



**SAFE WORK METHOD STATEMENT**  
**Operate Truck Mounted EWP**

29 Swan Street BEERWAH Q 4519

ABN 29 400 782 960

Rev Num 22

Rev Date 01/02/2022

Site Location:

Date: / /

Prepared by (Operator): \_\_\_\_\_

**Actions to be undertaken before work commences:**

Review operator's manual. Review and contribute to the formulation of all relevant SWMS and job hazard analysis. Sign off pre-start of machinery and personnel, examine safety equipment before use, Check inspection dates on safety equipment, assess job site and fill out additional JHS as necessary.

**Action to be undertaken during work:**

Operate machine as per operator's manual. Maintain and monitor safety controls throughout the job as per this SWMS and company Policy's.

**Actions to be undertaken after work is complete:**

Check and store equipment (Harness. Lanyard, Dunnage) clean down machine, issue invoice and report any damage.

**Personnel qualification & experience required to complete the work:**

Operator must hold current licence for class of vehicle,  
WP License to Perform High Risk Work,  
Construction industry blue/white card.

**Legislation, codes of practice, standards applicable:**

Work Health and Safety act 2011 (Qld)  
Work Health & Safety regulation 2011 (Qld)  
Manage risk of falls COP 2011 (Qld)  
Manage risk of plant COP 2013 (Qld)  
Electrical safety COP 2010- work near overhead & underground electrical lines

**Personnel, Duties & Responsibilities (Supervisory staff and others):**

Staff to work under supervision of Principal contractor or representative.

**Permits e.g. confined spaces, hot work etc:**

As per site requirements.

**Plant, equipment & materials to be used and the maintenance checks to be completed:**

Operator to perform and record daily and periodic inspections as per Anmel's service schedule.

**Warning signs and control measures:**

Operator responsible for ensuring principal contractor provides adequate signage, exclusion zones and spotter as required.

**Training and instruction required to complete work:**

Operator is to provide instruction and supervision on fall restraint equipment.

**Personal protective equipment requirements:**

Safety harness, lanyard, anchor point, and PPE specific to tasks.  
(task specific PPE are to be Supplied by Principal Contractor)



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Level	Description of Consequence or Impact	Consequence	Likelihood / Probability		
			H <i>(Likely)</i>	M <i>(Moderate)</i>	U <i>(Unlikely)</i>
H (1) <i>(High level of harm)</i>	Potential Death, Permanent Disability, or Major Structural Damage. Off-site release not contained, major remediation required with outside assistance, significant detrimental environmental impact.	H (1) <i>(High)</i>	1	1	2
M (2) <i>(Medium level of harm)</i>	Potential Temporary, Disability, or Minor Structural Damage. On site release contained, minor remediation required with outside assistance, short-term detrimental environmental impacts. Any potential for exceeding a Statutory License Permit condition.	M (2) <i>(Medium)</i>	1	2	3
L (3) <i>(Low level of harm)</i>	Potential incident that has the potential to cause persons to require first aid. On-site release immediately contained, minor level cleanup with no short-term environmental impacts.	L (3) <i>(Low)</i>	2	3	3
Level	Likelihood / probability				
Likely	Could happen frequently				
Moderate	Could happen occasionally				
Unlikely	May occur only in exceptional circumstances				



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**All Persons involved in this task must have the SWMS communicated to them prior to the work commencing (see signoff).**

- This SWMS identifies generic hazards associated with this particular type of work (see listed hazards and risks below).
- This SWMS will need to be reviewed by the individual Hirer (in consultation with the driver/operator) to ensure it is made site specific (with all controls considered).
- Site inspections (safety interactions) will be completed to ensure the SWMS are being complied with and hazard are identified and controlled.
- The mandatory controls in this SWMS have been developed to comply with the Work Health and Safety Act (and regulation) 2011 and other relevant legislation and the application of the hierarchy of controls. Where additional controls are implemented to address site specific risks, they must be documented in the SWMS.
- SWMS must be made available for inspection or review where the work is being undertaken.

SWMS and Control Measurers will be reviewed by the driver/operator before commencing the assigned work or in the event that a change in the work environment is identified.

On completion of the work the SWMS will be returned to the company office so that it can be reviewed periodically to identify possible safety improvements.

Risk Score	Action required
High (1)	Stop work immediately. Make safe if possible. Seek assistance to reduce the Residual Risk Score to an acceptable level.
Med (2)	Follow company procedures and continue to monitor and review the work area.
Low (3)	No further action required. Monitor and review the work area.

**The SWMS will be reviewed every 12 months or as required by the directors of the company.]**



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ITEM (Enter a sequential number for each step)	WHAT ARE THE BASIC STEPS (List steps in logical sequence & include materials, equipment etc)	POTENTIAL HAZARDS (What may cause an injury/illness to occur)	RISK RANKING 1 (H) 2 (M) 3 (L)	HAZARD CONTROLS (What controls can be put in place to prevent an injury/illness) N.B. Control measures must not raise or create an increased risk	WHO WILL ENSURE THAT THIS IS DONE	RESIDUAL RANKING 1(H) 2(M) 3(L)
1	Entering vehicle	T, S & F (Trips, slips and falls)	2	Enter vehicle facing forward maintain 3 points of contact.	Operator	3
2	Drive vehicle on public roadway	Traffic movement, weather and fauna.	2	Drive to weather conditions and legislative requirements.	Operator	2
3	Drive on to work site.	Traffic, weather and electrical.	2	Observe site hazard signs, ground condition and traffic movement. Comply with Traffic Management Plan.	Operator	3
4	Disembark vehicle.	T, S & F	2	Exit vehicle facing backward maintain 3 points of contact.	Operator	3
5	Preoperational Inspection	Damaged or incorrect safety equipment	3	Ensure all safety equipment is present and in good working condition. Conduct EWP prestart as per the <b>Operators Manual</b> and <b>Anmel Policy</b> .	Operator	3



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6	Set up EWP.	Ground conditions Faulty operation Overhead Power lines	2	<p>Set up machine as per <b>Operator's Manual</b>.</p> <p>Identify uneven or unstable ground including looking for any signs of underground services. Set up truck away from any identified underground services and use dunnage as required.</p> <p>Inspect site for overhead power lines. Implement controls as per <b>Electrical Safety Code of Practice 2010 - work near overhead &amp; underground electrical lines</b>.</p> <p>Sign onto the risk assessment covering specific hazard and controls.</p> <p>Where the machine is capable of working within exclusion zone delineate area of operation. Erect 'no go zone' signage.</p>	Operator	3
7	Manual handling.	Sprains and strains	2	<p>Warm up.</p> <p>Use correct lifting procedures.</p> <p>Use mechanical lifts or team lifts.</p>	Operator	3
8	Operation of machine	Gravity and T, S & F.	1	<p>Use correct fall arrest equipment that is only attached to certified anchor points.</p> <p>Where possible, access the basket at ground level.</p> <p>Maintain 3 points of contact to access base controls.</p>	Operator	3
		Sprains and strains.	2	<p>Warm up.</p> <p>Position body correctly.</p>	Operator	3
		Electrical	1	<p>Maintain correct encroachment distances.</p> <p>Appoint spotter.</p>	Operator/ spotter.	3
		Bites and stings	1	<p>Maintain distance from hives or nests. Use appropriate PPE.</p>	Operator	3



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		Crush/ entrapment.	1	Maintain safe working distance. Release deadman when not in motion. Do not work over controls.	Operator	3
		Stuck at height.	3	Instruct ground crew in operation of emergency controls. As per <b>Operators Manual.</b>  Use DC emergency pump and emergency hydraulic controls to bring the basket to the ground.  Use Emergency decent device to repel to ground.	Operator/ ground crew.	3
		Communication	2	Establish a good communication method between operators in the bucket and ground support crew. Always carry means of communication (e.g. mobile phone or hand-held radio where appropriate, approved hand signals, vehicle intercom)	Operator/Ground Crew	3
		Environmental Conditions	1	Only use the machine in weather or environmental conditions that meet the safe working environment as outlined in the <b>operator's manual</b> and as per <b>Anmel's policy</b> (e.g. do not operate the machine in winds over 20knots/hr.)	Operator	3
		EWP equipment Failure	1	Ensure quick and easy access to adequate Spill kits and Fire Extinguishers. This includes showing the ground crew where they are located on the vehicle and how to use them.	Operator/Ground Crew	3
9	Conclude operations.	T, S & F	3	Re-stow machine to travel position.	Operator	3
10						
11						



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Print Name	Sign	Date	Print Name	Sign	Date