Scope of Work Activity Covered by this Work Method Statement

This Work Method Statement outlines the main hazards and risks associated with **Forklift Operations**

Instructions for Safe Work Method Statements

A Safe Work Method Statement (SWMS) is a document that sets out the work activities to be carried out at a workplace, the hazards arising from these activities and the measures to be put in place to control the risks. All work must be carried out in accordance with this SWMS. This SWMS must be kept and be available for inspection. All persons must read, understand and sign off this Work Method Statement.

Applicable High Risk Construction Work Activities (highlighted). A SWMS is required for all high risk work activities.

Y	A risk of a person falling more than 2 M		Demolition of a load-bearing structure.		Work on a tele-communications tower
	Work in or near a shaft or thrench with an excavated depth over 1.5m or in a tunnel		Temporary load-bearing support structures for structural installations or repairs		Work on or near a pressurised gas distribution mains or piping
	Work on or near chemical, fuel or refrigerant lines		Work on, in or adjacent to a road, railway, shipping lane or other traffic corridor in use by traffic other than pedestrians		Work on or near energised electrical installations or services
	Likely to involve disturbing asbestos		Work in or near a confined space	Y	Work in an area with movement of powered mobile plant
	Work in areas with artificial extremes of temperature		Work in or near water or other liquid that involves a risk of drowning		Work in an area that may have a contaminated or flammable atmosphere
	Use of explosives		Tilt-up or precast concrete elements		Diving work

Personal Protective Clothing & Equipment (PPE) Required

Safety Boots		**Hearing Protection**	
Safety Glasses		**High Visibility Clothing / Vests**	
Seat Belts Must Be Worn While Operating			

Required Qualifications/Verifications

Qualification	Requirement	Qualification	Requirement
Allpro WHS Induction	**All Personnel**	**High Risk Licence - Forklift Operation**	**Forklift Operators Must Be Retained for Inspection**

Required Qualifications/Verifications

Plant and equipment used on site includes, but is not limited to:

Plant and/or Equipment	Inspection and maintenance checks required	Plant and/or Equipment	Inspection and maintenance checks required
Forklift	Safety check prior to use. Maintenance & Safety Checks in accordance with Manufacturers Specifications	**Electrical Equipment**	Tag & Test. Safety check prior to use. Maintenance & Safety Checks in accordanxce with Maniufacturers Specifications
Hoists	Hoist inspections in accodance with Manufacturer's instructions Safety check prior to use.	**Impact Drivers**	
Ladders	Safety check prior to use	**Extension Leads**	Tag & Test Safety check prior to use

Inspections of plant to be carried out before commencement of work, as per listed hazard controls for pre-start checks.

SWMS Develop By:	**Mark Veenendaal**	**Person Responsible for Ensuring Compliance:**	**Factory Manager**
SWMS Consulted With:	**Steven Robinson**	**Person Responsible for Monitoring:**	**Factory Manager**
SWMS Approved By:	**Steven Robinson**		

Formal communication of Site Safety Rules will occur primarily in three ways:

1. As part of the implementation of this WMS, all parties that in the workgroup to be present for a brief meeting.

2. As new person(s) (employees, subcontractors, etc.) enter the site for the first time they will be briefed on the Site Safety Rules that they must comply with and sign induction form stating that they are aware of the site specific hazards.

3. At regular 'toolbox' meetings – employees will be reminded of the safety site rules, new and existing potential hazards and also constantly reminded of the importance of striving for a hazard free work place.

Risk Rating Matrix

Consequence Likelihood	Low (C1) No Injury most probable outcome Losses <$500 Environmental impact small, localised and contained	Minor (C2) FAI most probable outcome Losses >$500 & <$15,000 Environmental impact contained requiring minor remedial action	Moderate (C3) MTI or LTI most probable outcome Losses >$15,000 & <$50,000 Environmental impact - medium term contained impact requiring considerable remedial action	Major (C4) LTI most probable outcome Losses >$50,000 & <$100,000 Environmental contamination off site Considerable remediation required	Critical (C5) Fatality(s) most probable outcome Losses >$100,000 Irreversible/irreparable environmental contamination
Negligible/Rare (L1) A similar incident is unlikely to occur again	**L2**	**L3**	**L4**	**M5**	**M6**
Unlikely (L2) A similar incident could occur in the next 5 years	**L3**	**L4**	**M5**	**M6**	**H7**
Possible (L3) A similar incident could occur in the next 1 year	**L4**	**M5**	**M6**	**H7**	**H8**
Likely (L4) A similar incident could occur in the next 6 months	**M5**	**M6**	**H7**	**H8**	**E9**
Almost Certain (L5) A similar incident could occur in the next 1 month	**M6**	**H7**	**H8**	**E9**	**E10**

Risk Score	Risk Rating	Required Action	Hierachy of Controls
2-4	**Low Risk**	Manage and monitor by routine internal procedures	1 - Elimination Complete elimination of risk
5-6	**Moderate Risk**	Specific monitoring or ptocedures to be implemented. Management responsibility to be specified and strategies implemented as part of day to day activities	2 - Substitution Replacement of material, processes, substances
7-8	**High Risk**	Immediate action to be implemented by Operations and WHS Management General Management notified	3 - Engineering Desiging risks out Isolation of risks
9-10	**Extreme Risk**	Immediate action to be implemented Detailed research and planning required by Operations & WHS Management Top Management notified	4 - Administrative Adjusting the time or conditions of risk exposure. Includes training options.
			5 - Personal Protective Equipment Provision of PPE where other options are not practicable

Relevant Legislation, Standards & Codes of Practice relating to the work:

NSW Work Health & Safety Act November 2011
NSW Work Health & Safety Regulations November 2017

NSW Code of Practice -	First Aid in the Workplace	January, 2020
NSW Code of Practice -	Hazardous Manual Tasks	August, 2019
NSW Code of Practice -	How to Manage Work Health and Safety Risks	August, 2019
NSW Code of Practice -	Managing Electrical Risks in the Workplace	August, 2019
NSW Code of Practice -	Managing Noise & Preventing Hearing Loss at Work	December, 2022
NSW Code of Practice -	Managing the Risk of Falls at Workplaces	August, 2019
NSW Code of Practice -	Managing the Risks of Hazardous Chemicals in the Workplace	December, 2022
NSW Code of Practice -	Managing the Risks of Plant in the Workplace	December, 2022
NSW Code of Practice -	Managing the Work Environment and Facilities	August, 2019
NSW Code of Practice -	Work Health and Safety Consultation, Cooperation and Coordination	December, 2022

AS 1353.2-1997 Flat Synthetic-Webbing Slings - Care and Use
AS 2359.2-2013 Powered Industrial Trucks - Operation
AS/NZS 1891.4:2009 Industrial Fall-Arrest Systems and Devices, Part 4: Selection, Use and Maintenance

Relavent Legislation, Standards & Codes of Practice relating to the work:

QLD Work Health & Safety Act November 2011
QLD Work Health and Safety and Other Legislation Amendment Act 2015
QLD Work Health and Safety and Other Legislation Amendment Act 2017
QLD Work Health & Safety Regulations November 2011

QLD Code of Practice -	First Aid in the Workplace.	March, 2021
QLD Code of Practice -	Hazardous Manual Tasks	March, 2021
QLD Code of Practice -	How to Manage Work Health and Safety Risks	March, 2021
QLD Code of Practice -	Managing Electrical Risks in the Workplace	March, 2021
QLD Code of Practice -	Managing Noise & Preventing Hearing Loss at Work	March, 2021
QLD Code of Practice -	Managing the Risk of Falls at Workplaces	March, 2021
QLD Code of Practice -	Managing the Risks of Hazardous Chemicals in the Workplace	March, 2021
QLD Code of Practice -	Managing the Risks of Plant in the Workplace July 2018	March, 2021
QLD Code of Practice -	Managing the Work Environment and Facilities	March, 2021
QLD Code of Practice -	Work Health and Safety Consultation, Cooperation and Coordination	March, 2021

AS 1353.2-1997 Flat Synthetic-Webbing Slings - Care and Use
AS 2359.2-2013 Powered Industrial Trucks - Operation
AS/NZS 1891.4:2009 Industrial Fall-Arrest Systems and Devices, Part 4: Selection, Use and Maintenance

Forklift Operations

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk					Residual Risk		
Forklift Setup	Incorrect Lifting Attachments	4	5	**E9**	1. Lift trucks are equipped with lifting attachments suitable for the load to be lifted. 2. Tines/fork extenders, slippers, bin lifters, jibs, spreaders, drum handlers, etc. shall be appropriate for the task.	Supervision Forklift Operators	1	5	**M6**
Forklift Setup	Lift Truck Inspection	4	5	**E9**	1. The first operator of the day will carry out a full prestart visual inspection. 2. Details of the inspection are recorded using the QR Code	Supervision Forklift Operators	1	5	**M6**
Forklift Operation	Lift Truck operator, staff, others in vicinity of Lift Truck operations	4	5	**E9**	1. Lift Trucks are driven only by licensed operators. License must be retained for inspetion at all times. 2. Lift Trucks are securely parked with ignition keys removed.	Supervision Forklift Operators	1	5	**M6**
Forklift Operations	Pedestrian Crush Injury	3	5	**H8**	1. Pedestrians are securely prohibited from entering Lift Truck operating area by use of barriers, marking of routes. 2. Audible/visual warning alarms fitted to Lift Truck. 3. Hi Visibility clothing worn by all persons in the operations area.	Supervision Forklift Operators All Workers	2	3	**M5**
Forklift Operations	Operator Crush Injury	3	5	**H8**	1. Lift Trucks not operated on unacceptably uneven surfaces. 2. ROPS installed. 3. Seat belts installed.	Supervision Forklift Operators	2	3	**M5**
Forklift Operations	Passenger Crush Injury	3	5	**H8**	Passengers prohibited.	Supervision Forklift Operators All Workers	1	1	**L2**
Forklift Operations	Vehicle / Vehicle Impact	3	4	**H7**	1. Lift Trucks are not used on public roads. 2. Where Lift Trucks are used outside the confines of buildings, vehicles are securely prohibited from entering Lift Truck operating area by use of barriers, marking of routes or warning devices.	Supervision Forklift Operators	2	3	**M5**
Forklift Operations	Lift Truck / Workplace Structure Impact	4	4	**H8**	1. Workplace and structural features which could be impacted by Lift Trucks are identified, marked and protected with impact barriers, signs etc. 2. Good levels of ambient lighting are maintained. 3. Lift Trucks operated by competent, licensed drivers.	Supervision Forklift Operators	3	3	**M6**

Forklift Operations

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk					Residual Risk		
Forklift Operations	Impact from Falling Objects	4	5	**E9**	1. Lift Truck forks are not overloaded. 2. Loads are secured when lifted or suspended. 3. Loads are transported at low speeds with forks in lowered position. 4. Operation of Lift Trucks on uneven ground is avoided.	Supervision Forklift Operators	1	5	**M6**
Forklift Operations	Structural Collapse	3	5	**H8**	Workplace and structural features which could be damaged by Lift Truck operations such as fragile floors, drain / duct covers are identified, protected and / or marked.	Supervision Forklift Operators	1	3	**L4**
Forklift Operations	Nosie Induced Hearing Loss	4	4	**H8**	1. Noise assessment carried out on Lift Truck operations. 2. Hearing protection provided as indicated by assessment.	Supervision Forklift Operators	2	1	**L3**
Forklift Operations	Fall from Heights. Persons Lifted by Lift Truck	3	5	**H8**	Persons are lifted only in approved, suitably guarded, purpose built cage securely fitted to the Lift Truck forks.	Supervision Forklift Operators	1	5	**M6**
Forklift Maintenance	Incorrect Operation	3	5	**H8**	1. Lift Trucks are routinely serviced in accordance with the Manufacturers recommendations. 2. Lift Truck battery maintenance carried out only by competent, authorised staff. 3. Routine operator checks are carried out with local records maintained.	Supervision Forklift Operators	1	5	**M6**
Forklift Re-Fuelling	Fire/Explosion	3	5	**H8**	1. Lift Trucks are recharged / re fuelled in designated, well ventilated, secure areas. 2. Ignition sources controlled. 3. Fuel /gas bottles stored in designated areas.	Supervision Forklift Operators	3	3	**M6**

Forklift Cage

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk					Residual Risk		
Falling from Height	Improper Use of Cage	3	5	H8	1 - Use of Approved Safety Cages: Only use forklift cages that meet relevant safety standards and are designed to prevent falls. 2 - Fall Protection: Ensure workers inside the cage wear proper fall protection, such as a safety harness attached to an approved anchor point. 3 - Guardrails and Toeboards: The cage should have guardrails and toeboards to prevent workers from accidentally stepping out or dropping objects. 4 - Secure Attachment: Ensure the cage is securely attached to the forklift and cannot slip off the forks.	Supervision Forklift Operators	1	5	M6
	Lack of Fall Protection	4	5	E9		Supervision Forklift Operators	1	5	M6
Forklift Instability	Overloading the Cage	4	5	E9	1- Adhere to Weight Limits: Do not exceed the maximum rated capacity of both the forklift and the cage. 2 - Ensure loads are distributed evenly within the cage. 3 - Operate on Level Ground: Only operate the forklift on flat, stable surfaces when a cage is attached. Avoid slopes or uneven terrain. 3 - Limit Movements When Elevated: Avoid driving the forklift with the cage elevated. If movement is necessary, keep the cage as low as possible to reduce the risk of tipping.	Supervision Forklift Operators	1	5	M6
	Poor Center of Gravity	3	5	H8		Supervision Forklift Operators All Workers	1	5	M6
Forklift Operations	Crushing or Pinching Hazards	3	5	H8	1 - Position Workers Safely: Instruct workers to stand clear of the edges of the cage and avoid reaching outside while the cage is in operation. 2 - Operator Awareness: The forklift operator should always be aware of nearby structures or obstacles to prevent the cage from being crushed or pinched. 3 - Controlled Lowering: Lower the cage slowly and smoothly, and ensure that workers inside are aware of any movements.	Supervision Forklift Operators	1	5	M6
Forklift Operations	Inadequate Training and Communication	4	5	E9	1 - Operator Training: Ensure forklift operators are trained and certified in the safe operation of forklifts, particularly when using cages. 2 - Worker Training: Train workers who will be in the cage on the correct safety procedures, such as wearing fall protection and using hand signals for communication with the operator. 3 - Clear Communication: Establish clear communication protocols between the operator and workers in the cage. Use radios or hand signals to coordinate movements.	Supervision Forklift Operators All Workers	1	5	M6

Forklift Cage

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk					Residual Risk		
Forklift Operations	Weather and Environmental Hazards	3	4	**H7**	1 - Weather Monitoring: Avoid using forklift cages in high winds, heavy rain, or snow. If weather conditions are unfavorable, postpone work until it is safe. 2 - Slip-Resistant Footing: Install slip-resistant surfaces inside the cage to reduce the risk of falls due to wet or slippery conditions. 3 - Stable Ground: Ensure that the forklift operates on stable, level ground free of obstacles, potholes, or other hazards.	Supervision Forklift Operators	2	4	**M6**
Forklift Operations	Forklift Movements	4	4	**H8**	1 - Do Not Move While Elevated: Never move the forklift when the cage is elevated unless absolutely necessary and only at slow speeds. 2 - Slow and Controlled Movements: Avoid sharp turns or sudden stops, as these can destabilize the forklift and lead to accidents. 3 - Avoid Unnecessary Movements: Keep movements to a minimum when workers are in the elevated cage to reduce the risk of instability or worker injury.	Supervision Forklift Operators	1	4	**M5**
Forklift Operations	Improper Use of Cage	4	5	**E9**	1 - Use Cages Designed for Forklifts: Only use cages that are specifically designed for use with forklifts and comply with local safety regulations. 2 - Restrict Usage to Height Work: Do not use forklift cages for purposes other than lifting workers to a height. Do not use them for transportation of people. 3 - Securing the Cage: The forklift cage must be securely locked or clamped onto the forklift's forks to prevent it from slipping off during operation.	Supervision Forklift Operators	1	5	**M6**
Forklift Operations	Emergency Procedures	3	4	**H7**	1 - Emergency Plan: Have an emergency plan in place in case of accidents, including quick lowering procedures, access to first aid, and clear emergency communication systems.	Supervision Forklift Operators	1	4	**M5**
Forklift Operations	Personal Protective Equipment (PPE)	3	5	**H8**	1 - Harnesses and Lanyards: Workers should wear fall protection gear, such as full-body harnesses with lanyards connected to secure anchor points within the cage. 2 - Hard Hats and Protective Footwear: Workers inside the cage should wear appropriate PPE, including hard hats and steel-toed boots, to protect against falling objects or crushing hazards. 3 - High-Visibility Clothing: Workers should wear high-visibility clothing to ensure they are easily seen by the forklift operator and other workers on site.	Supervision Forklift Operators	1	5	**M6**
Forklift Maintenance	Incorrect Operation	3	5	**H8**	1. Lift Trucks are routinely serviced in accordance with the Manufacturers recommendations. 2. Lift Truck battery maintenance carried out only by competent, authorised staff. 3. Routine operator checks are carried out with local records maintained. 4. Only use certified, properly designed forklift cages that are compatible with the forklift being used.	Supervision Forklift Operators	1	5	**M6**

Monitor & Review

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk					**Residual Risk**		
Monitor		4	4	**H8**	1 - SWMS to be reviewed by all staff through regular toolbox talks for effectiveness & application to site 2 - Compliance to the SWMS is monitored using a system of routine or random workplace inspections 3 - In the event that the work is not being carried out in accordance with the SWMS, all work will cease immediately. SWMS are reviewed to identify non-compliance and ensure the method in the SWMS is the most practical and safest way of doing the task. The SWMS is revised if another method is identified as being a safer option, before work resumes 4 - Feedback to be given by all staff and improvements to be included in revision of SWMS 5 - In the event of changes to SWMS, workers are briefed on changes and sign off on revised SWMS	Management Supervision Work Team	1	1	**L2**
Review		4	4	**H8**	SWMS are reviewed under the following circumstances: 1 - Following an incident 2 - If the SWMS is deemed impractical through consultation with workers 3 - If new hazards have been identified 4 - If the work method has changed including changes to the workplace, environment, a system of work, a process or a procedure 5 - On restarting the activity after a significant break 6 - At the request of a HSR 7 - Annually if none of the above	Management Supervision Work Team	1	1	**L2**

Sign Off

The representatives of Allpro listed below have been involved in the creation and implementation of this Safe Work Method Statement (SWMS) and will make sure all work is carried out in accordance with this document. All workers listed below have the appropriate licence/qualifications and/or experience required to perform each job task:

Workers Name	Role	Signature	Date