# Greens Maintenance Equipment | SAFE WORK METHOD STATEMENT (SWMS)

**TASK OR ACTIVITY: Greens Maintenance Equipment**

| | | |
|---|---|---|
| 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. | | | |
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| 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. |

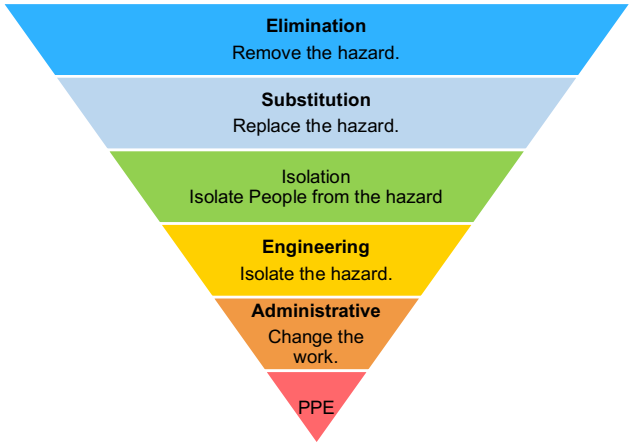
| ANY HIGH-RISK MACHINERY OR EQUIPMENT NEARBY | | | | | | | |
|---|---|---|---|---|---|---|---|
| ☐ Forklift | ☐ Crane/s | ☐ Hoist/s | ☐ Excavator | ☐ Backhoe/Loader | ☐ Boom Lift | ☐ EWP | ☐ Genie Lift |
| ☐ Trencher | ☐ Drilling Rig | ☐ Trucks | ☐ Formwork | ☐ Bobcat | ☐ Flammable Gas | ☐ Fuel | ☐ 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 | Manual handling injuries, Slips and trips | 2M | - Conduct manual handling training for workers, teaching proper lifting and carrying techniques to reduce the risk of strains or sprains from incorrect body movements.<br>- Implement a buddy system for heavier loads that require assistance during lifting or moving.<br>- Utilise appropriate mechanical aids such as trolleys, pallet jacks or forklifts when available, transferring heavier or bulk items in order to miniimise the need for physical force during handling.<br>- Regularly inspect and maintain maintenance equipment and tools, ensuring they are in optimal working condition and reducing the possibility of malfunction, breakage or falling during use.<br>- Keep walkways, work areas and storage spaces clutter-free and clean, making sure any spills or tripping hazards are immediately addressed and removed.<br>- Install adequate and easily accessible signage marking potential hazards and indicating correct walking paths and off-limit areas in order to guide worker's safe movement around the site.<br>- Implement regular housekeeping checks, checking that all cables, hoses and power leads are appropriately stored away preventing them from becoming trip hazards, and maintaining clear and hazard-free access routes.<br>- Ensure appropriate footwear with non-slip soles is worn by staff to prevent slip-related injuries on wet or slippery surfaces.<br>- Communicate the importance of taking breaks and stretching regularly, advocating for self-care among workers during arduous tasks in order to prevent strain related injuries or overexertion.<br>- Conduct periodic risk assessments to identify and address potential hazards, continuously updating safety procedures and controls based on any changes discovered during these assessments.<br>- Encourage open communication channels where team members can report unsafe conditions, near misses, or any other concerns related to workplace safety, fostering a proactive safety culture focused on continuous improvement. | 1L | |
| 2. Equipment Inspection | Faulty equipment, Lack of training | 3H | - Ensure all equipment is regularly inspected and serviced by a qualified technician, adhering to the manufacturer's guidelines and industry standards.<br>- Develop and implement an equipment maintenance schedule that includes inspection checklists for routine assessments of each piece of equipment.<br>- Allow only trained and certified personnel to inspect the equipment and perform preventative maintenance tasks.<br>- Provide training sessions for workers on proper inspection techniques, recognizing potential hazards, and understanding equipment functionalities. | 2M | |

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| | | | - Equip maintenance staff with the necessary tools and personal protective equipment (PPE) to safely carry out their tasks.<br>- Install and display clear warning signs around the working area, indicating potential hazards related to faulty equipment.<br>- Incorporate pre-start checks for operators to assess the functionality of equipment before commencing work each day.<br>- Implement a system for reporting faulty equipment, ensuring maintenance needs are promptly addressed and consistent communication is maintained among all staff members.<br>- Store maintenance records and information in a centralized location, including manuals and guides, allowing easy access for staff.<br>- Establish a response protocol for incidents involving faulty equipment, outlining appropriate actions and emergency procedures.<br>- Conduct regular safety meetings and toolbox talks to discuss equipment-related hazards and reinforce the importance of proper maintenance and inspections.<br>- Place easily accessible and visible labels on equipment that indicate the date of its last inspection and when the next inspection is due.<br>- Ensure any equipment found to be faulty or non-compliant during an inspection is immediately tagged, quarantined, and reported according to the established response protocol.<br>- Review and update control measures regularly to ensure continuous improvement and adaptability to changing technologies, standards, and equipment. | | |
| 3. Transport Equipment | Poor load security, Excessive load weight | 3H | - Ensure all equipment is securely fastened and positioned appropriately before transportation to prevent any movement or shifting during transit.<br>- Conduct a thorough inspection of the vehicle and loading equipment prior to use, ensuring all parts are in good working order and free from damage.<br>- Utilise suitable load restraint systems, such as ropes, chains, or straps, to secure equipment during transit and miniimise the risk of accidental dislodgement.<br>- Properly distribute the weight of the load across the vehicle's axles, adhering to the Gross Vehicle Mass (GVM) limitations specified by the manufacturer.<br>- Provide training for staff on safe loading practices and procedures, including correct lifting techniques, to reduce the likelihood of injury during the loading and unloading process.<br>- Clearly label items and equipment with their respective weights, ensuring that the combined weight does not exceed the vehicle's maximum capacity.<br>- Require drivers to have the appropriate licenses and qualifications for operating heavy machinery and driving vehicles with large loads. | 1L | |

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| | | | - Develop procedures for managing unexpected situations during transport, such as flat tires or adverse weather conditions, in order to maintain safety and control over the situation until it can be resolved.<br>- Regularly review and update transportation routes to miniimise potential hazards and obstacles.<br>- Establish an effective communication protocol between drivers and other staff involved in the transportation process to ensure quick responses to any issues that may arise during transit.<br>- Conduct regular maintenance checks on vehicles and equipment, focusing on areas where wear and tear could compromise load security.<br>- Use signage and warning lights, if required, to alert other road users to the presence of a large or potentially hazardous load, reducing the risk of accidents involving other vehicles.<br>- Implement a system for reporting and monitoring incidents related to load transportation, allowing for continuous improvement and refinement of transport processes.<br>- Encourage open dialogue and collaboration between management, employees, and workplace health and safety representatives when addressing any identified hazards and developing appropriate control measures. | | |
| 4. Site Assessment | Uneven ground surfaces, Obstacles and debris | 2M | - Conduct a thorough inspection and assessment of the site before beginning work, to identify potential hazards such as uneven ground surfaces, obstacles, and debris.<br>- Clearly mark any identified hazards with highly visible safety signs or flags, so all workers are aware of their location.<br>- Provide appropriate personal protective equipment (PPE) for all workers, including sturdy footwear with non-slip soles to miniimise the risk of slips, trips, and falls on uneven surfaces.<br>- Ensure that all greens maintenance equipment is regularly serviced and maintained, with special attention given to tires, brakes, and other key components that might be impacted by uneven ground surfaces.<br>- Brief all workers on safe operating procedures for greens maintenance equipment, emphasising the importance of maintaining proper speeds and adjusting machinery settings as needed to compensate for uneven ground surfaces.<br>- Regularly monitor weather conditions and adjust work schedules and activities accordingly, to avoid exacerbating existing hazards (e.g., working during heavy rainfall could make an uneven surface more slippery).<br>- Implement a clean-as-you-go policy, where workers promptly clear any obstacles and debris they encounter during the course of their work. This will help maintain a safer and clutter-free work environment. | 1L | |

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| | | | - Encourage open communication between workers and management, so that concerns about potential hazards can be shared and addressed promptly.<br>- Consider using temporary barriers or fencing to cordon off areas with significant hazards, ensuring that only authorised personnel enter these areas.<br>- Review and update the Safe Work Method Statement (SWMS) on a regular basis, incorporating new information and lessons learned from past experiences to continually optimise safety practices for greens maintenance activities. | | |
| 5. Mowing & Trimming | Flying debris, Noise exposure | 3H | - Proper personal protective equipment (PPE): Ensure that all operators wear appropriate PPE, including safety goggles, ear protection, gloves, long pants, and closed-toe shoes while performing mowing and trimming tasks.<br>- Equipment inspection: Routinely inspect mowers and trimmers for any malfunctions or damages, ensuring that guards are in place and properly functioning.<br>- Equipment maintenance: Regularly maintain and service equipment, following manufacturer guidelines to ensure optimal performance and reduced risk of mechanical failure.<br>- Debris clearance: Clear the area of any large debris or objects, such as rocks and sticks, before commencing mowing or trimming tasks to miniimise flying debris.<br>- Slow down: Operate mowers and trimmers at lower speeds when in more congested areas and near people or animals to reduce the likelihood of flying debris.<br>- Distance regulation: Establish a safe operational distance between workers and other individuals in the vicinity, accounting for the radius of flying debris as well as noise exposure.<br>- Alternative communication means: Utilise alternative methods for communication in noisy work environments, such as hand signals, to prevent misunderstandings and avoid excessive exposure to noise.<br>- Schedule mowing and trimming tasks: Coordinate mowing and trimming tasks during periods of low occupancy in the workplace, reducing the number of employees exposed to noise hazards.<br>- Provide hearing protection: Supply employees with adequate hearing protection devices, such as earplugs or earmuffs, to miniimise noise-induced hearing loss.<br>- Develop a mowing and trimming plan: Create a detailed plan to manage risks associated with these tasks, including guidance on equipment usage, safe operating practices, and appropriate PPE.<br>- Conduct training sessions: Provide adequate training for all employees who perform mowing and trimming tasks, ensuring they understand proper equipment use and necessary safety precautions.<br>- Rotate tasks among employees: Reduce individual exposure to noise hazards by regularly rotating duties and allowing for mandatory rest periods to prevent overexposure to noise. | 1L | |

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| | | | - Install noise control barriers: Implement barriers, such as fencing or mobile acoustic screens, in high-noise areas to miniimise the impact of noise on surrounding workers.<br>- Monitor noise levels: Regularly assess and record noise levels within the workplace, implementing additional controls as needed to ensure compliance with relevant occupational noise exposure standards. | | |
| 6. Edging & Pruning | Contact with sharp objects, Overhead hazards | 2M | - Proper training and instruction: Ensure all workers engaged in edging and pruning activities receive thorough training and understanding of the use, handling, and storage of sharp tools and equipment. This should include guidance on how to identify overhead hazards.<br>- Personal Protective Equipment (PPE): Provide suitable PPE such as gloves, safety glasses, and long-sleeved shirts for workers undertaking these tasks to miniimise the risk of injury from contact with sharp objects or overhead hazards.<br>- Regular tool maintenance: Establish regular checks and maintenance schedules for all equipment used in edging and pruning activities to ensure they are in good working order and miniimise the likelihood of accidents.<br>- Safety signage: Clearly mark areas where workers are carrying out edging and pruning activities with appropriate safety signage, alerting others in the vicinity of potential hazards.<br>- Work area delineation: Where possible, designate specific work areas within which edging and pruning operations will take place to effectively segregate these activities from other site activities, minimising the risk of accidental injury.<br>- Use of appropriate tools: Ensure that only shear-type pruners or loppers are used for pruning branches or limbs, and hand-held tools are suitable for edging. Avoid using tools that may cause more harm than necessary in terms of safety risks.<br>- Overhead hazard awareness: Workers should be trained to maintain constant awareness of their surroundings and the presence of overhead hazards during edging and pruning activities. They should also know how to manage these risks when identified.<br>- Ladder safety: If ladders are required for accessing heights during pruning activities, enforce proper ladder usage guidelines, including proper set-up, secure footing, and adherence to height limits.<br>- Safe cutting techniques: Train staff on safe cutting techniques, such as making an undercut before a final cut when pruning large branches to reduce the risk of unintentional falls or injuries resulting from the unforeseen release of energy.<br>- Equipment storage: Provide appropriate, secure storage facilities for all tools and equipment used in edging and pruning activities when they are not in use to reduce unauthorised access or misuse. | 1L | |

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| | | | - Regular hazard assessment: Conduct regular on-site hazard assessments specifically for the risks involved with edging and pruning, ensuring that any changes to site conditions are accounted for and assessed accordingly.<br>- Incident reporting and emergency response: Establish a clear incident reporting process and emergency response plan for workers to follow in the event of an injury or accident involving edging and pruning tasks, ensuring timely and appropriate action is taken to miniimise further risk. | | |
| 7. Fertilising | Exposure to chemicals, Inadequate PPE usage | 3H | - Proper Storage: Ensure that all chemicals, such as fertilizers, are stored according to the manufacturer's recommendations and in a designated, secure location.<br>- Material Safety Data Sheets (MSDS): Have up-to-date MSDS available for all chemicals used on site for easy access by workers and use them as a reference point to understand correct handling procedures.<br>- Employee Training: Provide regular training on proper handling, storage, and usage of fertilizers and other chemicals involved in Greens Maintenance Equipment operations. Educate workers about the risks associated with exposure and how to miniimise them.<br>- Personal Protective Equipment (PPE): Supply the necessary PPE, including gloves, safety goggles, face masks, and coveralls, and ensure they are adequately maintained and replaced when needed.<br>- Post Hazard Signage: Clearly mark chemical storage areas and working locations where fertilizers are being applied with warning signs indicating potential hazards.<br>- Ventilation: Make sure that adequate ventilation is in place when working with or near chemicals to prevent inhalation of harmful fumes.<br>- Spill Control Measures: Develop and implement plans for managing chemical spills and leaks, including containment, cleanup procedures, and reporting mechanisms.<br>- Controlled Application Techniques: Utilise proper application techniques, such as slow-release fertilizer methods or spot treatment, to miniimise the risk of overexposure to chemicals and reduce wastage.<br>- Monitoring Exposure: Regularly monitor worker exposure levels to chemicals using appropriate testing methods and keep records of these results. Adjust work practices or provide further controls if exposure exceeds acceptable limits.<br>- Emergency Procedures: Establish emergency response procedures in case of accidental chemical exposure, including first aid measures, emergency contacts, and site evacuation plans.<br>- Risk Assessment: Continuously review and assess the risk of chemical exposure in the workplace, taking into account the changing conditions and processes. Update SWMS and control measures accordingly. | 2M | |

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| | | | - Communication and Consultation: Encourage open communication between workers and management to address concerns or incidents related to chemical hazards, ensuring everyone has the information needed to work safely. | | |
| 8. Irrigation Maintenance | Slips on wet surfaces, Electrical hazards | 3H | - Regular inspection of the irrigation system, including pipes, sprinkler heads, and control boxes, to identify any leaks or damaged components.<br>- Use of appropriate signage to warn workers and visitors of wet surfaces or slippery areas near irrigation maintenance zones.<br>- Providing anti-slip footwear for workers involved in irrigation maintenance tasks, especially when working on wet surfaces.<br>- Ensuring proper drainage of the area where irrigation maintenance is being performed to miniimise pooling water and slip hazards.<br>- Scheduling irrigation maintenance tasks during periods of low foot traffic to miniimise the risk of pedestrians encountering wet surfaces.<br>- Use of proper lockout/tagout procedures when working with electrical components of the irrigation system, such as control boxes or pump switches.<br>- Utilising ground fault circuit interrupters (GFCIs) for all electrical connections during irrigation maintenance tasks to mitigate the risk of electrical shock.<br>- Properly training employees on the safe handling and use of electrical equipment related to irrigation systems.<br>- Keeping detailed records of maintenance activities, including the identification of potential hazards and implementation of appropriate control measures.<br>- Implementing a regular cleaning schedule for areas around irrigation systems to remove any dirt, debris, or other substances that could increase the risk of slips and falls.<br>- Conducting routine safety meetings and briefings to ensure all employees are aware of potential hazards associated with irrigation maintenance, as well as the relevant control measures in place.<br>- Having appropriate personal protective equipment (PPE), such as gloves and eye protection, available for workers involved in irrigation maintenance.<br>- Maintaining adequate lighting in work areas to enable employees to safely carry out irrigation maintenance tasks while minimising the risk of slips and falls.<br>- Continuously updating and reviewing the Safe Work Method Statement (SWMS) to ensure it reflects current industry best practices and effectively addresses hazards related to irrigation maintenance. | 1L | |
| 9. Aeration | Injury from spinning tines, Debris dispersal | 2M | - Provide proper training to all workers operating aeration equipment, ensuring they thoroughly understand the best practices and safety guidelines for this specific task. | 1L | |

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| | | | - Ensure that all workers are wearing appropriate personal protective equipment (PPE) while performing aeration tasks, such as safety goggles to protect their eyes from flying debris and close-toed, slip-resistant shoes.<br>- Regularly inspect the maintenance equipment to guarantee it's in good working condition and that there are no faulty or damaged parts.<br>- Establish a clear working perimeter around the area being aerated, using cones and signage to alert those passing by of the ongoing work.<br>- Turn off the aeration equipment when not in use to prevent accidental injury from spinning tines.<br>- Only allow qualified and authorised personnel to operate the aeration equipment.<br>- Avoid overloading the aeration machine with excessive force or pressure that could cause malfunctions or tip-overs.<br>- Keep fingers and any other body parts away from moving parts of the aeration equipment at all times.<br>- When possible, set the aeration equipment on the lowest setting to reduce the speed and power of the spinning tines, lessening the risk of injury.<br>- Coordinate with team members to communicate where everyone is positioned and what tasks are being performed, reducing the chance of accidents related to unawareness.<br>- Perform a pre-inspection walk of the area before starting aeration work to identify any obstacles, like rocks or other debris, which may need to be cleared to miniimise the risk of dispersal.<br>- Regularly maintain aeration equipment, including sharpening or replacing tines as needed to ensure optimal performance and to reduce unexpected hazards.<br>- Always check for bystanders or fellow workers in the vicinity before starting or restarting the aeration equipment.<br>- Develop and enforce an emergency response plan, including immediate actions to take in case of any accidents, injuries, or equipment failures during aeration tasks. | | |
| 10. Top Dressing | Dust inhalation, Manual handling injuries | 3H | - Provide proper training and safety instructions related to top dressing procedures, emphasising hazards and control measures associated with dust inhalation and manual handling injuries.<br>- Ensure workers wear personal protective equipment (PPE), including masks or respirators, gloves, goggles, and hearing protection, as required to miniimise exposure to dust and facilitate safe manual handling of materials.<br>- Implement regular maintenance schedules for top dressing equipment, ensuring filters and systems are cleaned and checked, to miniimise dust generation.<br>- Utilise moist top dressing material when possible and/or applying a light mist of water to reduce the spread of dust during application. | 1L | |

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| | | | - Establish designated work zones with clear signage indicating areas where top dressing tasks are being performed to prevent unauthorised access and limit worker exposure to potential hazards.<br>- Encourage appropriate lifting techniques, including lifting from the knees, maintaining a straight back, and working within comfortable limits for each individual when handling heavy bags of sand, soil, or equipment.<br>- Provide machinery and tools designed for ease of handling and ergonomic use, such as lightweight tools, adjustable handles, and power-assisted machines, to reduce risks associated with manual handling injuries.<br>- Implement a buddy system for tasks requiring lifting or moving heavy loads to ensure team lifting practices and coordinated efforts to miniimise strains and injuries.<br>- Schedule regular breaks for workers involved in top dressing activities to prevent fatigue and overexertion, which can contribute to manual handling injuries.<br>- Maintain healthy communication channels between workers engaged in top dressing tasks and their supervisors, allowing them to raise any concerns regarding safety, workload or equipment performance promptly.<br>- Conduct risk assessments to identify potential hazards and hazards related to changing environmental conditions, for example, increased wind speed that may affect dust dispersion while top dressing.<br>- Engage in ongoing monitoring and review of control measures, updating standard operating procedures as needed, and provide refresher trainings to reflect new knowledge gained about hazards and best practices for mitigating them. | | |
| 11. Repair Work | Operating heavy machinery, Falls from height | 4A | - Ensure that all workers operating heavy machinery are properly trained and hold valid licenses or certifications for the specific equipment they will be using.<br>- Conduct a pre-start inspection of the machinery, checking its functionality and ensuring it is in safe working condition. This includes checking brakes, lights, hydraulics, and other critical components.<br>- Implement a comprehensive maintenance plan for all heavy machinery, conducting regular servicing and repairs as needed to keep them in safe working order.<br>- Utilise appropriate personal protective equipment (PPE) such as hard hats, safety glasses, gloves, and steel-toed boots when carrying out repair work on heavy machinery.<br>- Set up clearly designated work zones around heavy machinery, using barriers or signage to restrict unauthorised access and maintain safe distances between personnel and equipment.<br>- Establish proper communication protocols while working on or around heavy machinery. Use hand signals, radios, or other means to ensure clear directions and warnings are given. | 3H | |

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| 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 |
| | | | - Implement appropriate fall protection systems when working at heights, including harnesses, anchorage points, and fall arrest devices, as well as properly maintained ladders or access platforms.<br>- Train workers to recognise potential hazards and to respond quickly and effectively in case of an emergency. Regularly review and update emergency protocols.<br>- Keep work areas clean and well-organised to miniimise clutter and potential tripping hazards during repair work.<br>- Develop a procedure for safely isolating, locking, and tagging out machinery during repair work to prevent accidental startup or unintended operation.<br>- Ensure adequate lighting is provided in repair areas and any potential obstacles or hazards are clearly marked.<br>- Supervise repair work closely to ensure that all safety precautions and procedures are consistently followed.<br>- Ensure workers take regular breaks and avoid fatigue, which can contribute to accidents or mistakes during repair work.<br>- Develop a culture of workplace safety where workers feel empowered to speak up about potential hazards or unsafe practices and prioritise ongoing education and training in occupational health and safety. | | |
| 12. Clean-up & Waste Disposal | Improper waste handling, Sharp objects | 2M | - Proper waste segregation: Separate different types of waste, such as organic materials, recyclables, and hazardous materials, by using designated waste bins.<br>- Personal protective equipment (PPE): Ensure that all workers handling waste wear appropriate PPE, including gloves, safety glasses, and closed-toe shoes.<br>- Regular training sessions: Educate employees on proper waste handling procedures, including how to identify sharp objects and safely dispose of them.<br>- Clear signage: Place visible signs around the workplace to remind employees of waste disposal protocols and the specific hazards associated with each type of waste.<br>- Safe handling tools: Provide workers with appropriate tools, like tongs or grabbers, for picking up and disposing of sharp objects without direct contact.<br>- Waste container maintenance: Inspect and maintain waste containers regularly to ensure that they are in good condition, secure, and not overfilled.<br>- Designated waste disposal areas: Create separate waste disposal areas for different types of waste, keeping sharp objects away from other materials to miniimise the risk of injury.<br>- Incident reporting system: Establish a system for workers to report any incidents or near misses related to waste handling, which can be used to improve processes and prevent future accidents. | 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 |
| | | | - Disposal of broken equipment: Safely dispose of damaged greens maintenance equipment, ensuring that any sharp edges are contained and cannot pose a risk to workers during clean-up.<br>- Spill response plan: Develop a plan for containing and cleaning up spills caused by faulty waste containers or accidents while handling waste.<br>- Regular inspections: Conduct routine inspections of the work area to assess overall cleanliness and ensure compliance with established waste disposal procedures.<br>- Audit and review of procedures: Consistently review and update waste disposal processes, taking into account any new regulatory requirements or identified areas for improvement. | | |
| | | | | | |

## 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** | |