Hedge Trimmer | SAFE WORK METHOD STATEMENT (SWMS)

TASK OR ACTIVITY: Hedge 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:

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

Full Name:	Title:	Phone:

ALL PERSONNEL PARTICIPATING IN ANY ACTIVITY ON THIS SWMS MUST HAVE THE FOLLOWING COMMUNICATED	NAME AND DATED SIGNATURE OF ALL RELEVANT PERSONNEL WHO HAVE BEEN CONSULTED AND COMMUNICATED TO IN THE DEVELOPMENT AND APPROVAL OF THIS SWMS		
	NAME	SIGNATURE	DATE
Safety meetings or toolbox talks will be scheduled in accordance with legislative requirements to first identify any site hazards, secondly to communicate those hazards and then to further take steps to either eliminate or control each hazard.			
If an incident or a near miss occurs, all work must stop immediately. Depending on the severity of the incident, a meeting will be called with all workers to amend the SWMS if required. The meeting may also be an educational opportunity.			
Any changes made to the SWMS after an incident or a near miss must be approved by the Person Conducting Business or Undertaking and communicated to all relevant personnel.			

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

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

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

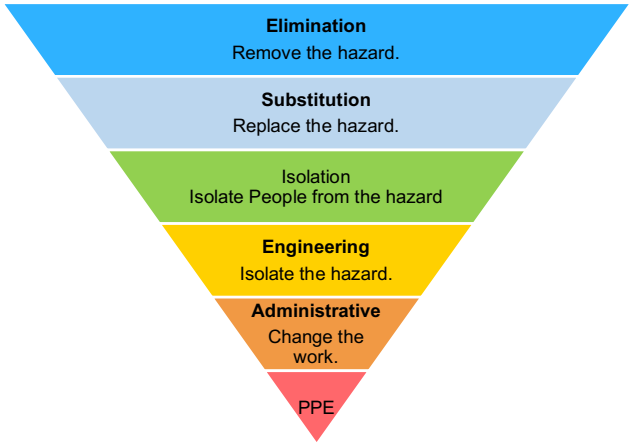
ANY HIGH-RISK MACHINERY OR EQUIPMENT NEARBY							
☐ Forklift	☐ Crane/s	☐ Hoist/s	☐ Excavator	☐ Backhoe/Loader	☐ Boom Lift	☐ EWP	☐ Genie Lift
☐ Trencher	☐ Drilling Rig	☐ Trucks	☐ Formwork	☐ Bobcat	☐ Flammable Gas	☐ Fuel	☐ Dozer
☐ High Voltage	☐ Mulcher	☐ Tilt-up Panels	☐ Roller	☐ Scissor Lift	☐ Tractor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

RISK MATRIX

LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC	SCORE	ACTION
ALMOST CERTAIN	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE		
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEED
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE	3H HIGH	Review before work starts.
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	2M MODERATE	Ensure control measures in place.
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	Monitor and keep records.

Notes on Hierarchy of Controls: Elimination methods are the most effective and preferred when controlling a hazard. Substitution is the second most effective method of controlling a hazard. Engineering by isolation is the third most effective, while Administrative Controls by changing the work is the fourth most effective method. PPE (Personal Protective Equipment) is the least effective method.

HEIRARCHY OF CONTROLS



PERSONAL PROTECTIVE EQUIPMENT (PPE)

FOOT PROTECTION	HAND PROTECTION	HEAD PROTECTION	HEARING PROTECTION	EYE PROTECTION	RESPIRATORY PROTECTION	FACE PROTECTION	HIGH-VIS CLOTHING	PROTECTIVE CLOTHING	FALL PROTECTION	SUN PROTECTION	HAIR/JEWELLERY SECURED
											
☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

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

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

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

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

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR	RESPONSIBLE PERSON
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK	NAME OF PERSON
1. Preparation	Slips, trips and falls, Electrical hazards	2M	- Conduct a thorough site inspection before starting work to identify any potential hazards, such as uneven ground, debris, or wet surfaces that could cause slips, trips, and falls. - Keep the work area clean and clear of any unnecessary equipment or materials to avoid clutter and miniimise the risk of tripping. - Ensure proper housekeeping practices are in place throughout the work process, including regularly cleaning up trimmings and disposing of them in designated waste containers. - Wear appropriate personal protective equipment (PPE), such as slip-resistant footwear with good tread, safety glasses, gloves, and high-visibility clothing. - Ensure that all power cords and electrical equipment are in good working order and free from damage, including inspecting cords for fraying or other signs of wear. - Utilise Ground Fault Circuit Interrupters (GFCIs) on electrical outlets to reduce the risk of electrical shock. - Keep electrical equipment and connections dry and protected from moisture by keeping them off the ground and using weatherproof covers if necessary. - Train workers on the importance of teamwork and communication to help identify potential hazards before they become an issue and ensure a safer working environment. - Implement a "spotter" system for work areas with limited visibility, where one worker watches out for potential hazards while another operates the hedge trimmer. - Establish exclusion zones around the work area to keep untrained personnel and bystanders at a safe distance from hazards and ongoing work. - Do not utilise hedge trimmers in wet or damp conditions to mitigate the risk of slips, trips, and electrical hazards. - Use proper extension cords rated for outdoor use, and avoid using multiple cords connected together, which can create additional hazards. - Maintain tools and equipment in good working order, following manufacturer guidelines for regular servicing and inspections. - Conduct safety meetings and toolbox talks to reinforce the importance of adhering to safety protocols, discuss potential hazards, and review control measures regularly.	1L	
2. Pre-inspection	Inadequate equipment, Unstable work surface	2M	- Ensure all hedge trimmers and related equipment are regularly inspected and maintained by a qualified professional. - Establish a proper maintenance schedule to address any required repairs, replacement of worn equipment, or upgrades in a timely manner.	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
			- Provide training to workers, focusing on the correct use and operation of hedge trimmers, as well as how to identify potential hazards associated with their use. - Conduct a pre-use inspection of the trimming area, noting any unsafe or unstable work surfaces that may pose a risk to worker safety. - Utilise appropriate access equipment, such as ladders, scaffolding, or elevated work platforms, to allow for secure footing while working on uneven terrain or at height. - Encourage the use of slip-resistant footwear with suitable grip to assist in maintaining traction on unstable work surfaces. - Implement a pre-start safety briefing to discuss the specific job site conditions, addressing any equipment-related concerns or hazards associated with the task at hand. - Highlight the importance of remaining vigilant during each work shift, with personnel encouraged to report any unsafe situations or issues related to equipment functionality immediately. - Maintain a clean and organised work area, free from tripping hazards or clutter that may contribute to unstable working conditions. - Require workers to adhere to load limits for equipment, including ladders and elevated platforms, ensuring no undue stress is placed upon the apparatus which could lead to instability. - Implement the use of fall protection equipment, such as harnesses or guardrails, when working at height or near exposed edges to mitigate the risk of injury due to falls. - Practice regular communication between team members, both vocally and through the use of established hand signals, to stay apprised of ongoing tasks and ensure heightened situational awareness.		
3. Assembling/Testing	Improper assembly, Defective equipment	2M	- Ensure that all staff are trained in the manufacturer's recommended assembly procedures and guidelines for the hedge trimmer. - Provide a comprehensive instruction manual or user guide for staff to refer to during the assembly process. - Conduct regular inspections of the assembled equipment to ensure that it meets the required safety standards. - Encourage workers to report any issues they encounter during the assembly process, so that corrective actions can be taken promptly. - Implement a pre-use inspection checklist to identify defects, damage, or wear that could impact the hedge trimmer's safe operation. - Have a qualified technician inspect and repair any defective equipment before allowing its use on site.	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
			- Regularly review and update assembly and testing procedures based on manufacturer recommendations, industry best practices, and worker feedback. - Assign a supervisor to oversee the assembly/testing process, ensuring that workers follow established procedures and adhere to safety regulations. - Maintain an up-to-date inventory of spare parts and components to facilitate timely repairs or replacement of damaged/defective equipment. - Provide appropriate personal protective equipment (PPE) for workers engaged in the assembly and testing process, such as gloves, safety glasses, and closed-toe shoes. - Implement proper storage and handling procedures for the hedge trimmer and its components to miniimise the risk of damage or contamination. - Schedule regular maintenance and servicing of the hedge trimmer to ensure its optimal performance and longevity. - Provide adequate lighting and ventilation in the assembly/testing area to support worker health and safety. - Develop an emergency response plan outlining the steps workers must take in case of equipment-related accidents or injuries during the assembly/testing process.		
4. Work Area Set-up	Obstructed access, Falling objects	2M	- Clearly mark access points to the work area, ensuring that they are free of obstacles and obstructions for workers using hedge trimmers. - Implement a regular inspection schedule to identify and promptly address potential hazards that might obstruct access or result in falling objects. - Ensure that there is adequate lighting available in the work area set-up to maintain visibility at all times. - Clearly communicate with all team members about active work zones and the need to maintain awareness of their surroundings to prevent obstructed access and falling objects. - Utilise suitable barriers, signage, and cones to delineate the work area, preventing unauthorised access or accidental intrusion by other workers or pedestrians. - Regularly check that equipment is securely stored when not in use, reducing the risk of falling objects from improperly stowed or unstable tools and equipment. - Keep the work area clean and tidy, with ongoing housekeeping measures to miniimise clutter, debris or materials that could present hazards. - Provide appropriate personal protective equipment (PPE) to workers, including hard hats and high-visibility vests, to mitigate the risk of injuries from obstructed access or falling objects. - Conduct regular tool box talks with staff to reinforce the importance of safe work practices, maintain a strong safety culture, and discuss any recent incidents and lessons learned.	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
			- Monitor and manage potential overhead hazards, such as tree branches or nearby structures, which may pose a risk of falling objects during the work process. - Develop an emergency response plan, with contingencies in place for situations involving obstructed access or falling objects, and ensure all workers are trained on how to properly execute these plans. - Encourage and promote a reporting culture, where workers feel empowered to report near-misses or unidentified hazards related to obstructed access and falling objects, so that corrective actions can be taken proactively.		
5. Cutting/Branch Trimming	Mistakenly cuts utility lines, Flying debris	3H	- Perform a thorough visual inspection of the work area prior to starting, identifying any utility lines potentially concealed within or around the hedge. Mark these clearly with visible flagging tape to prevent accidental contact during trimming. - Consult with utility companies to identify and confirm the location of any underground or low-hanging cables in proximity to the work area before commencement of cutting/branch trimming. - Ensure that all workers involved in the task are trained and competent in operating hedge trimmer equipment safely and efficiently, including understanding how to recognise potential hazards while trimming hedges. - Establish and maintain exclusion zones around the working area, preventing unauthorised personnel from entering and becoming exposed to flying debris. - Supply and require the use of appropriate personal protective equipment (PPE) for workers, such as safety goggles, gloves, hearing protection, and high-visibility clothing. - Regularly check and maintain the hedge trimmer equipment to ensure it is in proper working condition, sharpening blades as needed to reduce the risk of jams that could produce flying debris. - Implement a two-person cutting system when possible to allow for additional control measures, such as one worker monitoring for potential hazards while the other operates the trimmer. - Utilise equipment with built-in safety features, such as dual-action switches, cutter guards, and debris deflectors, reducing the risk of injury from inadvertent engagement or kickback. - Monitor weather conditions and postpone or adjust trimming activities if high winds or other adverse conditions may result in unsafe working environments or difficulty in controlling the hedge trimmer. - Educate workers on proper techniques for cutting and branch trimming to miniimise the need to cut near utility lines or generate excessive debris, such as cutting at an angle and avoiding downward motions.	2M	

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
			- Require communication between workers throughout the trimming process, ensuring awareness of potential hazards, changing circumstances, or unsafe behaviour, and allowing for a prompt response to mitigate risks. - Follow manufacturers' guidelines and established procedures for the safe operation of hedge trimming equipment, including regular breaks to prevent fatigue or loss of focus that could lead to accidents. - Establish a process for the immediate reporting and investigation of incidents involving utility line contacts, flying debris injuries, or other safety concerns, ensuring lessons learned can be applied to future work and shared with all team members to prevent recurrence.		
6. Overhead Cutting	Contact with live electric wires, Falling limbs	3H	- Before commencing overhead cutting work, ensure that there are no live electrical wires in the vicinity to prevent accidental contact and electrocution. - Utilise insulated tools and equipment designed specifically for work around overhead electrical wires or a battery-powered hedge trimmer instead of an electric one to miniimise the risk of electrocution. - Conduct visual inspection of the worksite along with a workplace safety officer to identify and address potential hazards such as weak tree limbs or power lines. - Establish a secure exclusion zone around the worksite to keep unauthorised personnel and bystanders away from falling debris and limbs during the overhead cutting process. - Provide appropriate personal protective equipment (PPE) for workers, such as safety helmets, eye protection, gloves, and high-visibility clothing to reduce the risk of injuries from falling limbs or debris. - Ensure that workers undertaking the overhead cutting task have the appropriate qualifications, training, and experience to perform the job safely and efficiently. - Develop a well-communicated emergency response plan for situations involving contact with power lines or falling limbs, which may include immediate shutdown procedures, evacuation plans, and first aid measures. - Use proper pruning techniques to miniimise the weight and impact of cut limbs or branches, reducing the likelihood of employee injuries and damage to property or equipment. - Schedule regular breaks for the workers involved in the overhead cutting task to prevent fatigue or overexertion, which could contribute to the occurrence of accidents. - Keep ongoing communication between ground crew members and those conducting the overhead cutting to inform them of any potential hazards or changes in the work environment, improving overall situational awareness and safety.	2M	
7. Ladder Use	Falls from height, Incorrect ladder positioning	3H		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
			- Provide appropriate ladder training: Ensure that all workers using ladders have received adequate training on the safe use and handling of ladders. - Use suitable ladders for the task: Select a ladder with a suitable height, material, and load capacity suitable for the task. - Inspect ladders before use: Before using a ladder, perform a visual inspection to ensure its integrity - check for defects, cracks, or loose components. - Set up ladder on stable ground: Confirm that the surface is level, well-drained, and free from obstacles before setting up the ladder. - Secure the top and bottom of the ladder: Make sure the ladder is secured at both the top and bottom to prevent slipping or tipping during use. - Position ladder at a proper angle: Place the ladder so that its base is approximately one-quarter of the working length away from the vertical support (e.g., a 4m ladder should be out 1m from the wall). - Avoid overreaching: Workers should not lean excessively to the side or step above the second highest rung of the ladder to help maintain their centre of gravity and avoid falling. - Use three points of contact: When climbing or descending the ladder, always maintain three points of contact (two hands and one foot, or two feet and one hand). - Implement fall protection measures: In cases where there is potential for a significant fall hazard, consider adding fall protection equipment, such as harnesses or lifelines, for increased safety. - Monitor changing weather conditions: During outdoor work, pay attention to changes in weather like rain, wind, or ice formation as they can create hazardous conditions while using the ladder. - Work in pairs or teams: Have a spotter present to hold the ladder steady, assist with tasks, and communicate any hazards or changes. - Keep the work area tidy: Remove any debris or obstructions around the ladder area to miniimise the risk of tripping or other accidents.		
8. Cleaning/Storage	Inappropriate transport, Inadequate cleaning	2M	- Ensure all workers involved in the cleaning and storage of hedge trimmers are trained in correct procedures, including safe handling, transportation, and equipment maintenance. - After use, inspect the hedge trimmer for any visible damage or wear, and report any issues to a supervisor or manager immediately. - Before any cleaning or storage activities commence, unplug the hedge trimmer from the power source or remove its battery to eliminate the risk of accidental activation.	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
			- Use appropriate personal protective equipment (PPE), such as gloves, safety glasses, and hearing protection, during the cleaning process to avoid injuries from contact with sharp blades, debris, or chemicals. - For proper cleaning, utilise soft brushes or compressed air to carefully remove debris from the hedge trimmer's cutting blades, motor housing, and vents. - When using chemicals or solvents for cleaning, ensure they are approved for use on electrical equipment and follow the manufacturer's recommendations for application and usage. - Regularly inspect transport vehicles and equipment, such as trailers or carrying cases, to ensure their integrity and that they are fit for purpose. Replace any damaged components or items as necessary. - When transporting hedge trimmers, ensure that the equipment is secured properly to prevent movement or dislodgement during transit. Use straps, tie-downs, or other restraints to secure the hedge trimmer in place. - For long-term storage, lubricate the hedge trimmer's blades and moving parts according to the manufacturer's instructions to prevent corrosion and maintain optimal performance. - Store hedge trimmers in designated areas, such as tool sheds or cabinets, to protect them from environmental factors and unauthorised access by untrained personnel. - Maintain a clean and organised storage environment, ensuring that no items obstruct pathways or create hazardous conditions for employees accessing the hedge trimmers or other tools. - Implement a regular inspection and maintenance schedule for all hedge trimmers in storage, including checking for any signs of damage, wear, or malfunction before returning them to regular use. - Develop and implement an emergency response plan in the event of an accident or incident involving hedge trimmers during cleaning or storage. Ensure all workers are familiar with their roles and the necessary actions they must take upon identifying a hazard.		
9. Equipment Maintenance	Mechanical faults, Burns from hot surfaces	2M	- Regular inspection: Ensure that hedge trimmers are subjected to regular maintenance checks for any signs of mechanical faults or wear and tear, especially before starting a trimming task. - Maintenance schedule: Establish a routine maintenance schedule for the hedge trimmers in accordance with the manufacturer's guidelines to ensure optimal functioning and reduce the likelihood of mechanical faults. - Proper storage: Store hedge trimmers securely in designated areas when not in use to prevent damage and prolong their lifespan.	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
			- Well-trained operators: Ensure that only trained and competent workers are allowed to operate hedge trimmers, as they will be more adept at detecting faults and preventing injuries related to mechanical failures. - Turn off equipment: Always turn off hedge trimmers and disconnect them from power sources before performing any maintenance tasks to avoid accidental start-ups and burns. - Use of protective gloves: Require workers to wear protective gloves when handling hedge trimmers for maintenance, especially around hot components, to miniimise the risk of burns. - Allow time for cooling down: Before attempting to perform any maintenance on the hedge trimmers, allow the machinery to cool down sufficiently to prevent burns from hot surfaces. - Lubrication: Regularly apply lubricant to moving parts of the hedge trimmers according to manufacturer recommendations, to reduce friction and wear, and decrease the chances of mechanical faults. - Manufacturer-approved replacement parts: When repairing or replacing parts of hedge trimmers, only use components supplied or approved by the manufacturer to ensure compatibility and proper functioning. - Disposal of damaged equipment: If hedge trimmer is found to be damaged beyond repair or is no longer safe to use, properly dispose of the equipment following appropriate disposal procedures and replace it. - Incident reporting: Encourage workers to report any mechanical malfunctions, burn incidents, or near-misses immediately to management for documentation and further action. - Continuous education: Provide ongoing training and reminders to workers about the importance of equipment maintenance, the hazards associated with improper maintenance, and the correct procedures for safely performing these tasks.		
10. Sharpening Blades	Hand injuries, Eye injuries	3H	- Conduct a comprehensive risk assessment before commencing the sharpening process to identify potential hazards and suitable control measures. - Ensure that only trained and competent personnel are assigned to carry out blade sharpening tasks, and they possess proper knowledge about the equipment being used. - Utilise appropriate personal protective equipment (PPE) such as gloves to prevent hand injuries, and safety goggles or face shields to protect against eye injuries caused by flying debris during the sharpening process. - Always disconnect the hedge trimmer from its power source (unplug electric trimmers or remove the battery for cordless models) before attempting any maintenance, including sharpening blades.	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
			- Secure the hedge trimmer appropriately during sharpening, using a vice or clamp, to prevent unnecessary movement that may result in accidents. - Employ proper tools and sharpening equipment designed specifically for hedge trimmer blades, ensuring these are well-maintained and in good working condition. - Exercise diligence while handling and aligning blades to avoid accidental contact with sharp edges, reducing the risk of cuts and hand injuries. - Maintain a clean and well-organised working area, free of potential trip hazards, clutter, and unnecessary equipment which could lead to slips, trips, and falls. - Follow the manufacturer's guidance on appropriate sharpening techniques, angles, and methods to ensure safe and effective maintenance without causing damage to the blades or equipment. - Regularly inspect and maintain the hedge trimmer, including assessing blade sharpness, to miniimise the frequency of high-risk sharpening activities. - Develop and implement an emergency plan to address potential incidents related to the sharpening process, incorporating training on first aid and the use of relevant equipment such as eyewash stations and bandages.		
11. Removing Debris	Manual handling injuries, Exposed sharp edges	2M	- Proper training: Ensure all workers involved in the debris removal process are trained in proper lifting techniques, handling sharp objects safely, and usage of appropriate tools. - Personal protective equipment (PPE): Provide gloves with cut-resistant material, safety glasses, and steel-toed boots for everyone involved in this work step to protect against potential injuries from sharp edges or heavy objects. - Use appropriate tools: Encourage workers to use rakes, shovels, or other long-handled tools to miniimise direct contact with the debris containing exposed sharp edges. - Work in teams: Allow workers to team up and share the load when moving bags, bins or heavy debris to reduce the risk of manual handling injuries. - Clear pathways: Make sure the area surrounding the debris removal site is clear of obstacles that might cause trips, slips or impede movement during the process. - Adopt ergonomic practices: Instruct workers to bend their knees and keep their backs straight while lifting, keeping the load close to their body to reduce strain on the lower back. - Implement breaks: Encourage scheduled breaks for workers, allowing them to rest and avoid overexertion which may lead to manual handling injuries. - Rotate tasks: If possible, rotate staff members between different tasks throughout the day to prevent repetitive strain injuries.	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
			- Keep tools clean and sharp: Regularly inspect and maintain hedge trimmer blades, ensuring they remain sharp and free of debris that can lead to mishandling or unexpected dangers. - Secure sharp objects: When discarding trimmed branches and twigs, place the debris in a designated area away from pedestrians and work zones, preferably in suitable containers where the sharpest parts are contained. - Communicate hazards: Clearly communicate the location of hazardous debris piles and sharp objects to all workers on site, using signage if necessary. - Regular supervision: The supervisor should closely monitor the removal process, ensuring that control measures are maintained and any new hazards addressed promptly. - Use mechanical aids: If possible, incorporate the use of wheelbarrows, trolleys or other machinery to assist with the transportation of heavy debris, reducing the risk of manual handling injuries. - Emergency readiness: Have an established emergency response plan in place and well-communicated to all workers, ensuring first aid kits and other necessary equipment are readily available on site.		
12. Post-Inspection	Overlooked hazards, Missed preventive measures	2M	- Conduct a thorough visual inspection of the hedge trimmer before and after each use to ensure there are no visible signs of damage or malfunction. - Ensure that all workers using the hedge trimmer have received appropriate training in its safe use, maintenance, and storage. - Implement a regular inspection and maintenance schedule for the hedge trimmer to prevent breakdowns and identify any hazards that may arise over time. - Establish a reporting system for any issues or hazards identified during the post-inspection process, ensuring timely resolution and communication with all relevant parties. - Cross-check the completed SWMS with relevant legislation, regulations, codes of practice, and manufacturer guidelines to ensure compliance with all applicable safety requirements. - Involve workers in the hazard identification and control process, encouraging ongoing consultation and collaboration to maintain workplace safety. - Assign responsibility for conducting post-inspections and implementing preventive measures to a designated person or team within the organisation. - Utilise a standardised checklist during post-inspections to systematically identify and mitigate potential hazards. - Review and update the SWMS periodically to account for changes in job tasks, equipment, environment, and workforce.	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
			- Develop and provide ongoing safety training and refresher courses to all workers to increase their awareness of hazards and preventive measures associated with hedge trimmer use. - Encourage open communication among workers so that any overlooked hazards or missed preventive measures can be reported and addressed immediately. - Develop an emergency response plan for situations involving injuries or equipment malfunctions, including procedures for first aid, evacuation, and incident reporting. - Document all post-inspection findings, safety recommendations, and implemented control measures as a part of the organisation's safety records, allowing for continuous improvement and future reference.		

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**	