

74 Owen Street Glendenning NSW 2761

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Email.*info@eastcoastscaffolding.com.au*



SAFE WORK METHOD STATEMENT

Scaffolding transportation, delivery & pick-up from Clients sites (Job Safety Analysis Worksheet)

Site information	
Principal Contractor:	Site Address:
Site Contact's Details: <i>Site Contact Name:</i> <i>Site Contact Phone number:</i>	Acknowledgement of Acceptance of SWMS by Site Contact: <i>Site Contact's signature:</i> <i>Date of Acceptance:</i>
East Coast Job Reference #	Job Activity Details: The transportation including delivery & or pick-up of modular steel scaffolding from Client's sites using a rear mounted crane or fork-lift truck.

This SWMS has been reviewed and approved for use by the Management of East Coast Scaffolding NSW.

*Date of Review & Approval of this document: 12/3/2026 (Replaces V11 10/2/2025) Approved by Aaron Fermanis Managing Director Signature: *A. Fermanis**

SWMS ECS Scaffolding Transportation Rev # 12 13/3/2026

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Licensed Driver who will carry out the works details:

Name:

Phone Number:

Drivers Licence Number:.....HRW Licence Number.....

Scope of Works-

The following activities are scored for risks associated with work hazards, and controls implemented to reduce the risk to the lowest possible result.

- Step by step sequence of the tasks in carrying out the work from start to finish.
- Listing of potential hazards and the risk to health and safety.
- Rating of the risk (from Hazpak score 1-3).
- The safety controls that will be implemented to eliminate or reduce the risk to the lowest possible level.
- Rating of the risk after controls have been implemented.

The end of the document lists the relevant legislation, codes of practice and standards applicable to the work undertaken as well as the names , qualifications and training undertaken by all workers involved in this scope of works..

- CGI General Induction for Construction Training (Green/White Card).
- Work Activity Training (Work specific safety Training/ Blue Card/DFT Licence /WorkCover Licence).
- Site Specific Induction (Provided by site management/Principal Contractor).

Risk Level	Description of Consequence or Impact	Consequence	Likelihood / Probability		
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H (1) <i>(High level of harm)</i>	Potential death, permanent disability or major structural failure/damage. Off-site environmental discharge/release not contained and significant long-term environmental harm.	H (1) <i>(High)</i>	1	1	2
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Training and Capabilities	<p>Lack of training or the assessment of capability may lead to personal injury, property damage &/or environmental incident.</p> <p>Damaged or broken equipment such as slings, restraints and plant including hydraulic equipment may lead to personal injury, property damage &/or environmental incident.</p>	3	<p>Ensure all persons entering site have a General Construction Induction Card (white card).</p> <p>Ensure:</p> <ul style="list-style-type: none"> All operators have the appropriate driver's Licence for truck Trained & competent to operate the type of truck, crane & attachments they are using Operators are provided with information, training and instruction on the hazards, risks and control measures relevant to the workplace Spill Kits are made available. <p>Ensure all relevant workers have undertaken training and/or received instruction in the use of control measures. This includes:</p> <ul style="list-style-type: none"> Reporting procedures for incidents Correct use of equipment including selecting, fitting, use, care of and maintenance Appropriate mathematical procedures for estimation and measurement of loads Use of supervision where required (e.g. new starters or new equipment)
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Loading of truck	Falls from height – Crush injuries – Forklift hazards – Unstable loads.	1	Use steps and handrails when accessing tray, always climb down from the tray NO NOT JUMP. Keep finger & limbs clear. Be aware of forklifts operating around the area, and keep clear of loads being placed onto the tray.
Site Induction	Workers who do not receive a site safety induction could be unaware of site-specific hazards which results in an increased risk of injury.	1	Ensure all Drivers receive Induction on site safety work procedures, practices and health & safety issues.
Check site conditions & complete a Site Risk Assessment, determine a suitable un-loading area	<p>Inspect the area over & around the work area in particular, be aware of overhead obstructions, traffic and other persons on site.</p> <p>Uneven ground can cause slip and fall injuries. Hazards such as rubbish & debris around the site can lead to risk of slip or trip injuries. Use extreme caution if it is necessary to reverse into the designated unloading area.</p> <p>Pay particular attention to ensure that no unprotected powerlines or overhanging trees are in the vicinity.</p>	3	<p>Before commencing work carry out a site-specific risk assessment using DocuWare Transporters Form via https://ecs.docuware.cloud/DocuWare/Forms/ecs-transporters-form-current-0724</p> <p>Check for slip and fall hazards, any rubbish or debris around the work area is to be cleared prior to commencement of work.</p> <p>Consult with other persons on site. If unprotected powerlines are within a 4M radius of your crane operating area immediately notify your Supervisor & Office that unprotected powerlines are present and that you are unable to proceed with the unloading. Await further instructions. If you are required to reverse into the site use a spotter if possible, place witches hats and or barrier tape to block off any pedestrian access.</p>

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Working near existing services	Working near existing services such as overhead powerlines could lead to possible electrocution and or explosion	1	<p>Prior to commencement of any work/s, Site Supervisors will identify any existing services i.e overhead powerlines.</p> <p>An exclusion zone of 3 metres around overhead powerlines (up to 132kV) maintained which allows for sway and sag unless:</p> <ul style="list-style-type: none"> Documentation from the power supply authority confirms the lines have been de-energies; or A suitable qualified safety observer is available when the crane could enter the exclusion zone and power supply authority has been as well as a documented safe system is developed.
Establish a communication system with ground workers	Hit by moving plant	1	<ul style="list-style-type: none"> Ensure an effective system of communication between crane operator and any ground worker/s is established before work commences. Ensure ground workers are instructed on set distances to maintain from the crane while in operation. Ground workers are made familiar with the blind spots of the crane or fork-lift operator. Flashing light & reverse indicator. Operators and ground workers are required to wear high-visibility clothing

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Access in/ out plant	Slips, trips and falls	2	<ul style="list-style-type: none"> Provision of adequate non-slip ladders, footholds, steps and grab rails so as to safely access cabins Correct use of these safeguards by operators 3 points of contact to be maintained at all times
Removal of load restraints	Load restraints are under tension, be aware of recoil & pay particular attention to persons or objects in the immediate vicinity when loosening straps & chains.	3	Do not undo load restraints whilst anyone is in the unload area. Be aware that once released the load may shift, wear the appropriate PPE (gloves, eye protection & hardhat). Using an approved ratchet bar release strap/chain tension. Ensure that ratchet is the "LOCKED" position before removing ratchet bar from the ratchet.
Accessing rear of truck/tray & load	Potential for personal injury - fall from height & possible crush injuries from shifting loads.	2	Use steps and handrails when accessing tray, be aware that loads may have shifted during transportation. Always climb down from tray – DO NOT JUMP.

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Setting up for Cane use	<p>Potential for vehicle to shift if not properly supported by the correct application of brakes and the full extension of outriggers.</p> <p>Potential for damage to hydraulic pipes & hoses.</p>	1	<p>Ensure that the parking brake is applied & fully engaged, if necessary, use wheel chocks to stabilise the front wheels of the vehicle. Fully extend the crane outriggers before lowering to the ground, use soleplates under the outrigger legs to provide additional stability & prevent sinking on soft ground. Once the outriggers are fully deployed use the legs independently to level the truck before deploying the crane.</p> <p>Observe the unfolding of the crane arm to prevent damage to hydraulic pipes & hoses.</p>
Selecting lifting slings & chains	The use of under-rated chains & slings or damaged or frayed slings can lead to failure under load.	1	Regularly check all slings & chains looking for any signs of wear or damage, make sure a chain/sling combination of the correct load rating is used for each particular lift.
Lifting & slewing loads	Exercise caution when slewing & lifting, be aware of your surroundings paying particular attention to overhead obstructions.	2	Always lift within the capacity of the unit being used, if the overweight safety lock-out engages you are attempting to lift an item that is beyond the capacity of the crane. Try to manoeuvre the vehicle closer to the load to reduce the boom extension or if necessary, split the lift to reduce the total weight.

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Setting up for fork-lift truck use.	Potential for vehicle to shift if not properly supported by the correct application of brakes. Crush injuries – Falls from height.	2	Ensure that the parking brake is applied & fully engaged, if necessary, use wheel chocks to stabilise the front wheels of the vehicle. Beware of pinch-points when releasing locking chains. Maintain three points of contact when accessing the fork-lift truck.
Unloading & loading of materials.	Fork-lift truck operating near other workers and pedestrians or in and around school zones & bus stops. Other vehicles and road users. Shifting of load caused by uneven ground.	1	The use of flashing lights and warning sounds when reversing. Areas may be barricaded off to further warn and prevent pedestrians from crossing the path where materials are being un-loaded / loaded. The use of a “spotter” and or traffic control in high traffic areas. Do not exceed the lifting capacity of the fork-lift truck. Keep load height to a point where it does not impede visibility. Keep a low centre of gravity with the load at all times. Do not attempt to drive over “soft” surfaces or wet boggy ground.

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Placement of equipment on site	Manual handling can lead to the risk of long-term injury (e.g. strain) if using incorrect poor or unsafe handling practices.	2	Place stillages as close as possible to the work area whilst maintaining a clear access. Do not stack over-height & wherever possible separate stillages. Place heaviest items on the bottom of stacks.
Site Check prior to leaving	Unreported hazards can pose a risk to other people on the site.	3	Report any hazards or unsafe conditions to the site management. Leave area in a clean and tidy state. Completed Site Specific Risk Assessment is to be forwarded to EC head office upon your return to depot.
Leaving Site	An unsecured site can result in egress by unauthorized people and possible risk of injury	2	Leave area in a clean and tidy state. Lock & secure site after exit. Remove any barriers/signs/safety tape that was blocking pedestrian access Sign out if required by site management.

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Checklist of Items that may be required for the job activity	
WORKCOVER APPROVALS / CERTIFICATES	Licenses as required by RMS & SafeWork NSW (e.g. Drivers licence, CV crane licence, Fork-lift Truck ticket, Riggers ticket) Completion of East Coast Training Programs
CODES OF PRACTICE / LEGISLATION APPLICABLE	Work Health & Safety Act 2011 (including Work Health and Safety Amendment Act 2023) Work Health & Safety Regulation 2025, Hazardous Manual Tasks – COP September 2016 Work near Overhead Power Lines COP 2006
MAINTENANCE CHECKS	As required by the Australian Standards and East Coast company Policy
PERSONAL PROTECTIVE EQUIPMENT	Hi-Visibility Clothing, Gloves, and Steel capped boots/Shoes must be worn at all times on site. A fully stocked First Aid Kit (type A or B) must be made available to site staff at all times. A fully stocked “Spill Kit” must be available at all times.
COUNCIL / TRAFFIC PERMITS	All work to be carried out with compliance to local council by-laws, development approvals, traffic control requirements & EPA Act & Regulations TCP - Traffic Control Blue Card for traffic management

The Heavy Vehicle (Adoption of National Law) Act 2013 & The Heavy Vehicle (Adoption of National Law) Regulation 2013 has introduced a chain of responsibility covering not only Drivers but extending to Packers, Loaders & Managers of the safety of loads leaving both the Company’s & Customers sites. This responsibility extends to the Mass, Dimension & Restraint of loads & as such we ask you to ensure that materials leaving your site are sorted, correctly stacked with stillages not overloaded & with all loose items adequately restrained.

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Declaration by the Driver that they have READ & UNDERSTOOD this safe work method statement & agree to abide by all instructions & requirements as stated within this document.

I confirm that I have been instructed in the purpose & use of this Safe Work Method Statement and that where questions arose they have been adequately assessed & addressed. I have a full understanding of this Safe Work Method and agree to comply with it and the relevant NWH&S Act, Regulations, Codes of Practice & Australian Standards.

Print Name	Signature	Date

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