

Brush Cutter | SAFE WORK METHOD STATEMENT (SWMS)

TASK OR ACTIVITY: Brush Cutter

Business Name: Coastal Hire And Sales Pty Ltd

ABN: 70114481408

SWMS#

Business Address:

Contact Person:

Phone:

Email:

THIS SAFE WORK METHOD STATEMENT IS APPROVED BY THE PCBU OF THE PROJECT

Under the Work Health and Safety Regulation (WHS Regulation), a person conducting a business or undertaking (PCBU) is required to ensure that a safe work method statement (SWMS) is prepared before the proposed work starts.

Full Name:

Signature:

Title:

Date:

Details of the person(s) responsible for ensuring implementation, monitoring and compliance of the SWMS as well as reviews and modifications of the SWMS.

Full Name:

Title:

Phone:

ALL PERSONNEL PARTICIPATING IN ANY ACTIVITY ON THIS SWMS MUST HAVE THE FOLLOWING COMMUNICATED

NAME AND DATED SIGNATURE OF ALL RELEVANT PERSONNEL WHO HAVE BEEN CONSULTED AND COMMUNICATED TO IN THE DEVELOPMENT AND APPROVAL OF THIS SWMS

Safety meetings or toolbox talks will be scheduled in accordance with legislative requirements to first identify any site hazards, secondly to communicate those hazards and then to further take steps to either eliminate or control each hazard.

NAME

SIGNATURE

DATE

If an incident or a near miss occurs, all work must stop immediately. Depending on the severity of the incident, a meeting will be called with all workers to amend the SWMS if required. The meeting may also be an educational opportunity.

Any changes made to the SWMS after an incident or a near miss must be approved by the Person Conducting Business or Undertaking and communicated to all relevant personnel.

The SWMS must be kept and be available for inspection at least until the work is completed. Where a SWMS is revised, all versions should be kept. If a notifiable incident occurs in relation to which the SWMS relates, then the SWMS must be kept for at least two years from the occurrence of the notifiable incident.

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CLIENT OR PRINCIPAL CONTRACTOR DETAILS

Client:	SCOPE OF WORKS
Project Name:	Provide a detailed description of the specific work being carried out (otherwise known as a scope of works).
Project Address:	
Project Manager:	
Contact Phone:	
Project Manager Signature:	
Date SWMS supplied to Project Manager:	

ANY HIGH-RISK CONSTRUCTION WORK BEING CARRIED OUT

<input type="checkbox"/> involves a risk of a person falling more than 2 meters.	<input type="checkbox"/> is carried out on or near pressurised gas mains or piping.
<input type="checkbox"/> is carried out on a telecommunication tower.	<input type="checkbox"/> is carried out on or near chemical, fuel or refrigerant lines.
<input type="checkbox"/> involves demolition of an element of a structure that is load-bearing.	<input type="checkbox"/> is carried out on or near energised electrical installations or services.
<input type="checkbox"/> involves demolition of an element related to the physical integrity of a structure.	<input type="checkbox"/> is carried out in an area that may have a contaminated or flammable atmosphere.
<input type="checkbox"/> involves, or is likely to involve, disturbing asbestos.	<input type="checkbox"/> involves tilt-up or precast concrete.
<input type="checkbox"/> involves structural alteration or repair that requires temporary support to prevent collapse.	<input type="checkbox"/> is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor.
<input type="checkbox"/> is carried out in or near a confined space.	<input type="checkbox"/> is carried out in an area of a workplace where there is any movement of powered mobile plant.
<input type="checkbox"/> is carried out in/near a shaft or trench deeper than 1.5m or tunnel involving use of explosives.	<input type="checkbox"/> is carried out in areas with artificial extremes of temperature.
<input type="checkbox"/> is carried out in or near water or other liquid that involves a risk of drowning.	<input type="checkbox"/> involves diving work.

ANY HIGH-RISK MACHINERY OR EQUIPMENT NEARBY

<input type="checkbox"/> Forklift	<input type="checkbox"/> Crane/s	<input type="checkbox"/> Hoist/s	<input type="checkbox"/> Excavator	<input type="checkbox"/> Backhoe/Loader	<input type="checkbox"/> Boom Lift	<input type="checkbox"/> EWP	<input type="checkbox"/> Genie Lift
<input type="checkbox"/> Trencher	<input type="checkbox"/> Drilling Rig	<input type="checkbox"/> Trucks	<input type="checkbox"/> Formwork	<input type="checkbox"/> Bobcat	<input type="checkbox"/> Flammable Gas	<input type="checkbox"/> Fuel	<input type="checkbox"/> Dozer
<input type="checkbox"/> High Voltage	<input type="checkbox"/> Mulcher	<input type="checkbox"/> Tilt-up Panels	<input type="checkbox"/> Roller	<input type="checkbox"/> Scissor Lift	<input type="checkbox"/> Tractor	<input type="checkbox"/> Other -	

RISK MATRIX											
LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC	SCORE	ACTION	HEIRARCHY OF CONTROLS			
ALMOST CERTAIN	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE						
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEED				
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE	3H HIGH	Review before work starts.				
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	2M MODERATE	Ensure control measures in place.				
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	Monitor and keep records.				
<p>Notes on Hierarchy of Controls: Elimination methods are the most effective and preferred when controlling a hazard. Substitution is the second most effective method of controlling a hazard. Engineering by isolation is the third most effective, while Administrative Controls by changing the work is the fourth most effective method. PPE (Personal Protective Equipment) is the least effective method.</p>											
PERSONAL PROTECTIVE EQUIPMENT (PPE)											
FOOT PROTECTION	HAND PROTECTION	HEAD PROTECTION	HEARING PROTECTION	EYE PROTECTION	RESPIRATORY PROTECTION	FACE PROTECTION	HIGH-VIS CLOTHING	PROTECTIVE CLOTHING	FALL PROTECTION	SUN PROTECTION	HAIR/JEWELLERY SECURED
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Select the appropriate PPE above suitable for the equipment used or the job task being performed (if applicable).											
<p>Note: A SWMS must be reviewed regularly to make sure it remains effective. A SWMS must be reviewed (and revised if necessary) if relevant control measures are revised. The review process should be carried out in consultation with workers (including contractors and subcontractors) who may be affected by the operation of the SWMS and their health and safety representatives who represented that work group at the workplace.</p> <p>When a SWMS has been revised, the person conducting a business or undertaking must ensure all:</p> <ol style="list-style-type: none"> persons involved in the work are advised that a revision has been made and how they can access the revised SWMS; persons who will need to change a work procedure or system as a result of the review are advised of the changes in a way that will enable them to implement their duties consistently with the revised SWMS; and, workers that will be involved in the work are provided with the relevant information and instruction that will assist them to understand and implement the revised SWMS. 											

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR	RESPONSIBLE PERSON
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK	NAME OF PERSON
1. Preparation	Manual handling injuries, struck by flying debris	2M	<ul style="list-style-type: none"> - Provide proper training: Ensure all workers handling the brush cutter are trained and competent in using the equipment safely, including correct techniques for lifting and carrying. - Use appropriate PPE: Workers must wear appropriate Personal Protective Equipment (PPE) such as gloves, safety boots, goggles, and long-sleeve shirts to minimise the risk of injury from flying debris or manual handling accidents. - Inspect equipment before use: Before starting to work, perform a thorough inspection on the brush cutter to identify any potential faults, damage or wear that may increase the risk of hazards occurring. - Maintain a clean worksite: Keep the working area clean, clear of unnecessary obstacles, and well lit to reduce tripping hazards or other related risks. - Utilise safe lifting techniques: Train workers to use proper lifting techniques when handling the brush cutter to avoid musculoskeletal injuries, such as bending at the knees or using mechanical aids where possible. - Reduce repetitive motions: Schedule regular rest breaks or rotate tasks among workers to minimise the risk of repetitive strain injuries or fatigue. - Store equipment securely: Ensure the brush cutter is stored securely and safely when not in use to prevent unintended contact with the cutting blade, which could lead to significant injuries. - Implement a buddy system: If possible, have workers carry out tasks in pairs or teams so they can assist each other in case of an emergency, helping to prevent injuries and ensure overall workplace safety. - Set up exclusion zones: Clearly demarcate areas where brush cutting is taking place with signs or barriers to keep pedestrians or unauthorised persons at a safe distance from flying debris or other hazards. - Regular maintenance checks: Conduct regular maintenance and servicing on the brush cutter, keeping records of any issues and rectifying them promptly to ensure the equipment remains safe and efficient to use. - Encourage open communication: Foster an environment where workers feel comfortable reporting any concerns or hazards they encounter, helping to prevent accidents and maintain a high level of safety in the workplace. - Conduct risk assessments: Carry out regular risk assessments to identify potential hazards and implement necessary control measures to mitigate risks associated with the preparation and use of brush cutters in the workplace. 	1L	
2. Pre-Start Inspection	Contact with sharp edges, slips and trips	3H	<ul style="list-style-type: none"> - Ensure all workers have undergone appropriate safety training for the use and inspection of brush cutters, as well as understanding basic hazard identification techniques. 	1L	

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			<ul style="list-style-type: none"> - Maintain a clean and clutter-free workspace by ensuring proper housekeeping procedures are in place to prevent slips and trips associated with a messy environment. - Wear suitable Personal Protective Equipment (PPE), such as gloves and safety boots, to protect against contact with sharp edges or objects found in the work area. - Regularly inspect the brush cutter and its components for signs of wear or damage. This includes checking for loose, worn or missing cutting parts, as well as any other visible defects that could pose potential hazards during operation. - Establish a thorough pre-use inspection checklist as part of your company's Standard Operating Procedures (SOPs) for operating brush cutters, outlining necessary maintenance steps and ensuring compliance with manufacturer guidelines. - Remove any excessive debris, obstructions or obstacles in the work area prior to starting the brush cutter to minimise the chances of slips and trips occurring while the equipment is in use. - Use non-slip mats where appropriate, particularly around areas where the brush cutter will be used, to help minimise the risk of slips and trips. - Set up designated walkways or sections within the work area where access to the brush cutter is restricted to authorised personnel only, further reducing the chance of accidents. - Regularly communicate and enforce safe working practices for operating brush cutters, such as never applying force or excessive pressure when using the equipment, always being aware of the cutter's position, and taking breaks when necessary to minimise fatigue-related hazards. - Incorporate visual aids, such as warning signs or hazard tape, to clearly identify high-risk areas surrounding the brush cutter, ensuring heightened awareness among workers to avoid potential slips, trips and encounters with sharp edges. - Conduct ongoing hazard assessments in the work environment, documenting any changes and implementing appropriate preventative measures where necessary. - Implement a consistent review and feedback process for workers to communicate any concerns, suggestions or incidents related to the use of brush cutters, promoting a strong safety culture and fostering cooperation in maintaining a safe workspace. 		
3. Starting Brush Cutter	Burns from hot surfaces, hearing damage due to noise	2M	<ul style="list-style-type: none"> - Proper Training: Ensure all operators receive adequate training on operating brush cutters safely, including the correct starting procedures and understanding potential hazards involved. - Check Engine Temperature: Before starting the brush cutter, touch the engine with your hand to ensure it is not hot. If the engine is hot, allow it to cool down before proceeding. 	1L	

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			<ul style="list-style-type: none"> - Wear Appropriate PPE: Operators should wear appropriate personal protective equipment (PPE) while using the brush cutter, including hearing protection, safety glasses, gloves, and closed-toe shoes. - Inspect Brush Cutter: Before starting, inspect the brush cutter for any visible issues, such as loose parts, fuel leaks, or damaged components. If you identify any problems, resolve them before using the cutter. - Clear Surrounding Area: Make sure the area around the brush cutter is clear of debris and other obstacles before starting to minimise any risk of injury from flying objects during operation. - Follow Manufacturer Guidelines: Always follow the manufacturer's guidelines and instructions for starting the brush cutter. This may involve using a specific starting technique or positioning your body correctly when pulling the starter cord. - Maintain Safe Distance: When starting the brush cutter, make sure you maintain a safe distance from others in the vicinity. Alert nearby workers of your intention to start the machine so they can also take necessary precautions. - Use Earplugs or Earmuffs: Wear earplugs or earmuffs to protect your ears from the high noise levels produced by the brush cutter. Ensure that the hearing protection used meets the necessary safety standards. - Regular Maintenance: Perform regular maintenance on the brush cutter to ensure it remains in good working condition. This includes checking fuel levels, air filters, and spark plugs regularly. - Noise Reduction Measures: If possible, implement noise reduction measures, such as working during hours with less human activity and using the brush cutter in less noise-sensitive areas. Also, consider using brush cutters with lower noise levels. - Emergency Procedures: Make sure all operators are aware of the proper emergency procedures in case of an accident or injury related to the brush cutter. This includes having a first-aid kit readily available and knowing the contact information for emergency services. 		
4. Cutting/Trimming	Machinery entanglement, eye injuries from debris	3H	<ul style="list-style-type: none"> - Ensure all operators have received adequate training and hold relevant qualifications for operating brush cutters. - Conduct a pre-start inspection of the brush cutter, including checking its cutting head, guards, controls, and other mechanisms for any signs of damage or defects. - Provide and mandate the use of appropriate Personal Protective Equipment (PPE) such as safety goggles/visor, gloves, long trousers, boots with steel toe caps, and hearing protection. - Ensure the working area is free from obstructions and hazards, and set up warning signs or barriers as necessary to prevent unauthorised persons from entering the vicinity. 	2M	

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			<ul style="list-style-type: none"> - Follow the manufacturer's recommended procedures for starting the brush cutter and adjusting its throttle settings. - Keep both hands on the handles of the brush cutter while it is in operation to maintain firm control. - Adopt proper body positioning while using the brush cutter, including maintaining a comfortable stance and keeping the cutter close to the ground to avoid swinging it at eye level. - Use a slow, steady cutting motion when trimming vegetation, avoiding rapid movements that could increase the risk of injury or machinery entanglement. - Regularly check the brush cutter for signs of wear or damage during operation, stopping immediately if any issues are identified and reporting them to a supervisor. - Take frequent breaks to prevent operator fatigue, which could lead to a loss of control over the equipment. - Turn off the brush cutter and engage any safety locks before attempting to clean or change the cutting head or complete any maintenance tasks. - Store brush cutters properly when not in use, preferably in a secure area away from potential hazards and unauthorised access. - Establish an emergency response plan in the event of an accident or machinery entanglement, including first aid provisions and relevant contact details for emergency services. - Regularly review and update the SWMS and associated control measures based on changes to legislation, operational requirements or workplace incidents, ensuring all personnel are familiar with the latest procedures. 		
5. Path Clearing	Struck by falling objects, uneven ground causing trips	2M	<ul style="list-style-type: none"> - Conduct a thorough site inspection prior to commencing the work, identifying any potential hazards such as uneven ground or unstable objects that could fall. - Create a well-defined work area by setting up barricades, warning signs, and demarcation tape, ensuring that unauthorised personnel are kept at a safe distance during the path clearing process. - Establish proper communication methods among team members to easily alert one another in case of any unforeseen dangers or incidents on-site. - Equip workers with appropriate personal protective equipment (PPE), including safety helmets, gloves, high-visibility vests, and sturdy footwear to protect against potential injuries from falling objects or trips. - Train workers on how to properly use the brush cutter, emphasising the importance of maintaining focus and balance while operating the tool, particularly on uneven terrain. 	1L	

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			<ul style="list-style-type: none"> - Regularly inspect, maintain and repair the brush cutter, ensuring that its components and attachments are in good working condition, free from damage or excessive wear, which may contribute to accidents. - Implement a buddy system so that workers are constantly looking out for each other, particularly when operating near uneven ground or areas with potential falling hazards. - Encourage workers to use proper lifting techniques and mechanical aids, if necessary, while moving objects or debris within the work area, minimising the risk of injuries due to manual handling. - Schedule regular breaks throughout the workday, allowing workers to rest and recover, reducing the likelihood of fatigue-related accidents or mistakes while clearing paths. - After completing the path clearing task, conduct a thorough site clean-up, ensuring that all debris has been removed, and the work area is left in a safe and hazard-free condition. 		
6. Lifting and Handling	Musculoskeletal disorders, equipment falls	3H	<ul style="list-style-type: none"> - Provide adequate training to workers on proper lifting and handling techniques, ensuring they are well-versed in ergonomic principles and understand the appropriate use of the brush cutter. - Implement a regular maintenance schedule for the brush cutter, including inspections of safety features and functionality, to minimise the risk of equipment failure or falls. - Ensure that workers wear appropriate personal protective equipment (PPE), such as gloves, safety boots, and back support belts to reduce the risk of musculoskeletal disorders and injuries. - Establish a clear system for communication between team members, promoting open dialogue about potential hazards and ensuring that everyone is aware of their surroundings at all times. - Implement a buddy system where workers assist one another in tasks requiring heavy lifting, reducing individual strain and minimising the risk of injury. - Designate specific areas for storage and transportation of the brush cutter, ensuring that it is safely secured when not in use to prevent falls or accidents. - Encourage workers to take regular breaks in order to stretch and relax muscles, helping to reduce fatigue and the likelihood of developing musculoskeletal disorders. - Conduct ongoing risk assessments to identify potential hazards related to lifting and handling, and continuously update control measures as needed to ensure a safe work environment. - Develop an incident reporting process to encourage workers to report any incidents, near misses, or concerns related to lifting and handling, allowing for prompt investigation and mitigation of risks. 	1L	

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			<ul style="list-style-type: none"> - Implement the use of mechanical aids, such as trolleys or hoists, where possible to reduce manual handling and the associated risk of musculoskeletal disorders and equipment falls. - Schedule periodic reviews of workplace design and layout to identify any areas that could be improved with regard to worker access, movement, and overall safety during lifting and handling tasks. - Promote a culture of safety within the workplace by involving workers in discussions about potential hazards and encouraging them to take an active role in identifying and implementing control measures to minimise risks associated with lifting and handling. 		
7. Rest and Break Periods	Fatigue, exposure to harmful UV radiation	3H	<ul style="list-style-type: none"> - Implement a comprehensive break schedule: Ensure that regular breaks are taken throughout the workday to prevent fatigue and overheating which can lead to accidents and reduced productivity. - Provide shady rest areas: Designate or create rest areas in shade to minimise exposure to the sun's harmful UV radiation during breaks. - Monitor weather conditions: Keep track of daily UV index and temperature, adjust work hours and breaks accordingly to minimise risk posed by extreme heat or high UV levels. - Encourage hydration: Make sure water is readily available and workers are encouraged to drink regularly throughout the day, as dehydration can contribute to fatigue and poor decision-making. - Proper PPE usage: Provide and ensure employees wear appropriate personal protective equipment (PPE), such as wide-brim hats, sunglasses, and lightweight long sleeve shirts, to protect against UV exposure. - Sunscreen application: Supply sunscreen with high SPF and educate workers on the proper application for maximum protection against UV radiation - Rotational shifts: Consider rotating employees between different tasks or enabling job-sharing to alleviate mental and physical fatigue caused by repetitive work. - Early start or work after dark: Schedule work during cooler hours of the day or after sunset to reduce exposure to prolonged direct sunlight and help alleviate fatigue associated with hot temperatures. - Educate on warning signs: Train employees to recognise symptoms of exhaustion, heat stroke, and heat-related illnesses, encouraging them to take appropriate action if they experience these symptoms. - Foster open communication: Encourage employees to discuss when they feel fatigued or overwhelmed by their workload so that measures can be taken to reduce risks. 	2M	

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			<ul style="list-style-type: none"> - Implement risk assessments: Regularly assess workloads, job demands, and worker capabilities to avoid overworking or straining employees beyond their capacity, thus reducing potential fatigue hazards. - Offer flexible working arrangements: Whenever possible, allow workers to choose their work schedules or provide options for adjusting work duties to help them manage fatigue and maintain overall well-being. - Monitor employee well-being: Conduct regular check-ins with employees to track their physical and mental health, making any necessary adjustments to workload or break schedules as needed to maintain a safe work environment. 		
8. Refueling	Fuel splashes, fire or explosion hazard	4A	<ul style="list-style-type: none"> - Ensure the brush cutter is turned off and has sufficiently cooled down before any refueling process is initiated. - Inspect the refueling area for potential sources of ignition, such as open flames, spark-triggering materials, or hot surfaces. Restrict access to the area during refueling to minimise the risk of accidental ignition. - Perform refueling activities outdoors or in a well-ventilated space to prevent the buildup of fuel vapors, which could lead to fire or explosion hazards. - Use only approved fuel containers that are clean and free from contamination, ensuring they have proper spill containment measures and secure lids to prevent leakage. - Implement a strict "no smoking" rule within the re-fueling area, and discourage the use of mobile phones or other electronic devices that could act as ignition sources. - Use Personal Protective Equipment (PPE) like gloves, safety goggles, and aprons while handling fuel to protect from skin contact with hazardous materials and minimise the risk of potential splashes. - Utilise a proper spout or funnel during refueling to control the flow of fuel, avoiding overfilling and reducing the risk of spills and splashes. - Keep adequate fire-fighting equipment, like a fire extinguisher or fire blanket, readily available in the re-fueling area in case of an accidental fire or explosion. - Have a designated fuel spill cleanup kit at hand, inclusive of absorbent materials, personal protective gear, and waste disposal bags. If a spill occurs, contain and clean the spill immediately, following the prescribed environmental regulations and disposal procedures. - Frequently maintain engines and fuel systems by checking for signs of fuel leaks, corrosion, or damage, addressing issues promptly to avoid operational hazards. - Train all workers on appropriate refueling procedures, including hazard awareness, isolation measures, proper spill-management practices, and emergency response protocols. 	1L	

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			<ul style="list-style-type: none"> - Allocate enough time for the refueling process, allowing workers to conduct all safety checks and precautions without being rushed, which helps minimize the potential risks. - Develop and enforce a regular inspection schedule for the refueling area in order to identify any potential hazards, ensuring proper upkeep and adherence to established safety procedures. 		
9. Blade Maintenance	Cutting accidents, crush injuries	3H	<ul style="list-style-type: none"> - Ensuring that operators are trained and competent in handling brush cutters and performing blade maintenance tasks, to reduce the likelihood of cutting accidents and crush injuries. - Implementing a systematic inspection routine prior to blade maintenance, including checking for any visible damage, wear, or potential hazards that could cause accidents during the maintenance process. - Providing personal protective equipment (PPE) such as heavy-duty gloves, safety goggles, and long sleeves to protect workers from potential cuts and crush injuries while performing blade maintenance tasks. - Ensuring proper disconnection of the brush cutter from its power source before beginning blade maintenance to prevent accidental activation that could lead to injury. - Utilising proper tools and equipment for blade maintenance, including specialised wrenches and vices, to minimize the risk of cutting accidents and crush injuries. - Adopting a safe and orderly workspace for blade maintenance activities by clearing any clutter and securing loose objects to prevent slipping or tripping hazards. - Utilising lockout/tagout procedures where necessary to ensure equipment is not accidentally switched on during blade maintenance, significantly reducing the risk of cutting accidents and crush injuries. - Encouraging workers to communicate their concerns and report any unsafe conditions or practices promptly so that appropriate actions can be taken to address potential hazards before they lead to accidents. - Regularly reviewing and updating blade maintenance procedures to ensure they reflect current best practices, new equipment, and any changes in industry regulations or guidelines. - Conducting periodic audits and refresher training on blade maintenance and safe work practices to ensure ongoing compliance, reinforcing the importance of the correct techniques and precautions necessary to avoid cutting accidents and crush injuries. 	1L	
10. Transporting Brush Cutter	Vehicle accident, lifting and moving hazards	2M	<ul style="list-style-type: none"> - Properly secure the brush cutter in the vehicle using appropriate straps or ties to prevent equipment movement during transport, avoiding potential accidents. 	1L	

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			<ul style="list-style-type: none"> - Use appropriate mechanical aids such as trolleys or lifting devices when moving heavy brush cutters, reducing manual handling risks. - Ensure all employees involved in transporting the brush cutter are adequately trained in safe manual handling practices and lifting techniques. - Establish and communicate clear loading and unloading protocols for transportation of brush cutters, reducing the risk of miscommunication and accidents. - Regularly inspect and maintain the brush cutter and all associated equipment, including the transporting vehicle, to ensure they are in good working order. - Assess the suitability and stability of the ground surface where the brush cutter is being loaded or unloaded, ensuring the vehicle and equipment are on a stable and level surface. - Ensure employees wear appropriate personal protective equipment (PPE), such as safety shoes, gloves, and high-visibility vests during loading and unloading operations. - Utilise traffic management plans to control vehicle movements around the job site and reduce the risk of vehicle accidents. - Provide adequate lighting and signage around loading and unloading areas to enhance visibility and avoid collisions or visibility issues. - Schedule transportation of brush cutters during less busy periods of the day or arrange alternative routes to avoid high-traffic areas, minimising the risk of an accident. - Develop an emergency plan detailing the steps to be taken in case of a vehicle accident, ensuring that employees are aware of their responsibilities, and contact information for emergency services is easily accessible. - Encourage employees to report any potential hazards or unsafe practices they observe during brush cutter transportation, fostering a culture of safety awareness and proactive hazard identification. - Regularly review and update the SWMS to address new hazards, changes in work practices, or updates to regulations and guidelines, ensuring continued safety during brush cutter transportation. 		
11. Storage	Incorrect storage leading to corrosion, risk of falling objects	2M	<ul style="list-style-type: none"> - Designate a specific storage area for the brush cutter, ensuring it is well-ventilated, dry, and protected from extreme temperatures or humidity. - Instruct staff on proper storage procedures, including the use of protective covers, if necessary, to prevent dust or debris buildup and potential corrosion. - Keep fuel containers and other flammable materials stored separately in designated areas with appropriate fire safety measures in place. - Implement a regular cleaning and maintenance schedule to ensure the brush cutter remains in good working order and free from corrosion. 	1L	

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			<ul style="list-style-type: none"> - Store the brush cutter on stable, flat surfaces to minimise risk of falling or unintended movement during storage. - Utilise appropriate shelving or rack systems to keep the brush cutter off the ground, preventing damage or obstruction on the floor area. - Ensure that all removable parts are securely fastened before storage, reducing the chances of falling objects causing damage or injury. - Label storage areas clearly to enable easy identification and retrieval of equipment when needed. - Use caution signs or barrier tape to restrict access to storage areas, keeping unauthorised personnel out and minimising risk of accidents related to falling items. - Perform routine inspections of storage areas and shelving units, checking for signs of wear or damage that may compromise their stability and effectiveness. - Instruct staff on proper lifting and handling techniques when moving the brush cutter to and from storage, reducing risk of injury or damage to the equipment. - Establish an emergency response plan in case of an incident in the storage area, including appropriate actions to be taken by staff and emergency contact numbers for local authorities. - Continuously review and update the control measures in line with any changes in equipment, work environment, or regulations, ensuring ongoing workplace health and safety compliance. 		
12. Personal Protective Equipment (PPE) Selection/Use	Inadequate PPE, allergies to materials	3H	<ul style="list-style-type: none"> - Carefully assess the task requirements and projected exposure to hazards, such as flying debris, noise, and dust, in order to identify and select appropriate PPE for the job. - Ensure that employees are adequately trained on the correct use and maintenance of selected PPE, including the proper techniques for putting on and removing equipment. - Where possible, provide alternative forms of PPE for workers with allergies or sensitivities to certain materials (e.g., latex gloves). Conduct a thorough assessment of all available options and consult allergen-specific advice where necessary. - Regularly check and maintain all PPE to ensure it remains in good working condition, replacing any damaged or worn-out items as needed. Develop a system for logging and monitoring the lifetime of each piece of equipment. - Encourage open communication among team members regarding any feelings of discomfort, skin reactions, or other concerns related to PPE usage. This will allow for proactive adjustments and improvements where needed. - Comply with all relevant industry standards, rules, and regulations pertaining to the use of PPE in the workplace, including those set forth by workplace safety authorities, manufacturers, and insurers. 	1L	

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR	RESPONSIBLE PERSON
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK	NAME OF PERSON
			<ul style="list-style-type: none"> - Clearly communicate to workers their responsibility to wear mandatory PPE throughout the entire course of the work activity. Implement a zero-tolerance policy for non-compliance and ensure consequences for breaches are clearly defined and understood. - Perform regular inspections of the worksite to verify that PPE requirements are being adhered to consistently and effectively, providing additional training or disciplinary action where needed. - Maintain a sufficient supply of PPE in various sizes to accommodate all workers and ensure they have access to functional equipment that fits correctly, avoiding the risk of injury due to ill-fitting gear. - Regularly review and update the organisation's PPE policies and procedures based on new information, innovative technology, or changing industry best practices. Seek opportunities for continuous improvement in the management of workplace health and safety. 		

EMERGENCY RESPONSE – CALL 000 FOR EMERGENCIES

Ensure to have an Emergency Management Plan in place as well as adequate numbers of trained first aid staff with easy access to fully stocked first aid kits, rescue equipment, material safety data sheets, adequate access to emergency communication equipment and fire-fighting equipment suitable for all classes of fire and ignition sources.

LEGISLATIVE REFERENCES

RELEVANT LEGISLATION AND CODES OF PRACTICE. DELETE THE LEGISLATIVE REFERENCES IN ANY STATE THAT ARE NOT APPLICABLE

<p>Queensland & Australian Capital Territory Work Health and Safety Act 2011 Work Health and Safety Regulations 2011 Legislation QLD: https://www.worksafe.qld.gov.au/laws-and-compliance/work-health-and-safety-laws Codes of Practice QLD: https://www.worksafe.qld.gov.au/laws-and-compliance/codes-of-practice Legislation ACT: https://www.worksafe.act.gov.au/laws-and-compliance/acts-and-regulations Codes of Practice ACT: https://www.worksafe.act.gov.au/laws-and-compliance/codes-of-practice</p>	<p>Victoria Occupational Health and Safety Act 2004 Occupational Health and Safety Regulations 2017 Legislation VIC: https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and-regulations Codes of Practice VIC: https://www.worksafe.vic.gov.au/compliance-codes-and-codes-practice</p>
<p>New South Wales Work Health and Safety Act 2011 Work Health and Safety Regulations 2017 Legislation NSW: https://www.safework.nsw.gov.au/legal-obligations/legislation Codes of Practice NSW: https://www.safework.nsw.gov.au/resource-library/list-of-all-codes-of-practice</p>	<p>Western Australia Work Health and Safety Act 2020 Work Health and Safety Regulations 2022 Legislation Western Australia: https://www.commerce.wa.gov.au/worksafe/legislation Codes of Practice WA: https://www.commerce.wa.gov.au/worksafe/codes-practice</p>
<p>Northern Territory Work Health and Safety (National Uniform Legislation) Act 2011 Work Health and Safety (National Uniform Legislation) Regulations 2011 Legislation NT: https://worksafe.nt.gov.au/laws-and-compliance/workplace-safety-laws Codes of Practice NT: https://worksafe.nt.gov.au/forms-and-resources/codes-of-practice</p>	<p>Safe Work Australia Links Law and Regulation (All States): https://www.safeworkaustralia.gov.au/law-and-regulation Model Codes of Practice: https://www.safeworkaustralia.gov.au/resources-publications/model-codes-of-practice</p>
<p>South Australia Work Health and Safety Act 2012 (SA) Work Health and Safety Regulations 2012 (SA) Legislation for SA: https://www.safework.sa.gov.au/resources/legislation Codes of Practice for SA: https://www.safework.sa.gov.au/workplaces/codes-of-practice#COPs</p>	<p>Model Codes of Practice</p> <ul style="list-style-type: none"> - Managing noise and preventing hearing loss at work - Confined spaces - Labelling of workplace hazardous chemicals - Managing risks of hazardous chemicals in the workplace - Welding processes - First aid in the workplace - Managing the risk of falls at workplaces - Hazardous manual tasks - Managing the risk of falls in housing construction - Managing electrical risks in the workplace - Demolition work - Excavation work - Work health and safety consultation, cooperation and coordination - Managing the work environment and facilities - How to manage work health and safety risks - Managing risks of plant in the workplace - Construction work
<p>Tasmania Work Health and Safety Act 2012 Work Health and Safety (Transitional and Consequential Provisions) Act 2012 Work Health and Safety Regulations 2012 Work Health and Safety (Transitional) Regulations 2012 Legislation for TAS: https://worksafe.tas.gov.au/topics/laws-and-compliance/acts-and-regulations Codes of Practice for TAS: https://worksafe.tas.gov.au/topics/laws-and-compliance/codes-of-practice</p>	
<p>Details of permits, licenses or access required by regulatory bodies (add or delete as required):</p> <ul style="list-style-type: none"> - Permits from local council - Authorisation to commence work - Any required documents. 	

SIGNATORIES OF THE SAFE WORK METHOD STATEMENT

The signed and dated personnel listed below have cooperated in the consultation and development of this Safe Work Method Statement which has been approved by the Person/s Conducting a Business or Undertaking (PCBU). In signing this Safe Work Method Statement each individual acknowledges and confirms that they have read this SWMS in full, having raised any questions for items on this Safe Work Method Statement that require clarification, and confirms that they are competent, skilled and knowledgeable for the task assigned to them. Every person acknowledges that they have received the relevant training and qualifications where required, before carrying out any work contained in this Safe Work Method Statement. By signing this Safe Work Method Statement each individual agrees to work safely, to follow any safe work instructions which are provided, and agrees to use all Personal Protective Equipment where appropriate.

Worker Name	Position	Signature	Date	Time	Supervisor
			Date:		
			Date:		
			Date:		
			Date:		
			Date:		
			Date:		
			Date:		

SAFE WORK METHOD STATEMENT MONITORING AND REVIEW

The SWMS must be reviewed regularly to make sure it remains effective and must be reviewed (and revised if necessary) if relevant control measures are revised. The review process should be carried out in consultation with workers (including contractors and subcontractors) who may be affected by the operation of the SWMS and their health and safety representatives who represented that work group at the workplace.

When the SWMS has been revised the PCBU must ensure that all persons involved with the work are advised that a revision has been made and how they can access the revised SWMS, including all persons who will need to change a work procedure or system as a result of the review are advised of the changes in a way that will enable them to implement their duties consistently with the revised SWMS. All workers that will be involved in the work must be provided with the relevant information and instruction that will assist them to understand and implement the revised SWMS.

The SWMS must be monitored regularly for the effectiveness of ensuring hazard controls are effective in reducing the risk of incidents, keeping the workplace safe for all personnel. The person responsible for monitoring the effectiveness of the Safe Work Method Statement should employ a multi-faceted approach which includes but is not limited to:

1. Spot Checks.
2. Consultation with workers, contractors and sub-contractors.
3. Internal audits on a continual basis.

An approach of continuous improvement, promptly recording inconsistencies or deficiencies, followed up by immediate corrective action and consultation with all relevant personnel ensures that the PCBU is consistently developing ever-improving systems of safe work principles.

REVIEW NUMBER	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7
NAME							
INITIALS							
DATE							

SAFE WORK METHOD STATEMENT REVIEW CHECKLIST

This Safe Work Method Statement Review Checklist is to be followed and used upon initial development of the SWMS to help ensure that all steps have been adequately taken before work commences. Think of this document as an internal audit review checklist before commencing work, and may form part of a Toolbox Talk (safety meeting) and may be used as an opportunity for education and training.

ITEMS WHICH MUST BE INCLUDED IN THE SWMS	COMPLETED	TO BE DONE	COMMENTS
The company details have been entered, including the project name and address.	<input type="checkbox"/>	<input type="checkbox"/>	
Names and signatures of all relevant personnel consulted during the development of the SWMS.	<input type="checkbox"/>	<input type="checkbox"/>	
Name, signature, position and date signed of the person approving the SWMS.	<input type="checkbox"/>	<input type="checkbox"/>	
Specific personnel and qualifications, experience is noted in the SWMS.	<input type="checkbox"/>	<input type="checkbox"/>	
Provides a step-by-step process of tasks required to carry out the activity or task.	<input type="checkbox"/>	<input type="checkbox"/>	
Adequate risk assessment of any identified hazards has been completed.	<input type="checkbox"/>	<input type="checkbox"/>	
Foreseeable hazards are identified and documented for each step.	<input type="checkbox"/>	<input type="checkbox"/>	
Any hazards listed in any site risk assessments have been added to the SWMS.	<input type="checkbox"/>	<input type="checkbox"/>	
SWMS initial risk (IR) column as well as residual risk (RR) columns completed.	<input type="checkbox"/>	<input type="checkbox"/>	
Check control measures added to the SWMS are the most effective selections.	<input type="checkbox"/>	<input type="checkbox"/>	
Responsible person is assigned and listed on the SWMS for the implementation of control measures.	<input type="checkbox"/>	<input type="checkbox"/>	
Permit requirements specified, such as Hot Work, Electrical Work, Work at Heights etc.	<input type="checkbox"/>	<input type="checkbox"/>	
SWMS identifies plant and equipment to be used.	<input type="checkbox"/>	<input type="checkbox"/>	
Details of inspection checks required for any equipment listed are noted on the SWMS.	<input type="checkbox"/>	<input type="checkbox"/>	
Describes any mandatory qualifications, experience, training or skills required to perform the work.	<input type="checkbox"/>	<input type="checkbox"/>	
Applicable personal protective equipment is selected on the SWMS.	<input type="checkbox"/>	<input type="checkbox"/>	
Lists any required permits or licenses.	<input type="checkbox"/>	<input type="checkbox"/>	
Reflects and documents any legislative references and/or Australian Standards.	<input type="checkbox"/>	<input type="checkbox"/>	
Identifies any hazardous substances used with specific control measures in line with any SDS.	<input type="checkbox"/>	<input type="checkbox"/>	
REVIEWED BY		DATE REVIEWED	
SIGNATURE		DATE COMPLETED	