

FOLEY LOGISTICS PTY LTD

SAFE WORK METHOD STATEMENT (SWMS) BOOKLET

2025–2027 Edition

ABN 84 678 819 504

A Complete Safety Framework for Crane-Truck & Semi-Truck Building Material Transport

○ **ABOUT FOLEY LOGISTICS**

Foley Logistics is a specialised heavy-vehicle transport provider supporting the construction industry across South-East Queensland.

Our fleet of crane trucks, HIABs, flatbeds, and semi-trailers transport and deliver building materials safely and efficiently to residential, commercial and civil sites.

We are committed to:

- **Safe and compliant transport**
- **Professional site conduct**
- **Quality customer service**
- **Chain of Responsibility (CoR) compliance**
- **Zero-harm operations**
- **Protecting people, property, and the public**
- **Clear communication with clients, builders, and site crews**



DRIVING THE ECONOMY

○ SCOPE OF THIS SWMS BOOKLET

This booklet outlines the safe work procedures for all Foley Logistics drivers, operators, and subcontractors, specifically covering:

- ✓ Crane truck lifting operations
- ✓ Semi-trailer deliveries & access restrictions
- ✓ Transport of building materials (frames, trusses, pallets, beams, roofing, plasterboard, mesh, steel, site packs)
- ✓ Construction site access & environmental hazards
- ✓ Manual handling
- ✓ Load restraint & securing of materials
- ✓ Traffic interaction & reversing
- ✓ Weather hazards and unstable ground
- ✓ Communication & customer interactions
- ✓ Documentation & pre-start safety checks

This SWMS applies to:

- All Foley Logistics employees
- All subcontractors and labour-hire drivers
- All crane operators
- All semi-trailer operators
- Any person performing a delivery under our direction

○ KEY RESPONSIBILITIES

Foley Logistics (PCBU)

- Provide safe trucks, cranes, lifting gear, PPE, and training
- Ensure compliance under HVNL & CoR
- Conduct regular vehicle & crane inspections
- Maintain high standards of professionalism onsite
- Review and update SWMS annually

Drivers & Operators

- Complete pre-start checks
- Assess site conditions

- Communicate clearly with site personnel
- Follow SWMS at all times
- Stop work if unsafe
- Report hazards immediately

Clients / Builders / Site Contacts

- Provide safe site access
- Ensure exclusion zones for lifts
- Keep ground stable and accessible
- Nominate a spotter / dogger where required

○ **RISK MATRIX**

Consequence (C) | Likelihood (L) | Risk Rating (R = C × L)
Levels from **Low, Medium, High, Extreme.**

○ **SWMS SECTIONS**

Below are the rewritten SWMS sections that will form your new booklet.
Each section includes:

- Task description
- Hazards
- Risk controls
- PPE
- Training required
- Environmental factors
- Emergency response
- Sign-off

○ **SWMS 1: PRE-START INSPECTIONS & PREPARATION**

Tasks:

- Vehicle walk-around

- Crane inspection
- Checking load restraint gear
- PPE preparation
- Reviewing delivery instructions

Key Hazards:

- Equipment failure
- Defective crane components
- Incorrect documentation
- Fatigue

Controls:

- Daily pre-start checklist
- Record defects immediately
- Replace worn lifting gear
- Confirm address, site contact & lift requirements
- Fatigue self-assessment

○ **SWMS 2: LOADING BUILDING MATERIALS (DEPOT OR SUPPLIER)**

Tasks:

- Positioning truck
- Lifting materials (crane or forklift)
- Securing loads for transport

Hazards:

- Crush injury
- Falling objects
- Unstable loads
- Pinch points



DRIVING THE ECONOMY

Controls:

- Use certified lifting chains/slings
- Never stand under suspended loads
- Ensure pallets, frames & trusses are stable
- Confirm weights before lifting
- Use dunnage and spacers

○ **SWMS 3: TRANSPORTING BUILDING MATERIALS (ROAD TRAVEL)**

Tasks:

- Driving crane truck or semi
- Navigating construction zones
- Monitoring load stability

Hazards:

- Shifting load
- Rollovers
- Poor visibility
- Weather impacts
- Road hazards

Controls:

- Comply with HVNL & CoR
- Check straps mid-journey
- Reduce speed on turns
- Avoid sudden braking
- Stop if load shifts
- Follow QLD road rules & fatigue laws

○ SWMS 4: SITE ACCESS - CONSTRUCTION, RESIDENTIAL & COMMERCIAL

Hazards:

- Tight access
- Overhead powerlines
- Uneven or soft ground
- Pedestrian traffic
- Public interaction

Controls:

- Assess ground conditions before entry
- Use spotter for reversing
- No overhead lifting near powerlines
- Establish exclusion zones
- Stop work if unsafe

○ SWMS 5: CRANE TRUCK OPERATIONS & LIFTING

Tasks:

- Setting stabilisers
- Lifting frames, trusses, materials
- Placing goods on slabs, scaffolds, or elevated areas

Hazards:

- Crane overturn
- Boom strike
- Load drop
- Wind interference
- Crushing

Controls:

- Outriggers fully deployed & on solid ground
- Exclusion zone minimum 3m
- Dogger/spotter required for complex lifts
- No lifting over people
- Monitor wind speed (< 35 km/h for large surface materials)
- Never exceed load chart

○ **SWMS 6: MANUAL HANDLING**

Hazards:

- Sprains & strains
- Slips & trips
- Improper lifting technique

Controls:

- Use mechanical aids
- Team lifts where required
- Bend knees & keep load close
- Keep work area clear

○ **SWMS 7: UNLOADING AT SITE**

Tasks:

- Crane or manual unload
- Customer handover
- Final checks

Hazards:

- Falling materials
- Poor communication with site staff
- Crush injuries

Controls:

- Confirm delivery location with builder
- Maintain exclusion zone
- Use correct lifting gear
- Slow, controlled movements

○ **SWMS 8: WEATHER, ENVIRONMENT & SITE HAZARDS**

Hazards:

- Wet ground
- Wind
- Heat stress
- Mud & uneven terrain
- Poor visibility

Controls:

- Delay lifting during storms or high winds
- Use mats for soft soil
- Hydration & sun protection
- Adjust work pace as required



DRIVING THE ECONOMY

○ SWMS 9: EMERGENCY PROCEDURES

Applies to all crane lifting, building-material transport, site access and unloading tasks.

1. POTENTIAL EMERGENCY EVENTS

- Load drop or uncontrolled movement
- Crane malfunction, hydraulic failure or overturn risk
- Vehicle accident or collision
- Electrical contact or near-miss with overhead powerlines
- Medical emergency involving driver, operator, site worker or public
- Fire, fuel leak, hydraulic oil spill
- Structural failure (frame/truss collapse, shifting materials)
- Severe weather event during lift (high wind, storm, lightning)

2. IMMEDIATE ACTIONS FOR ANY EMERGENCY

STOP WORK IMMEDIATELY

- Operator must immediately stop all movements and return crane/vehicle to safe state if possible
- Activate emergency stop if fitted
- Warn nearby personnel

SECURE THE AREA

- Establish an exclusion zone
- Prevent workers, trades or public from entering area
- Stop all vehicle/truck movements

ASSESS THE SITUATION

- Identify type of emergency
- Determine immediate risks (fire, electrical hazard, collapse, spill)

CALL FOR ASSISTANCE

- Notify site supervisor immediately
- Call emergency services (000) if life-threatening
- Notify Foley Logistics management

3. ROLE RESPONSIBILITIES

Operator

- Stop work immediately
- Place crane/vehicle into safe position
- Alert spotter and nearby workers
- Isolate equipment (turn off engine, apply brakes)
- Remain with equipment until relieved unless unsafe
- Participate in incident reporting

Spotter / Offsider

- Clear all personnel from exclusion zone
- Assist operator in securing site
- Direct emergency responders to location
- Provide information to site management

Site Management

- Take control of site-level emergency response
- Notify builder/company WHS representative
- Assist in securing area and directing other trades
- Coordinate power isolation if electrical hazards present
- Support evacuation if required

Emergency Services

- Assume control on arrival
- Provide medical treatment, fire control, rescue operations
- Determine when site is safe for re-entry

4. SPECIFIC EMERGENCY RESPONSES

A) Load Drop or Load Swing

Hazards: crushing, impact injuries, structural damage

Controls:

- Operator stops crane movement immediately
- No-one approaches load
- Establish 3–5m exclusion zone
- Assess if load is stable
- If unstable → evacuate area
- Notify site supervisor
- Only competent personnel may re-sling or stabilise the load
- Do not resume lifting until risk assessment completed

B) Crane Malfunction / Hydraulic Failure

Controls:

- Stop all movements
- Do not attempt to retract or power crane if unstable
- Lower boom slowly if safe
- Engage emergency stop
- Evacuate lifting zone
- Report defect to Foley Logistics
- Crane must not be used until inspected/cleared

C) Vehicle Accident / Collision

Controls:

- Stop engine and apply handbrake
- Activate hazard lights
- Check for injuries
- Call Emergency Services if required
- Do not move vehicle unless safe or instructed
- Exchange details and record incident
- Notify Foley Logistics management
- Complete Vehicle Incident Report

D) Electrical Contact or Near Miss

HIGH-RISK EVENT - TREATED AS LIFE-THREATENING

If crane/vehicle contacts powerlines:

- Operator must stay inside vehicle/crane unless it is on fire
- Warn others to stay at least 8 metres away
- Call 000 immediately
- Do not attempt to move equipment
- Await energex/authorised electrical worker clearance

E) Medical Emergency

Controls:

- **Stop work**
- **Provide first aid if trained & safe**
- **Call 000 if necessary**
- **Notify site management**
- **Do not move injured person unless unsafe**
- **Secure area**

F) Fire / Fuel / Hydraulic Spill

Controls:

- **Turn off engine**
- **Isolate ignition sources**
- **Use spill kit to contain leak**
- **Do not wash spills into drains**
- **Notify site management**
- **Call Fire Services if uncontrollable**
- **Report to Foley Logistics**

5. POST-INCIDENT ACTIONS

- **Do not resume work until site is declared safe**
- **Cooperate with any investigation**
- **Complete all required Foley Logistics forms:**
 - **Incident Report**
 - **Near Miss Report**
 - **Damage Report**
- **Equipment involved must be inspected before reuse**
- **Manager to conduct review and implement future controls**

6. EQUIPMENT REQUIRED

- **Spill kit**
- **First aid kit**
- **Fire extinguisher**
- **Two-way communication or phone**
- **High visibility PPE**
- **Warning cones / barricades**

7. EMERGENCY CONTACTS

- **Emergency Services:** 000
- **Foley Logistics Management:** 0436 019 958
- **Site Supervisor:** (Completed per job)