







Safe Work Method Statement

Lifting Roofing Material

HRSWMS No. 5
Revision 10

Organisation	RAR Cranes Australia Pty Ltd	Contact	Andrew Bodman
ABN	53 629 970 252	Contact Position	Director
Address	38 Bedford St, Queanbeyan, NSW 2620	Contact Phone	02 6299 6100

Project Details	Detailed RAR Site Specific Job Docket	Supervisor	
Activity	Lifting Roofing Materials	Position	Crane Operator
Resources	Crane Driver/Dogman/Rigger		

Plant	Crane detailed on RAR Job Docket		
PPE Required	   	Injuries and Incidents	All injuries and Incidents are to be reported to Head Contractor and RAR Management
	Above is the minimum PPE to be worn at all times.		

Maintenance	Every 250 hours as per manufacturers specification, Daily Pre-Start checklists
Materials Involved	Plant, Chains, slings, timber, lifting equipment.
SWMS Review	SWMS are monitored and reviewed annually or as required. Amended only after consultation with RAR staff and Safety Advisor

Emergency Procedures	
Plant Mechanical Failure <ol style="list-style-type: none"> 1. Shut down plant 2. Isolate plant 3. Notify RAR and Site Manager 4. Implement lockout for Repair 	Plant Collision/Rollover <ol style="list-style-type: none"> 1. If any injuries, call 000 2. Direct emergency services to site 3. Contact First Aid – Two Way/Nurse Call/Verbal 4. Isolate the area 5. Notify RAR and Site Manager

This SWMS has been developed in consultation with all RAR Employees
 RAR Crane Safety Plan, Crane Compliance paperwork, Insurances and SWMS are available at www.rargroup.com.au/ohs

Sign Off	WHSE Coordinator	Contact No	Date
Patrick Fleming	Patrick Fleming	0420423663	03/04/2025

Authorised: Andrew Bodman
 Released: 03/04/2025
 Doc ID: RAR-WHSE-10-B



Safe Work Method Statement

Lifting Roofing Material

HRSWMS No. 5
Revision 10

Legal Information

Legislation	
A.C.T	N.S.W
Work Health & Safety Act 2011 (effective 03/09/20)	Work Health and Safety Act 2011
Work Health & Safety Regulations 2011 (effective 03/08/20)	Work Health and Safety Regulations 2017
Workers Compensation Act 1951	Workers compensation Act No 70 1987
Machinery Act (1949)	Workers Compensation Regulations 2016
Machinery Regulations (1950)	
Codes of Practice	
A.C.T	N.S.W
Construction Work 2018	Construction Work 2019
How to Manage Work Health and Safety Risks 2020	How to Manage Work Health and Safety Risks 2019
Managing Risks of Plant in the Workplace 2020	Managing the Risks of Plant in the Workplace 2019
Hazardous Manual Tasks 2020	Hazardous Manual Tasks 2019
Work Health and Safety Consultation Cooperation Coordination 2018	Work Health and Safety Consultation Cooperation Coordination 2019
Managing Noise and Preventing Hearing Loss at Workplaces 2020	Managing Noise and Preventing Hearing Loss at Work 2019
Managing the Work Environment and Facilities 2020	Managing the Work Environment and Facilities 2019
Managing Risks of Falls at Workplaces 2020	Managing the risk of falls at workplaces 2019
National Code of Practice for Precast Tilt-Up and Concrete Elements in Building Construction 2008	
Industry Guidelines	
CICA Crane Safety Manual	
Australian Standards	
AS/NZS ISO 31000 Risk Management – 2018	
AS 2550.1 Cranes, hoists and winches - Safe use General requirements - 2011	
AS 2550.5 Cranes, hoists and winches - Safe use Mobile cranes - 2016	
AS 3850.1 Prefabricated -General requirements (amendment 1:2019)	
AS 3775.2 Chain slings for lifting purposes - Grade T(80) and V(100) Care and use - 2014	
AS 1353.2 Flat synthetic-webbing slings Care and use – 1997 (R2014)	
AS 4497.2 Roundslings - Synthetic fibre Care and use - 2018	
AS 2741 Shackles – 2002 (R2014)	
AS/NZS 2161.1 Occupational protective gloves Selection, use and maintenance - 2016	
AS 1319 Safety signs for the occupational environment - 1994	



Safe Work Method Statement

Lifting Roofing Material

HRSWMS No. 5
Revision 10

High Risk Activity Identification

Item No	High Risk Activity	Applies to Project?
1	Require High Risk Licence	Yes
2	Is carried out at an area in a workplace in which there is any movement of powered plant	Yes
3	Involves a risk of a person falling more than 2 meters	No
4	Is carried out on a telecommunication Tower	No
5	Involves the demolition of an element of a structure that is load bearing or otherwise related to the physical integrity of the structure	No
6	Involves or is likely to involve the disturbance of asbestos	No
7	Involves structural alterations or repairs that require temporary support to prevent collapse	No
8	Is carried out in or near a confined space	No
9	Is carried out in or near existing residential building	Yes
10	A shaft or trench with an excavated depth of more than 1.5 meters	Yes
11	A tunnel	No
12	Involves the use of explosives	No
13	Is carried out on or near pressurized gas distribution mains or piping	No
14	Is carried out on or near chemical, fuel or refrigeration lines	No
15	Is carried out on or near energized electrical installations or services	Yes
16	Is carried out in an area that may have a contaminated or flammable atmosphere	No
17	Involves Tilt up or pre-Cast Concrete	No
18	Is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor that is in use by traffic other than pedestrians.	Yes
19	Is carried out in an area in which there are artificial extremes of temperature	No
20	Is carried out in or near water or other liquid that involves a risk of drowning	No
21	Involves diving work	No
22	Involves the cutting of crystalline silica material using a power tool or mechanical process	No

The RAR CLEAR Principles are to be used for Every Lift:

Communication

- Radio is working or you are in view of the driver
- Give clear and precise directions

Lifting gear is appropriate for the lift

- Chains/slings/shackles et. Are rated for the lift
- Chain size, Angle factor and Reeve factors considered
- All lifting gear is inspected before use

Every load is inspected 360 degrees before lifting

- Check position and bite of chains/slings and look for loose items
- Come up slowly on the hook until clear of all obstructions

Area of work area is clear

- Check for – Public/other workers, Vehicles/plant, Powerlines, Scaffold, Trees

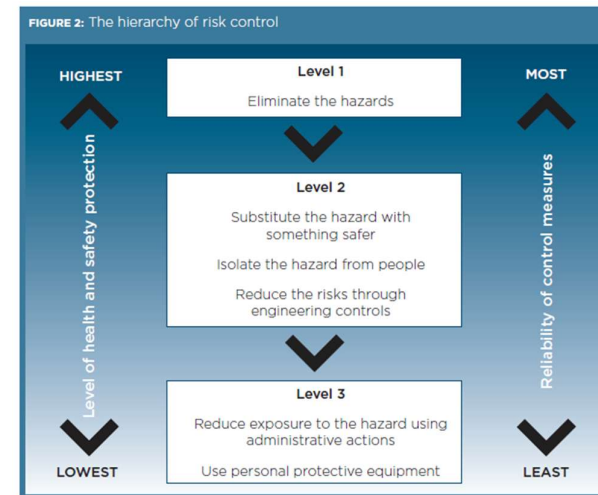
Recheck under load for loose items before going above head height

If you have any concerns about a lift STOP immediately. Clear the area and bring the load back to the ground. If issue cannot be resolved call your supervisor

Likelihood: How likely is it to happen	Consequences: How severely can it hurt someone?				Consequence Definitions	
	Minor	Moderate	Major	Extreme		
Very Likely	7 Medium	11 Medium	14 High	16 High	Extreme	Single or multiple fatality, Critical incident for business, over \$100,000 business loss
Likely	4 Low	8 Medium	12 Medium	15 High	Major	Severe injury with some weeks off work (e.g. amputation, de-gloving, loss of eye etc), over \$50,000 business loss
Unlikely	2 Low	5 Low	9 Medium	13 Medium	Moderate	Considerable injury (e.g. major cut/graze, stitches, crushed finger etc), over \$10,000 business loss
Very Unlikely	1 Low	3 Low	6 Low	10 Medium	Minor	Minor injury (e.g. cut finger requiring band-aid, small graze etc), minimal to no business loss

Likelihood Definitions	
Very Likely	Constant exposure to the hazard, easily foreseeable, could happen any moment, has happened on several occasions
Likely	Regular exposure to the hazard, could happen at times, has occurred before
Unlikely	Infrequent exposure to the hazard, could happen but not likely, has occurred once before somewhere
Very Unlikely	Rarely exposed to the hazard, not really expected, have never heard of it happening
Risk Treatment	
High 14 – 16	Do Not Proceed. To be reported to the Operations Director and actioned immediately to lower the risk level.
Medium 7 – 13	To be further controlled as reasonably practicable. Work can proceed with supervision and approval from the supervisor
Low 1 - 6	To be controlled as per standard works e.g. SWMS and chosen controls. Ongoing monitoring by workers / supervisors.

RISK MANAGEMENT



CODE OF PRACTICE | HOW TO MANAGE WORK HEALTH AND SAFETY RISKS



Safe Work Method Statement

Lifting Roofing Material

HRSWMS No. 5
Revision 10

Risk Assessments

Item No.	Task	Hazards/Risks	Initial Risk Rating	Controls	Residual Risk Rating	Responsibility
1	Arrive on site	Setting up in the wrong location	14	Eliminate - Head contractors to be contacted before entering onto site to confirm set up location.	9	Crane Crew
		Personnel and Plant not site compliant	11	Admin – Complete Head Contractor Site Induction and Plant Compliance paperwork before commencing work.	3	Crane Crew
		Crushing of pedestrian	14	Engineer – Dogman to exit crane and act as spotter when crane is moving on site. Orange flashing light/s operational when moving onsite and reversing beeper to be in operation when reversing.	9	Crane Crew
		Injury due to tripping over materials on the ground	11	PPE – Ankle high, lace up Safety Boots to be always worn when outside crane cab.	3	Crane Crew
		Being struck by plant	14	PPE - Hi Visibility clothing to be worn at all times.	9	Crane Crew



Safe Work Method Statement

Lifting Roofing Material

HRSWMS No. 5
Revision 10

		Potential exposure to airborne contaminants	11	<p>Admin – Visually inspect work site activities and assess tasks that may create dust/airborne contaminants.</p> <p>Isolation – DO NOT conduct works in an area where airborne contaminants or Silica dust are being generated. If other site trades are not controlling their hazards report it to the site supervisor.</p> <p>Admin – Notify site safety team & RAR management if activities are deemed unsafe due to potential contact with airborne contaminants.</p>	5	Crane Crew
2	Complete Pre-Start Daily Checklist for crane.	Crane not operating as per manufactures specifications.	14	<p>Engineer - Complete Daily Operator Checks on Crane and Lifting Gear each morning before commencing work and fill in Daily Operator Checklist. If a safety malfunction is identified, equipment is not to be operated and Lock Out fitted. Head Contractor to be notified of Lock Outs.</p>	9	Crane Driver
3	Complete RAR Site Specific Risk Assessment and Toolbox Talk.	Crane not setting up in suitable area or in suitable conditions.	14	<p>Isolate - Before setting up crane complete RAR Site Specific Risk Assessment & Toolbox Talk on the RAR Site Specific Job Docket. Consult with crew and Head Contractor Foreman and ask all participants to sign off before commencing works. This Risk Assessment asks the crew and foreman to consider the risks associated with setting up a crane on site, before it is set up.</p>	9	Crane Crew
4	Set up crane		14	<p>Admin - Complete all steps in RAR SWMS No.1 Crane Setup/Pack up.</p>	9	Crane Crew



Safe Work Method Statement

Lifting Roofing Material

HRSWMS No. 5
Revision 10

5	Hooking up loads	Load falling	14	<p>Engineer - Only qualified Dogman (holds a High-Risk license) to hook up a load and direct the crane. Ensure all loads are secured to prevent risk of item falling.</p> <p>If unsure of how to sling the load, ask questions of other RAR employees and your supervisor.</p> <p>Complete a test lift if unsure.</p> <p>Admin - If the dogman or crane operator has any reason to believe the lift is unsafe or dangerous the lift should not proceed.</p> <p>Admin - Safety concerns are to be reported to site supervisor, relevant risks are to be managed and safe conditions confirmed prior to recommencing the lift.</p> <p>All lifts are at the discretion of the crane crew. If there is any doubt do not lift.</p> <p>Admin - No loads are to be lifted over public areas. If unavoidable then control measures are to be implemented by Head Contractor to prevent the risk of injury due to falling objects. This is to be done prior to commencing lifts. Where the movement of traffic or pedestrians has been identified as a hazard then a traffic management plan must be in place.</p> <p>Admin – Prior to lifting the load the Dogman to consider access needs for the unhooking of loads (i.e. safety screens). If a risk of falling from height is present a means of safe access is required (EWP).</p>	9	Crane Crew
---	------------------	--------------	----	--	---	------------



Safe Work Method Statement

Lifting Roofing Material

HRSWMS No. 5
Revision 10

				<p>Notify foreman of access requirements.</p> <p>Admin/Isolate - Dogman to inspect surrounding area prior to lift, clear other personnel from the lift area (notify of intent to lift). While lifting monitor obstructions, ensure load is always clear of obstructions and under control.</p> <p>Engineer – Use tag lines when required. If load is to be lifted or landed in a tight area use a tag line. When using tag lines ensure you are aware of the line being caught on obstructions (scaffold etc.)</p>		
--	--	--	--	--	--	--



Safe Work Method Statement

Lifting Roofing Material

HRSWMS No. 5
Revision 10

			14	<p>Admin - Dogman to estimate / calculate or seek manufacturers specifications on loads to be lifted. Determine the appropriately rated lifting gear / device and slinging techniques to be used. The dogman may carry out a test lift to assist in determining the best slinging technique. Wherever possible choke the load.</p> <p>Engineer - Use correct sized lifting gear for the load being lifted.</p> <p>All lifting gear must be inspected prior to use. Check the grade on the tag matches the grade markings on the chain and shackle. Do not use chains, shackles, FSWR that are worn more than 10%, inspect for gouges and elongation. Inspect upper and lower terminal links for signs of wear at load bearing points and for distortion.</p> <p>Refer to crane lifting register and sling register.</p> <p>Admin - Refer to and follow manufacturer's instructions and specifications. Consult crane load charts to verify that the crane has the necessary rated capacity and design classification prior to carrying out any lift. If weight of item is unknown complete a test lift. If load cannot be lifted within the SWL of the crane at that radius, stop the lift and complete a lift study to determine correct crane for lift.</p>	9	Crane Crew
		<p>Load striking Dogman - Multi-level (xmas tree) lifts</p>	14	<p>Admin - Multi-level (xmas tree) lifts are <u>NOT permitted.</u></p>	9	Crane Crew



Safe Work Method Statement

Lifting Roofing Material

HRSWMS No. 5
Revision 10

6	Lifting roofing materials	Roof sheets – Load falling	14	<p>Engineer – All roof sheets are to be strapped prior to lifting</p> <p>Engineer – All sheets over 15m long are required to have three lifting points. Extra-long sheets may need spreader bar. Advice and supply of the spreader bar is to be by roofing company.</p> <p>Admin – Consult lifting drawing prior to lift (where available). Use specified lifting equipment and lifting points where specified.</p> <p>If in any doubt with the lifting configuration, STOP and ask your supervisor.</p>	9	Crane Crew
		Roof sheets – Load falling due to weather conditions	14	<p>Isolate - Monitor weather. If wind is present, use a tag line if suitable. Do not lift roofing sheets in high winds. Be aware of rain/moisture.</p>	9	Crane Crew
		Roof sheets – Falls from height	14	<p>Isolate - Ensure that sufficient access is provided for unloading from the truck.</p> <p>Isolate - Ensure that sufficient fall protection is in place before entering onto roof.</p> <p>Isolate - Ensure landing area is suitable for landing the load and make sure it is clear of trip hazards. Once load has been landed ensure no items are protruding from load.</p>	9	
		Insulation - Load falling		<p>Engineer – All insulation products are to be choked with either chains or slings. Do not lift products with a “basket” configuration.</p>		



Safe Work Method Statement

Lifting Roofing Material

HRSWMS No. 5
Revision 10

		Kingspan sheets or similar – Load falling	14	<p>Isolate - Ensure Lifting Devices (sucker etc.) are working correctly and have current calibration certification. Inspect before use. Monitor wind speed to ensure that winds do not exceed sucker wind loading.</p>	9	Crane Crew
		Roofing Material – Collapse/failure of loading area	14	<p>Engineer - Ensure landing area is capable of carrying the weight of the item being landed upon it. Spread loads to avoid point loading.</p> <p>Admin – If in any doubt ask the roofing customer or builder for confirmation that structure can take the weight of the sheets.</p> <p>Admin – If landing sheets on a pitched roof ensure you allow for extra rigging to avoid load slipping. Roofer/builder to confirm that roof sheets are safe before releasing load.</p>	9	Crane Crew

SWMS Review

SWMS Implemented	03/04/2025
Last Review Date	26/03/2025
Person Conducting Review	Andrew Bodman / Patrick Fleming
Position	WHSE Coordinator



Safe Work Method Statement

Lifting Roofing Material

HRSWMS No. 5
Revision 10

Qualifications

Qualifications required to carry out the task?	Who is required to have the qualification?	When will this be done?
Safety Advisor	Safety advisor is responsible for the implementation and induction into the SWMS	Prior to work commencing and ongoing by workplace audits and site inspections.
Construction Induction Card. (White Card)	All workers	Prior to commencing work
Asbestos awareness card	All workers	Prior to commencing work
Silica awareness training	All workers	Prior to commencing work
Dogging High Risk License	Dogman	Prior to commencing work
Rigging High Risk License	Riggers	Prior to commencing work.
Crane Operator High Risk License	Crane Operators, all classes	Prior to commencing work.
RAR Group Induction	All RAR employees	Prior to commencing work



Safe Work Method Statement

Lifting Roofing Material

HRSWMS No. 5
Revision 10

By signing below I confirm that:

1. I confirm that I have a copy of this SWMS on my phone (Employment Hero)
2. The SWMS and relevant Legislation /Codes of Practice to this task has been explained to me
3. I fully understand this SWMS and I have been consulted in the preparation of this SWMS
4. My qualifications are current, and I am competent to undertake this activity
5. I will comply with the SWMS otherwise I will stop work immediately
6. I will alert my supervisor if I believe I am not trained adequately to undertake any tasks

Site risk assessments may require SWMS to be amended to suit the task and conditions, this will be done in consultation with RAR crane crews, site management and RAR WHSE Coordinator. Induction into RAR SWMS was conducted by Dick Garrety.

Name	Date	Signature	Name	Date	Signature
Adam Smith			Brenton Duggan		
Andrew Bell			Brenton Gruber		
Ashley Charnock			Christian Carnall		
Adam Johnstone			Dean Zammit		
Adam Beazley			Daniel Green		
Adam Jovanovic			Daniel Hayes		
Brett Leape			Darren Bailey		
Brett Scarman			Edward Vicente		
Blaine Lawler			Edward Taungakava		
Bradley Cotterill			Edward Gomez		
Brendon Kelly			Evan Blanco Blanco		



Safe Work Method Statement

Lifting Roofing Material

HRSWMS No. 5
Revision 10

Name	Date	Signature	Name	Date	Signature
Geoffrey Ryan			Mathew Rukavina		
Glen Turner			Mathew Lewis		
Joel Newton			Pat Fleeming		
Justin Bennett			Rebecca Quinn		
Jade Hassall			Raul Abell		
Jake Bailey			Simon Condon		
Joshua Dunster			Stuart Burgoyne		
Jeremiah O'Leary			Stephen McCarter		
Jade Araza			Sheldon Van Der Kley		
Jesse Caridi			Steven Judge		
Luke Johnson			Simon Holloway		
Luke Rukavina			Shane Hunt		
Liam Johnston			Sarn Bates		
Lodhen Ngui			Samuel Butler		
Luke Allred			Tayla Bennett		
Luke Huckstep			Trent Jones		
Michael Hajdarovic			Todd Crebbin		
Michael Cole			Timothy Blayden		
Mark Solomon			Tevita Unga		
Mitchell Barnes			Vedran Juretic		
Mitchell Williams			Zac Miller		



Safe Work Method Statement
Lifting Roofing Material

HRSWMS No. 5
Revision 10
