SAFE WORK METHOD STATEMENT

***To be signed by anyone working with Jonox Pty Ltd**

(PCBU must ensure work is carried out in accordance with the SWMS)

Jonox Pty Ltd

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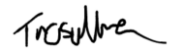
Principal Contractor:		This SWMS has been reviewed by: Trent O'Sullivan	
Project:		Principal contractor representative signature:	
Job Location:		Date Submitted: 11/09/2025	
SWMS No: 001	Version: 002	Date Developed: 11/09/2025	Next Review Date: 11/09/2026
Statement Activity: Multi-Purpose Forklift/ Telehandler Hire / Truck Hire/General Labour		Task specific requirements: Operation of a telehandler (Crane Jib / Forks), General Labour	
Standards, codes of practice, legislation & regulations applicable to this activity:	*Standards* ▪ National Standard for Plant (NOHSC 1010, 1994) ▪ AS 1418.1 Cranes, Hoists and Winches – general requirements ▪ AS 1418.5 Cranes, Hoists and Winches – Mobile cranes ▪ AS 1418.19 Cranes, Hoists and Winches- Telescopic handlers ▪ AS 2550.1 Cranes, Hoists and Winches – safe use – General requirements ▪ AS 2550.5 Cranes, Hoists and Winches - safe use - Mobile cranes ▪ AS 2550.19 Cranes, Hoists and winches- safe use – Telescopic handlers ▪ AS 3775.2 Chain slings – Grade T- Care and use ▪ AS 4497.2 Round slings – Synthetic fibre – Care and use ▪ AS 2741 – 2002 Shackles ▪ AS 1940-2004 storage and handling of flammable and combustible liquids	*Codes* ▪ Work health and safety (Confined Spaces) code of practice 2011 ▪ Work health and safety (construction work code of 2012 ▪ Work health and safety (first aid in the workplace code of practice) approval 2015 ▪ Work health and safety (hazardous manual tasks) code of practice 2011 ▪ Work health and safety (how to manage work health and safety risks) code of practice 2011 ▪ Work health and safety (managing noise and preventing hearing loss at work) code of practice 2011 ▪ Work health and safety (managing risks of plant in the workplace) code of practice 2012 ▪ Work health and safety (managing the risk of falls in the workplace) code of practice 2011	*Legislation and regulation* ▪ Work health and safety Act 2011 ▪ Work health and safety regulations 2011

		▪ Work health and safety (managing the work environment and facilities) code of practice 2011 ▪ Work health and safety (preventing and responding to bullying) code of practice 2012 (no1) ▪ Work health and safety (preventing falls in housing) code of practice approved 2012 ▪ Work health and safety (work health and safety consultation, cooperation and coordination) code of practice 2011	

<table>
<tr><td>High risk construction work:</td><td colspan="3">Involves a risk of a person falling more than 2m/ trench with excavated depth greater than 1.5m/ is carried out on, in or adjacent to a road, railway or other corridor that is in use by traffic other than pedestrians / is carried out in an area at a workplace in which there is any movement of powered mobile plant</td></tr>
<tr><td>MSDS Required</td><td colspan="3">Diesel, Hydraulic Fluid, Grease, Engine oil, Anti-freeze, Transmission Fluid, Degreaser</td></tr>
<tr><td>Environmental control:</td><td colspan="3">If a spill occurs, use spill kit to contain and then leading hand on site is to contact site foreman and Jonox Management</td></tr>
<tr><td>Skills required:</td><td>Activity skills
▪ Company Induction
▪ Site Induction
▪ OHS General Induction for construction work (white card)
▪ Manual Handling training</td><td>High risk plant certificates
▪ Non – slew crane
▪ Forklift ticket
▪ Dogman ticket
▪ Medium / heavy rigid vehicle</td><td>Procedure – SWMS References
▪ Operator
▪ Dogman
▪ Labour hire</td></tr>
<tr><td>Safety equipment required:</td><td colspan="2">Personal Protective Equipment (comply with relevant AS)
Mandatory
▪ Hard hats
▪ Safety footwear
▪ Hi Visible Clothing
Task Specific
☐ Eye protection
☐ Ear protection
☐ Gloves
☐ Sunscreen</td><td>Signage and Barriers
▪ Safety barriers or bunting and signage as required. Cordoning off areas where work is being undertaken, as required</td><td>Equipment
☐ Kibble
☐ Brick Cage
☐ Jib
☐ Slings
☐ hook
☐ bucket
☐ spreader beam
☐ spreader forks
☐ chains
☐ shackles</td></tr>
<tr><td>Certification and inspections required:</td><td colspan="2">Plant maintenance (Plant to comply with RTA requirements)
▪ Daily plant checklist to be completed on all plant and equipment (start of each shift) (as per manufacturer's recommendation)
▪ Maintained as per the manufacturer's requirements</td><td>Inspections
▪ As per manufacturer's recommendation
▪ Daily log book signing and pre start inspections
▪ 12 monthly chains and slings</td><td>Emergency requirements:
▪ Be familiar with emergency procedures
▪ Assess task specific work method statement</td></tr>
</table>

	▪ Refuelling of the plant			▪ Whether other emergency equipment or procedures are required, e.g. If first aid box, fire extinguisher, are required in work activity area ▪ Follow head contractor's emergency standing orders ▪ Fire extinguisher serviced and operable. To be available in plant
Site Supervisor responsible for developing and implementation of this safe work method statement	Trent O'Sullivan	Director		11 / 09/ 2025
	Name	*Position*	*Signature*	*Date*
	*Responsibility for task will depend on who is the plant operator or person assisting			

Risk Assessments Matrix

Risk Assessments of both physical and environmental risks are conducted using a pre-lift and risk assessment form. This process identifies the project, location, specific task and the date on which the risk assessment is undertaken. Breaking the specific task into steps, each step is numbered for reference purposes and then all the potential hazards associated with the performance of that step are identified. The classification of the risk associated with each step is assed to give an indication of priority, using the following matrix:

Hazards identified

▪ Pressure (air, gas, water)	▪ Dangerous goods	▪ Extremes of temperature
▪ Mechanical (crush, shearing, rotary entrapment, stabbing, cutting points)	▪ Use of explosives	▪ Radiation / biological
▪ Climate conditions (hot, cold, wind, rain, damp)	▪ Rough terrain	▪ Design
▪ Penetration, pits, trenches (<1.5mt)	▪ Slip, trip, fall	▪ Chemical
▪ Contaminated atmospheres	▪ Light/dark	▪ Vibration
▪ Overhead powerlines/ telecommunication tower	▪ Dust and fumes	▪ Public
▪ Underground services	▪ Housekeeping	▪ Ergonomic
▪ Electrical	▪ Vehicle traffic	▪ Asbestos
▪ Working at heights (<2mt)	▪ Other trades	▪ SMF
	▪ Unstable structures	▪ PCB's

▪ Fall from ladders ▪ Fragile/brittle services ▪ Ignition sources/ sparks ▪ Manual handling ▪ Confined spaces ▪ Construction materials ▪ Flooding ▪ Smoke and fumes	▪ Working in isolation ▪ Motorised equipment ▪ Falling objects ▪ Hair/ jewellery/ clothing ▪ Hours of work/ fatigue ▪ Wet body parts ▪ Bodies of water ▪ Frost ▪ Noise >85db	▪ Broken glass ▪ Repetitive movements ▪ Maintenance ▪ Safe working load impact on environment ▪ Air pollution (dust) ▪ Noise pollution ▪ Spills to water ▪ Spills to ground ▪ Soil erosion ▪ Hazards to flora and fauna

What risk control measures are you going to put in place to minimise the risk?

Elimination controls	Isolation controls	Engineering controls	Administrative controls	Substitution controls	Personal protective equipment
▪ Remove the hazard out of the workplace	▪ Electrical shutdown ▪ Lock out – tag out ▪ Hoarding ▪ Perimeter fencing ▪ Fixed barricade ▪ Water filled barricades ▪ Para webbing ▪ signage	▪ ventilation ▪ battering ▪ shoring ▪ caution tape ▪ air monitoring ▪ machine guarding ▪ traffic control ▪ fire extinguisher ▪ fall devices/ anchor ▪ Handheld devices	▪ SWMS available ▪ Procedure ▪ Confined space permit ▪ Hot works permit ▪ Heights's permit ▪ Permits to work ▪ Dial before you dig ▪ Code ▪ MSDS sheet ▪ Test/engineer report ▪ Toolbox meetings ▪ Site specific induction ▪ Procedure training ▪ Supervised activity ▪ Licenced activity ▪ Task specific training	▪ Use something less hazardous	▪ Hard hat ▪ Safety footwear ▪ Safety glasses ▪ Goggles ▪ Chem. goggles ▪ Safety vest ▪ Safety harness ▪ Ear plug/muffs ▪ Respiratory ▪ Gloves ▪ Coveralls ▪ other

Reading this SWMS:

Hierarchy of control assessment matrix	
E=Elimination	Remove the hazard out of the workplace
I=Isolate	Use barriers to shield or isolate the hazard
EN=Engineering	Design and install equipment to counteract the hazard
A=Administration	Implement procedures or permits to minimize risk exposure
S=Substitution	Use something less hazardless
P=PPE	Have people wear or use protective equipment

Likelihood = L	**How severely could someone be hurt?**
Almost certain (5)	Expected to occur in most circumstances
Likely (4)	Will probably occur in most circumstances
Possible (3)	Could occur sometime
Unlikely (2)	Is not likely to occur in normal circumstances
Rare (1)	May occur only in exceptional circumstances

Likelihood/Consequences	Risk Class	Action
The hazard has the potential to: Permanently disable or kill Cause major damage to the structure Have significant impact on the surrounding population	High (H) 17 or 25	Stop Work Until Resolved
The hazard has the potential to: Temporarily disable or seriously injure Cause major damage to structure Breach the site boundary and pollute local environment	Medium (M) 7 or 16	Stop Work Until Resolved
The hazard has the potential to Cause minor injury Be contained within the sire boundary	Low (L) 1 to 6	Raise at Toolbox Meeting

Consequences = C	**How severely could someone be hurt?**
Catastrophic (5)	Death or permanent disability to one or more persons
Major (4)	Hospital admission required
Moderate (3)	Medical treatment required
Minor (2)	First aid required
Insignificant (1)	Injuries not requiring first aid

How severely could it hurt someone or make them ill (consequences)	How likely is it to be that bad? (Possibility)				
	Almost Certain =5	Likely =4	Possible =3	Unlikely =2	Rare =1
Fatality =5	25	20	15	10	5
Permanent Injury =4	20	16	12	8	4
Medical Injury =3	15	12	9	6	3
Minor =2	10	8	6	4	2
First Aid =1	5	4	3	2	1

ALWAYS CHECK MACHINE BEFORE STARTING/FILL OUT DAILY OPERATOR CHECKLIST
ALWAYS CHECK LOAD CHARTS BEFORE LIFTING
SEAT BELTS MUST BE WORN AT ALL TIMES WHEN OPERATING MACHINERY

Responsibility: *the person doing the work is responsible for carrying out a particular action, as listed in the SWMS. The supervisor is responsible to ensure that the person is competent and is satisfied with the procedures listed. The supervisor is required to provide supervision, to the extent necessary, and to make sure the SWMS is being followed and to take immediate corrective action if it is not. *report all injuries and incidents to principal contractors ASAP.*

Job step Break the job down into steps (from pre start / preparation / through to work completion	**Potential hazards** Identify the hazards associated with each step. Examine each to find the possibilities That could lead to an accident or adverse environmental impact	**Risk class** C + L = R	**Hierarchy of control assessment** Rank risk control measures in decreasing order of effectiveness	**Controls** Using the previous columns as a guide, decide what actions are necessary to eliminate or minimise the hazard that could lead to an accident, injury, illness or environmental impact.	**Risk rating** With additional controls C + L = R	**Person responsible for the job**
1. Traveling to and from work	▪ there is a risk of motor vehicle collisions and subsequent injuries during these journeys	4 + 5 = C	A	▪ Ensure all drivers of vehicles possess current relevant RTA licensing ▪ Ensure all drivers are adequately experienced in driving work / private vehicles to and from places of work and in handling road and adverse weather conditions ▪ Ensure all materials and products are stored and secured during travel in such a way as not to be hazardous as a result of an impact collision	4 + 1 = L	Operator Person assisting Labourers
2. Arrive on site, park vehicle, seek site contact and receive job instructions	▪ Arrival at an established work site is hazardous due to potential for being struck by moving vehicles or machinery, impact by falling equipment or materials and potential for tripping and falling over materials and waste ▪ Workers moving in and out of sites, undertaking their own activities and can cause hazards to third parties ▪ A high level of risk to the worker exists, where they may suffer fractures, bruising, cuts and abrasions and/or sprains or strains, which may be of minor to serious nature depending on the circumstances	5+4=C	EN A PPE	▪ Is to be inspected to identify hazards and appropriate prevention/control measures are to be implemented ▪ Access to the site, refer to gate numbers to enter different areas/appropriate paths ▪ Enter worksite through proper access ▪ Obey all the signage ▪ Special attention to be paid to visitors, which travel through site ▪ Report to the principal contractor for the site induction ▪ Discuss any problems and risks with the principal contractor or site controller ▪ Undertake inspection of the site conditions on a daily basis ▪ Move at a pace, allowing for proper visual assessment ▪ Ensure first aid kit at hand ▪ Ensure effective PPE is worn. Safety footwear, high visibility clothing, hard hat and safety glasses are minimal standard, on appropriately controlled worksites ▪ Other PPE task specific or as otherwise signage ▪ Person dogging must wear a hard hat while assisting operator ▪ Be aware of the principal contractor's emergency evacuation procedures and evacuation emergency assembly point.	3 + 1 = L	Operator Person assisting Labourers

3. Unload/load truck (including plant, equipment, and materials) High risk activities: *working in, over or adjacent to a road or railway *working in, over or adjacent to a traffic corridor, in use by traffic (other than pedestrian traffic) *use of mobile cranes	▪ risk of plant/ materials falling from truck, causing serious injury restraints being used ▪ risk of injury and damage when loading, moving or unloading the load	4+4=H	I EN A PPE	▪ ensure pre start checks are completed in line with trip ▪ park the truck in a safe and legal manner ▪ carry out site assessment upon arrival of the pick-up/ drop off ▪ ensure you are wearing hi visibility clothing, hard hats, boots, and other appropriate PPE ▪ put hazard/ traffic control measures in place, flashing lights, marker cones (around truck) ▪ ensure you use stop/ slow sign to manage traffic flow, while loading/ unloading/ travelling on roads ▪ check the grade ability to determine the method of loading/ unloading ▪ use appropriate method of restraint for the vehicle (wheel restraint, tie down or direct lashing) ▪ when moving large rubber tyred equipment, it is essential that the lashings be angled correctly to minimize bouncing ▪ the position of tie down lugs on some large equipment can be misleading in this regard; they are sometimes intended for lifting, but not load restraints ▪ when restraining the overall height should be checked so that it is below regulation limits ▪ forward movement should be prevented by butting the machine frame against the trailer gooseneck or headboard, or by use of directional lashings (at 30 degrees to the forward direction) onto a towing bracket ▪ rearward movement should be prevented by the use of diagonal lashings (at 45 degrees to the rearward direction) onto a towing bracket ▪ engaging the locking mechanisms should prevent movement of steering and lifting gear – the forks should be lowered ▪ make sure that the vehicles loading space and loading deck are suitable for the type and size of the load ▪ always check the weight of the load that will be carried “GVM” ▪ Consider the positioning of the load after partially loading or partially unloading the vehicle ▪ Position the load evenly across the vehicle ▪ The case of multiple loading, consideration needs to be given to the loading methods ▪ Ensure the load is reasonably clean for transport. Tools, rubbish, and loose items should be removed, and all hatches and engine covers are secure ▪ What are the surrounding conditions, is it wet or dry, is there significant lighting are there any overhead power lines or structures ▪ Release ratchet strap, dogs and remove rear chains. If the method of loading/ unloading is drive off it is advisable to leave the front chain on as a safety precaution to be removed once the tray is tilted	2+2=L	operator

				▪ If the winch is to be used, pretension the cable before tilting the tray ▪ Tilt or lower tray ramps using a safe operating method ▪ Implement loading/ unloading method which will be the safest and the most suitable		
4. Carry out pre-start checks and fill out Pre Lift and Machine Prestart forms in Service Up. High risk activities: *Installation, maintenance and commissioning of machinery and/ or plant process equipment	▪ Hazardous materials, oils, battery acids, hot liquids and surfaces ▪ Faulty plant and un-ticketed operators	5+4=C	A PPE	▪ Read all appropriate MSDS (material safety data sheets) literature prior to handling hazardous materials ▪ Wear appropriate PPE when handling hazardous materials e.g. chemical gloves, eye protection etc. ▪ Wear appropriate breathing protection if hazardous gases exist ▪ Preoperational checklist to be completed in service up before use as per manufacturer's specifications (oil, fluids, pressure and emergency controls)/ report any defects ▪ Ensure the operator has the correct tickets to operate the plant and is competent to operate the plant ▪ Do not hold steering wheel or leavers (mounting/dismounting) ▪ Adjust seat as required ▪ No loose objects around feet ▪ Seatbelt to be worn at all times ▪ Observe all speed limits	3+1=L	Operator Person assisting
5. Crew to inspect work area, ideally with site contact and supervisor. Also assess site traffic i.e. plant equipment other vehicles and personnel High risk activities: *Working in, over or adjacent to road or railway Working in, over or adjacent to a traffic corridor, in use by traffic (other than pedestrian traffic)	● Unstable ground conditions, underground or overhead services, overhead obstacles, other plant or personnel within working zone	4+4=H	I EN A	● Inspect site with site contact, assess load weights, working radius and ground conditions, maintains sufficient clearances from all underground or overhead services as per statutory requirements ● Ensure appropriate control of all plant and personnel within the work zone e.g. traffic control, barricades etc.	1+4=L	Operator Person assisting
6. General planning	● Inadequate training or consultation leads to task specific injuries due to inexperience or lack of understanding or failure to provide right equipment	4+4=H	A	● Ensure adequate training is provided and that employees are competent to do task ● Provide appropriate consultation and competent supervision on job site ● Visual inspection of site prior to commencement of work	1+2=VL	Operator Person assisting

7. Specific site related hazards (lighting/heights) High risk activities: *access and work on roofs *any activity that involves a risk of a person falling more than 2 or more metres	• Insufficient lighting results in slips, trips, falls and risk of walking into objects • Potential to fall from heights • Potential to fall through penetrations in floors and stairwells	3+4=M	I EN	• Ensure that adequate lighting is provided for all circumstances depending on day time and overcast conditions • Ensure handrails provided or other fall protection used when fall is greater than 1.5m • Ensure all penetrations are covered and covers cannot be removed without notice or authority	4+1+L	Operator Person assisting
8. Check equipment	• Faulty or poorly maintained equipment presents hazards to workers through impact, entanglement and laceration or soft tissue injuries	4+4=H	EN	• Regularly maintain equipment • Use equipment only of a high standard and ensure workers competency in using equipment • Regular testing and tagging where required • Ensure all guarding is in place and working correctly • Check conditions of harness, rope, shackles, hard hats and other PPE as signage mandates, is used • Display safety signs; wear suitable gloves, footwear and other PPE for the situation	2+2=L	Operator Person assisting
9. Establish (set up) telehandler as per lift study	• Outriggers sinking • Crushing • Slips, trips and falls • Incorrect boom length and working radius	5+4=C	I EN A PPE	• Place suitable hardwood packing • Ste up telehandler as manufacturers recommendations • Wear appropriate PPE e.g. safety boots, hard hat, highly visible clothing, gloves, medium impact eyewear (when required) • Maintain minimum 3 points when accessing the cabin etc. • Ensure all personnel remain clear of the 'crush' zones especially at the articulation point of telehandler • Install all attachments as per manufacturer's guidelines (see operators manual) • Check telehandler computer to stop any overloading • Boom length are to be kept to a minimum when driving telehandler	1+4=L	Operator person assisting

10. Moving about the site High risk activities: *Working in, over or adjacent to road or railway *Working in, over or adjacent to a traffic corridor, in use by traffic (other than pedestrian traffic) *Use of mobile cranes	• Unseen hazards such as building rubble, unmarked steps, uneven or unstable surfaces both inside and outside a worksite can also pose tripping or slipping hazards causing risks of various injuries • Slips, trips or falls	3+3+M	I EN A PPE	• Work at a pace allowing for proper visual assessment • Wear nonslip footwear • Remove all trip and fall hazards • Wear appropriate PPE • Operate with hazard lights and audible alarm at all times • Maintain awareness of surroundings • Avoid stepping backwards • Keep traffic areas and platform clear of materials • Proceed to ground level if weather becomes hazardous • Ensure that access to work area is un clutter and free from trip hazards • Ensure work is clear of obstructions to enable staff and equipment to be safely positioned and operated • Site to be fenced off, pedestrian re diversion to be established	3+1=L	Operator Person assisting

	• No traffic control for site vehicles and pedestrian movement			• Approved traffic controllers to be used when working outside of the site fencing		
11. Perform lifting operations High risk activities: *working in, over or adjacent to road or railway *working in, over or adjacent to a traffic corridor, in use by traffic (other than pedestrian traffic) *use of mobile cranes *any lifting operations requiring; load slinging, crane management or, lifting over work areas, thoroughfares or public areas	• Dogging, incorrect slinging of load • Equipment failure, unstable loads • Load collision with obstacles, plant or personnel • Crush potential, slips, trips and falls from height • Moving load over vehicles / buildings/ scaffold/ equipment	5+4=C	I EN A PPE	• Law requires that a high risk work licence be held in order to carry out 'dogging work' • A dogging licence is required when the load is out of the operators view • A dogging licence is not required to sling and direct loads when the load remains in the clear view of the operator, ensure that the person assisting is 'trained and supervised' before performing a lift • It is the operator's responsibility, if judgement has to be exercised in relation to which sling to use, how to sling the load and the condition of the sling or the load and its centre of gravity • Ensure only certified and appropriate equipment is used, inspect all lifting equipment prior to use • Ensure all lifting equipment is independently checked on a regular basis with registers kept • Lift loads with CAUTION stopping when clearly suspended and ensure load stability prior to proceeding with the lift operations • Ensure all unnecessary plant and personnel are clear of work zone prior to lifting • All loads to be under control and within views at all times, ensure suitable tag ropes are used if required • Ensure use of suitable communication e.g. radio, verbal, whistle, hand signals or combination • Ensure load is not traversed directly over vehicles, machinery or personal and load is slung at the designed loading area • No mobile phones to be used when operating moving plant	1+4=L	Operator Person assisting

12. Unloading, moving and loading materials in and around site (general guidelines on operations and equipment during normal weather conditions) *unfavourable weather conditions will be assessed on a case by case basis 'as per manufacturer's specifications' High risk activities: *working in, over or adjacent to road or railway *working in, over or adjacent to a traffic corridor, in use by traffic(other than pedestrian traffic) *use of mobile cranes *any lifting operations requiring: load slinging, crane management or, lifting over work areas, thoroughfares or public areas	• Potential for telehandler to become unstable and roll over or topple • Potential for person to be struck by collapsing boom or forks potential for person to be struck by runaway plant • Uncontrolled or unexpected movement of the plant or its load or tall swing • Coming in contact with moving parts of the plant during testing, inspection,	5+4=C	I EN A PPE	• Barricade area, where plant is operating to provide separation between plant and people, check that load is secured to pallet prior to lifting, keep good look out • Drive on smooth, dry, even surface • If required use dogman to direct operator • All loads to be under control and within view at all times, ensure suitable tag ropes are used if required • Always check that another person isn't behind the machine before moving • Operator to check working load limits and capacity of equipment prior to load shifting activities • Working surface to be as level as possible, avoid soft edges and pot holes, always travel with load in lowered position, when lifting load using telehandler extend levelling jacks as required to stabilise plant • Always lower boom or forks to ground level before leaving equipment unattended • Do not leave plant unattended whilst still running, be alert for any motion alarms, always secure plant by using park brake when not in use, keys should always be secured by ticketed operator • Study reach diagram limits and load charts • Motion alarms • Carry out a visual check at all times • Only use competent person for maintenance and follow manual/maintenance procedures	3+1=L	Operator Person assisting

	operation, maintenance, cleaning or repair ● Parts of plant collapsing, disintegration and becoming ejected ● Lack of capacity for the plant to be slowed, stopped ● Risk of falling objects or materials falling from load onto people or other property ● Load shifting due to out of balanced loading ● Unsuitable weather conditions for operations ● Unstable or unsuitable operating surface ● Boom damaged while pushing or digging ● Driving or maneuvering on public roads ● Using brick and block cage ● Use of outriggers near excavations ● Use of attachments ● Damaged electrical switches ● Loose materials			● Ensure door is closed during operation and seatbelt is fastened ● Use levelling jacks for required capacities ● Ensure people are clear before any function ● Load safety restraint if needed ● Weight of load must always be checked prior to lifting ● Check security of load prior to lifting, check for people or other plant in proximity of load shifting prior to commencing and during load shifting ● Check loading prior to commencing load shifting, refer to load charts for load capacity and distribution ● Avoid driving or operating on wet/ or slippery surfaces ● Visually check surface prior to operations, check for trenches, excavations and in filled zones ● Boom must be fully retracted when using bucket to dig or push loads ● Do not walk under boom ● Traffic management to be used during operation ● Establish traffic management system and erect warning signs ● Ensure lifting bar pins are inserted into bar before lift ● Outriggers to be at least 3m from trench or battered edge ● Check attachment pins are locked prior to operation ● Pre start inspection/checks ● Lockout/tag out ● Ensure all material is wrapped/ packed correctly		

13. Unloading, moving and loading materials in and around site (working near electrical cables and lines) High risk activities: *working in, over or adjacent to road or railway *working in, over or adjacent to a traffic corridor, in use by traffic (other than pedestrian traffic) *use of mobile cranes *any lifting operations requiring; load slinging, crane management or, lifting over work areas, thoroughfares or public areas *works on or adjacent to, energized systems, e.g. electrical, hydraulic, pneumatic (LOTO)	• Potential for electric shock if plant contacts live electrical lines, either overhead or on ground	4+4=H	I EN A	• Maintain clearance from overhead power lines at all times (3 mt power lines up to 132,000 / 6 mt power lines up to 330,000 / 8 mt power lines above 330,00) • Spotter is required • Barricade or insulate power lines, use lock out procedures to isolate power supply prior to task being performed • Carry out visual checks at all times • All loads to be under control and within view at all times, ensure suitable tag ropes are used if required	1+4=L	Operator Person assisting
14. Unloading, moving and loading materials in and around site (dangerous substances/ telecommunication tower/ power poles/ pre-cast concrete/ concrete and water barriers/ metal frame erection/ cladding and façade work) High risk activities: Working on a telecommunication tower, power pole or other installation *working in, over or adjacent to road or railway *working in, over or adjacent to a traffic corridor, in use by traffic (other than pedestrian traffic) *work involving tilt up or pre-cast concrete *use of mobile cranes *any lifting operations requiring; load slinging, crane management or, lifting over work areas, thoroughfares or public areas *works on or adjacent to, energized systems, e.g. electrical, hydraulic, pneumatic (LOTO) *work carried out on or near a chemical, fuel or refrigerant line *work carried out in an area that may have a contaminated or flammable atmosphere	• Potential for drums to be damaged and leak due to dropping or falling from pallet or being punctured by tines of plant	4+4=H	I EN A	• Ensure that load is secured to the pallet prior to lifting or shifting. Ensure that MSDS are readily available in event of leakage to counter adverse effects of substance • Dangerous goods register and hazardous substance awareness training • Carry out visual check at all times • All loads to be under control and within view at all times, ensure suitable tag ropes are used if required	1+4=L	Operator Person assisting

*metal frame erection *cladding and façade work						
15. Inspect all lifting equipment	• Damaged/defective lifting equipment	5+4=C		• Each sling must be labelled with the SWL (ie. blue label). • They must also be inspected by a competent person at least once every three months. If a sling is subject to severe conditions the inspections should be more frequent. (For more information, refer to AS 1353.2: Flat synthetic – webbing slings – Care and use and AS 4497.2: Round slings – Synthetic fibre – Care and use). • Inspect chains, shackles and flexible steel wire rope (FSWR) prior to every use. Check for gouges, wear, distortion and elongation. • Only use chains, shackles and slings within inspection date. • Check the grade on the tag matches the grade markings on the chain and shackle. • When using chains, do not: • use a chain in which the links are stretched, frozen or do not move freely • use chain that is gouged or worn more than 10 per cent of the diameter • twist, kink or knot chain • drop a chain from a height • roll loads over a chain • use a chain with a link that is cracked, or that has been spot welded other than by the manufacturer • Withdraw any chain from service immediately if it has defects. Clearly mark the chain with a tag stating that it must not be used until it has been inspected by the manufacturer. • If the chain is not tagged or properly stamped, it must be • removed from service. • Synthetic slings must be inspected before each use. • Each sling must be labelled with the SWL (ie. blue label). • Discard a synthetic sling if: • it is considered that it has lost more than 10 per cent of its original breaking strength • the label has been removed or destroyed • there is any damage to the sleeve or protective coating. • a nylon sling comes into contact with acid. • a polyester sling comes into contact with alkaline substances. • a polypropylene sling comes into contact with an organic solvent such as paint, coal tar or paint stripper. • there are any visible cuts on the sling. • Note: A nylon sling will lose more than 10 per cent of its strength when it is wet.	1+2=VL	Dogman Person assisting

16. Slinging, lifting and guiding/directing loads	• Falling objects striking workers on foot/pedestrians	5+4=C		• Only a licenced dogman is to determine the following: • Working Load Limit (WLL) of any sling, chain, rope or lifting device to be used for lifting purpose. (Refer to metal tags or markings on lifting equipment) • Calculate loads to be lifted, slinging devices and techniques to be used. • Give visual or audible signals to the crane operator at any one time to coordinate the lifting procedure. • Do not lift a load greater than the WLL of the lifting gear (the WLL of lifting gear is only as great as the part with the lowest WLL). • Ensure any loose items on the load are secured or removed. • Each sling must be labelled with the SWL (ie. blue label). • Where the sling is covered by a sleeve, the sleeve must cover the sling for the full length from eye to eye. • A polypropylene sling comes into contact with an organic solvent such as paint, coal tar or paint stripper. • There are any visible cuts on the sling. • Note: A nylon sling will lose more than 10 per cent of its strength when it is wet. • Use appropriate slinging method – use spreader bars where necessary or double wrap loads. • Do not strap synthetic slings against sharp edges, use padding. • All loose items must be contained within boxes or cages fit for purpose and marked with WLL. Lifting points must be inspected and within inspection date. • Multiple units lifted together should be strapped or wrapped (eg plywood sheets, piping). • No multi-tiered or '**Christmas tree' lifting.** • Test lift. • No loads are to be lifted over public areas, buildings, other mobile plant or trafficable areas. • Where traffic and/or pedestrians has been identified as a hazard ensure an approved traffic management plan is implemented. • Bulka bags are to be place in and lifted in designated/load rated lifting bins. • When relocating/moving Bulka Bags on work decks, do not raise bags higher than 1m above the deck. • The lifting of Bulka Bags containing soils or other composite materials will be determined by a risk assessment and will include but not restricted to the following. • Follow manufacturers lifting instruction, i.e., four-point lift, inspect bag for visual damage including underside prior to lifting to land point. • Head contractor to isolate lifting and slewing zone to prevent access by others during the lifting process. • Bag supplier to provide an explanation of bag filling process, detailing that the bags have not" been lifted or suspended by the handles at any point, these are rated for one use only. • Ensure appropriate PPEC is worn i.e., Gloves, Hi-Vis Clothing, safety boots	1+2=VL	Dogman Person assisting

17. Landing / unslinging a load from various platforms/landing decks	• Structural failure / falling objects	5+4=C		• Only a licenced dogman is to determine the following: • Give visual or audible signals to the crane operator at any one time to coordinate the lifting procedure. • Ensure landing area is clear and free from workers on foot. • Warn workers on foot to keep clear of the suspended loads and landing area. • Do not stand underneath a suspended load. Do not approach suspended load until the load is in close proximity to the ground. • Access Formwork frames from internally using minimum two planks (450mm wide) staggered on the frames set up by the formwork contractor ensuring fall protection is in place, unhook the load from below the materials. Ensure to be toolboxed by Formworker with access/egress process. • Where required use a tagline to direct and stabilise load. • Ensure slab / scaffold WLL is known, and load is within capacity. • Ensure load is stable before unhooking. • Ensure protective gluts or ply is in place before load is landed. • Be aware of your foot placing • Restrain load against high winds or fall risk. • Ensure appropriate PPEC is worn i.e., gloves	1+2=VL	Dogman Person assisting

18. Operating telehandlers High risk activities: *working in, over or adjacent to road or railway *working in, over or adjacent to a traffic corridor, in use by traffic(other than pedestrian traffic) *use of mobile cranes	• Plant rolling over, being bogged, site worker getting injured and damage to property • Fatigue and stress • Injury to back and neck	5+4=C	I EN A	• Use mechanical aid to remove the plant from the area it is bogged • Use approval drag line or wire ropes. Do not use rope to pull the plant out • Toolbox talk workers on the procedures on how to retrieve the plant from the bogged area • At no time are any workers to put their hands or any body parts near the plant • Ensure that all operators take regular breaks to avoid fatigue • Avoid any confrontations • Take care when twisting the operating seat • Take care when getting in and out of the cabin	1+2=VL	operator
19. Overloading of machine, equipment and materials High risk activities: *use of mobile cranes	• Collapse of concrete slabs, ramps, scaffolding, trenches, pipes and backfilling	5+4=C	EN A	• Advise client of machine weight and safe working loads • Use hard wood, minimum 80mm thick to spread load of outriggers	3+1=L	Operator
20. Lifting site sheds/ containers / portable buildings High risk activities: *use of mobile cranes *any lifting operations requiring; load slinging, crane management or, lifting over work areas, thoroughfares or public areas	• Potential for telehandler to become unstable and roll over or topple	5+4=C	EN A PPE	• Use spreader bar on all bottom lift sheds • Do not stand on top of any shed/ portable building unless building design allows • Fall protection must also be in place	1+4=L	Operator Person assisting

21. Stacking of pallets of blocks on top of each other High risk activities: *use of mobile cranes	• Pallets may collapse and cause materials to fall	2+5=M	EN I	• Do not stack pallets of blocks on site more than two high	2+2=L	Operator
22. Lookout or spotter High risk activities: *working in, over or adjacent to road or railway *working in, over or adjacent to a traffic corridor, in use by traffic(other than pedestrian traffic) *use of mobile cranes	• Lookouts can be exposed to hazards associated with crushing and impact injuries	5+4=C	I EN A	• Use trained worker to act as lookout • Ensure lookout is fitted with hi visibility clothing and safety footwear, eyewear (when required) and hearing protection • Position of the lookout should be away from plant activity and communication by efficient means • Erect barriers where required to keep out all other workers and third party persons • Use signage where necessary • Make known plant operation to all other persons in the vicinity of operation • Ensure clear line of sight between plant and lookout	1+2=VL	Dogman Person assisting

23. Refuelling of the plant/ storage of diesel High risk activities: *work carried out on or near a chemical, fuel or refrigerant line *work carried out in an area that may have a contaminated or flammable atmosphere	• Explosion • Inhalation • Skin contact and burns • Eye injuries	4+4=H	I EN A	• There is to be strictly no smoking around plant, when refuelling with diesel or gas as per the MSDS requirements (Naked flame) • Do not refuel around other trades, where sparks of welding are accruing. Refer to the MSDS requirements • Follow manufacturers guidelines when refuelling • Refuel in well ventilated areas • If the area is not well ventilated use adequate repertory equipment as per the MSDS for diesel for the PPE requirements • Ensure skin is protected with clothing and gloves as per the MSDS requirements for diesel • Use the approved containers to store excess diesel in • Store diesel in approved hazardous substances locking containers • Keep containers closed at all times • When opening ensure it is opened slowly to control the pressure release, this is to be done in a well ventilated area • Hazard signage to be displayed • Store containers in a well ventilated area	3+1=L	Operator Person assisting
24. Use of chemicals High risk activities: * work carried out on or near a chemical, fuel or refrigerant line *work carried out in an area that may have a contaminated or flammable atmosphere	• Exposure to hazardous substances • Skin and eye damage from exposure to chemicals	5+3=H	S I PPE	• Substitute for less hazardous substance where appropriate • Ensure that all hazardous substances are used in accordance with manufacturer's instructions and MSDS • Wear appropriate PPE, including gloves, boots, etc.	2+2=L	Operator Person assisting Labourers

25. General cleaning activities	• Over bending back forwards and sideways • Over twisting of the spine and neck • Over reaching forward from the body • Repetitive movement in an awkward position • Poor ergonomic design or poor condition of equipment • Slips, trips and falls • Skin and eye damage from exposure to chemicals • Hearing damage • Lack of ventilation results in breathing difficulties related to dust or fumes	3+4=M	EN I PPE	• Relevant personnel to have manual handling training or information • Do not excessively bend or twist the spine during cleaning • Maintain good posture • Employ team lifts where appropriate • Use equipment that is of an appropriate ergonomic design • Ensure all equipment is in a safe operating condition prior to commencement of task • Assess work area prior to commencement to ensure all appropriate hazards are identified and eliminated, or controlled as far as is practicable • Ensure damp/ wet floors are appropriately signed to indicate floor status • Personnel to wear gloves and other PPE as identified in chemical MSDSs and appropriate footwear • PPE to prevent hearing damage such as ear muffs/plugs	3+1=L	Operator Person assisting Labourers
26. Clear worksite below load	• Falling materials can cause impact injuries to persons working below within the drop zone	4+4=H	I PEE	• Clear areas of all persons working within drop zones • Display signage and effect barriers where necessary • Ensure tools and materials are secured at heights • Provide safe means of raising, receiving, storing and lowering of materials and tools	1+2=VL	Operator Person assisting Labourers

27. Waste removal- site clean	• Waste can present as a tripping hazard that cause trips and falls and also manual handling injuries • It can cause lacerations and bruising if not handled appropriately • Some hazardous waste presents as a hazard to both short and long term health	4+4=H	EN A PPE	• Assess hazards and risks • Ensure employees are inducted onto the site • Ensure employees are aware of any hazardous materials and report same to site manager for removal by principal contractor • Ensure employees wear gloves, safety footwear, eyewear (when required) hard hat and hi vis clothing • Ensure that any rubble is removed daily to avoid trip hazards	2+2=L	Operator Person assisting Labourers

28. Manual handling	• Any activity requiring a person to grasp, manipulate, strike, jump, throw, carry, move, lift, lower, push, pull, hold or restrain any object, load or body part may cause manual handling injuries • Some examples of manual activities include holding tools, turning screws, hitting with a hammer, jumping down from a ladder, throwing materials from the roof to the ground, carrying materials • Loading and unloading of equipment and materials is a manual handling activity that exposes the worker to manual handling type injuries • Carrying of materials and equipment can also expose the worker to hazards of a material handing nature • Failure to correctly assess the load may result in injuries to the worker • There is a risk to health through minor impact injuries and hand injuries through misuse of the equipment • Sprains, strains, muscle and bone damage can occur	3+4=M	EN A PPE	• Obey all displayed signage • Asses the specific risks • Eliminate the need for manual handling where possible • Make sure workers are sufficiently trained and experienced in manual handling techniques, team lifting, assessing, and carrying loads and rest breaks as needed • Deliver product as close to site as possible safely parking where necessary • Limit each load to a minimum and seek assistance where possible • Preferably workers to lift a maximum of 20 kgs without some form of assistance • Workers are not to lift more than 20kg without mechanical assistance or team lifting • Ensure safety footwear • Rotation of employees where practicable • Ensure working heights from the ground or off scaffold is at a comfortable/practicable height • Wearing of back braces – to be supplied to all employees on request • All employees trained in manual handling	2+2=L	Operator Person assisting Labourers

	through the moving of materials by hand					
29. Tools and equipment	• Use of damage, incomplete or inoperable equipment may result in injury • Incorrect use of hand tools can lead to hazards of trips and falls onsite and impact injuries • The risk is potentially for musculoskeletal injuries, including back injuries, bruising and lacerations through impact or pinching	2+5=M	A PPE	• Visual inspection of all plant, tools and equipment • Power tools must be tested and tagged • Check worksite for any hazardous conditions • Ensure workers are aware of basic tool use • Ensure workers are competent at using the tools • Use only good quality tools which are in a good condition and well maintained • Check tools for faults or problems on each occasion prior to their use • Wear appropriate PPE or safety eyewear (when required) and footwear, high visibility clothing and gloves, if deemed necessary • Wear hard hats and ear protection where appropriate	2+2=L	Operator Person assisting Labourers

30. Entanglement	• Can anyone's hair, clothes, gloves, heckle, jewellery or other materials become entangled with moving parts of the plant or materials in motion	5+3=H	A PPE	• Adopt dress and PPE procedures and standards.	3+1=L	Operator Person assisting Labourers
31. Personal protective equipment (PPE)	• Use of damaged or unsuitable PPE may lead to injury	2+5=M	EN A PPE	• PPE to be inspected prior to commencement for damage and certification, items include the following: safety helmet/ safety (UV protection glasses)/ work clothing/ safety harness / safety boots/ gloves/ hearing protection/ high visibility vests	1+2=VL	Operator Person assisting Labourers
32. Sun safety policy (UV Radiation)	• Prolonged, unprotected exposure to UV radiation (sunlight) can be hazardous to a worker's health • There are significant long-term risks such as skin cancers (melanomas) and acute risks of	4+4=H	A PPE	• In heat, advise workers to wear the appropriate PPE (hat/UV protective glasses/ long sleeved shirts or short sleeved shirts (only to elbow) and trousers or long shorts) • Where there is exposed skin, workers are to wear 30+ broad spectrum sunscreen • Sunscreen is to be applied 15 minutes prior to exposure to sun and ensure reapplication every two hours thereafter or sooner if workers are made wet through their work (including significant perspiration) • Hydration supplied by contractor, i.e.water bubblers • Relocate to shaded areas if possible	3+1=L	Operator Person assisting Labourers

	sunburn, heat stress and dehydration					
33. Cold safety policy	• Exposure to cold working conditions, including slippery frosty conditions may cause musculoskeletal injuries through muscles not working to capacity and with slips and falls • Workers may also contract illness more quickly • In extreme cold conditions workers may suffer from the adverse health effects of hypothermia	4+4=H	S EN A PPE	• Working in cold, workers should do mild exercise/ stretching before starting manual handling type activities • Workers should also be appropriately dressed in warmer clothing • Visual inspection of work sites and roadways, access and egress points should also occur to inspect for ice or other slippery or unstable surfaces	3+1=L	Operator Person assisting Labourers
34. Moving barriers (next to live road lanes)	• Chains swing into live lanes and collide with vehicles/ pedestrians/ workers	5+4=H	I A	• Back hook latch onto O ring • Hold chains to avoid swinging	3+1=L	Person assisting
35. Work in a contaminated or flammable atmosphere. Site clean up activities Jack Hammering Brick/Concrete cutting.	• Exposure to Respirable Crystalline Silica (RCS) – inhaling RCS can lead to silicosis. NOTE: Where minor modifications are required on site the primary control measure is using a wet dust suppression method. This means using water or a suitable liquid or wetting agent to suppress airborne silica dust that is generated when using a power tool or other mechanical process to cut	5+3=M	EN I PPE	• No dry cutting, grinding, crushing, polishing, sanding or trimming of materials that contain silica • Use on tool extraction (LEV system) that fits directly onto the tool. If not able/available, use water suppression methods for the whole time that the work is being carried out i.e. wet cutting methods/mist suppression where required – • Use a combination of controls to manage the risk of exposure to silica dust: • Water delivery system; o On tool dust extraction; o Segregation of work areas; and o Respiratory protection equipment (see below). • Do not use blower to clean up concrete dust, hose down or use M or H class industrial vacuum • If ventilation is not adequate, use local exhaust ventilation • Isolate RCS activities away from other workers. If indoors, separate RCS work activity with floor to ceiling plastic sheeting • Daily clean up of work areas. Double bag any RCS waste and debris before placing in skip – • Training and information provided to workers (refer company toolbox talk and Guidance Note from Access Canberra) • PPE: in combination with higher level controls, use of respirator in accordance with AS/NZS 1715:2009 correctly fitted to workers face (worker respirator fit and check process). Half mask respirator if worker is not clean shaved	5+1=L	Labourers Persons assisting Operators

	crystalline silica containing material.					
36. Works that involve a risk of falls >2m HIGH RICK WORK s 291(a) Work Health Safety Regulations	**Operator not licensed, trained or qualified to Operate Telehandler could result in the Telehandler being used in an unsafe condition** Risk: Operator not licensed, trained or qualified to Operate Machine could result in the machine being used in an unsafe condition	5+4=C		• Operator must be trained and competent to use this equipment. HRW license for CN (non-slewing) or C2 (slewing) Mobile crane, LF (forklift truck) and VOC – Gold card (Telehandler < 3.5t SWL) • If the Operator is not familiar with the specific, make and model instruction is to be provided using the Manufacturer's Operators Manual	1+2=VL	Responsibility: Site supervisor & Plant Operator
36. Continued Works that involve a risk of falls >2m HIGH RICK WORK s 291(a) Work Health Safety Regulations	**Commissioning, installation, erection and maintenance** Risk: Failure to consult logbook & conduct Pre-Operational Daily Checks may mean machine is being used in an unsafe condition.	5+4=C		• Prior to using Telehandler, operator must conduct Pre-Operational Checks using the Telehandler logbook /Operators Manual as a reference • Operator to familiarise themselves with the operation of the Telehandler, emergency descent and/or operator retrieval system at ground controls • •Before commencing, make sure that all movements are steady and smooth • •Inspect the operation of outriggers, stops and brakes and make sure the unit will remain stable when the boom is extended • Make sure that the gates and guard fences are secure and they close securely • Make sure the anchor points in the platform are in proper condition, and that suitable safety harnesses are available •	1+2=VL	Responsibility: Site supervisor & Plant Operator
36. Continued Works that involve a risk of falls >2m HIGH RICK WORK s 291(a) Work Health Safety Regulations	**Safety harness and fall arrest devices** Risk: Incorrect us and fitting of harness	5+4=C		• Use only Fall arrest Harnesses complying with the Australian Standard AS1891.1 Industrial fall-arrest systems and devices–Safety belts and harnesses • Before any person is allowed to use a harness, make sure the person has received instructions and training in their proper use • For minimising the risk of suspension trauma in the event of a fall, suitable equipment for rescue must be available within a short time • Never use any faulty or out of date equipment • Make sure the harnesses in use are properly fitted for safety • All persons working on site must be instructed in rescue procedures •	1+2=VL	Responsibility: Site supervisor, Dogman or Assisting Person/s & Plant Operator
36. Continued Works that involve a risk of falls >2m	**Use of Scaffold**	5+4=C		• For fall-heights >2 m, the installation of heavy duty scaffolds with kick boards & mid rails installed by licensed scaffolder is common on construction sites. The	1+2=VL	Responsibility: Site supervisor,

HIGH RICK WORK s 291(a) Work Health Safety Regulations	Risk: Falls from height			scaffolder must supply a certificate of completion (Scaff Tag) that verifies completion of the scaffold to Standard. • No work is to be carried out (other than that of installing and dismantling of the scaffold) from the scaffold unless the scaffold, or the relevant part or portion of the scaffold, is complete • To prevent collapse, do not load platforms with more than 675 kg per bay (Heavy duty Rated). • No scaffold alterations, except by licensed scaffolder. Any fault or non-compliance shall be reported to the Supervisor. • Platforms only to be accessed by stair or ladders. Where this is not practical access maybe gained through a window as long as the step down from the window ledge is no more than 500mm. • Scaffold is to be maintained so that it's meets compliance with the installer's guidelines. All trades are to ensure that the scaffold is maintained if they are to use it as part of their work. Where defects are noted such as missing handrails, toe boards, or mid-rails report these to the Supervisor. Staff should never remove scaffolding components to the leave the scaffold unsafe, which includes handrails, tow boards, braces or tie bars.		Dogman or Assisting Person/s & Plant Operator
36. Continued Works that involve a risk of falls >2m HIGH RICK WORK s 291(a) Work Health Safety Regulations	**Fall through window openings** Risk: Falls from height	5+4=C		• Window and door openings in external wall frames with a fall height >2m (both on first floor & second floor) are to be fitted with guardrails before the frames are raised. The handrail shall be set at approximately 900mm to 1100mm from the floor and the mid rail 500mm. • Additional guardrails are required in window openings and door openings when work is being carried out on a trestle scaffold or ladder. Standard height guard rails are too low to prevent a person from falling through the window or door opening whilst working on a trestle scaffold. Additional guard rails are to be installed at 450mm centres from the first guard rail set between 900mm and 1100mm. • Where guard rails are not in place and works are occurring near to open window openings contact is to be made with the Site Supervisor	1+2=VL	Responsibility: Site supervisor, Dogman or Assisting Person/s & Plant Operator
36. Continued Works that involve a risk of falls >2m HIGH RICK WORK s 291(a) Work Health Safety Regulations	**Use of ladders** Risk: Falls from height	5+4=C		Ladders are at times a practical tool to gain access to heights for short durations or places where access can not be gained by any other means. General guidelines for the safe use of ladders are as follows: • A person should always have two hands free to ascend and descend a ladder (i.e. all material and tools which cannot be safely secured from the worker's belt should be independently transferred or hoisted to the work location). • Ladders are to be secured against movement and are to be supported on a firm level and non-slip surface.	1+2=VL	Responsibility: Site supervisor, Dogman or Assisting Person/s & Plant Operator

				• All work from a ladder should be performed while facing the ladder. • A person's feet should not be higher than 900mm from the top of a ladder. • There should be no danger of any plant coming into contact with a ladder. • No person on a ladder should work over another person. • Only one person should be on a ladder at any time. • Ladders should not be used in access areas or within the arc of swinging doors. • Work involving restricted vision or hot work (such as welding or oxy-cutting) should not be performed from a ladder. • Ladders should not be setup on scaffolding or elevating work platforms to gain extra height. • Small, light loads of tools or materials easily handled by one person only may be raised or lowered with a hand line or carried on a waist belt. • Ladders should not be handled or used where it is possible for the ladder or the user to come into contact with electrical power lines. Metal or metal-reinforced ladders should not be used in the vicinity of live electrical equipment. Such ladders should be permanently marked in a prominent position with "DO NOT USE WHERE ELECTRICAL HAZARDS EXIST", in accordance with Australian Standards. Fiberglass or non conductive ladders are to be used for all electrical work • The use of power tools on a ladder should be restricted to those which are easily operated one-handed *Single and Extension Ladders* Single and extension ladders are to: • Be placed at a slope of 1:4 • Extend 900 mm above the stepping off point. • Be footed and/or secured at top. Stepladders • Stepladders should only be used in the fully opened and locked position. • A person's feet should be no higher than the third tread (900 mm) from the top plate. • A stepladder shall not be used near the edge of an open floor or penetration where, if the ladder toppled, a person could fall over that edge. • Work should not be carried out on ladders unless the task is minor		
36. Continued Works that involve a risk of falls >2m HIGH RICK WORK s 291(a) Work Health Safety Regulations	**<u>Work on. Around, or above void opening</u>** Risk: Fall from height	5+4=C		Void platforms are installed to cover openings such as stair voids, veranda porticoes, and swimming pool cavities. Access through the void is gained via an opening to accommodate an Industrial Grade Ladder; the opening must be kept always closed unless being accessed. The void protection for the first floor is installed prior to the laying of flooring and the erection of the 2nd floor wall frame. If the void is not installed at this time contact is to be made with the Supervisor for installation. Work	1+2=VL	Responsibility: Site supervisor, Dogman or Assisting Person/s & Plant Operator

				should not commence until the void is in place. Where void protection cannot be installed guard railing can be installed around the void in the following manner after consulting the Site Supervisor: - Using a proprietary method of edge protection guard railing - incorporate a top-rail 900–1100 mm above the working surface - if works occurring above void (e.g. roof work or truss install) a platform must be installed. a top-rail 900– 1100 mm above the working surface If the void requires modification due to construction issues contact must be made with the Supervisor.		
36. Continued Works that involve a risk of falls >2m HIGH RICK WORK s 291(a) Work Health Safety Regulations	**<u>Work on roof where roof guard rail can be installed</u>** Risk: Fall from height	5+4=C		Perimeter Fall Protection & Roof Work Physical fall protection railing is often installed to control the fall hazard where roof and floor construction work is performed. The railing is to be installed by an accredited installation company to conform to Industry Standard. The fall protection measure should be installed on the roof where: - the fall from the height of the edge of the roof is greater than 2 metres - The roof is clad in concrete, semi-glazed tiles and the slope is more than 26 degrees; or is clad in metal deck or glazed terracotta tiles and the slope is more than 23 degrees; and - Any other situation where the risk factor is increased e.g. adverse weather conditions such as rain, hail, wind, ice which may affect the roof. - Ground up guard rail maybe required where box guttering is installed, and post & coupling guard rail cannot be installed	1+2=VL	Responsibility: Site supervisor, Dogman or Assisting Person/s & Plant Operator
36. Continued Works that involve a risk of falls >2m HIGH RICK WORK s 291(a) Work Health Safety Regulations	**<u>Works near cut-ins and sky lights</u>** Risk: Fall through opening	5+4=C		Cut In's and Sky Lights Where these are a part of the work plans the following measures are required: - Area to be barricaded off with safety mesh or physical guard rail until installation is completed - Use of securely fixed boards may also be used	1+2=VL	Responsibility: Site supervisor, Dogman or Assisting Person/s & Plant Operator
36. Continued Works that involve a risk of falls >2m HIGH RICK WORK s 291(a) Work Health Safety Regulations	**<u>Falling objects</u>** Risk: Struck by falling objects	5+3=M		- Kick boards are to be maintained whilst using scaffold - Debris should not be thrown to the ground whilst others are in the vicinity of the works -	1+2=VL	Responsibility: Site supervisor, Dogman or Assisting Person/s & Plant Operator

				- Roof debris should not be through from the roof whilst others are in the vicinity. - Workers, Supervisors, and others attending site should consult with workers who maybe working at site making them aware of their presence if there is a risk of falling objects. Consult with the contractor as to measures that can be put into place to prevent injury e.g. cease throwing of materials until workers, supervisor, or others have left site, wearing of hard hats as a personal protective measure.		

UNDERSTANDING AND COMPLIANCE OF

THE SAFE WORK METHOD STATEMENTS.

SWMS No: 001	Version: 002	Date developed: 11/09/2025	Next Review Date: 11/09/2026
Name of the person conducting this training: Trent O'Sullivan		Position of person conducting this training: Director	

Declaration:

- I have been consulted and have assisted in the development of this SWMS
- I have been given the opportunity to value add and comment on the content of this SWMS
- I have read and understand how I am to carry out the activities listed in this SWMS
- I have been supplied with the personal protective equipment identified on this SWMS and I have been given training in the safe use of this equipment
- I have read and understand the requirements set out in the material safety data sheets for the hazardous substances identified in this SWMS

Employee Name	Signature	Date