

SAFE WORK METHOD STATEMENT

‘SWMS Name’ - Safe Operation of Slew Cranes
Revision P1 (08/02/2024)

Document Creation:		Document Approval:		Document Review:	
Created By:	Dave Hopper	Approved By:	Dave Hopper	Reviewed By:	Darryll Davies
Date Created:	26/01/2018	Date Approved:	26/01/2018	Date Reviewed:	08/02/24
Signature:		Signature:		Signature:	

Client / Project:	Core 4 Property Services		Job Address:	340 Thynne Road, Morningside		
Document Name:	ECC-HSEMS-SWMS-08	Revision Number:	P1	Next Revision:	08/02/2025	Page 1 of 28

Principle Contractor	Core 4 Property Services	Project Name	340 Thynne Road, Morningside
SWMS Activity	Lifting roofing materials	SWMS Issue Date	02/05/2024

Section 1: Activity:

Activity / Work / Task Location: Lifting roofing materials

SWMS involves: (cross ☐ any applicable below)

- ☒ a High-Risk Construction Activity ☐ Asbestos Removal ☐ Other:
being a Prescribed Activity: ☐ Demolition

☐ an Earthmoving or Particular Crane Operation

☒ a High-Risk Construction Work (refer Regulations S291)

- | | |
|---|--|
| ☒ Work at 1.8m or more fall height | ☐ Work involving tilt-up or pre-cast concrete |
| ☐ Using a hazardous substance (Part 7.1) | ☐ Work on/near gas distribution main or consumer piping |
| ☐ Work that could cause disturbance to Asbestos | ☐ Work in artificial extreme temperatures |
| ☐ Work in contaminated / flammable atmosphere | ☐ Structural alterations requiring support |
| ☒ Movement of powered mobile plant | ☐ Demolition of a load bearing element of a structure |
| ☐ Work in or near a confined space | ☐ Work on / near chemical / fuel / refrigerant line |
| ☐ Work in or near trench / shaft > 1.5m deep | ☐ Work in tunnel |
| ☐ Close proximity to services | ☐ Work on telecommunication tower |
| ☐ Work on or near energized electrical installation | ☐ Using explosives |
| ☐ Work adjacent to a Road or Railway | ☐ Work involving Diving |
| ☐ Work in or near water or other liquids where there is a risk of drowning | |

☐ Other Work or Task: (not mentioned above)

Section 3: Approval and Revision History

This Revision (see header):

Created by:	David Hopper	Position / Title:	Managing Director
Reviewed by Operations:	Adam Evans	Position / Title:	Operations Manger
Reviewed by Compliance:	Darryll Davies	Position / Title:	Compliance officer
Approved by:	David Hopper	Position / Title:	Managing Director

Section 2: Reference Documentation

The following reference documents including but not limited to Legislation, Codes of Practice and various Standards apply to this SWMS:

Legislation:

Work Health and Safety Act 2011
Work Health and Safety Regulation 2011

Codes Of Practice / Guidance Notes:

How to Manage Work Health and Safety Risks Code of Practice 2021 (QLD)
Hazardous Manual Tasks Code of Practice 2021 (QLD)
Mobile Crane Code of Practice 2006 (QLD)
Traffic Management for construction or Maintenance Work Code of Practice 2008

Standards (Australian & ISO)

AS/NZS 2550 Cranes Hoists & Winches – Safe use
AS/NZS 1418.1-2002 – Cranes, Hoists & Winches – General Requirements
AS/NZS 1891.1:2007 Industrial fall arrest systems & devices

User Manuals / Guides / etc.

Operators Manual
Operators Manual
High Risk Construction Work (s.291 WHS Reg 2011) or Electrical Work on Energized Electrical Equipment (s.22 ES Reg 2013).

Other (WHS plan etc.):

Insert as applicable

Signature:		Date:	15/12/21
Signature:		Date:	15/12/21
Signature:		Date:	08/02/24
Signature:		Date:	15/12/21

Implementation Date: 15/12/21

Client / Project:	Core 4 Property Services		Job Address:	340 Thynne Road, Morningside		
Document Name:	ECC-HSEMS-SWMS-08	Revision Number:	P1	Next Revision:	08/02/2025	Page 2 of 28

MOBILE PLANT

- ☐ Excavator
- ☐ Backhoe
- ☐ Skid Steer (Bobcat)
- ☐ Scraper / Bulldozer
- ☐ Grader
- ☐ Pad-foot / Smooth-drum Roller
- ☐ Compactor
- ☐ Profiler
- ☐ Water Cart (Truck or Trailer)
- ☐ Tipper (Body Truck)
- ☐ Articulating Dump Truck (Moxy)
- ☒ Mobile Crane
- ☐ Forklift / Tele-handler
- ☐ Boom Lift / Knuckle Boom
- ☐ Scissor Lift
- ☐ Personnel Box (Dog Box)
- ☐ ICE Vibratory Hammer
- ☐

EQUIPMENT & TOOLS

- ☐ Angle Grinder
- ☐ Quick Cut Saw
- ☐ Portable RCD / Power Board
- ☐ Generator
- ☐ Air Compressor
- ☐ Ladder / Trestles
- ☐ Fans
- ☐ Chainsaw
- ☐ Hammer Drill

SIGNAGE / TAGS

- ☐ Barrier Mesh
- ☐ Flagging
- ☒ Exclusion Zone / No Entry sign
- ☒ Bollards / Cones
- ☐ Personal Danger Tags
- ☐ Out of Service Tags
- ☐ Information Tags
- ☐ Men Working Above sign

SAFETY EQUIPMENT

- ☐ Air Monitor
- ☐ Rescue Equipment
- ☐ Fire Extinguisher / Blanket
- ☐ Harness / Lanyard
- ☐ Static Line
- ☐ Temporary Anchors
- ☒ Steel Capped Boots
- ☒ Hard Hat
- ☒ Safety Glasses
- ☐ Goggles ☐ Face Shield
- ☒ Hi Vis clothing
- ☐ Sunscreen
- ☐ Hearing Protection
- ☐ SCBA / Airline
- ☐ Air Purifying Respirator
- ☒ Gloves
- ☐ Chaps (Kevlar or Leather)
- ☒ Drinking Water
- ☒ Radios

Section 5: Training, Instruction & Permits

TRAINING

- ☒ General Induction Training
- ☒ Site Specific Induction
- ☒ Toolbox Talk / Briefing
- ☐ Rail Safety Induction (Trackside Safety)
- ☒ Plant Familiarization Training
- ☐ Manual Handling Training
- ☐ Safe Work at Heights Training
- ☐

INSTRUCTION

- ☒ Instruction Manuals
- ☒ Safe Operating Procedure (SOP) / Work Instruction
- ☐ Dial Before You Dig (DBYD)
- ☐ Service Location & Marking
- ☐ Material Safety Data Sheet (MSDS) briefing
- ☐

PERMITS

- ☐ Hot Work Permit
- ☐ Trenching and Excavation Permit
- ☐ Confined Space Permit
- ☒ Work at Heights Permit
- ☐ Permit to Discharge
- ☒ Overhead Power Permit

☐

Client / Project:	Core 4 Property Services		Job Address:	340 Thynne Road, Morningside		
Document Name:	ECC-HSEMS-SWMS-08	Revision Number:	P1	Next Revision:	08/02/2025	Page 3 of 28

Project Details:		
Job Activity / Project:	Lifting roofing materials	
Emergency Contacts:	Qualifications & Training	Relevant Legislation & Information:
- Dave Hopper – Director: 0458 005 800 - Darryll Davies – Compliance Officer – 04 5800 2707 - Dan Theodore – Operations Manager – 0427 572 771 - David Llyod – Crane Supervisor – 0458 006 505 - Ben Allen – Crane Supervisor – 0409 069 898 - Kenny Clowes – Crane Supervisor – 0458 888 901 - Shayne Nugent – Gold Coast Allocations – 0458 006 990 - Brock Williams – Brisbane Allocations – 0419 218 700 - Toni Hopper – Office Admin – 07 3807 8205	- General Construction Induction Card (Blue or white) - East Coast Cranes General Induction - Mobile Crane Ticket – ticket numbers to be listed in Acknowledgement Section - Trained in this SWMS - Trained in crane operators manual	- QLD Work Health and Safety Act 2011 - QLD Work Health and Safety Legislation 2011 - AS/NZS 2550 Cranes Hoists & Winches – Safe Use - AS/NZS 1418.1-2002 – Cranes, Hoists & Winches – General Requirements - AS/NZS 1891.1:2007 Industrial fall arrest systems & devices - Mobile Crane Code of Practice 2006 (QLD) - Traffic Management for construction or Maintenance Work Code of Practice 2008 - Hazardous Manual Tasks Code of Practice 2021 (QLD) - How to Manage Work Health & Safety Risks Code of Practice 2021(QLD) - Operators Manual - High Risk Construction Work (s.291 WHS Reg 2011) or Electrical Work on Energized Electrical Equipment (s.22 ES Reg 2013).
PPE / Safety Equipment:	Plant & Equipment:	
- Long sleeve, high visibility clothing - Steel cap boots - Gloves - Safety glasses - Fire Extinguisher - Hard hat - Fall arrest (when required) - Radios - Suitable hearing protection for the level and duration of noise	- Slew cranes - Mini cranes - Transport	
Signage / Tags:	Main Hazards Overview:	Material Safety Data Sheets:
- Exclusion zones / no entry signs - Bollards / Cones	- Vehicle collisions - Unplanned movement of loads - Crane tip over - Fall from heights - Electrocution - Musculoskeletal injuries - Explosions	- Diesel fuel - Hydraulic oil - Grease & Spray Grease - Cleaning Products

Client / Project:	Core 4 Property Services		Job Address:	340 Thynne Road, Morningside		
Document Name:	ECC-HSEMS-SWMS-08	Revision Number:	P1	Next Revision:	08/02/2025	Page 4 of 28

Risk Assessment:

Consequences

Likelihood	5 – Catastrophic	4 – Major	3 – Moderate	2 – Minor	1 – Insignificant
	- Death or Disablement - Significant damage to equipment - Significant financial cost - Significant long term environmental damage	- Extensive injuries with lost time - Major damage to equipment - Major financial cost - Major short term environmental damage	- Medical Treatment - Damage to plant and equipment - Moderate financial cost - Major short term environmental damage	- First aid treatment - Minor damage to equipment - Minor financial cost - Minor short term environmental damage	- No injuries - Slight damage to equipment - Very minor or non-existent financial cost - Very minor or non-existent environmental damage
5 – Almost Certain	25	20	15	10	5
4 – Likely	20	16	12	8	4
3 – Possible	15	12	9	6	3
2 – Unlikely	10	8	6	4	2
1 – Rare	5	4	3	2	1

Client / Project:	Core 4 Property Services		Job Address:	340 Thynne Road, Morningside		
Document Name:	ECC-HSEMS-SWMS-08	Revision Number:	P1	Next Revision:	08/02/2025	Page 5 of 28

Risk Rating	Actions Required
25 – 16	High Risk – Work must be stopped immediately. Control measures must be put in place immediately by a competent person, following the hierarchy of controls
15 – 10	Substantial Risk – Stop work if there is an immediate risk. Additional control measures must be put in place immediately by a competent person, following the hierarchy of controls
9 – 5	Low Risk – Work may commence. All current control measures must be maintained. Monitored and reviewed and further controls implemented if possible
4 – 1	Very low risk – Work may commence. All current control measures must be maintained, monitored and reviewed

Hierarchy Of Controls		
Priority 	Elimination	Eliminate the hazard altogether e.g. remove a hazardous machine from use
	Substitution	Substitute a safer option e.g. replace a hazardous machine with a safer one
	Isolation	Isolate a hazard from anyone who could be harmed e.g. keep the machine in a closed room and operate it remotely
	Engineering	Use engineering controls to reduce the risk e.g. by placing guards on the machine to protect users
	Administrative	Utilize training and signage e.g. train employees how to use the machine safely and install warning signs
	PPE	Utilize Personal Protective Equipment to keep employees safe

Client / Project:	Core 4 Property Services		Job Address:	340 Thynne Road, Morningside		
Document Name:	ECC-HSEMS-SWMS-08	Revision Number:	P1	Next Revision:	08/02/2025	Page 6 of 28

Safe Work Method Statement

Job Steps	Hazards	Initial Risk			Safety Controls	Residual Risk			Persons Responsible
		L	C	R		L	C	R	
1. Pre – Start Check	- Unregistered or defective crane - Incorrect tyre pressures - Unsafe or defective equipment - Insufficient inspections	3	4	12	- Pre-start plant inspection to be conducted prior to arrival onsite, crane to be checked on the pre-start crane inspection form in log book - Daily and weekly service checks are to be completed - Ensure that all safety devices e.g. navigation lighting, working load limit switches, onboard computer etc. are working and set correctly prior to conducting work. - Ensure that all communication equipment e.g. radios, whistles are fully charged and operational prior to conducting work. - All defects to be repaired before crane commences work. - All fire extinguishers and first aid kits to be checked and logged. - Ensure that crane crew check that the tyre pressures are kept to the manufacturer's specifications. - Ensure that all lifting gear has been tested and inspected as per current relevant legislation prior to use (e.g. internal inspection every 3 months and external annual inspection / testing of all equipment) - If any maintenance is conducted on lifting equipment that will affect the structural integrity of the equipment, an external inspection / test must be conducted prior to using the equipment. - Ensure that crane maintenance has been conducted as per manufacturer's instructions. - Details of all service history and maintenance must be recorded in the crane logbook, and a copy must be kept with the crane at all times. - Ensure that the crane has passed its annual crane safety inspection (e.g. Cranesafe inspection) and 10-year inspection conducted by an accredited assessor prior to operation.	1	4	4	- East Coast Cranes operations manager - East Coast Cranes safety officer - All crane crew

Client / Project:	Core 4 Property Services	Job Address:	340 Thynne Road, Morningside
Document Name:	ECC-HSEMS-SWMS-08	Revision Number:	P1
		Next Revision:	08/02/2025
			Page 7 of 28

Safe Work Method Statement										
Job Steps	Hazards	Initial Risk			Safety Controls	Residual Risk			Persons Responsible	
		L	C	R		L	C	R		
	- Personnel unfit for work e.g. fatigued, under the influence of drugs or alcohol	4	5	20	- As per East Coast Cranes Drug and Alcohol Policy, it is unacceptable for employees to work under the influence of drugs or alcohol. - If a person is suspected to be under the influence of drugs or alcohol, they will be immediately removed from site	1	5	5	- East Coast Cranes operations manager - East Coast Cranes safety officer	
	- Incompetent crane crew - Unlicensed crane crew				- Ensure that all crane crew are certified and carry their relevant high risk work licences / general construction induction cards (blue or white card) - Ensure that a verification of competency has been conducted for all crane crew - All personnel to complete AGJV approval to operate - All Supervisors to be appointed				- East Coast Cranes operations manager - East Coast Cranes safety officer - All crane crew	
	- Missing or incorrect safety equipment - Incorrect safety equipment and PPE	4	5	20	- Ensure that the crane crew check that all necessary safety equipment is with the crane and in good working order prior to arrival onsite e.g. radios, fall arrest equipment etc. - Ensure that crane crew utilise all safety equipment and PPE outlined in the Project Details section of this SWMS – that is: - Long sleeve, high visibility clothing - Steel cap boots - Gloves - Safety glasses - Suitable hearing protection for the level and duration of noise - Fire Extinguisher - Hard hat - Fall arrest (when required) - Radios	1	5	5	- East Coast Cranes operations manager - East Coast Cranes safety officer - All crane crew	

Client / Project:	Core 4 Property Services	Job Address:	340 Thynne Road, Morningside
Document Name:	ECC-HSEMS-SWMS-08	Revision Number:	P1
		Next Revision:	08/02/2025
			Page 8 of 28

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Job Steps	Hazards	Initial Risk			Safety Controls	Residual Risk			Persons Responsible
		L	C	R		L	C	R	
2. Arrive at work site and conduct site assessment	Traffic: Vehicles, Cyclists, Pedestrians Injury to workers or the public Damage to plant & equipment Public in Crane Setup area. Potential damage to equipment or personal injury using crane within unsafe distance to public. - Crane sets up in incorrect location, Lifts are out of radius (Hazard to SWL)	5	4	20	- If possible, call client before arrival to site and arrange access to the site and traffic controls where applicable - Select appropriate location for workers, plant & equipment - Adhere to all public road rules - Adhere to all traffic management plans/signs etc. in place - If necessary, deploy interim traffic and pedestrian management (hazard warning lights, safety cones & bollards etc.) - If necessary, implement full traffic control and pedestrian management, spotters etc. - Where possible, organise workflow so that crane does not have to reverse – e.g. utilise turn around bays - Toolbox talk prior to starting onsite	1	4	4	- East Coast Cranes operations manager - East Coast Cranes safety officer - All crane crew. - Client supervisor
	- Workers & client unfamiliar with work procedures, scope of work, SWMS etc.	4	4	16	- All members of the crane crew inducted and signed onto this Safe Work Method Statement - All members of the crane crew inducted to site specific induction (if required) - All members of crane crew to be made aware of site emergency procedures - Pre-job site assessment to be completed by all members of the crane crew prior to plant / equipment being unloaded and works commencing. - Client to read, understand, agree with and sign off on the pre-job site assessment prior to works commencing - Work to be continually monitored for any additional hazards and to ensure that existing safety controls are adequate	1	4	4	- East Coast Cranes operations manager - East Coast Cranes safety officer - All crane crew. - Client supervisor

Client / Project:	Core 4 Property Services	Job Address:	340 Thynne Road, Morningside
Document Name:	ECC-HSEMS-SWMS-08	Revision Number:	P1
		Next Revision:	08/02/2025
			Page 9 of 28

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Job Steps	Hazards	Initial Risk			Safety Controls	Residual Risk			Persons Responsible
		L	C	R		L	C	R	
					- If any additional hazards are identified, client supervisor and East Coast Cranes operations manager must be informed immediately. New control methods must be implemented to eliminate the hazard/s or minimise the risk of the hazard/s. The hazard/s and control methods must be recorded on this SWMS. All crane crew and the client must then read, understand, agree with and sign off on this SWMS prior to work commencing. - East Coast Cranes operations manager to be informed immediately of any hazards onsite - Overhead and underground services and safe approach distances checked for workers, mobile plant and vehicles. - Ensure that all personnel are made aware of and have a clear understanding of the scope of works and the method of works to be conducted				
	- Weather e.g. high winds, rain, lightning, etc.	5	5	25	- Where possible ensure that work is avoided / stopped in high winds, storms etc. Crane max – 11m p/s – Crane crew to assess and determine required action. - During adverse weather, ensure that ground conditions are stable enough and will remain stable for the task. - Ensure that wind speeds are checked before lifting commences - Ensure that crane crew check the cranes load chart and/or operator's manual and are aware of the wind limitations and shutdown point. - Stop work if the wind speed exceeds manufacturers specifications - If lightening is anticipated, stop work and lower the load to the ground. If possible lower the boom to the ground. Engage the brakes and locks (winch and swing) and stop the crane. Turn off the load safety device power switch and main switch. Advise all personnel to stay away from the area around the machine. - All actions are to cease if weather conditions are severe or if the crane crew deems it is unsafe to lift.	1	5	5	- East Coast Cranes operations manager - East Coast Cranes safety officer - All crane crew. - Client supervisor

Client / Project:	Core 4 Property Services	Job Address:	340 Thynne Road, Morningside
Document Name:	ECC-HSEMS-SWMS-08	Revision Number:	P1
		Next Revision:	08/02/2025
			Page 10 of 28

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Safe Work Method Statement

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		L	C	R		L	C	R	
	Weather e.g. heat stress, dehydration, sunburn, UV Radiation, Skin Cancer	4	4	16	- Ensure that workers are provided with shaded areas for breaks - Ensure that workers are provided with a plentiful supply of drinking water - Use alternative methods to complete the task e.g. use mechanical aids to reduce physical demands of work. - Where possible, rotate workers between hotter and cooler conditions - Where possible, provide shaded areas for workers to operate in - Ensure that work areas are well ventilated - Ensure that workers have been trained and are competent in recognizing heat stress symptoms as outlined in Attachment 1 – Heat Stress Fact Sheet - Pre-hydrate before work commences - Maintain hydration during work by drinking fluids at a faster rate than they are being lost through sweat or other means. E.g. in summer workers exposed to heat stress should drink between 600ml – 1L of water per hour. - Drink 150-250ml of fluids every 15 minutes rather than drinking larger amounts of water every hour - Increase fluid intake if your urine becomes dark. The normal colour of urine is pale yellow. - If heat stress symptoms occur: - o Stop all strenuous activity and rest quietly in a cool place - o Increase fluid intake using cool water - o Lay the person in the shade - o Remove outer clothing (e.g. Hard hat, boots, shirt) - o Fan vigorously to cool down - o Seek medical attention if cramps continue for more than one hour. - Ensure that workers are provided with and utilize safety equipment e.g. sunglasses, long sleeve clothing, sunscreen	1	4	4	- East Coast Cranes operations manager - East Coast Cranes safety officer - All crane crew. - Client supervisor
	- Noise hazards e.g. hearing loss, increased blood pressure,	4	3	12	- Where possible ensure that noisy plant and machinery is isolated from majority of persons in the area - Rotate workers who are exposed to noise sources	1	3	3	- East Coast Cranes operations manager - East Coast Cranes safety officer

Client / Project:	Core 4 Property Services	Job Address:	340 Thynne Road, Morningside
Document Name:	ECC-HSEMS-SWMS-08	Revision Number:	P1
		Next Revision:	08/02/2025
			Page 11 of 28

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		L	C	R		L	C	R	
	increased heart rate, stress				- Ensure that workers are supplied with and utilize hearing protection that is suitable for the level and duration of noise				- All crane crew - Client supervisor
	- Plant and equipment incorrect for task - Incorrect use of plant and equipment	4	5	20	- Where possible ensure that East Coast Cranes operations manager calls client before lift to discuss job to obtain information that will ensure correct plant and equipment is utilised. - Where possible ensure that East Coast Cranes operations manager visits site before the job commences to conduct a site inspection to work out what plant and equipment is required - Information required includes weight of items to be lifted, radius of lift, ground conditions, overhead hazards, access for plant and equipment, traffic control requirements - If necessary, ensure that a lift plan is developed by a competent person for the lift - Ensure that crane crew are familiar with the plant and equipment being used e.g. crane charts, indicators, limitations, controls etc. - Ensure that crane crew never attempt to operate the crane outside its capacity (WLL) - Ensure that the crane crew conduct a radius check and use / adhere to crane warning devices - Ensure that only certified and tested / inspected lifting equipment is used and do not utilise any lifting equipment that does not have a rated lifting capacity e.g. do not use unrated drums with holes cut in the sides to lift materials – a certified block cage or materials cage must be used instead. - Ensure that all manufacturer's instructions are followed whenever using safety and lifting equipment	1	5	5	- East Coast Cranes operations manager - East Coast Cranes safety officer - All crane crew - Client supervisor
	- Mobile phone usage - Distracted workers - Loads not being directed safely	5	5	25	- Mobile phone usage is prohibited at any time whilst operating the crane, during the rigging of loads and equipment and at any time the crane has a load on the hook. - Ensure that there are no unwarranted distractions that may affect the safe lifting and crane operation procedures	1	5	5	- East Coast Cranes operations manager - East Coast Cranes safety officer - All crane crew

Client / Project:	Core 4 Property Services	Job Address:	340 Thynne Road, Morningside
Document Name:	ECC-HSEMS-SWMS-08	Revision Number:	P1
		Next Revision:	08/02/2025
			Page 12 of 28

Safe Work Method Statement

Job Steps	Hazards	Initial Risk			Safety Controls	Residual Risk			Persons Responsible
		L	C	R		L	C	R	
	- Loads incorrectly rigged up and secured				- Ensure that only trained, competent and licenced persons operate the crane				- Client supervisor
	- Insufficient Lighting - Poor visibility	4	5	20	- Ensure that there is adequate lighting to perform the task prior to commencing work - Client to provide sufficient lighting when visibility is poor – ECC to direct set up of lighting requirements. - All actions are to cease if there is insufficient lighting or poor visibility, or if the crane crew deems it is unsafe to work.	1	5	5	- East Coast Cranes operations manager - East Coast Cranes safety officer - All crane crew - Client supervisor
	- Missing or incorrect safety equipment - Incorrect safety equipment and PPE	4	4	16	- Ensure that crane crew utilise all safety equipment and PPE outlined in the Project Details section of this SWMS – that is: - Long sleeve, high visibility clothing - Steel cap boots - Gloves - Safety glasses - Suitable hearing protection for the level and duration of noise - Fire Extinguisher - Hard hat - Fall arrest (when required) - Radios	1	4	4	- East Coast Cranes operations manager - East Coast Cranes safety officer - All crane crew
3. Set up the crane	- Uneven ground - Hazardous ground conditions - Underground Services - Electrocutation - Damage to property or plant - Crane tip over - Outriggers sinking - Pinch Points - Crush Zones	5	5	25	- Ensure that firstly the hierarchy of control is being used clearly and as to which controls apply – ie exclusion zones, Clear set up area, no property can be damaged, spotters are used with moving plant at all times, ground is assessed suitable, weather is suitable for set up to take place. - Ensure that crane crew check and assess the ground conditions prior to setting up the crane. Check for boggy ground, steep ground etc. - Ensure that the crane crew checks the area for underground services e.g. communication cables, electrical cables, sewerage etc. prior to setting up the crane. (e.g. by contacting “Dial before you dig” by phoning 1100 or online via the website at www.1100.com.au)	1	5	5	- East Coast Cranes operations manager - East Coast Cranes safety officer - All crane crew - Client supervisor

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Document Name:	ECC-HSEMS-SWMS-08	Revision Number:	P1
		Next Revision:	08/02/2025
			Page 13 of 28

Safe Work Method Statement

Job Steps	Hazards	Initial Risk			Safety Controls	Residual Risk			Persons Responsible
		L	C	R		L	C	R	
					- Ensure that the crane is only set up on compacted, stable ground - Ensure that the crane is not set up over underground services - Ensure that all manufacturer's instructions and specifications are followed during set up of the crane - Ensure that outriggers are set up as per manufacturers specifications! - Check the Crane Crew are familiarised and know the risks and precautions around setting up the Crane - Pinch Points on Outrigger Feet, Crush Zones when Support Beams are moving in or out – Ensure your safety is considered when performing these steps. - Ensure that base timbers of any packing are closely packed and cover as large an area as is necessary to safely transmit their load to the ground - Ensure that damaged timbers are not used - Ensure that timbers are level and in full contact with the ground - Ensure that outriggers cover packing or bogmats / outrigger pads				
	- Overhead Obstructions - Electrocution	5	5	25	- Ensure that the crane crew check the area for overhead obstructions and hazards - If powerlines are present, ensure that the crane crew establishes and maintains an exclusion zone as per the relevant and current legislation e.g. workers and plant should maintain an exclusion zone of 3 meters around live overhead power lines of up to 132kV - Greater exclusion zones apply to high voltage lines (6-8 metres depending on the voltage. Ensure that relevant legislation is consulted and adhered to prior to lift. - When establishing exclusion zones, ensure that the crane crew allow for sway and sag of the overhead lines. Sway is usually caused by wind and sag occurs when the temperature of the line fluctuates. - Ensure that spotters and electrical spotters are utilised where required - Ensure that exclusion zones are programmed into the crane where possible to prevent the crane slewing into exclusion zones. - Ensure that appropriate permits are obtained whenever required	1	5	5	- East Coast Cranes operations manager - East Coast Cranes safety officer - All crane crew - Client supervisor

Client / Project:	Core 4 Property Services	Job Address:	340 Thynne Road, Morningside
Document Name:	ECC-HSEMS-SWMS-08	Revision Number:	P1
		Next Revision:	08/02/2025
			Page 14 of 28

Safe Work Method Statement										
Job Steps	Hazards	Initial Risk			Safety Controls	Residual Risk			Persons Responsible	
		L	C	R		L	C	R		
	- Crushing, pinching injuries - Collisions - Damage to property or plant - Fall from heights	4	5	20	- Never place your hands, arms, legs or head inside any areas which could result in pinching or crushing at any time. - Ensure that a spotter is utilised to direct crane whenever moving onsite - Ensure that all PPE specified in the Project Details section of this SWMS is used at all times - Ensure that three points of contact are maintained at all times when climbing onto and off the crane via the appropriate ladders	1	5	5	- East Coast Cranes operations manager - East Coast Cranes safety officer - All crane crew - Client supervisor	
	- Unauthorized persons entering work zone	3	4	12	- Where possible, ensure that a work exclusion zone is established and maintained around the works - Ensure that spotters are utilised where required - Ensure that non-essential personnel are kept out of the work exclusion zone at all times	1	4	4	- East Coast Cranes operations manager - East Coast Cranes safety officer - All crane crew - Client supervisor	
	- Lack of communication between crane crew and others onsite - Personnel unaware of scope of works	3	4	12	- Ensure that crane crew are aware of the whereabouts of all ground personnel at all times. If in doubt, ensure that work stops until it is safe to continue. - Ensure that crane crew and all persons involved with or affected by the lifts are kept informed of any changes to the scope of works at all times - Ensure that there is no crane movement (including movement of chains) prior to communication between the crane operator and rigger / dogman. - All communication and instructions must be clear and concise (voice, radio and whistle) and combined with visual instructions wherever possible (hand signals, line of sight)	1	4	4	- East Coast Cranes operations manager - East Coast Cranes safety officer - All crane crew - Client supervisor	
	- Missing or incorrect safety equipment - Incorrect safety equipment and PPE	4	4	16	- Ensure that crane crew utilise all safety equipment and PPE outlined in the Project Details section of this SWMS – that is: - o Long sleeve, high visibility clothing - o Steel cap boots - o Gloves - o Safety glasses - o Suitable hearing protection for the level and duration of noise - o Fire Extinguisher	1	4	4	- East Coast Cranes operations manager - East Coast Cranes safety officer - All crane crew	

Client / Project:	Core 4 Property Services	Job Address:	340 Thynne Road, Morningside
Document Name:	ECC-HSEMS-SWMS-08	Revision Number:	P1
		Next Revision:	08/02/2025
			Page 15 of 28

Safe Work Method Statement

Job Steps	Hazards	Initial Risk			Safety Controls	Residual Risk			Persons Responsible
		L	C	R		L	C	R	
					○ Hard hat ○ Fall arrest (when required) ○ Radios				
4. Crane operations	- Unplanned movement of load - Crane tip-over - Crane operating outside lifting capacity	5	5	25	- Ensure that crane crew operate the crane within its safe working limit and safe working radius at all times - Ensure that crane operator remains securely within the confines of the operator cabin with all personnel restraint devices engaged (e.g. seat belts) until completion of the activity. - Ensure that the crane crew use the minimum boom length possible and keep the load as low to the ground as possible at all times - Ensure that crane crew do not operate the crane outside of its safe working limits at any time - Ensure that a tag line is used whenever required to help control unplanned movement of loads - Superintendent permission required to use slings – record on JSA - Use adequate rubber sling protection devices to protect slings in any lift where the sling comes in direct contact with the edge or corner of its load	1	5	5	- East Coast Cranes operations manager - East Coast Cranes safety officer - All crane crew - Client supervisor
	- Crushing, pinching injuries - Collisions - Damage to property or plant	4	5	20	- Never place your hands, arms, legs or head inside any areas which could result in pinching or crushing at any time. - Ensure that a spotter is utilised to direct crane whenever moving onsite - Ensure that all PPE specified in the Project Details section of this SWMS is used at all times - Ensure that all manufacturer's instructions and specifications are followed during operation of the crane - Ensure that crane crew are aware of the whereabouts of all ground personnel at all times. If in doubt, ensure that work stops until it is safe to continue. - Ensure that all ground personnel keep clear of plant blind spots at all times - Ensure that when approaching the crane, ground personnel make eye contact with the operator and confirm contact has been made by way of a hand gesture to ensure that operator is aware of their location	1	5	5	- East Coast Cranes operations manager - East Coast Cranes safety officer - All crane crew - Client supervisor

Client / Project:	Core 4 Property Services	Job Address:	340 Thynne Road, Morningside
Document Name:	ECC-HSEMS-SWMS-08	Revision Number:	P1
		Next Revision:	08/02/2025
			Page 16 of 28

Safe Work Method Statement									
Job Steps	Hazards	Initial Risk			Safety Controls	Residual Risk			Persons Responsible
		L	C	R		L	C	R	
					- Prior to approaching the crane, ensure that it has come to a complete stop and the load has been lowered where possible - Ensure that no persons walk under a suspended load at any time - Ensure that crane crew never lift a load over persons at any time - Where possible, lifting loads over public access areas such as footpaths, roads, highways, railways, waterways, buildings etc. must be avoided. If lifting over these areas cannot be avoided, appropriate control measures (e.g. exclusion zones, suitable designed gantries, spotters, traffic control etc.) must be put in place and maintained				
5. Working at Heights	- Inexperienced person working at heights - Falls from extension ladder - Falls from heights i.e. elevated surface - Falling object - Trip, slips and falls -	4	4	16	- Only personnel trained in Working at Heights may be used to perform tasks - Working at Heights equipment must be selected, inspected (prior to use) and installed by a competent person - Ensure adequate access to the elevated platform i.e. extension ladder (footed to prevent it from becoming unstable; extends 1 metre passed the elevated platform height); elevated work platform (such as a boom lift, scissor lift etc.); personnel cage etc. - Only suitable Working at Heights Equipment can be used (at all times) while performing tasks at heights and must be used in accordance to manufacturers specifications: - o Do not work in Fall Arrest without additional controls in place - o While using double lanyards, ensure that one lanyard is always connected at a time - o When using a restraint line, ensure the rope remains tight at all times and remember to only work within the radius to avoid the Pendulum Effect <u>Emergency Procedures:</u> 1. Emergency response to be deemed as appropriate to the situation	2	3	6	- East Coast Cranes operations manager - East Coast Cranes safety officer - All crane crew - Client supervisor

Client / Project:	Core 4 Property Services	Job Address:	340 Thynne Road, Morningside
Document Name:	ECC-HSEMS-SWMS-08	Revision Number:	P1
		Next Revision:	08/02/2025
			Page 17 of 28

Safe Work Method Statement

Job Steps	Hazards	Initial Risk			Safety Controls	Residual Risk			Persons Responsible
		L	C	R		L	C	R	
					2. Fall Restraint Method to be used to prevent a person from getting into a position where they can fall. Personnel are trained in 'Working at Heights' and restraint line must be continually adjusted to avoid slack in the line 3. The fallen worker must be encouraged to use the suspension trauma straps to relieve pressure from the legs 4. Where a person has fallen: i) Mobile Crane will be used as the primary retrieval where accessible – fallen worker would be clipped onto the hook, crane would then be slewed over to the side and then lowered down to a safe position ii) a separate restraint line is to be placed onto the front attachment point where two persons can safely lower the person to the ground 5. Once in a safe position, the fallen worker is to be placed in the 'W' seated position to prevent the onset of suspension trauma - 6. The first aider must also assess the causality for other signs of injury and treat as required				
	- Lack of communication between crane crew and others onsite	3	4	12	- Ensure that the crane crew maintains communication with each other as well as all other persons onsite that may be affected by the crane lift - Ensure that crane crew and all persons involved with or affected by the lifts are kept informed of any changes to the scope of works at all times - Ensure that there is no crane movement (including movement of chains) prior to communication between the crane operator and rigger / dogman. - All communication and instructions must be clear and concise (voice, radio and whistle) and combined with visual instructions wherever possible (hand signals, line of sight)	1	4	4	- East Coast Cranes operations manager - East Coast Cranes safety officer - All crane crew - Client supervisor
	- Release of rigging equipment – Lack of communication between crane crew causing entanglement	3	4	12	- Maintain a safe and clear access/egress around loads during lowering and release of rigging equipment. - Ensure that the crane crew maintains communication with each other as well as all other persons onsite that may be affected by the crane lift - Ensure that crane crew and all persons involved with or affected by the lifts are kept informed of any changes to the scope of works at all times	1	4	4	- East Coast Cranes operations manager - East Coast Cranes safety officer - All crane crew - Client supervisor

Client / Project:	Core 4 Property Services	Job Address:	340 Thynne Road, Morningside
Document Name:	ECC-HSEMS-SWMS-08	Revision Number:	P1
		Next Revision:	08/02/2025
			Page 18 of 28

Safe Work Method Statement

Job Steps	Hazards	Initial Risk			Safety Controls	Residual Risk			Persons Responsible
		L	C	R		L	C	R	
					- Ensure that there is no crane movement (including movement of chains) prior to communication between the crane operator and rigger / dogman. - All communication and instructions must be clear and concise (voice, radio and whistle) and combined with visual instructions wherever possible (hand signals, line of sight)				
	- Overhead Obstructions - Electrocutation	5	5	25	- Ensure that all controls for overhead obstructions that were put in place whilst setting up the crane are maintained - Ensure that the crane crew do not operate the crane in any position where the machine or load can come within the restricted zones of overhead powerlines (e.g. 3M of overhead powerlines up to 133kV and 8m of overhead powerlines above 133kV). - Crane crew to be on constant guard against the boom of the crane, chains and loads coming into close proximity with powerlines. - Ensure that dedicated electrical spotter is utilised whenever required - Ensure that crane crew use extra caution and slower speeds when operating near overhead powerlines and hazards to ensure full control of the hook or load - If closer proximity to powerlines is required, ensure that the following controls are put in place: - o Dedicated electrical spotter put in place - o De-energise powerlines whenever possible - o Re-routing of powerlines whenever possible	1	5	5	- East Coast Cranes operations manager - East Coast Cranes safety officer - All crane crew - Client supervisor
	- Incorrect or unsuitable equipment - Incorrect use of equipment	4	5	20	- Ensure that any controls, plans or instructions that were put in place during the inspection stage of works are followed and maintained at all times. If changes to the job are required, they must be approved by East Coast Cranes operations manager and any changes must be reflected on the lift plan - Ensure that crane crew are familiar with the plant and equipment being used e.g. crane charts, indicators, limitations, controls etc.	1	5	5	- East Coast Cranes operations manager - East Coast Cranes safety officer - All crane crew - Client supervisor

Client / Project:	Core 4 Property Services	Job Address:	340 Thynne Road, Morningside
Document Name:	ECC-HSEMS-SWMS-08	Revision Number:	P1
		Next Revision:	08/02/2025
			Page 19 of 28

Safe Work Method Statement

Job Steps	Hazards	Initial Risk			Safety Controls	Residual Risk			Persons Responsible
		L	C	R		L	C	R	
					- Ensure that crane crew never attempt to operate the crane outside its capacity (WLL) - Ensure that the crane crew conduct a radius check and use / adhere to crane warning devices - Ensure that only certified and tested / inspected lifting equipment is used and do not utilise any lifting equipment that does not have a rated lifting capacity e.g. do not use unrated drums with holes cut in the sides to lift materials – a certified block cage or materials cage must be used instead. - Ensure that loads of loose items e.g. scaffold clips, are lifted using properly constructed boxes or cages branded with the Safe Working Load (SWL) and that are currently inspected / tested as per legislation. - Ensure that all manufacturer's instructions are followed whenever using safety and lifting equipment				
	- Missing or incorrect safety equipment - Incorrect safety equipment and PPE	4	4	16	- Ensure that crane crew utilise all safety equipment and PPE outlined in the Project Details section of this SWMS – that is: - o Long sleeve, high visibility clothing - o Steel cap boots - o Gloves - o Safety glasses - o Suitable hearing protection for the level and duration of noise - o Fire Extinguisher - o Hard hat - o Fall arrest (when required) - o Radios	1	4	4	- East Coast Cranes operations manager - East Coast Cranes safety officer - All crane crew
	- Rubbish or discarded materials - Slip, trip and fall hazards	4	3	12	- Ensure that all work areas are maintained in a tidy and safe manner at all times - Dispose of all rubbish in specified industrial bins - All surplus dunnage, timber etc. to be neatly stacked clear of work areas or placed in the industrial bins	1	3	3	- East Coast Cranes operations manager - East Coast Cranes safety officer - All crane crew - Client supervisor

Client / Project:	Core 4 Property Services	Job Address:	340 Thynne Road, Morningside
Document Name:	ECC-HSEMS-SWMS-08	Revision Number:	P1
		Next Revision:	08/02/2025
			Page 20 of 28

Safe Work Method Statement

Job Steps	Hazards	Initial Risk			Safety Controls	Residual Risk			Persons Responsible
		L	C	R		L	C	R	
Safety Controls for Specific Tasks (Note all standard controls listed in above sections are applicable to the below tasks – all controls listed below are in addition to standard controls)									
6. Moving or reversing crane onsite	- Traffic: Vehicles, Cyclists, Pedestrians - Injury to workers or the public - Damage to plant & equipment - Crushing	4	5	20	- Adhere to all public road rules - Adhere to all traffic management plans/signs etc. in place - Where possible avoid reversing the crane onsite by utilising turn around bays etc. - When reversing is necessary: - o Use reversing sensors, cameras, mirrors and warning devices e.g. reversing alarms. - o Visual warning devices (e.g. flashing lights) must be used. - o Ensure that a spotter is used to direct all movement - Ensure that crane crew are aware of the whereabouts of all ground personnel at all times. Work must stop if unsure and must not commence until it is safe to do so.	1	5	5	- East Coast Cranes operations manager - East Coast Cranes safety officer - All crane crew - Client supervisor
7. Changing hook block on Hydraulic Crane	- Crushing, pinching, stabbing injuries - Fall from heights - Falling objects	4	4	16	- Keep limbs and hands away from the working area of the hook block at all times - Consult the crane operator manual to confirm requirements - Use gloves when handling wire ropes - Exclusion zones are to be set up around the work area where the crane attachments (such as hook blocks) have the potential to become unstable - Crane hooks are to be placed on a flat, firm and stable surface for the purpose of de-reeving. The suitability of the surface is to be assessed by the crane crew prior to undertaking the task - Ensure that correct working at heights procedures is followed where required e.g. wherever possible utilise ladders to access the hook block - Where ladders are unsuitable, ensure that fall restraint equipment is utilised and attached to the head of the boom	1	4	4	- East Coast Cranes operations manager - East Coast Cranes safety officer - All crane crew - Client supervisor
8. Installation and removal of counterweight	- Falls from height - Falling objects - Crushing	4	4	16	- risk of a person falling more than 2m and only administrative/PPE controls are to be implemented, that all other control measures were considered first (s.299(4)). Also see s.79(3)	1	4	4	- East Coast Cranes operations manager

Client / Project:	Core 4 Property Services	Job Address:	340 Thynne Road, Morningside
Document Name:	ECC-HSEMS-SWMS-08	Revision Number:	P1
		Next Revision:	08/02/2025
			Page 21 of 28

Safe Work Method Statement

Job Steps	Hazards	Initial Risk			Safety Controls	Residual Risk			Persons Responsible
		L	C	R		L	C	R	
					- higher level controls were first considered and decided to be impracticable - install counterweights to crane - Where anchor points are available at boom support cradle or at lugs on the counterweights, ensure that crane crew attach lanyards as a method of fall restraint or in order cases utilise fall prevention e.g. inertia reel, harness and lanyard. - Connect inertia reel to lug on the underside of top of the boom butt - Pull out enough cable and attach it to the tie-off (breakaway point) at the top of the operator's cabin - Swing boom of crane to semi-trailer / counterweight truck and connect first counterweight to the cranes hook - Never place your hands, arms, legs or head inside any areas which could result in pinching or crushing at any time - Lift counterweight clear of transport and slew it to a position over the crane carrier in readiness to lower it into its correct position - Engage slew brake - Allow the rigger to ascend the ladder on to the deck of the crane - Crews can install counterweights to crane - Rigger to maintain three points of contact whilst climbing in-built ladder and using purpose installed hand holds. Rigger to utilise harness and connect the lanyard to the tie-off point at the operator's cabin - Disconnect lanyard and attach it to the harness - Rigger is now in a safe situation to guide the counterweight into correct position and disconnect lifting chains - Maintain engagement of slew brake whilst rigger returns to hand holds - Crews can install counterweights to crane - Connect lanyard to tie-off point at the operator's cabin. - Disconnect inertia line from harness and attach it to the tie-off point - Disconnect lanyard and descend to the ground via the in-built ladder, maintaining three points of contact				- East Coast Cranes safety officer - All crane crew - Client supervisor

Client / Project:	Core 4 Property Services	Job Address:	340 Thynne Road, Morningside
Document Name:	ECC-HSEMS-SWMS-08	Revision Number:	P1
		Next Revision:	08/02/2025
			Page 22 of 28

Safe Work Method Statement										
Job Steps	Hazards	Initial Risk			Safety Controls	Residual Risk			Persons Responsible	
		L	C	R		L	C	R		
					- Repeat this process for all of the other counterweights - Reverse this procedure for the removal of counterweights - In the event of a fall, rescue would be by slewing the crane over the side and luffing down the boom to the ground					
9. Loading – offloading trucks	- Fall from rear of truck - Falling loads - Crushing injuries - Pinching injuries - Falling objects - Lack of communication with transport crew	4	4	16	- Never place your hands, arms, legs or head inside any areas which could result in pinching or crushing at any time - Ensure that platform ladders are used to access the load wherever possible and ensure that three points of contact with the ladder is maintained at all times. - Ensure that appropriate working at heights safety equipment is utilised whenever necessary - When loading or offloading equipment from a truck, ensure that crane crew are constantly aware of stepping backwards especially when carrying a load whilst on the truck. - Ensure that transport truck is positioned beside the crane or as near as possible with all personnel clear of the lifting zone until the crane has successfully loaded or unloaded the transport. - Ensure that crane crew maintain communication with transport crew at all times and that transport crew are ready to accept the load prior to lifting commences - If the load for any reason becomes unstable during the lift, the load is to be immediately lowered to the ground and a risk assessment undertaken to verify lifting requirements - Dogman / Rigger is to control the lift and release the lifting equipment once the load has been secured to the transport. - Dogman / Rigger is to use a tag line to direct the load during the lift	1	4	4	- East Coast Cranes operations manager - East Coast Cranes safety officer - All crane crew - Client supervisor - Transport crew	
10. Chemical Hazards (Refuelling, burst hydraulic hoses etc.)	- Contamination of the environment - Slip hazards	4	4	16	- Never refuel within 20m of any waterway - Ensure that all MSDS's are available in the crane and read for all hazardous chemicals in use. - Ensure that all PPE listed in MSDS's are used	1	4	4	- East Coast Cranes operations manager - East Coast Cranes safety officer - All crane crew	

Client / Project:	Core 4 Property Services	Job Address:	340 Thynne Road, Morningside
Document Name:	ECC-HSEMS-SWMS-08	Revision Number:	P1
		Next Revision:	08/02/2025
			Page 23 of 28

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Safe Work Method Statement

Job Steps	Hazards	Initial Risk			Safety Controls	Residual Risk			Persons Responsible
		L	C	R		L	C	R	
					- If any chemical spills occur, earth bunding must be placed immediately around spill area. - Utilise spill kits with absorbent material to soak up the spillage - Area around spill is to be isolated as soon as possible - Ensure that a licensed waste management body are used to dispose of fluids / waste - Advise supervisors of any spills - Ensure first aid included eye wash available onsite - Removal all chemicals from site after shift				- Client supervisor
11.	-								-
12.	-								-
13.	-								-
14.	-								-

Client / Project:	Core 4 Property Services	Job Address:	340 Thynne Road, Morningside
Document Name:	ECC-HSEMS-SWMS-08	Revision Number:	P1
		Next Revision:	08/02/2025
			Page 24 of 28

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Safe Work Method Statement									
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Client / Project:	Core 4 Property Services	Job Address:	340 Thynne Road, Morningside
Document Name:	ECC-HSEMS-SWMS-08	Revision Number:	P1
		Next Revision:	08/02/2025
			Page 25 of 28

Monitoring, Review & Communication Process

This SWMS adheres to the East Coast Cranes Monitoring and Review Policy. The procedure for monitoring and reviewing this SWMS is outlined below.

Monitoring

East Coast Cranes management must monitor this SWMS continuously. Management and Supervisors must ensure that all control measures outlined in the Job Tasks section above are being followed and put in place. This is achieved by:

- Utilizing safety inspections
- Ensuring that competent supervisors monitor all work being conducted to make sure that all control measures are being followed
- Training supervisors to continuously monitor for and report potential hazards
- Training workers to continuously monitor for and report potential hazards
- Management continuously monitoring for potential hazards and implementing/communicating controls where possible when hazards are found or reported

Review

East Coast Cranes management must review this SWMS periodically to ensure it remains relevant. This is achieved by:

- Management reviewing this SWMS at least once every six (6) months to ensure that controls remain relevant and to ensure that any new hazards have been assessed
- Management inspecting the work being conducted to ensure that controls remain relevant
- Conducting pre-start meetings or “Toolbox talks” to discuss this SWMS, potential hazards and control measures with workers

In The Event of An Incident

In the event of an incident, work must stop immediately, and the East Coast Cranes Incident Management Policy and Procedure must be followed. This SWMS must be reviewed and amended before work recommences to ensure that the incident cannot occur again.

Client / Project:	Core 4 Property Services		Job Address:	340 Thynne Road, Morningside		
Document Name:	ECC-HSEMS-SWMS-08	Revision Number:	P1	Next Revision:	08/02/2025	Page 26 of 28

Communication

This SWMS must be communicated at a pre-start meeting before work commences. Workers must be given the opportunity to discuss controls which are listed in this SWMS, and be allowed time to discuss any further controls which they feel are necessary.

Finally, workers must sign below to state that they have been instructed in this SWMS, understand all hazards involved with the work and are comfortable with all of the control measures that must be implemented and followed.

If any changes are made to this SWMS, they must be communicated to workers and the communication sheet below must be re-signed by all persons involved with the job.

Additional Controls To Be Put In Place After Consultation With All Workers

Client / Project:	Core 4 Property Services		Job Address:	340 Thynne Road, Morningside		
Document Name:	ECC-HSEMS-SWMS-08	Revision Number:	P1	Next Revision:	08/02/2025	Page 27 of 28

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By signing below you acknowledge that you understand all hazards involved with the job and have been instructed in and understand the control measures listed in this SWMS. You also acknowledge that you have been given the opportunity to discuss the controls listed in this SWMS and further controls that you may feel are necessary.

[illegible]

Client / Project:	Core 4 Property Services		Job Address:	340 Thynne Road, Morningside		
Document Name:	ECC-HSEMS-SWMS-08	Revision Number:	P1	Next Revision:	08/02/2025	Page 28 of 28