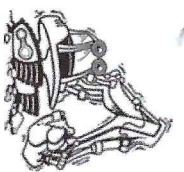


Harrington Bobcat Hire Pty Ltd

Safe Work Method Statement (SWMS)



H B H
HARRINGTON BOBCAT & EXCAVATOR HIRE



ABN: 53 055 988 915
Address 26 Beach Street, Kippa Ring, Qld, 4021

Phone: 04 11 746 644
Email: office@harringtonbobcats.com.au

Project:

Project No:

SWMS No: 010

Work Activity: Mechanical Lifting

All persons involved in the works must have the SWMS explained and COMMUNICATED to them prior to start of works.

SWMS DETAILS

Brief Description of Work Activity: Use of Mechanical Lifting Equipment

Location: Work Area

Date: 22/03/23

Date to be Reviewed: 31/03/25

Personnel Responsible for Monitoring this Activity:

Managing Director, Supervisor, Operators, Workers

Legislation / Codes of Practice / Standards Consulted:
These must be compiled with.

Work Health and Safety Act 2011
Work Health and Safety Regulation 2011
How to Manage Work Health and Safety Risks COP 2011

Plant and Equipment Required for this Activity:

Various mechanical lifting equipment (excluding forklift)

Details of Maintenance Checks Required for this Activity:

As per manufactures guidelines

Materials Used:

Nil

SDS Required? (Yes / No)

No

Personnel Qualifications Required for this Activity:

Relevant state certification for task has been undertaken or plant being operated

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Specific Training Required for this Activity:

All personnel to have completed a Site Induction. Must be trained in this SWMS and have all relevant certification for this task.

Project Specific Induction
Work Activity Training
Appropriate Licences/training for plant/equipment

Personnel Consulted on development of SWMS:

Name: *Paul Harrington*

Position

Director

Industry Experience

42 Y

Person Responsible for Updating SWMS:

Paul Harrington

Signature:

[Signature]

Date:

22/3/23

High Risk Work involves:

<input type="checkbox"/> Risk of falls from greater than 2 metres	<input type="checkbox"/> Work on a telecommunications tower	<input type="checkbox"/> Demolition of load-bearing structure
<input type="checkbox"/> Likely to involve disturbing asbestos	<input type="checkbox"/> Temporary load-bearing support structures	<input type="checkbox"/> Work in confined spaces
<input type="checkbox"/> Work in or near shaft or trench with an excavated depth greater than 1.5m or a in tunnel	<input type="checkbox"/> Use of Explosives	<input type="checkbox"/> Work on or near pressurised gas pipes or mains
<input type="checkbox"/> Work on or near chemical, fuel or refrigerant lines	<input type="checkbox"/> Work on or near energised electrical installations or services	<input type="checkbox"/> Work in an area with contaminated or flammable atmosphere
<input type="checkbox"/> Work with tilt up or pre-cast concrete	<input checked="" type="checkbox"/> Work on, in or adjacent to road, rail shipping or other major traffic corridor	<input checked="" type="checkbox"/> Work in an area with movement of powered mobile plant
<input type="checkbox"/> Work in or areas with artificial extremes of temperature	<input type="checkbox"/> Work in or near a drowning risk	<input type="checkbox"/> Diving work
<input type="checkbox"/> Other [please specify]:		



RISK ASSESSMENT

Step 1 – Determine Consequence (Impact) (C)

I Consequence (Impact) Table			
Impact band	Health & Safety	Environment & Heritage	Reputation
Substantial (5)	Fatal Incident (Class 1)	Permanent widespread ecological damage	International negative media coverage. Loss of business from key sector.
Major (4)	Permanent Injury (Class 1)	Heavy ecological damage, costly restoration	Sustained national negative media coverage. Loss of long term key client.
Moderate (3)	Lost Time Injury (Class 2)	Major but recoverable ecological damage	Regional/short negative media coverage. Loss of Client / project.
Minor (2)	Medical Treatment (Class 2)	Limited but medium term damage	Local negative media coverage. Site or project problem
Negligible (1)	First Aid Treatment (Class 3)	Short term damage	Brief local negative media coverage.

Step 2 - Determine Probability (Likelihood) of Event Occurring (P)

Probability (Likelihood) Table			
Probability band	Description	Frequency	
Almost Certain (5)	The threat can be expected to occur 75% - 99%.	Common / Frequent Occurrence	More than 1 event per month
Likely (4)	The threat will quite commonly occur 50% - 75%.	Is known to occur or "it has happened regularly"	More than 1 event per year
Possible (3)	The threat may occur occasionally 25% - 50%.	Could occur or "I've heard of it happening"	1 event per 1 to 10 years
Unlikely (2)	The threat could infrequently occur 10% - 25%.	Not likely to occur very often	1 event per 10 to 100 years
Rare (1)	The threat may occur in exceptional circumstances 0% - 10%.	- Conceivable but only in exceptional circumstances	Less than 1 event per 100 years

Step 3 – Assess Risk Level (R) Determine the risk level by combining Consequence with Probability

Risk Assessment Matrix	Consequence (Impact) Table				
	Negligible (1)	Minor (2)	Moderate (3)	Major (4)	Substantial (5)
Almost Certain (5)	Low (5)	Moderate (10)	Very High (15)	Extreme (20)	Extreme (25)
Likely (4)	Low (4)	Moderate (8)	Very High (12)	Very High (16)	Extreme (20)
Possible (3)	Low (3)	Moderate (6)	High (9)	Very High (12)	Very High (15)
Unlikely (2)	Low (2)	Low (4)	High (5)	High (8)	Very High (10)
Rare (1)	Low (1)	Low (2)	Moderate (3)	High (4)	High (5)

HIERARCHY OF CONTROLS

Highest Level of Control
 Elimination

Substitution

Engineering

Administration

Lowest Level of Control
 Personal Protective Equipment

PROBABILITY:

- 5=Almost Certain
- 4=Probable
- 3=Moderate
- 2=Unlikely
- 1=Rare

CONSEQUENCE:

- 5=Substantial
- 4=Major
- 3=Moderate
- 2=Minor
- 1=Negligible

1-6 Acceptable **7-12 Acceptable with Strict Control Measures or Short Duration** **13-25 Unacceptable**

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Activity Break the job down into steps	Potential Safety and Environmental Hazards What can go wrong	Risk Rating			Control Measures	Risk Rating After Controls			Person Responsible To ensure management method applied
		C	P	R		C	P	R	
Entanglement	<ul style="list-style-type: none"> Possibility of loose hair or clothing getting caught in moving parts. 	3	2	5	<ul style="list-style-type: none"> Make sure hair, loose clothing, rags and jewellery are kept clear of moving parts when in use 	2	2	4	Worker Supervisor
Impact	<ul style="list-style-type: none"> Unexpected movement resulting in injury. Other personal in area. Unable to stop equipment. Contact with moving parts of equipment. Crush injury by equipment failure. Injury caused by incorrect parts being used. 	3	3	9	<ul style="list-style-type: none"> Utilised for the task, and check weight capabilities. Identify appropriate load bearing point. Make sure equipment is in good working order without visible dents or alternations to structure. Ensure any chains being utilised show a current test status. Make sure appropriate lever is being used and is locked in place. Put wheel chocks under wheels of the vehicle. Make sure handbrake is turned on (if appropriate). Keep hands and body clear of hoist mechanism when lifting. Operate as per specific equipment instructions. Do not put any part of the body under the equipment being lifted 	2	2	4	Worker Supervisor
Manual Handling	<ul style="list-style-type: none"> Manual handling injuries caused by effort to manually jack (if required) and body posture whilst using equipment. 	3	2	6	<ul style="list-style-type: none"> Manual handling training to be held by any person using the equipment. Use powered lifters where possible. 	2	2	4	Worker Supervisor

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Activity Break the job down into steps	Potential Safety and Environmental Hazards What can go wrong	Risk Rating			Control Measures	Risk Rating After Controls			Person Responsible To ensure management method applied
		C	P	R		C	P	R	
General	<ul style="list-style-type: none"> Failure to comply with the content and intent of this SWMS results in injury to persons or damage to equipment 	4	4	16	<ul style="list-style-type: none"> Ongoing inspection by Supervisor will be conducted to ensure all members of the team are compliant with the requirements of this SWMS. Observations and work place inspections will be conducted randomly. All identified non-conformances to the process contained with this SWMS shall be closed out and offending personnel may be subject to disciplinary action. Work is to cease immediately when the environmental changes and there is an identified need to reassess the exposure to a risk or when hazards are identified that are not covered by this SWMS. Immediately notify Supervisor who will consult with the Workers. Once the SWMS are reviewed and all required changes included the Supervisor signs off on the revised SWMS and submit it for final approval. Changes to the SWMS must be communicated with all workers prior to work recommencing. 	2	1	2	Supervisor Workers
		4	4	16		2	1	2	Workers
Accidents or incidents	<ul style="list-style-type: none"> Personnel hurt Plant or equipment damaged 	3	3	9	<ul style="list-style-type: none"> Workers are to know the following: <ul style="list-style-type: none"> Location of the first aid equipment Location and use of the fire fighting equipment. First aid – report to nearest first aider for assistance. Accidents – stop work and report incident to nearest Supervisor. Major accident i.e. load dropping etc. – stop work, inform nearest Supervisor and barricade area off. Dial 000 for all Emergency Services. Dial 112 from mobile phones. Activate site emergency Procedures. 	2	1	2	Workers
		3	3	9		2	1	2	Workers



SIGNOFF

We the undersigned, confirm that the SWMS nominated above has been explained and its contents are clearly understood and accepted. We also confirm that our required qualifications to undertake this activity are current. We also clearly understand the controls in this SWMS must be applied as documented; otherwise work is to cease immediately.

Name	Qualification Required for this Activity	Signature	Date	Time	High Risk Licence number & Expiry (if required)
PAUL HARRINGTON		<i>[Signature]</i>	20/3/23	4:30 PM	
Elham Harrington		Elham Harrington	23/3/23	8 AM	
Simon Wright		<i>[Signature]</i>	23-03-23	3:30 pm	
Paul Cooper		<i>[Signature]</i>	23/3/23	4:30	
MATT PIE		<i>[Signature]</i>	28/3/23	06.30	
Tavis Yorks		<i>[Signature]</i>	28/3/23	7:00am	
Kim Hunt		<i>[Signature]</i>	28-3-23	7-00	
LUKE McCall		L. McCall	28.3.23	4:30	
Pailey Louie		P-L	29/3/23	4:30	
STAVAN HARRINGTON		<i>[Signature]</i>	28/3/23	4:30	
PAUL HARRINGTON		<i>[Signature]</i>	29.3.23	6.35	
Rob Smith		Rob Smith	29.3.23	7.00	

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