

Green Trimmer | SAFE WORK METHOD STATEMENT (SWMS)

TASK OR ACTIVITY: Green Trimmer

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:
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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:
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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.

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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	Slips, trips and falls, Electric shock	3H	<ul style="list-style-type: none"> - Inspect the work area beforehand, clearing any debris or obstacles that could cause tripping hazards or interfere with the Green Trimmer operation. - Clearly signpost the work area and ensure adequate lighting is provided to enable safe and efficient trimming. - Secure all power cords and cables using appropriate covers, cable guards or cable ramps to prevent tripping hazards, keeping them away from walkways to avoid accidental disconnection or damage. - Conduct routine equipment checks, including inspection of tools and extension cables for any wear, damage, or fraying wires that could result in an electric shock. - Ensure that personnel using the Green Trimmer are appropriately trained and familiarised with its safe use, handling, and protocols in case of potential electrical faults. - Verify that the Green Trimmer is equipped with a Residual Current Device (RCD) or Ground Fault Circuit Interrupter (GFCI) for additional protection against the risk of electric shock. - Encourage the use of slip-resistant footwear among workers in order to provide adequate grip while working in potentially slippery conditions. - Develop a spill management plan to handle any wet surfaces or spills promptly, preventing slips in the work area. - Provide employees with adequate Personal Protective Equipment (PPE), such as gloves, eye protection and ear protection, to minimise exposure to hazards. - Implement a clear communication protocol among team members to stay informed about areas where work is being done, allowing them to anticipate and avoid hazards effectively. - Restrict access to the work area for unauthorised personnel, reducing potential risks from inexperienced individuals or those unaware of existing hazards. - Schedule regular breaks for workers in order to reduce fatigue, which can contribute to human error and increase the likelihood of accidents occurring. - Foster a safety-first culture in the workplace by conducting regular safety meetings, discussing hazard identification and encouraging open communication of health and safety concerns among employees. 	1L	
2. Transporting equipment	Manual handling injuries, Struck by moving vehicles	2M	<ul style="list-style-type: none"> - Provide manual handling training for all workers involved in transporting equipment, ensuring they understand proper lifting techniques and the importance of working within their physical limits. - Implement a buddy system or use mechanical aids such as trolleys, dollies, and pallet jacks to transport heavier equipment and reduce the risk of manual handling injuries. 	1L	

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			<ul style="list-style-type: none"> - Establish designated paths and signage for pedestrian and vehicle traffic in work areas, reducing the likelihood of collisions between workers and moving vehicles. - Ensure that workers wear high-visibility clothing and other appropriate Personal Protective Equipment (PPE) while transporting equipment, making them more visible to drivers of moving vehicles. - Encourage workers to communicate with each other about their movements and intentions, promoting situational awareness and reducing the risk of accidents. - Perform regular maintenance checks on all mechanical aids used for transportation to ensure they are in good working condition and safe to use. - Mandate that workers take regular breaks to prevent fatigue-related errors, which can lead to accidents during equipment transportation. - Implement a strict policy prohibiting the use of mobile devices or headphones when transporting equipment, to maintain workers' focus and awareness of their surroundings. - Organise equipment storage areas so that frequently used items can be quickly and easily located, minimising the time spent carrying heavy loads. - Create exclusion zones around loading and unloading areas and enforce strict adherence to these boundaries, minimising the risk of contact with moving vehicles. - Require vehicle operators to receive specialised training, including hazard awareness and practical skills assessments, to diminish the risk of accidents involving workers and vehicles. - Regularly review and update the SWMS to incorporate any changes in operational practices or newly identified hazards, ensuring that control measures remain relevant and effective in reducing the risks associated with transporting equipment. 		
3. Setting up trimmer	Faulty or damaged equipment, Noise exposure	3H	<ul style="list-style-type: none"> - Regular equipment inspection: Conducting thorough and routine inspections of the trimmer to identify any signs of wear or damage, ensuring that faulty equipment is promptly reported and repaired or replaced. - Pre-use checks: Workers should perform a visual check on the trimmer before each use, examining for any visible damages, loose parts or other issues that might lead to potential hazards during operation. - Equipment maintenance: Implementing a scheduled maintenance plan for the trimmers to ensure they are always in proper working condition and reduce the risk of malfunction. - Proper storage: Ensuring that trimmers are stored in a clean, dry and secure area when not in use to prevent damage and contamination. - Noise reduction equipment: Providing workers with appropriate Personal Protective Equipment (PPE) such as noise-cancelling earmuffs or earplugs to minimise the risk of noise exposure. 	1L	

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			<ul style="list-style-type: none"> - Training and competency: Ensuring that all workers using the trimmers are trained on correct operating procedures, safety features, controls, and potential hazards associated with the equipment. - Worksite signage: Posting clear and easily visible signage around the worksite indicating that there is potential for noise exposure, advising people to wear necessary hearing protection if needed. - Breaks and rotation: Scheduling regular breaks for workers operating the trimmers, or rotating tasks among team members to give them some respite from constant noise exposure. - Enclosed work areas: Where possible, setting up the trimming machinery in enclosed or isolated spaces to assist in containing excessive noise levels. - Acoustic barriers: Installing temporary acoustic barriers, like fencing or partitions, to help reduce the amount of noise filtering through to surrounding areas and affecting other workers. - Noise monitoring: Continuously monitoring noise levels during operations, making adjustments where required to mitigate the impact on workers and nearby residents or businesses. - Communication systems: Utilising communication tools such as two-way radios, walkie-talkies or hand signals to ensure clear communication among workers despite the noise exposure. - Emergency procedures: Establishing and communicating emergency protocols for situations where a worker encounters a hazard, including immediate shutdown procedures for the trimmer and proper medical response steps. - Continuous improvement: Regularly reviewing and updating the Safe Work Method Statement (SWMS) and other safety procedures based on feedback from workers, incident reports, and evolving industry best practices, to ensure optimal protection for workers against hazards. 		
4. Trimming vegetation	Falling objects, Ineffective safety features	2M	<ul style="list-style-type: none"> - Proper PPE: Ensure all workers involved in the trimming process wear appropriate Personal Protective Equipment (PPE), such as safety helmets, goggles, gloves, and steel-toed boots to minimise the risk of injuries from falling objects. - Pre-work inspection: Conduct a thorough pre-work inspection of the site to identify any potential hazards or unstable vegetation that may fall during the trimming process. - Safety training: Provide training for workers on recognizing hazards and utilising proper trimming techniques to reduce the likelihood of an incident occurring. - Exclusion zones: Establish exclusion zones around the work area to prevent unauthorised personnel from entering and reduce the risk of injury from falling debris. 	1L	

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			<ul style="list-style-type: none"> - Tool maintenance: Regularly inspect and maintain the tools and equipment used during the trimming process to ensure their safety features remain effective. - Communication and supervision: Maintain clear lines of communication between workers and supervisors throughout the trimming process to ensure any hazards or changes in the environment are quickly identified and managed. - Emergency response plan: Develop and communicate an emergency response plan, including procedures for evacuating the site and alerting external emergency services, in case of an incident. - Safe working loads: Ensure that any lifting or support equipment, such as cherrypickers or harnesses, are within their safe working load limits and are well-maintained to miniimise the risk of failure while performing the trimming tasks. - Fall protection: If working at heights, make sure appropriate fall protection measures, such as guardrails or harness systems, are in place to prevent falls from the elevated work areas. - Clearing and disposal: Implement a system for clearing away and disposing of trimmed vegetation promptly and safely to avoid creating additional hazards for workers navigating the site. - Work breaks and monitoring: Encourage regular rest breaks and monitor workers' fatigue levels to ensure they remain alert and focused on adhering to safety protocols during the vegetation trimming process. 		
5. Inspecting work area	Rough terrain, Encountering wildlife	2M	<ul style="list-style-type: none"> - Prior to beginning work, conduct a thorough inspection of the work area to identify any uneven surfaces or rough terrain that could pose a trip or fall risk. - Provide clear signage and demarcation around areas of rough terrain where workers are required to move through, to miniimise risk of injury from trips and falls. - Ensure all workers wear appropriate footwear with good grip and support to prevent slipping or tripping on rough or uneven terrain. - Incorporate regular breaks into the work schedule to reduce fatigue and ensure workers remain vigilant when navigating through rough terrain. - Provide ongoing training to all workers relating to properly navigating the work area, with specific focus on hazard identification, safe movement techniques, and use of personal protective equipment (PPE). - Before commencing work each day, remind workers of the potential for encountering wildlife in the workplace and discuss preventative measures, such as wearing gloves, avoiding contact with unknown plants, and exercising caution around nesting sites. - Develop an emergency response plan specifically for managing interactions with aggressive or dangerous wildlife species. 	1L	

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			<ul style="list-style-type: none"> - Pre-emptively mitigate risks related to encounters with wildlife by regularly inspecting the worksite for signs of animal activity and contacting relevant authorities if required. - Consider employing a qualified wildlife spotter or ecologist if the project is within a known wildlife habitat or if workers continually encounter issues with native animals. - Equip workers with first aid kits that include specialised treatments for bites or stings, and provide training in using these resources effectively. - Continuously review and update safety plans and procedures to incorporate new hazards or incidents related to rough terrain and wildlife encounters, ensuring workers remain well-informed and prepared. 		
6. Maintenance of trimmer	Splinters or cuts, Eye injuries	2M	<ul style="list-style-type: none"> - Personal Protective Equipment (PPE): Ensure that all workers involved in the maintenance of the trimmer are provided with and wearing appropriate PPE, such as safety gloves to prevent cuts and splinters, and safety goggles to protect against eye injuries. - Proper Training: Make sure workers have received thorough training on correct maintenance procedures and the safe use of tools and equipment for their specific tasks to minimise the risk of injury from mishandling or incorrect use. - Tool Inspection: Before starting any maintenance work, inspect all tools for damage or wear that could increase the likelihood of injuries, and only use tools in good working condition. - Secure Work Area: Set up a designated workspace to carry out maintenance tasks, with adequate lighting and space to perform work safely. Ensure the area is free of hazards like slip or trip risks, and restrict access to authorised personnel only. - Clear Instructions and Procedures: Provide clear, written instructions for each maintenance step, detailing the necessary precautions and actions required to mitigate potential hazards. - Scheduled Maintenance: Develop and implement a routine maintenance schedule for the Green Trimmer, ensuring maintenance tasks are carried out regularly to reduce the chance of equipment malfunction or injury due to worn parts. - First Aid and Emergency Response: Ensure a well-stocked first aid kit is readily accessible in the maintenance area, and all staff members are trained in its usage. Establish an emergency response plan and communicate it to all team members, so they are prepared in case of an incident. - Tool Storage: Ensure proper storage of tools and equipment when not in use, reducing the risk of injury from misplaced or unguarded sharp objects. - Supervision and Communication: Encourage open communication among team members regarding any safety concerns or issues that may arise during maintenance tasks. Designate a supervisor to oversee these activities and enforce adherence to safety guidelines. 	1L	

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			<ul style="list-style-type: none"> - Incident Reporting and Review: Implement a procedure for reporting and investigating any maintenance-related incidents, near misses, or injuries to identify root causes and take appropriate corrective actions to prevent recurrence. - Continuous Improvement: Regularly review and update the Safe Work Method Statement (SWMS) for the Green Trimmer, incorporating any changes in equipment, processes, or new hazards that may arise as a result of ongoing operations or technological developments. Encourage feedback from all staff members to ensure the procedure remains relevant and effective in minimising workplace hazards. 		
7. Breaks and rest periods	Dehydration, Fatigue	1L	<ul style="list-style-type: none"> - Encourage workers to consume an adequate amount of water throughout the day, especially in hot and humid work environments, aiming for at least 8-10 glasses per day. - Provide easily accessible, clean drinking water facilities near the work area to ensure workers can hydrate regularly without any hassle or inconvenience. - Schedule mandatory breaks every 90 minutes, at a minimum, to allow workers to rest, rehydrate, and recover from repetitive tasks, thus preventing fatigue and dehydration. - Educate workers on the importance of proper hydration and its impact on their overall health and job performance, including recognizing the signs and symptoms of dehydration and fatigue. - Ensure shaded or air-conditioned rest areas are provided for employees to take a break away from direct sun exposure or extreme temperatures. - Design work shifts considering the heat index and seasonal temperature fluctuations to minimise physical discomfort and avoid the hottest parts of the day when possible. - Provide personal protective equipment (PPE) designed for comfort and breathability to reduce sweat accumulation and maintain body temperature. - Implement a buddy system where workers can monitor each other's well-being, promptly identifying and responding to any signs of fatigue or dehydration. - Offer electrolyte-rich beverages such as sports drinks in addition to water, ensuring that workers can replenish essential nutrients lost during sweating. - Train supervisors and managers in risk assessment and control measures to effectively manage the risks associated with hydration and fatigue for their respective teams. - Regularly review and update first aid kits and emergency response procedures specific to dehydration, heat stress, and fatigue-related incidents. - Consult employees for feedback on additional needs or suggestions for workplace improvements related to break schedules or facilities. 	1L	

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			<ul style="list-style-type: none"> - Establish clear communication channels between workers and management staff for reporting concerns, accidents, or potential hazards related to dehydration and fatigue in the workplace. 		
8. Lifting and removing waste	Manual handling injuries, Exposure to allergens	2M	<ul style="list-style-type: none"> - Training and induction: Ensure all workers involved in lifting and removing waste are properly trained and competent in manual handling techniques, including body posture, safe lifting limits, and handling procedures to minimise the risk of injuries. - Personal protective equipment (PPE): Provide appropriate PPE such as gloves, safety footwear, and high-visibility vests for workers to minimise exposure to allergens and potential hazards. - Implementing team lifting practices: Encourage workers to utilise team lifting for heavier or bulky waste materials, promoting clear communication between workers to synchronize efforts and prevent strain-related injuries. - Use mechanical aids: Where possible, provide trolleys, wheelbarrows, or other mechanical aids to assist with the transportation of waste, reducing the likelihood of manual handling injuries. - Proper waste storage: Ensure that designated waste storage areas have accessible and clearly labelled bins, which allows workers to dispose of waste effortlessly, avoiding unnecessary bending or twisting movements. - Allergen management plan: Develop and implement an allergen management plan, including instructions on how workers can identify allergens and the necessary precautions to take when handling them. - Safe work practices: Encourage workers to take regular breaks, change tasks frequently, and perform stretching exercises to alleviate muscle stress, reducing the risk of injury due to prolonged or repetitive activities. - Pre-task hazard assessments: Conduct regular hazard assessments prior to work commencement to identify, mitigate, and monitor potential risks associated with lifting and removing waste. - Clear walkways and pathways: Regularly inspect the worksite for obstructions or hazards that may pose a threat to worker's safety while transporting waste. Maintain clean and organised workspaces to prevent slip, trip, and fall incidents. - Emergency response plan: Establish a well-defined emergency response plan outlining immediate actions to be taken in case of accidents, allergic reactions, or incidents related to lifting and removing waste. 	1L	
9. Refueling trimmer	Fuel spills, Fire hazard	3H	<ul style="list-style-type: none"> - Implement a designated refueling area at a safe distance from sources of ignition, such as equipment and electrical outlets. - Ensure that workers are trained on proper refueling procedures, including grounding themselves before starting the refueling process. 	1L	

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			<ul style="list-style-type: none"> - Store fuel in approved and clearly labelled containers, and refrain from storing it near heat sources or highly trafficked areas. - Inspect fuel containers for any damage or leakage prior to their use, replacing them if necessary. - Always use a spill containment tray when refueling to prevent fuel from reaching the ground or other surfaces. - Provide workers with personal protective equipment (PPE) such as gloves and safety goggles to miniimise exposure to hazardous fuel chemicals. - Implement strict no-smoking policies within the vicinity of the refueling area and enforce these rules. - Have fire extinguishers readily available at the refueling site to address any fire hazards immediately. - Ensure that all tools and equipment used during the refueling procedure are non-sparking materials. - Establish clear communication protocols among team members during refueling so that everyone remains aware and prepared for potential risks or disruptions. - Schedule periodic inspections of the worksite to confirm that all refueling control measures are being effectively implemented and adhered to by personnel involved in the task. 		
10. Handling trimmer blades	Lacerations, Puncture wounds	3H	<ul style="list-style-type: none"> - Personal Protective Equipment (PPE): Ensure that workers are wearing appropriate PPE such as cut-resistant gloves, long sleeves, and pants to miniimise the risk of lacerations and puncture wounds. - Training and Supervision: Provide adequate training and supervision for workers handling trimmer blades, ensuring that they are competent in safe procedures for handling sharp equipment. - Inspection: Regularly inspect blades for damage or wear that could increase the risk of injuries during handling. - Blade guarding: Use blade guards or covers when storing, transporting, or not in use to reduce the likelihood of accidental contact with the sharp edges. - Safe Work Procedures: Develop and implement a written procedure for the safe handling, cleaning, and maintenance of trimmer blades, including proper techniques for safely removing and replacing blades. - Use of Proper Tools: Encourage workers to use appropriate tools (e.g., pliers) when handling blades, rather than using their hands directly. - No Horseplay Policy: Implement and enforce a strict policy against horseplay around trimming equipment and prohibit employees from engaging in any potentially hazardous activity. 	1L	

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			<ul style="list-style-type: none"> - Lighting and Workspace: Ensure adequate lighting and organisation in workspaces where blades are handled, reducing the risk of accidental injury caused by poor visibility or cluttered surfaces. - Signage and Labeling: Clearly label storage areas and containers holding blades, providing warning signs to remind workers of the potential hazards associated with blade handling. - First Aid Kits: Maintain accessible and well-stocked first aid kits in the workspace to address any cuts, abrasions, or punctures resulting from blade mishandling. - Incident Reporting: Encourage workers to report any incidents or near-misses involving blades promptly, allowing management to take appropriate corrective actions and share lessons learned with the workforce. - Regular Safety Briefings: Conduct regular safety briefings to reinforce the proper blade handling process and remind workers of the hazards and control measures associated with their tasks. - Discard Damaged Blades: Set up a well-marked disposal system for damaged blades, reducing the risk of injuries from trying to reuse or handle them unnecessarily. - Continuous Improvement: Review and update safety procedures as necessary, including incorporating feedback from workers or industry best practices to ensure ongoing improvements in workplace safety. 		
11. Dismantling equipment	Dangerous parts getting caught, Muscle strain	2M	<ul style="list-style-type: none"> - Ensure that all power sources, including electrical and battery connections, are disconnected before initiating the dismantling process to prevent accidental activation of dangerous parts. - Conduct a comprehensive risk assessment beforehand to identify potential hazards and establish safety procedures for each step of the dismantling process to minimise risks associated with dangerous parts. - Provide and mandate the use of appropriate personal protective equipment (PPE) such as gloves, safety goggles, and steel-toed boots to protect workers from injuries resulting from contact with dangerous parts or strains during the dismantling process. - Train staff members on the proper techniques for dismantling equipment, focusing specifically on communication, teamwork, and ergonomic lifting techniques to prevent muscle strains and other types of injuries. - Establish designated dismantling zones and erect clear warning signage to alert staff members and visitors to the presence of potentially hazardous activities and dangerous parts. - Implement a buddy system or require supervision by a trained professional during the dismantling process to ensure that workers can assist one another and promptly address any safety concerns that might arise. 	1L	

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			<ul style="list-style-type: none"> - Prioritise the gradual disassembly and deactivation of dangerous parts in the order of their risk to ensure that the most hazardous elements are dealt with first and that they do not pose a threat as the dismantling continues. - Utilise specialised tools and rigging equipment designed specifically for dismantling tasks to reduce the likelihood of dangerous parts becoming uncontrollable or causing unexpected injuries during disassembly. - Schedule regular breaks and encourage employees to practice stretching exercises to minimise the risk of muscle strains resulting from extended periods of manual labour during the dismantling process. - Keep the dismantling area clean, organised, and free from clutter to facilitate ease of movement and prevent accidents caused by tripping over objects or getting caught in dangerous parts. - Develop an emergency action plan outlining the steps to be taken and the personnel to notify in case of an unforeseen incident during the dismantling process, such as injuries from dangerous parts or muscle strains. - Perform regular maintenance and inspection checks on equipment before dismantling it to ensure that all dangerous parts are in working order and no defects are present that may pose a risk during the dismantling process. 		
12. Cleaning up site	Exposure to hazardous substances, Trip hazards	2M	<ul style="list-style-type: none"> - Ensure all workers on site have proper training in handling hazardous substances, including understanding the potential risks and safety procedures. - Maintain an up-to-date inventory of all hazardous materials on site and make Material Safety Data Sheets (MSDS) available to all employees for reference. - Utilise Personal Protective Equipment (PPE) such as safety goggles, gloves, and protective clothing when handling hazardous substances to minimise exposure risk. - Implement a spill response plan to safely clean up any spills or leaks of hazardous materials, including isolating the area and using appropriate cleaning agents. - Store all hazardous substances in secure containers with proper labeling and ensure they are stored away from walkways and high traffic areas to reduce the risk of accidental contact. - Regularly inspect the worksite for potential trip hazards such as loose cables, tools, or debris, and take immediate action to remove or address these issues. - Keep walkways and work areas clear and free from obstacles, ensuring there is adequate lighting to see any potential hazards. - Make use of appropriate waste disposal containers to store discarded materials during the cleanup process, preventing them from becoming additional trip hazards. - Encourage all workers to report any hazards they encounter, so that immediate corrective action can be taken. 	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"> - Utilise signage and barriers to clearly communicate potential hazards and restricted areas on-site, helping to prevent accidents. - Offer refresher training in hazard identification and incident reporting for all employees at regular intervals, ensuring everyone remains vigilant and proactive about workplace safety. - Establish a designated 'clean-up crew' who will be responsible for ensuring the worksite remains tidy and orderly throughout the day, further reducing trip hazards. - Conduct regular audits and inspections of the worksite to monitor compliance with safety policies and procedures, identifying areas for improvement and reinforcing the importance of maintaining a safe working environment. 		

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	