

CAVANAGH

CRANES & TRANSPORT

SPECIALISING IN HEAVY LIFT CRANE TRUCKS

ABN 54 116 639 653

Phone: 0404 215 293

PRE-JOB PLANT INSPECTION REPORT

Date ____ / ____ / ____

Job Site _____

| | |
|---|---|
| Item Description: Make & Model: Serial No.: Year Manufactured: KLM / Hour Meter Current: Date of Last Regular Service: | Contractor Name: Registration or Permit No.: Expiry Date: Inspected By: Inspection Date: Plant / unit No.: |
|---|---|

| TICK ALL BOXES IF | OK | TICK ALL BOXES IF | OK | TICK ALL BOXES IF | OK |
|---|----|--|----|-------------------------------|----|
| Neutral Start Hydrostat / Automatic | | Personal Protection Equipment (PPE) | | Suspension | |
| Service Brakes | | ROPS / FOPS | | Fluids Leaks | |
| Park / Emergency Brakes | | Attachments / Tools | | Engine | |
| Seat Belt | | Daily Check List in Machine | | Emissions (No Smoke 10 Sec) | |
| Reverse / Travel Alarm / Reversing Camera | | Wipers & Washers | | Cooling System | |
| Compulsory Signs | | Lights & Reflectors | | Exhaust System | |
| Hitches (including safety pins) | | Reflective Tape | | Transmission & Final Drives | |
| Machinery Guards | | Horn | | Hydraulics | |
| Environmental Spill Kit | | Double Strobe / Amber / Beacon Light | | Chassis / Frame | |
| Enclosed Cabin | | Mirrors | | Articulated Joints / Linkages | |
| Air-conditioning | | Controls | | Ring Gear (Slew) | |
| Body / Cabin / Automatic Load Cover | | Seat & Seatbelt | | Steering | |
| Windows | | Registration Label / Permit | | Tracks & Rollers | |
| Fire Extinguisher | | Plant Security | | Tyres & Wheels | |
| Controlled Decent Device's (CDD) | | Catalytic Converter | | All Fluids At Correct Level | |
| Safety Information Sheet (Dry Hire) | | Lifting Chains / Slings / 'D' Shackles | | SWMS / SOP Completed | |

Comments / Action taken on any Defects _____

| Designated Operator (S) | Drivers Licence No. | Work Cover Licence No. | RISI No. (If required) | OH & S General Induction No. |
|-------------------------|---------------------|------------------------|------------------------|------------------------------|
| | | | Expiry | |

Certification by Responsible Person

I certify that the described plant is to the manufacturer's specifications and is being serviced and maintained by competent personnel to the manufacturer's recommendations and is safe and in a servicable condition. Service records must be made available for inspection on request.

Responsible Person _____ (Print Name) _____ (Signature)

_____ / _____ (Date) _____ (Job Title)

Company Name _____ Authorised Person _____

Signature _____ Date ____ / ____ / ____ © Copyright Cavanagh Cranes 2010

TW37411



SAFE WORK METHOD STATEMENT – PART 1

Work Activity

Location of Work Activity

Personnel Qualifications & Experience required

Engineering details/ Certificates/ Work Cover approvals required

Legislation, Codes of Practice, Standards applicable

Supervision & Inspection to be Provided:

Training & Instruction to be provided (e.g. manual handling working at heights, etc)

Plant and equipment to be used:

Maintenance Checks to be Performed on plant & equipment

Protective equipment to be used:

- Load and Unload Equipment with Vehicle Mounted Crane
- Various Locations
- Certificate of Competency for Vehicle Mounted Crane, if over 10mm ton rating
- A current Heavy Vehicle Drivers License
- OH & S General Construction Induction (Green Card)
- Contact Samuel Cavanagh – Mobile: 0404 215 293
- NSW OH & S ACT 2000 and regulation 2001
- AS2550 Cranes
- RTA Heavy Vehicle Drivers Handbook
- NSW Work Cover Catalogue #326, Electrical Hazard Awareness for operators of high machinery
- Supervision/Foreman
- This SWMS
- Site Induction
- Delivery vehicle, fitted with Vehicle Mounted Crane, Lifting Chains, 10mm four (4) leg with self locking hooks
- Tie Down Chains, Dogs, Straps, Ropes, Shackles, Plate Grabs, Kerb Lifters other manual handling aids as required
- Vehicle daily check list, including crane (Driver to maintain copy in cab) Lifting gear daily check
- Driver to wear high visibility uniform or Safety Vest
- Steel capped boots
- Riggers gloves as required
- Hard Hat
- Any other site specific requirements, as per site induction

SAFE WORK METHOD STATEMENT – PART 2

| JOB SEQUENCE (Outline each to do the job) | HAZARD IDENTIFICATION (What can affect safety) ASSESS THE RISK (What could happen) | R I S K | CONTROLS THAT WILL BE USED (Safe Work Procedures) | WHO (Who will ensure this is done) |
|--|--|------------------|---|---|
| Drive to and access work area | Vehicle to vehicle / mobile plant collision Vehicle / Mobile plant to person collision Vehicle rollover | M M M | <ul style="list-style-type: none"> • Obey traffic signage • Sign prework briefing if applicable • Daily operator's plant inspection • Talk to site supervisor • Flashing light to be fitted to the vehicle, remember to turn on upon entering site • Drivers must be licensed • Be aware that there are mobile plant, heavy vehicles moving around the site and may appear without warning • Do not block roads/ throughways when parking a vehicle or mobile plant • Vehicle to contain first aid kit and fire extinguisher • Oxy, acetylene and medical air bottles to be stored upright and secured with suitable strap or chain • Loads must be secured properly on all vehicles • Vehicles must not be overloaded • Personnel are not to use handheld mobile phones whilst driving • Personnel are to wear seat belts at all times in vehicle and plant • In case of breakdown or bogging, call supervisor for assistance | Driver All personnel Area foreman |
| | Slip/Trip/Falls | L | <ul style="list-style-type: none"> • Be aware of slips, trips hazards at all locations on the site due to uneven ground, occasionally et conditions, construction waste to be collected, reinforcing bar not covered by concrete earthworks • Personnel are to use 3 point contact when climbing ladders, entering and exiting mobile plant | All Personnel |
| | Strike overhead services | M | <ul style="list-style-type: none"> • Maintain clearance 1KV- 132KV: 3 m - 132KV- 330KV: 6 m - 330KV+: 8 m | |
| Impacting on Rail Operations | • If entering rail corridor or potential to impinge on rail assets | | <ul style="list-style-type: none"> • Await Protection Officer • Need RISI ticket | |
| Drive to and access work area (continued) | Site rules not followed | M | <p>Specific Controls</p> <ul style="list-style-type: none"> • All personnel must sign the toolbox meeting minutes (if separate from JSA card) and JSA card indication that they understand and will work to the direction of the SWMS • All personnel will not do anything they feel is unsafe, and refer the matter to their leading hand, supervisor, foreman, OHS manager or Safety reps • All personnel will follow any reasonable direction given by their supervisor or contact • All personnel will wear the site PPE for specialist tasks as directed by the task mandatory control | All personnel / Area foreman |
| Position Truck | <ul style="list-style-type: none"> • Collision with pedestrian, vehicle and mobile plant traffic • Vehicle run-away | M L | <ul style="list-style-type: none"> • Truck to park well clear of traffic lanes. Care to be taken crossing footpaths. Traffic control will be required if blocking roads or part of roads or footpaths • Ensure hand brake is engaged before exiting vehicle • Flashing light / rotation beacon | Driver |
| Driver alights Vehicles | <ul style="list-style-type: none"> • Slips trips & falls • Driver struck by passing traffic or mobile plant | M H | <ul style="list-style-type: none"> • Use 3 points contact, when climbing down from truck. • Ensure you look in all directions prior to alighting from vehicle • Wear supplied high vis. Uniform or safety Vest | Driver |
| Driver unsecured loads | <ul style="list-style-type: none"> • Injury from sudden release of load binders • Load movement or falling after load binders removed • Chains/straps being thrown over loads & striking people, vehicles | H M L | <ul style="list-style-type: none"> • Take care when releasing load binders, refer safety bulletin • Do not use cheater bar over pipe, use beaver winch bar • Stand clear when releasing chains, and do it slowly • Use a rope to pull the chain over rather than throwing the chain, ensure the area is clear | Driver |
| Set up of outriggers | <ul style="list-style-type: none"> • Fingers and hands being pinched in outrigger slots • Outriggers and crane causing obstructions to traffic | L M | <ul style="list-style-type: none"> • Wear gloves where possible and take care sliding outrigger legs in and out • Barricade area or use traffic control if required • Ensure the outriggers are fully extended to give maximum stability to the vehicle • Timber must be placed under the outriggers to prevent them from sinking into the ground | Driver |
| Unfold crane | <ul style="list-style-type: none"> • Crane being unfolded into traffic • Crane contacting power lines • Crane striking people of property | L E L | <ul style="list-style-type: none"> • Visual check of the area prior to unfolding the crane • Visual check of the surrounding area prior to operating the crane | Driver |
| Load is slung and unloading | <ul style="list-style-type: none"> • Slips trips and falls, from climbing up and down truck • Load falling | M M | <ul style="list-style-type: none"> • Use 3 point contact when climbing up and down from truck, utilize built in steps • Only certified and checked lifting equipment to be used • Do not lift loads over people, plant or property • All personnel in the area to be aware of the crane movements and stay clear of the slew area • Taglines to be used where the load may wing during slewing • Do not enter/ swing working area of the cranes and mobile plant • Complete lift study checklist • Inspect for unsuitable ground, e.g. pits etc. | Driver |
| Repeat steps as many times as required | • As above | M | • As Above | Driver |
| Hand unload small items as required | • Manual Handling | M | <ul style="list-style-type: none"> • Keep back straight when lifting, bend knees to take weight • Plan your lift, ensure you have a clear path to move the load • Get help, use team lifting or mechanical assistance if load cannot be lifted comfortably • There is no defined limit for a person to lift, but each person must only lift what they can comfortably manage within their individual physical capacity • Do not twist the body when carrying a load • Take necessary breaks • Stretch muscle before beginning task, and at hourly intervals during the task • Be wary of pinching finger when holding/placing a load | Driver |
| Fold away crane | <ul style="list-style-type: none"> • Crane slewing into traffic while being folded • Crane contracting power lines • Crane striking people or property | M E L | <ul style="list-style-type: none"> • Visual check of the area prior to folding crane • All drivers to adhere to the site specific requirements regarding working near power lines • Visual check of the surrounding area prior to operating the crane | Driver |

