

<p>NOTE : Work must be performed in accordance with this SWMS. This SWMS must be kept and be available for inspection until the high risk construction work to which this SWMS relates is completed. If the SWMS is revised, all versions should be kept. If a notifiable incident occurs in relation to the high risk construction work in this SWMS, the SWMS must be kept for at least 2 years from the date of the notifiable incident.</p>				
(PCBU Name, ABN, Office Address and Phone)		(Name, ABN, Office Address)		
Works Manager: Contact phone:		Date SWMS provided to PC:		
Work activity:	Workplace location:			
High risk construction work involves :	<input type="checkbox"/> Operation of forklifts on site - to be used in conjunction with a Traffic Management Plan <input type="checkbox"/> Risk of a person falling more than 2 metres <input type="checkbox"/> Work in an area with movement of powered mobile plant <input type="checkbox"/> Tilt-up or precast concrete elements <input type="checkbox"/> Likely to involve disturbing asbestos <input type="checkbox"/> Work in or near a shaft or trench deeper than 1.5 m or a tunnel <input type="checkbox"/> Demolition of load-bearing structure	<input type="checkbox"/> Work on or near energised electrical installations or services <input type="checkbox"/> Temporary load-bearing support for structural alterations or repairs <input type="checkbox"/> Use of explosives <input type="checkbox"/> Work on, in or adjacent to a road, railway, shipping lane or other traffic corridor in use by traffic other than pedestrians <input type="checkbox"/> Work in or near a confined space <input type="checkbox"/> Work in an area that may have a contaminated or flammable atmosphere	<input type="checkbox"/> Work on or near chemical, fuel or refrigerant lines <input type="checkbox"/> Work in areas with artificial extremes of temperature <input type="checkbox"/> Work on or near pressurised gas mains or piping <input type="checkbox"/> Work in or near water or other liquid that involves a risk of drowning <input type="checkbox"/> Diving work <input type="checkbox"/> Work on a telecommunication tower	
	Have workers been consulted about the SWMS? Note: Consultation with Health and Safety Representatives (HSRs) should be undertaken where there is a HSR at a workplace <input type="checkbox"/> YES <input type="checkbox"/> NO			
	Person/s responsible for ensuring compliance with SWMS:	Date SWMS received:		

What measures are in place to ensure compliance with the SWMS?		
Person responsible for reviewing SWMS control measures:		Date SWMS received by reviewer:
How will the SWMS control measures be reviewed?		
Review date:		Reviewer's signature:



What are the tasks involved?	What are the hazards and risks?	What are the control measures?
List the work tasks in a logical order.	Identify the hazards and risks that may cause harm to workers or the public.	Describe what will be done to control the risk. What will you do to make the activity as safe as possible?
Induct operator into the safe work method statement for the particular type of forklift	Personal injury and/or property damage due to forklift operator not being familiar with type of forklift	Forklift operators to be inducted into the safe operation of the forklift i.e. unfamiliar with its type and/or its attachments
Operate Forklift	Forklift operated by unauthorised and/or unqualified person causing personal injury	Forklift to be operated by qualified, authorised personnel, holding a high risk work licence for fork lifts
Daily visual pre use inspection	Property damage/personnel injury due to inspection/maintenance of forklift not being carried out	Forklift operator to carry out a full pre use visual inspection to identify any damage, leaks etc in accordance with manufacturers/suppliers instruction and the details of the inspection are to be recorded in the log book
Carry out forklift maintenance	Property damage and/or personal injury due to periodic maintenance not being carried out in accordance with manufacturers specifications	Periodic maintenance to be carried out in accordance with Australian Standards and/or manufacturers specification by competent person
General use of forklift (lifting, lowering, driving etc)	Personal injury/property damage due to safety requirements not being observed	<ul style="list-style-type: none"> Do not place hands or any parts of body through the mast Do not stand between the mast and the load Do not stand on the tynes and / or load Do not exceed SWL Do not operate with unstable loads Do not use damaged pallets Do not lower load when other workers are in the immediate

		<p>vicinity</p> <ul style="list-style-type: none"> • Operate forklift with load and tynes as low as possible to increase operators field of vision • Operate forklift within nominated speed limits • Where practical operate in a forward direction • Maintain a safe distance from other plant • Operate steering and brake smoothly when load is elevated • Where fuel driving forklift used in enclosed areas provide ventilation as required • Ensure all safety devices are working correctly • Remove key from forklift when unattended or not in use • Do not allow passengers to ride on forklift • Do not operate forklift in proximity of overhead power cables (refer to forklift drivers guide) • Wear seat belt if fitted.
Use of forklift on site	Injury to workers, property damage	<ul style="list-style-type: none"> • Key to be removed when forklift is parked or not in use • Speed limit to be adhered to • All safety devices to be working • All loads to be secured • Only palletized loads to be shifted with the fork lift. Do not place items directly on the fork arms. They are liable to slide off. Use pallets at all times.
Use of fork lift to unload vehicles in shared space	Injury to workers, members of the public and property damage	<ul style="list-style-type: none"> • Traffic controllers will be positioned either side of the unloading area, to prevent vehicles and pedestrians from entering this area, with the use of Stop/Slow bats and verbal directions. • Employees not involved in the unloading process, subcontractors and members of the public are not to enter this space unless there is need to evacuate. In this instance, the traffic controllers are to alert the driver and ensure the fork lift is stationary before entering the unloading zone to exit the area. • Loads to be placed in the designated set-down area. • Once the delivery vehicle is unloaded and the fork lift enters

		the site compound, the unloading area can be reopened to the public.
Use of fork lift to position loads for crane lifts.	Injury to workers, members of the public and property damage	<ul style="list-style-type: none"> • Loads to be moved into the crane's pick up point with the use of the fork lift. If the area cannot be isolated from other workers, a traffic controller is to escort the fork lift and ensure the travel path is free of pedestrians and other vehicles. • Loads to be positioned in the crane pick-up area (as indicated on the traffic plan) and the fork lift escorted back to the site compound.
Refuelling	Personal injury, property damage due to fire and/or explosion	<p>LP gas is a highly volatile explosive. Change gas bottles in a well ventilated area well clear of a naked flame or source of ignition. Do not smoke while changing LP gas bottles. LP gas bottles must be changed only by those trained and authorised to do so.</p> <p>Take the following steps in the order below when changing L P gas bottles.</p> <ul style="list-style-type: none"> • 1. Turn off cylinder valve • 2. Switch off engine • 3. Disconnect take-off hose • 4. Remove safety straps • 5. Change the bottle • 6. Connect the safety strap • 7. Reconnect take-off hose • 8. Turn on cylinder valve • 9. Check for leaks - look, listen and smell.
Post Checks	Personal injury / property damage due to forklift not being parked correctly	<p>Park on level ground where possible with tynes on the ground, if parked on incline check wheels.</p> <p>Park clear of access/egress points, fire extinguishers etc.</p> <p>Turn off ignition and remove keys</p> <p>Engage handbrake and engage gear</p>

Name of Worker/s		Worker signature/s
Date SWMS received by workers		

PLEASE NOTE : It may be necessary to use more than one page to complete an adequate safe work method statement (SWMS).