

SAFE WORK METHOD STATEMENT

Ductlifter

Activity <small>Break the job into steps what are you doing?</small>	Hazards <small>What can Harm you or others Hazards individually, do not group</small>	Risk Ranking <small>list before controls are implemented H,M, or L</small>	Controls <small>What are you going to do to carry out the work safely? (Apply the risk Hierarchy of control)</small>	Risk Ranking <small>After controls are implemented H, M or L</small>	Person Responsible <small>for implementation of the controls</small>
Use of Duct Lifter					
Accessing area	danger to all contractors, visitors if working in a thoroughfare etc from falling objects	H	Barricade area with Tape around area to eliminate entry to area &/or signage	L	Site Super/ Foreman / Operator
	Musculoskeletal disorders	H	Assess the pathway to ensure all clear from obstacles, gaps, holes & overhead objects.	L	
Duct lifter selection	Musculoskeletal disorders, crushing from falling ductwork	H	Choose the appropriate size duct lifter in regards to height ensure ductlifter does not go above its maximum height	L	Site Super/ Foreman/ Operator
		H	Choose the appropriate size duct lifter in regards to weight - check the capacity.	L	
		M	Ensure duct lifter has log book & maintenance and is checked for the currency dates prior to use (refer checklist ductlifter 011.1 checklist) IF NOT UPTO DATE return equipment to Hirer	L	
Placing duct onto duct lifter	Musculoskeletal disorders, cuts, bruises from moving ductlifter	H	Use gloves (swms 001 ppe) when handling ductwork	L	Site Super/ Foreman/ Operator
	Cuts, Musculoskeletal disorders		Review the load and evaluate the weight and handling of load to ensure no straining occurs. Use additional personnel if required.		
	Cuts, bruises from falling ductwork	M	Ensure load is placed evenly onto duct lifter	L	Site Super/ Foreman / Operator
		H	DO NOT OVER LOAD the duct lifter	L	
		Ensure load is secured properly onto duct lifter			

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Raising ductwork on ductlifter	Electrocution		Be aware of overhead obstructions	L	Site Super/ Foreman / Operator
	Crushing from ductlifter moving	H	Ensure base wheels brakes are still in place		
	Twisting arm	M	Turn crank slowly to raise		
Lowering ductlifter	Crushing from ductlifter moving	H	Ensure braking mechanism is still in place	L	Site Super/ Foreman / Operator
	Twisting arm	M	Turn crank slowly to lower		
	Electrocution/fall ductlifter	H	Ensure there are no cables etc that ductlift may catch whilst being lowered		
General	General	M	DO NOT USE MOBILE PHONE whilst using duct lifter	L	Site Super/ Foreman / Operator