



## Safe Work Method Statement (SWMS)

### Project Details:

Project Name: \_\_\_\_\_

Location: \_\_\_\_\_

Date: \_\_\_\_\_

### Scope:

Operation of a vehicle loading crane for loading/unloading materials at \_\_\_\_\_

### Hazards:

- Crushing and Pinching: Risk of personnel being caught between the crane and materials.
- Overhead Power Lines: Danger of contact when extending the crane arm.
- Falling Objects: Materials falling during loading/unloading.
- Slips, Trips, and Falls: Uneven ground or slippery surfaces.
- Vehicle Movement: Risk of collision with other vehicles or personnel.

### Control Measures:

- Training: Ensure operators are certified and trained in vehicle loading crane operations.
- PPE: Use helmets, gloves, and high-visibility clothing.
- Safe Operating Procedures: Follow manufacturer guidelines for crane operation.
- Barriers: Erect barriers to prevent unauthorized access to the work area.
- Communication: Use radios or hand signals to communicate between crane operator and ground personnel.
- Inspections: Regularly inspect crane and equipment for faults.

### Emergency Procedures:

First Aid: Ensure first aid kits are readily available.

Emergency Contacts: Display emergency contact numbers prominently.

### Review:

Review Date: 19 May 2025

Review Person: Tim Walters (Managing Director – Hunter Valley Express)

### READ, AGREED AND SIGNED BELOW BY ALL EMPLOYEES INVOLVED ON SITE

CLIENT / SUPERVISOR NAME:

SIGNATURE:

REPRESENTATIVE OF COMPANY:

DATE:

CLIENT / SUPERVISOR NAME:

SIGNATURE:

REPRESENTATIVE OF COMPANY:

DATE:

CLIENT / SUPERVISOR NAME:

SIGNATURE:

REPRESENTATIVE OF COMPANY:

DATE: