Chain Saw | SAFE WORK METHOD STATEMENT (SWMS)

TASK OR ACTIVITY: Chain Saw

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		
	NAME	SIGNATURE	DATE
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.			
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.			

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

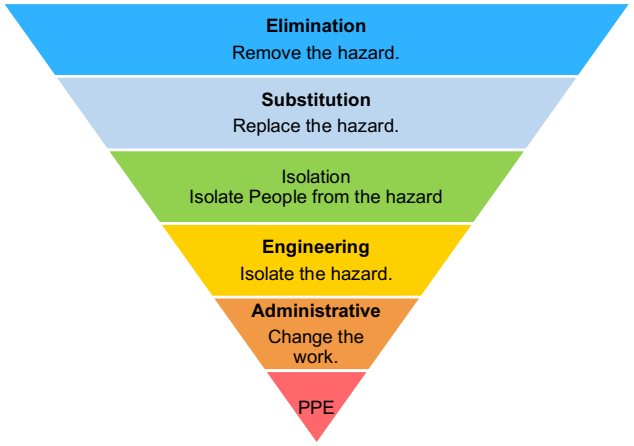
ANY HIGH-RISK MACHINERY OR EQUIPMENT NEARBY							
☐ Forklift	☐ Crane/s	☐ Hoist/s	☐ Excavator	☐ Backhoe/Loader	☐ Boom Lift	☐ EWP	☐ Genie Lift
☐ Trencher	☐ Drilling Rig	☐ Trucks	☐ Formwork	☐ Bobcat	☐ Flammable Gas	☐ Fuel	☐ Dozer
☐ High Voltage	☐ Mulcher	☐ Tilt-up Panels	☐ Roller	☐ Scissor Lift	☐ Tractor	☐ Other -	

RISK MATRIX

LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC	SCORE	ACTION
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.

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.

HEIRARCHY OF CONTROLS



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
											
☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

Select the appropriate PPE above suitable for the equipment used or the job task being performed (if applicable).

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.

When a SWMS has been revised, the person conducting a business or undertaking must ensure all:

1. persons involved in the work are advised that a revision has been made and how they can access the revised SWMS;
2. 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,
3. 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	Incorrect PPE, Lack of training	3H	- Provide adequate training: Ensuring all workers are properly trained in the safe operation of chain saws, as well as understanding the hazards and risks associated with their use. - Mandatory use of Personal Protective Equipment (PPE): Ensuring workers wear the correct PPE for the job, including safety goggles or face shield, ear protection, cut-resistant gloves, steel-toed boots, and high-visibility clothing. - Pre-operation inspections: Conduct thorough inspections of the chain saw and other equipment before each use to ensure proper functioning and identify potential hazards, such as a loose chain or damaged parts. - Clear work area: Ensuring the immediate work area is clear of any debris, obstructions, or tripping hazards that could interfere with the safe operation of the chain saw. - Establish communication protocols: Develop a clear system for team communication to alert others of potential hazards and maintain awareness of ongoing work. - Implement a buddy system: Assigning a spotter to work alongside the operator to monitor for hazards and provide assistance if needed. - Create an exclusion zone: Establish a designated exclusion zone around the work area to keep unauthorised personnel at a safe distance from the chain saw operations. - Display warning signs: Erect appropriate signage around the work area to inform others of chain saw operations and potential hazards. - Review emergency procedures: Educate all workers on site about site-specific emergency procedures, first aid stations, and the location of fire extinguishers and other safety equipment. - Practice safe lifting techniques: Reinforce the importance of safe lifting and handling techniques when moving heavy equipment, such as the chain saw, to prevent musculoskeletal injuries. - Regularly review and update Safety Work Method Statements (SWMS): Revisit SWMS frequently to ensure they remain relevant and up-to-date, taking into account new equipment, changing conditions, and advancing industry best practices.	1L	
2. Site Assessment	Uneven terrain, Overhead obstacles	2M	- Conduct a thorough site assessment before starting the chainsaw work to identify potential hazards such as uneven terrain and overhead obstacles. - Designate a specific work area that is clear of any overhead obstacles, such as power lines or tree branches, minimising the risk of accidental contact while operating the chainsaw.	1L	

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			- Clearly mark the work area using caution tape or similar visible barriers, restricting unauthorised access and alerting others in the vicinity about the chainsaw operation within the designated area. - Ensure that all workers are wearing appropriate personal protective equipment (PPE), such as safety boots with good grip for uneven terrain, high visibility vests, and hard hats to protect against falling debris from overhead obstacles. - Prior to commencing work, train all workers on safe operating procedures for working on uneven terrain and around overhead obstacles, including how to maintain stable footing, operate the chainsaw, and recognise potential risks in the environment. - Utilise spotter(s) to monitor the work area for hazards throughout the chainsaw operation, providing warnings and assistance to the chainsaw operator when needed. - Take prompt corrective action to address identified hazards, such as implementing temporary solutions to level out uneven terrain or remove obstructions in the work path, whenever it's deemed necessary. - Establish and maintain effective communication channels between workers and spotters throughout the entire chainsaw operation process. - Limit the work hours and breaks taken by chainsaw operators based on industry standards and fatigue management principles, preventing accidents caused by operator exhaustion or loss of focus due to uneven terrain and overhead obstacles. - Regularly inspect and maintain chainsaws and other related equipment, ensuring they are suitable to be used in required conditions, such as managing uneven terrain and overhead obstacles. - Schedule regular team meetings with all workers involved in the project to review safety performance, discuss lessons learned, and address any new or evolving hazards associated with the work environment, such as changes in the terrain or unexpected overhead obstacles.		
3. Chain Saw Inspection	Damaged chain, Malfunctioning safety features	3H	- Perform daily visual inspections of the chain saw, checking for any signs of wear, damage, or potential malfunction in its components, particularly the chain and safety features. - Ensure that operators are adequately trained and competent in the inspection and maintenance of chain saws, as well as the identification of potential hazards associated with their use. - Develop and implement a regular maintenance schedule for the chain saw, including checking and tightening of chain tension, sharpening or replacing the chain, inspecting sprockets, guide bars and other components, and cleaning or replacing air filters, spark plugs, and fuel filters.	1L	

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			- Inspect the chain brake, anti-kickback device, throttle lockout, and other safety features on the chain saw, ensuring that they are functioning correctly and have not been tampered with or disabled. - Use only manufacturer-approved replacement parts and accessories in the chain saw. This includes chains, guide bars, sprockets, and other components, as using non-approved parts may compromise the safety of the equipment and increase the risk of injury. - Retire and replace any chain saw that exhibits excessive wear, damage, or persistent malfunctions in spite of proper inspection, maintenance and repair efforts. This ensures that only safe, reliable equipment is used in the workplace. - Encourage workers to report any issues or concerns relating to the chain saw's performance or safety immediately, so that appropriate action can be taken to remedy the situation and prevent any incidents or injuries from occurring. - Establish a clear system for documenting the results of chain saw inspections and maintenance activities, helping to ensure accountability and effective communication among team members in maintaining the safety of the equipment. - Post visible warning signs and instructions near chain saw work areas, reminding workers of the potential hazards associated with their use, as well as the importance of conducting regular equipment inspections and following best practice safety procedures. - Provide workers with appropriate personal protective equipment (PPE), such as safety goggles, gloves, hearing protection, boots, and protective chaps or trousers, to reduce the risk of injury should a hazard, such as a damaged chain or malfunctioning safety feature, be encountered during use.		
4. Fueling and Oil Check	Spills, Inhaling fumes	2M	- Conduct a pre-work briefing to educate workers on safe fuel handling, storage techniques, and the hazards linked to petrol and fumes. - Ensure that only appropriately trained and competent workers are authorised to refuel the chain saw and perform oil checks. - Utilise a suitable and labelled fuel container for storing and refilling petrol, ensuring it is adequately secured when not in use. - Refuel the chainsaw in a well-ventilated area, away from any ignition sources such as open flames or sparks. - Before refueling, switch off the chainsaw and allow sufficient time for the engine to cool down to prevent potential fire hazard. - Always wear personal protective equipment (PPE) including gloves, eye protection, and long sleeves during the fueling or oil check process. - Place a spill containment tray or absorbent materials underneath and around the chainsaw during fueling to capture any spills.	1L	

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			- Use a funnel or a specialised nozzle while refueling to miniimise the risk of spill incidents. - Tightly seal the fuel tank cap, and thoroughly wipe off any excess fuel spilled on the chainsaw before starting it up. - Dispose of used oil or fuel-soaked materials according to local environmental regulations and guidelines. - Do not overfill the fuel tank; ensure there is some free space for the fuel to expand due to temperature changes. - In case of a fuel spill, immediately clean up the area with water and detergent, and consider using an appropriate spill kit if available. - Report any fuel-related incident or hazard to the site supervisor or responsible person promptly, and take necessary actions to address the issue.		
5. Cutting Position	Falling branches, Kickback	4A	- Provide adequate training to all operators on correct chainsaw handling techniques and how to maintain a well-balanced cutting position to reduce the risk of kickback. - Use only well-maintained chainsaws with functioning chain brakes, nose sprocket guards, or other appropriate safety devices to miniimise the risk of kickback. - Evaluate each tree before cutting to identify potential falling branches or other hazards, taking note of their size, weight, and proximity to workers. - Mark out a designated exclusion zone around each work area to miniimise the chance of injury due to falling branches, ensuring all workers are aware of these zones and avoid entering them. - Clear the ground of debris and tripping hazards in the cutting area to provide stable footing for operators and reduce their risk of losing control of the chainsaw. - Make sure all operators wear appropriate personal protective equipment (PPE), such as gloves, eye protection, hearing protection, and hard hats, to shield themselves from falling materials and equipment-related injuries. - Establish a clear communication protocol among all workers involved in the operation, including designated hand signals or radio communications, to enhance situational awareness and coordination during cutting activities. - Encourage the use of plunging or boring techniques when starting a cut to miniimise the chances of chainsaw kickback upon initial contact with the wood. - Assign a spotter to monitor each work area for any signs of danger or instability, particularly in relation to falling branches, and communicate promptly with chainsaw operators if necessary adjustments are required. - Periodically review and reassess each cutting task as it progresses to ensure that the most up-to-date hazard assessments, cutting methodologies, and control measures are employed.	2M	

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			- Implement a buddy system where operators observe and support one another to identify and address potential hazards proactively. - Regularly inspect chainsaw fuel levels and sharpness of saw chains to maintain optimal cutting efficiency and reduce operator fatigue that may lead to unsafe cutting positions. - Develop and maintain a comprehensive incident reporting system to document any near-misses, incidents, or injuries related to the cutting process, allowing for continuous improvement in hazard identification and risk management strategies.		
6. Starting Chain Saw	Incorrect starting method, Loss of control	3H	- Proper Training: Ensure all operators of the chainsaw have received adequate training on correct starting procedures, handling, and maintenance to prevent accidents due to improper use. - Pre-operation Checklist: Conduct a thorough pre-operation inspection of the chainsaw to identify any potential issues that might lead to loss of control or incorrect starting method. - Use Manufacturers Guidelines: Always adhere to the chain saw manufacturer's guidelines for appropriate starting techniques, as different models may require specific instructions. - Foot Placement: Position your feet securely on the ground before attempting to start the chainsaw, ensuring proper balance and minimising the risk of slipping or losing control. - Body Positioning: Maintain a firm grip on the chainsaw handle with one hand, while using the other hand, preferably in a gloved state, to start the chainsaw by pulling the starter cord. - Safety Gear: Always wear appropriate personal protective equipment (PPE) such as gloves, safety eyewear, hearing protection, and sturdy footwear when operating a chainsaw, reducing the risk of injury. - Cold and Hot Start Procedure: Familiarise yourself with both cold and hot start procedures, as each might require different approaches or precautions to ensure safe operation. - Minimum Distance: Keep an adequate distance from other workers or bystanders while starting and operating the chainsaw, preventing potential harm caused by flying debris or loss of control. - Clear Work Environment: Ensure that the work area is free from any obstacles, such as rocks or branches, that could interfere with the chainsaw startup process or potentially lead to loss of control. - Emergency Shutdown Procedure: Be aware of the chainsaw's emergency shutdown procedure so that you can quickly stop the machine in case of any trouble or malfunction during startup or operation.	1L	

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			- Regular Maintenance: Perform routine maintenance checks on the chainsaw, tightening loose components, and replacing damaged parts as needed to ensure the smooth and safe operation of the equipment. - Supervision and Communication: Maintain open lines of communication with your team, ensuring that everyone is aware of the ongoing chainsaw operation, and assign a standby worker to monitor and provide assistance if required.		
7. Tree Trimming	Branch falling unpredictably, Struck by tree	4A	- Develop and implement a comprehensive tree trimming plan to address the hazards of branch falling unpredictably and workers being struck by trees. - Provide training and information to all workers engaged in tree trimming activities on hazard identification, risk assessment, and safe work procedures, including cutting techniques and tool handling. - Ensure that workers are properly qualified or supervised by qualified personnel when operating chain saws and other tree trimming equipment. - Ensure all workers wear appropriate personal protective equipment (PPE), such as hard hats, safety glasses or goggles, gloves, high-visibility vests, and hearing protection. - Establish a communication system between workers, particularly those working at height and ground crew, to alert each other about potential hazards and safe work practices. - Implement a controlled access zone around the tree trimming area to prevent unauthorised persons or vehicles from entering, potentially exposing them to falling branches or other hazards. - Perform a visual inspection of the tree prior to commencing work to identify any signs of decay, deadwood, or other hazardous conditions that may increase the risk of branch failure during cutting. - Utilise appropriate tools and equipment, such as pole saws, pruners, and harnesses, to enable safe access and cutting techniques for tree trimming operations. - Use established cutting techniques, such as directional felling and undercuts, to manage and control the direction of falling branches and reduce unpredictable movements. - Clearly communicate with team members before initiating any cuts, ensuring they are aware of the planned direction of falling branches and their roles in assisting with the process. - Ensure that adequate space is available on the ground beneath the work area for cut limbs to fall without endangering workers or equipment. - Regularly inspect and maintain chain saws and other tree trimming equipment to ensure proper functioning and reduce the risk of malfunctions causing accidents or injuries.	2M	

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			- Plan for and provide ample breaks for workers to rest and recover, reducing fatigue-related risks associated with tree trimming tasks. - Implement an emergency response plan specific to tree trimming operations, including procedures for evacuation, treating injuries, and contacting emergency services in case of incidents or accidents.		
8. Tree Felling	Chain Saw kickback, Tree falling on worker	4A	- Proper Training and Supervision: Ensure all operators are adequately trained in safe chainsaw use, maintenance, and handling techniques. Regularly monitor worker performance for compliance with safety protocols. - Personal Protective Equipment (PPE): Workers operating a chainsaw must wear appropriate PPE, including protective chaps or trousers, safety boots, gloves, eye and hearing protection, and hard hats when necessary. - Chain Saw Selection and Inspection: Use the appropriate size and type of chainsaw for the specific tree felling task. Carry out regular inspections of the chainsaw to ensure it is in good working condition and has the required safety features, such as a chain brake. - Proper Felling Techniques: Implement correct felling techniques, including escape paths and hinge wood, to control tree fall direction and miniimise the risk of injury from falling trees. - Planning and Clearing Work Area: Plan an appropriate work zone around the tree, taking into consideration any potential hazards like power lines, nearby structures, or people. Clear the immediate area from debris, brush, and other obstacles to miniimise the possibility of tripping or injury. - Communication: Establish clear communication signals between chainsaw operators and other crew members in the felling area. This may include hand signs, whistles, or two-way radios. - Limiting Distractions: Designate the tree felling area as a no-go zone for other workers and visitors to miniimise distractions or potential hazards resulting from their presence. - Proper Body Positioning: Chainsaw operators should maintain a stable stance and avoid overreaching while cutting. Pay special attention to footing on uneven, wet, or debris-covered surfaces. - Weather Considerations: Avoid tree felling activities during severe weather conditions, such as high winds or heavy rain, that increase the risk of accidents or injury. - Chain Saw Maintenance: Regularly maintain chainsaws to reduce the likelihood of mechanical failure, ensuring the chain is sharp, and the tension is correctly set. - First Aid and Emergency Plans: Have first aid kits and trained personnel on-site to immediately address any injuries incurred during tree felling activities. Develop an emergency response plan for more serious injuries or incidents.	3H	

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			- Fatigue Management: Ensure workers are aware of fatigue management techniques and take regular breaks. Encourage workers to report any signs of fatigue and ensure a culture that promotes safe work conditions. - Continuous Improvement: Review and update workplace health and safety procedures regularly, incorporating feedback and lessons learned from near misses or accidents involving chainsaw use and tree felling tasks.		
9. Limbing and Bucking	Pinching chain, Insecure footing	3H	- Conduct a comprehensive pre-work inspection of the area where limbing and bucking will take place, assessing for hazards such as uneven or slippery ground or debris that could cause insecure footing. - Ensure that all workers operating the chainsaw have received adequate training, including reading the equipment's user manual and understanding safe operation techniques, as well as any site-specific safety procedures. - Utilise appropriate personal protective equipment (PPE), including cut-resistant gloves, steel-toed boots with slip-resistant soles, and proper eye, hearing, and head protection. - Always keep a firm grip on the chainsaw with both hands during operation, maintaining proper body positioning to miniimise the risk of an accident in case of a pinching chain or sudden movement. - Maintain constant communication between workers and crew members during the limbing and bucking process, allowing for clear warnings if a hazard, such as insecure footing or potential chain pinch, is identified. - Establish a safe working perimeter around the chainsaw operator to ensure other workers and bystanders maintain a safe distance during limbing and bucking. - Inspect and maintain the chainsaw regularly, ensuring that it is in good working order with properly tensioned and sharpened chains, functioning safety features, and no visible signs of wear or damage. - Use caution when cutting limbs and logs, making strategic cuts to prevent unintentional binding or pinching of the chainsaw chain, utilising wedges or other tools as needed. - Designate an escape path for the chainsaw operator in case of an emergency, keeping it clear of obstacles and slippery surfaces to reduce the risk of falls. - Take frequent breaks and avoid fatigue, which can contribute to increased risks of incidents related to insecure footing or handling a chainsaw. - Store the chainsaws securely when not in use, engaging the chain brake and removing the batteries or fuel source to reduce the risk of accidental activation. - Encourage a culture of safety in the workplace, emphasising the importance of reporting hazards and near-miss incidents to help identify necessary improvements in safety practices and procedures.	1L	

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			- Conduct regular safety meetings and toolbox talks with the team to review and reinforce safe work practices related to limbing and bucking, addressing any concerns or changes to site conditions that could impact those measures.		
10. Log Transport	Strain injuries, Tripping hazards	3H	- Ensure all workers involved in log transport have appropriate training and are competent in manual handling techniques to reduce the risk of strain injuries. - Conduct a pre-work safety briefing outlining specific hazards, safe lifting techniques and log transport procedures to miniimise risks. - Use appropriate personal protective equipment (PPE) such as safety boots with slip-resistant soles, gloves with good grip, and high-visibility vests to mitigate tripping hazards and provide protection during log transport. - Keep pathways clear of debris, obstacles, and loose material to prevent tripping and slipping hazards. - Organise logs into manageable sizes and weights for efficient and safe transport, considering the capabilities of the workers involved. - Encourage workers to communicate and work in teams when carrying heavy logs to promote cooperation and reduce strain injuries. - Implement rest breaks and rotate tasks among workers to manage fatigue levels and reduce the likelihood of strain injuries. - Provide adequate lighting in the workspace, especially around transport areas, to improve visibility and miniimise tripping hazards. - Utilise mechanical aids, such as trolleys, wheelbarrows or winches, when suitable and available, to assist in log transport and reduce manual handling risks. - Implement designated routes and staging points for log transport, ensuring that all workers are aware of these locations to miniimise congestion and trip hazards. - Store logs in an organised and stable manner at their destination to prevent logs from falling or rolling onto workers or creating additional hazards. - Regularly inspect tools, equipment, and PPE used in log transport to ensure they remain in good condition; replace any items that show signs of excessive wear or damage. - Encourage workers to report any potential hazards, near misses or incidents to their supervisor to foster a culture of continuous improvement in workplace health and safety. - Monitor and review the effectiveness of the implemented control measures regularly, making any necessary adjustments to further reduce strain injuries and tripping hazards during log transport.	2M	
11. Maintenance	Tool injury, Exposure to chemicals	2M	- Regular inspections: Conduct routine inspections of chain saws to identify and address any potential maintenance issues before they become a hazard.	1L	

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			- Proper training: Ensure that all operators have been adequately trained in the safe use, handling, and maintenance processes for chain saws. - Personal protective equipment (PPE): Require all workers to wear appropriate PPE during maintenance tasks, such as gloves, safety goggles, and chemical-resistant aprons. - Secure workspace: Perform maintenance tasks in a designated, secure area that is free from other hazards and distractions, and has proper ventilation to miniimise exposure to harmful chemicals. - Correct tools: Utilise the proper tools designed specifically for chain saw maintenance to avoid injuries resulting from using unsuitable or makeshift tools. - Clear instructions: Provide clear and concise documentation outlining the specific steps and methods involved in chain saw maintenance tasks to ensure workers are informed about best practices. - Use of approved chemicals: Ensure that all cleaning agents and lubricants used during chain saw maintenance are approved by the manufacturer and stored according to manufacturers' guidelines. - Disposal of waste materials: Properly dispose of used chemicals, waste materials, and damaged components according to local regulations and environmental guidelines. - Hazard communication: Clearly label all chemicals and materials used during maintenance tasks to reduce the risk of accidental exposures. - Emergency response plan: Establish an emergency response plan that outlines the necessary procedures to follow in the event of a spill, accidental exposure, or injury related to chain saw maintenance. - Continuous improvement: Regularly review maintenance processes and associated risks and update control measures accordingly to ensure the ongoing safety and wellbeing of all workers engaged in chain saw maintenance activities.		
12. Chain Saw Storage	Unauthorised access, Improper storage	2M	- Implement a designated storage area for chain saws, ensuring it is well-marked, secure, and only accessible to authorised personnel. - Utilise lockable cabinets or toolboxes that are specifically designed for chain saw storage to miniimise the risk of unauthorised access. - Educate all employees on the importance of proper chain saw storage, handling procedures, and the potential hazards associated with improper usage. - Regularly inspect and maintain chain saw containers, looking out for any defects, damages, or weak spots that could lead to unauthorised access or hazards. - Develop and implement a system for tracking chain saw usage, requiring workers to sign in or out when accessing or using the equipment.	1L	

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			- Train workers in proper chain saw handling, particularly focusing on the importance of removing the battery or disconnecting the spark plug before storing in order to prevent accidental ignition. - Encourage regular cleaning and maintenance of chain saws upon completing a job, ensuring the equipment is clear of debris and in good working condition before returning it to the storage facility. - Establish clear guidelines for the inspection and upkeep of chain saw storage areas, emphasising the need for adequate ventilation, appropriate temperature control, and unobstructed access points. - Post safety signage near chain saw storage locations which indicate the potential hazards associated with incorrect storage or handling, as well as detailing the proper storage protocols. - Implement a robust communication strategy between management and staff, fostering a culture of open dialogue to address concerns or suggestions related to chain saw safety and storage. - Routinely review and update workplace safety policies and documentation, incorporating any changes or best practices in chain saw storage and safety procedures. - Conduct periodic safety audits of chain saw storage areas, identifying areas for improvement or necessary interventions to ensure ongoing compliance with Workplace Health and Safety regulations.		

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

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

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

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

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

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

Details of permits, licenses or access required by regulatory bodies (add or delete as required):

- Permits from local council
- Authorisation to commence work
- Any required documents.

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

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

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

Model Codes of Practice

- 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

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	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5	☐ 6	☐ 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.	☐	☐	
Names and signatures of all relevant personnel consulted during the development of the SWMS.	☐	☐	
Name, signature, position and date signed of the person approving the SWMS.	☐	☐	
Specific personnel and qualifications, experience is noted in the SWMS.	☐	☐	
Provides a step-by-step process of tasks required to carry out the activity or task.	☐	☐	
Adequate risk assessment of any identified hazards has been completed.	☐	☐	
Foreseeable hazards are identified and documented for each step.	☐	☐	
Any hazards listed in any site risk assessments have been added to the SWMS.	☐	☐	
SWMS initial risk (IR) column as well as residual risk (RR) columns completed.	☐	☐	
Check control measures added to the SWMS are the most effective selections.	☐	☐	
Responsible person is assigned and listed on the SWMS for the implementation of control measures.	☐	☐	
Permit requirements specified, such as Hot Work, Electrical Work, Work at Heights etc.	☐	☐	
SWMS identifies plant and equipment to be used.	☐	☐	
Details of inspection checks required for any equipment listed are noted on the SWMS.	☐	☐	
Describes any mandatory qualifications, experience, training or skills required to perform the work.	☐	☐	
Applicable personal protective equipment is selected on the SWMS.	☐	☐	
Lists any required permits or licenses.	☐	☐	
Reflects and documents any legislative references and/or Australian Standards.	☐	☐	
Identifies any hazardous substances used with specific control measures in line with any SDS.	☐	☐	

REVIEWED BY		**DATE REVIEWED**	
SIGNATURE		**DATE COMPLETED**	