SafetyDocs by SafetyCulture

Company Name:
Company Address:
ABN/NZBN:

GLAZING VACUUM LIFTING ATTACHMENT SAFE WORK METHOD STATEMENT (SWMS)

Business Contact: Phone #:	Principal Contractor (PC):
Responsible person *(for monitoring SWMS and work):*	PC Address:
Signature: Date:	PC Phone #: Date SWMS provided to PC:
Contact Phone #:	Job Site Address:

SITE MANAGEMENT PLAN	Is the work associated with a Construction Project? ☐ **Yes** ☐ **No**	*If yes* – This SWMS must align with requirements of the Site Management Plan in place for the Construction Project.

THIS WORK ACTIVITY INVOLVES THE FOLLOWING "HIGH-RISK CONSTRUCTION WORK" (HRCW - *IDENTIFIED IN THE JOB TASK COLUMN*)

☐ Confined spaces	☒ Mobile plant movement	☐ Demolition of a load-bearing structure	☐ Asbestos disturbance
☐ Using explosives	☐ Diving work	☐ Artificial extremes of temperature	☐ Tilt-up or pre-cast concrete

☐ Pressurised gas distribution mains or piping chemical, fuel or refrigerant lines energised electrical installations or services

☐ Structures or buildings involving structural alterations or repairs that require temporary support to prevent collapse

☐ Involves a risk of a person falling from 2m or more, including work on telecommunications towers ☐ Work in a ceiling space (W.A. Only)

☐ Working at depths greater than 1.5 metres, including tunnels or mines	☒ Work in an area that may have a contaminated or flammable atmosphere
☐ Work carried out adjacent to a road, railway or shipping lane, traffic corridor	☐ In or near water or other liquid that involves the risk of drowning

WORKING WITH A RISK OF A FALL OVER 2 METRES. Select the fall from height 'hierarchy of control level' considered when establishing controls:

☐ L 1: Work on the ground or solid construction	☐ L 4: Use a fall arrest system e.g., safety harness, catch platforms
☐ L 2: Use a passive fall restraint system e.g., guard rails, scaffolding, EWP	☐ L 5: Implement administrative controls e.g., signage, or instruction
☐ L 3: Use a work positioning system e.g., travel restraint, rope access	☐ Other?

More than one of these measures to reduce risk can be used. For example, engineering controls like edge protection can be implemented with administrative controls like training and use of this SWMS, while wearing PPE (non-slip shoes). Please describe why it is not reasonably practicable to use higher-order control measures. E.g. The job is less than 5 minutes on a ladder.

Personal Protective Equipment (PPE)

Foot Protection	Hearing Protection	High Visibility	Head Protection	Eye Protection	Face Protection	Hand Protection	Protective Clothing	Breathing Protection	Sun Protection	Safety Harness	
											Do not wear rings, watches or jewellery that may become entangled. Long and loose hair must be tied back.
☒	☒	☒	☒	☒	☐	☒	☒	☐	☐	☐	☒

Job Task	Hazards	IR	Control Measures *Inherent Risk-rating (IR) before controls - Residual Risk-rating (RR) after controls*	RR	Responsible Person

1. Training	Lack of training or the assessment of capability may lead to personal injury, property damage &/or environmental incident.	3H	⚠ ***Check workers are in a fit condition to work, i.e., no signs of fatigue, alcohol or drugs.***
			• The operator has appropriate high risk and /or operational licences for the operation of the attachment and associated item of plant
			• Ensure all relevant workers have undertaken training and/or received instruction in the use of the attachment (and associated mobile plant if operating)
			• Operate all attachments as per operating instructions
			• Operators have undertaken training and/or received instruction in control measures. Include:
			  ○ Potential dangers from the use of vacuum lifting equipment
			  ○ Factors which may cause equipment or lifting operation failure
			  ○ Limitations on the use of the equipment
			  ○ Instructions on planning and carrying out safe lifting operations.
				2M	**Supervisor**

2. Planning	Lack of consultation	3H	• Undertake a suitable and sufficient assessment of the risks, before new or existing vacuum lifting devices, are used for handling loads. Ensure:
			  ○ Attachments are appropriate taking into account all the circumstances of the proposed operation
			  ○ Assessment is carried out by someone with knowledge of the material handling processes, as well as the capabilities and limitations of the attachment
			  ○ Workers with first-hand knowledge of the hazards and risks involved should be consulted during a risk assessment.
				2M	**Supervisor** to undertake all planning processes

3. Arrival on-site & assess onsite conditions	Personal injury, property damage &/or environmental incident	3H	• The vehicle should be positioned in a safe location, clear of traffic/vehicles/pedestrians during equipment delivery and materials removal (deploy physical barriers, caution signs as necessary) • Do not park illegally • Identify and obey all safety-related signage (check site entry requirements) • Report to Site Supervisor • Ensure site-specific induction undertaken	2M	**Supervisor** to check the site and conduct JSA where necessary

JOB TASK	HAZARDS	IR	CONTROL MEASURES *INHERENT RISK-RATING (IR) BEFORE CONTROLS - RESIDUAL RISK-RATING (RR) AFTER CONTROLS*	RR	RESPONSIBLE PERSON

			• Maintained as per manufacturer's instructions
			• Maintained and in good working order
			• Safety pins and locks available, in good working order
			• Marked with the following:
			  ○ Manufacturer's name, make, model and serial number
			  ○ Maximum rated capacity (Weight of the lifter is subtracted from the crane or hoist capacity when calculating the actual net capacity).
			⚠ ***Do not use if any fault/damage/missing parts. Report immediately and follow tag-out/lock-out procedures.***
					aware of any issues

	Falling objects	4A	• Inspect drop zone. Ensure:
			  ○ It is barricaded and signed. Signs used to provide clear instruction on required PPE (head protection), entry permissions and hazard areas
			  ○ Supervision is provided so that no unauthorised person enters an exclusion zone.
				2M	

10. Worker consultation	Striking ground workers	4A	• Ensure an effective system of communication between machine operator (e.g. crane operator) and ground workers are established before work commences • Relevant workers must be trained in the procedures involved before work commencing • Pedestrian ground workers are instructed not to approach the machine until the operator has agreed to their request to approach • Ensure ground workers are instructed on set distances to maintain from the machine while in operation • Pedestrian workers are instructed made familiar with the blind spots of the machine • Machine operators and ground workers are required to wear high-visibility clothing and head protection.	2M	**Supervisor** and **workers** to ensure control measures followed
11. HRCW Lifter operation	Striking public &/or other workers	3H	• Remove non-essential people from the area (Prevent unauthorised access into 'lifting zones') • Groundworkers are always clear of turn radius • Never carry or lift a person with the attachment • Never pass the attachment over a person when under load • Always travel with attachment in the lowest position available • Travel routes should be clearly defined and maintained.	2M	**Supervisors** to check all controls in place and followed **Workers** to follow controls and make supervisor
	Falling objects	4A	• Always follow the manufacturer's instructions • Use the lifter only on clean loads; brush off loose debris • Ensure that there is a good vacuum between the surfaces of the suction pads and the load • Perform a preliminary lift of 100 -200 mm to establish that a stable lifting vacuum level exists	2M	