WORK COMMENCES:

- Toolbox meeting prior to task. Discuss roles and responsibilities during the works
All personnel to be inducted into the site, and familiarise themselves with the environment
Plant risk assessment to be checked by client
All persons working to be competent and licensed / ticketed for their task. Visual inspection (and/or recording) or relevant license documentation.
Daily checks on plant and machinery directly involved in the task to be done prior to starting work.
Crane operators to complete day book risk assessments

ACTIONS DURING WORK:

- Personnel to stay within work area
Personnel to be aware of surroundings
Personnel to be aware of significant flora, fauna, cultural artifacts and relics in the area
Responsible person to escort all moving plant in work area including cranes and forklifts

ACTIONS AFTER WORK IS COMPLETE:

- Personnel to clean up crane lift area after works

Table with 2 columns: Personnel qualification and experience required, Engineering details/certificate authority approval required



Company Name: M&S Transport Service Pty Ltd	Job Date: 07-Aug-14
Site Name: XXX Warehouse	SWMS No: 8060
Address: XXX XXX, Laverton North	Approved by:
Activity: Lift and Unload generators	
Prepared by: M&S Transport / WCH	

How severely could in hurt someone or how ill could it make someone ?	How likely is it to occur ?			
	Very likely - could happen at any time	Likely - could happen sometime	Unlikely - could happen but rarely	Very unlikely - could happen but probably never will
Kill or cause permanent disability or ill health	1/H	1/H	1/H	2/M
Long term illness or serious injury	1/H	1/H	2/M	2/M
Medical attention and several days off work	1/H	2/M	2/M	3/L
First aid needed	2/M	2/M	3/L	3/L

ITEM	WHAT ARE THE BASIC STEPS ? (List steps in logical sequence and include materials, equipment etc.)	POTENTIAL HAZARDS (What may cause an injury/illness to occur)	RISK RANKING 1(H) ; 2(M) ; 3(L)	HAZARD CONTROLS (What controls can be put in place to prevent an injury/illness)	WHO WILL ENSURE THAT THIS IS DONE ?
1	Crane arrives on site	Other vehicles have a collision with the crane	2/M	Dogman to direct all movements of crane and act as escort while crane is moving on site	Crane crew
2	Crane check is OK to work	Winch function or winch rope damaged from previous use	2/M	Operator to check crane log book and do crane pre-start checks	Operator
3	Toolbox meeting	Discuss lifting equipment		Safety factors during lifting Elect PICOL (person in charge of lift)	Everybody
4	Crane crew inspect lift area	Area unsuitable for crane setup or is too close to other work activities	3/L	Isolate the crane lifting zone and postpone other forking activities whilst lifting occurs	Client
5	Crane travels to lift position and setup	Persons walking into lifting area	2/M	Client to isolate lift area	Client
5a	Item to be lifted in prepared by the client	Not all chains or straps removed or electrical components isolated	2/M	Have client show the crane crew that the item is ready to lift	Client Fitters
6	Crane crew double check the ground in the lift zone prior to lifting	Underground services	3/L	Use timbers or large steel outrigger mates to spread outrigger loads on the ground	Crane crew
7	Crane operator selects crane configuration	Wrong configuration selected on load moment indicator in crane; bend boom or drop load	2/M	Trained operator in this model crane. Dogman to check Christmas tree lights on operator cab that light is always green when lifting loads	Client Crane crew
8	Dogman checks lifting equipment and ensures they correspond with this SWMS	Lifting slings break	2/M	Only dogman selects lifting slings Dogman to check inspection tag and condition of slings and all accessories	Crane crew
9	Crane crew place hooks over the item to be lifted	Crane lifting gear knocks person	3/L	Dogman to be in a position to direct crane movements as well as able to see all persons in the crane lift area	Crane crew
10	Sling load, attach tag lines	Person falling from heights, load swinging into crane or other objects	3/L	Ensure there is elevated work platform, scaffold, man cage, forklift with basket to gain access to top of lift. Dogman to control tag lines. Dogman to wear harness.	Client and Crane crew
11	Dogman directs crane operator to lift load and place in final position	Load is jammed and wont free causing possible shock load on the crane boom	3/L	Lift slowly and keep two forms of communication open at all times. Do not exceed the estimated load weight whilst lifting	Crane crew
12	Dogman unhook all lifting equipment	Load rolls onto person or falls over onto person	1/H	Crane will not release until load is safe or restrained by welding, chaining, blocking, propping or bolting	Crane crew
13	Crane does other lifts in like manner	Next lift is out of radius or too heavy for crane	1/H	Move crane and re access crane configuration and safe working load	Crane crew
14	Pack up cranes	Jamming dogman in outriggers	2/M	Operator only operates crane controls	Crane crew
15	Remove lifting slings	Dogman falling from crane	2/M	Dogman use steps, ladders, handrails on crane	Crane crew
16	Remove crane timbers or mats from under outriggers	Crane falling over	3/L	Outriggers are out and set till boom is placed in travel rack on crane	Crane crew
17	Crane drives offsite	Collision	2/M	Crane travels on site under supervision of dogman at all times	Crane crew

