

Lawn Scarifier | SAFE WORK METHOD STATEMENT (SWMS)

TASK OR ACTIVITY: Lawn Scarifier

Business Name: Coastal Hire And Sales Pty Ltd

ABN: 70114481408

SWMS#

Business Address:

Contact Person:

Phone:

Email:

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

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

Full Name:

Signature:

Title:

Date:

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

Full Name:

Title:

Phone:

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

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

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

NAME

SIGNATURE

DATE

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

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

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

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CLIENT OR PRINCIPAL CONTRACTOR DETAILS

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

ANY HIGH-RISK CONSTRUCTION WORK BEING CARRIED OUT

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

ANY HIGH-RISK MACHINERY OR EQUIPMENT NEARBY

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

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

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR	RESPONSIBLE PERSON
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK	NAME OF PERSON
1. Preparation	Unstable equipment, Slips and Falls	2M	<ul style="list-style-type: none"> - Perform a thorough inspection of the lawn scarifier and other tools before commencing work to ensure they are in good working condition and stable. - Clear the work area of any debris, obstacles, or slippery substances that might lead to slips, trips, or falls. - Ensure the ground surface at the work location is level and free from any potential hazards such as holes or uneven terrain. - Wear appropriate personal protective equipment (PPE) such as slip-resistant footwear, gloves, and safety goggles to mitigate the risk of injuries during the preparation phase. - Place warning signs, barricade tapes, or cones to restrict access to the work zone and alert pedestrians of potential hazards. - Ensure the lawn scarifier's wheels, blades, belts, and engine components are properly adjusted, lubricated, and functioning per manufacturer guidelines. - Train workers on the correct operation and handling of the lawn scarifier, including how to safely transport, position, and secure the equipment to avoid instability. - Encourage staff to employ proper body mechanics and ergonomic techniques when lifting or moving heavy equipment, utilising relevant lifting aids if necessary. - Implement a policy requiring team members to report any equipment malfunctions or hazards immediately to their supervisor, halting work until the issue is resolved. - Regularly review and update the SWMS, providing ongoing training and support to ensure all workers are informed and compliant with updated health and safety requirements. 	1L	
2. Pre-Start Inspection	Faulty equipment, Operator injury	2M	<ul style="list-style-type: none"> - Regular maintenance: Ensure that lawn scarifiers are regularly maintained, inspected, and serviced according to the manufacturer's recommendations to prevent equipment failure or malfunction. - Pre-start inspection checklist: Develop and implement a pre-start inspection checklist to be completed by the operator before using the lawn scarifier. The checklist should cover critical components such as engine, blades, wheels, and controls. - Training and competency: Provide adequate training to operators on the safe usage of lawn scarifiers, including pre-start inspections, hazard identification, and emergency procedures. - Fault reporting and repair: Implement a fault reporting system that allows operators to report any defects or faults identified during their pre-start inspection. Faulty equipment should be repaired or replaced before use. - Proper protective equipment (PPE): Ensure operators wear appropriate PPE while conducting a pre-start inspection, including gloves, safety boots, and high-visibility clothing. 	1L	

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			<ul style="list-style-type: none"> - Safe lifting techniques: Train operators in safe manual handling techniques when conducting maintenance tasks, such as replacing blades or adjusting equipment components, to minimise the risk of injury. - Keep work area clean: Ensure the immediate work area is clear of debris, hazards, and obstacles that may pose a risk during the pre-start inspection or operation of the lawn scarifier. - Adequate lighting: Ensure the pre-start inspection area has sufficient lighting to enable operators to identify potential hazards or faulty components effectively. - Manufacturer guidelines: Operators should always refer to the manufacturer's guidelines for safe operation, maintenance, and recommended pre-start inspection procedures. - Communication and consultation: Encourage open communication between team members and management regarding potential risks, hazards, or necessary control measures during the pre-start inspection process. - Tool and equipment storage: Ensure all potentially hazardous tools and equipment used during pre-start inspections, such as wrenches, screwdrivers, or replacement parts, are safely stored away when not in use. - Supervision and monitoring: Supervisors should regularly monitor the pre-start inspection process to ensure compliance with safety procedures, identify potential hazards, and support operators in managing risks effectively. 		
3. Moving Equipment	Accidents during transport, Fuel leakage	3H	<ul style="list-style-type: none"> - Conduct a pre-start inspection of equipment before each use to ensure it is in good working condition and free from any fuel leaks, damaged components or other issues that could lead to accidents during transport. - Maintain all equipment regularly, including checking and maintaining correct levels of oil, fuel, and coolant, keeping tyres inflated to the recommended pressure, and ensuring brakes, steering and other critical systems are functioning properly. - Train workers in proper handling techniques and safe lifting methods to prevent back strains or injury due to overexertion during movement of equipment. - Ensure operators possess the necessary qualifications, licenses, and training to safely operate the lawn scarifier and any transport vehicles they may be using. - Develop and implement clear procedures for loading, securing, and unloading equipment onto transport vehicles, with checks in place to confirm all steps have been followed correctly. - Utilise appropriate equipment, such as ramps, trolleys or hoists, to make moving equipment easier and safer, minimising the risk of slips, trips or falls. - Keep the work area clean and free of debris to create a safer environment for moving equipment, reducing slip and trip hazards. 	2M	

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			<ul style="list-style-type: none"> - Use appropriate personal protective equipment (PPE) during the moving process, including gloves, steel-toed boots, and high-visibility clothing, to reduce the risk of injury. - Implement spill response plans to manage fuel leakage incidents, including the prompt cleaning and containment of spills, and the correct disposal of contaminated materials. - Establish designated pathways and travel routes for moving equipment through the worksite, ensuring these are clearly marked, well-lit, and free from obstructions. - Communicate planned movements with all team members, ensuring everyone involved is aware of the designated pathways, timing and potential hazards, and can take any necessary precautions to safeguard themselves and others. 		
4. Setting Up	Improper setup, Electrocution	3H	<ul style="list-style-type: none"> - Conduct a thorough inspection of the lawn scarifier and electrical cords prior to setting up to identify any damages or issues that may pose a hazard. Repair or replace any problematic parts. - Ensure all equipment, including the extension cords and power outlets, are suitable for outdoor use and are rated accordingly to prevent potential electrocution hazards. - Make sure that the lawn scarifier is placed on a stable, flat surface before beginning operation to prevent it from tipping over or becoming unstable during use. - Follow the manufacturer's guidelines thoroughly when setting up the lawn scarifier to ensure proper assembly of all components and alignment of the blades. - Place appropriate signage and barricades around the work area to alert others of the potential hazards and keep unauthorised personnel away. - Use a ground fault circuit interrupter (GFCI) or Residual Current Device (RCD) when connecting the lawn scarifier to an electrical outlet to protect against potential electrical shocks. - Continuously inspect and monitor the lawn scarifier and its surroundings during the setup process to detect any signs of equipment malfunctions, overheating, or other issues that may result in potential hazards. - Do not operate the lawn scarifier within close proximity to water sources or during wet conditions, as this increases the risk of electrocution. - Keep electrical cords off the ground and away from moisture while setting up, using cord covers or cable ramps if necessary, to minimise the potential for electrical hazards. - Ensure that all operators of the lawn scarifier are trained in proper usage, safety measures, and understand the potential hazards associated with its operation. - Prior to starting the lawn scarifier, perform a final safety check to ensure everything is set up correctly and all safety controls are in place. 	2M	

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			- In case of an emergency or any malfunctioning of the lawn scarifier, have a detailed emergency response plan established, and train all relevant personnel on how to react in such a situation.		
5. Start Operation	Noise pollution, Flying debris	3H	<ul style="list-style-type: none"> - Personal Protective Equipment (PPE): Ensure that all workers are wearing appropriate PPE, such as hearing protection and safety goggles, to protect against noise pollution and flying debris. - Pre-start check: Before starting the lawn scarifier, perform a thorough inspection of the machine, ensuring that all guards, blades and other components are secure and in good working order. Report any defects or issues immediately and do not operate the faulty equipment until repairs have been made. - Training and competency: Ensure that all operators are trained, experienced and competent in the use of lawn scarifiers. Provide regular refresher training to maintain knowledge and skills. - Barricading and signage: Erect barriers and warning signs around the work area to create an exclusion zone for unauthorised personnel and minimise the risk of injury from flying debris. - Maintain a safe distance: Instruct workers to maintain a safe distance from the operating lawn scarifier at all times to avoid being hit by flying debris. - Equipment maintenance: Implement a regular maintenance schedule for lawn scarifiers to ensure that they are functioning correctly and within manufacturer guidelines, thus reducing the likelihood of malfunctions. - Selecting the appropriate scarifier settings: Choose the correct blade type and depth settings according to the specific requirements of the task and the condition of the lawn. This will minimise damage to the surface and reduce the chance of debris becoming airborne. - Work during optimal conditions: Schedule work when the weather is calm, without strong winds that could carry debris towards workers and bystanders. - Proper storage of materials: Securely store loose materials like stones and debris away from the work area, preventing these objects from becoming flying hazards due to contact with spinning blades. - Monitor progress: Regularly assess the work area for new hazards or changes in ground conditions that may require adaptations to the work method or additional control measures to be implemented. - Emergency response plan: Establish an emergency response plan to address potential incidents involving noise pollution or flying debris, including procedures for immediate action, first aid and reporting. Provide regular training on this plan to all workers involved. 	1L	
6. Area Assessment	Uneven terrain, Buried hazards	2M		1L	

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			<ul style="list-style-type: none"> - Conduct a thorough site inspection before commencing the scarification process to identify any uneven terrain or potential buried hazards such as rocks, underground cables, or pipes. - Develop a comprehensive area assessment plan to accurately map out locations of any hazardous obstacles or features present. Share this information with all team members to ensure they are informed and aware. - Clearly mark identified hazards in the work area using appropriate warning signs, brightly colored flagging, or boundary tapes to prevent accidental contact during the lawn scarifying process. - Utilise proper Personal Protective Equipment (PPE), including sturdy footwear with slip-resistant soles, to minimise the risk of slips, trips, and falls on uneven terrain while performing the task. - Ensure regular communication between team members throughout the scarification process, updating each other on any changes to hazards or issues that may arise in the work area. - Make sure the lawn scarifier equipment used is well-maintained, with functional safety mechanisms, and designed for use on uneven terrain to mitigate potential risks effectively. - Arrange for mechanical assistance, such as using ramps or leveling platforms, to stabilise the ground surface wherever necessary, thus reducing the chances of injuries or accidents due to uneven terrain. - Implement a "call before you dig" procedure to communicate with local utility companies and confirm the absence of any underground services, ensuring they are aware of your planned activities and can provide guidance and support. - As a part of the worker's training, emphasise the importance of vigilance and safe work practices, empowering them to recognise and report potential hazards promptly. - Regularly review and update control measures and hazard management strategies throughout the project, making adjustments as required to ensure optimal workplace health and safety standards are maintained at all times. 		
7. Machine Operation	Rapid blade contact, Entanglement	4A	<ul style="list-style-type: none"> - Operator Training: Ensure all personnel operating the lawn scarifier have completed appropriate training and hold relevant qualifications to ensure safe and competent operation. - Pre-Start Inspection: Prior to machine use, conduct a thorough visual inspection to identify any defects or hazards related to blade functionality and overall equipment condition. - Personal Protective Equipment (PPE): Require operators to wear proper PPE, including sturdy gloves to protect hands from contact injuries, and long trousers to minimise the risk of rapid blade injuries. 	3H	

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			<ul style="list-style-type: none"> - Machine Guards: Make sure that all guards are securely in place on the lawn scarifier, to keep loose clothing and body parts away from the rapidly moving blades, preventing entanglement. - Restrict Access: Establish a designated work area with barriers, signs, or cones to prevent unauthorised personnel from coming too close to the operating machinery. - Adjust Blade Height: Ensure proper adjustment of the blade height is maintained during operation, minimising the possibility of rapid blade contact with objects or the ground. - Clear Debris: Regularly clear the work area of any debris or obstacles that could impede the movement of the lawn scarifier or cause damage to the blades. - Emergency Stop: Have an easily accessible emergency stop button or switch installed on the lawn scarifier, allowing for immediate shutdown in case of entanglement or potential injury. - Regular Maintenance and Cleaning: Conduct routine maintenance and cleaning of the lawn scarifier, paying special attention to the blades to ensure optimum performance and reduce the risk of accidents due to malfunction. - Safe Clothing: Require operators to wear properly fitted clothing without loose ends or frills, reducing the risk of entanglement with the rapidly-moving blades. - Monitor Weather Conditions: Be aware of wet or slippery conditions, as these can increase the risk of slips and falls when working around a lawn scarifier. If necessary, postpone work until more favorable conditions arise. - Communication: Maintain clear communication channels between the operator and any other personnel working in close proximity to the lawn scarifier, ensuring everyone is aware of potential hazards and current work progress. 		
8. Maintenance & Cleaning	Cuts from blades, Exposure to hazardous materials	3H	<ul style="list-style-type: none"> - Proper training: Ensure workers operating and maintaining the lawn scarifier are trained in proper handling, usage, and maintenance techniques, which includes procedures to minimise contact with sharp blades and hazardous materials. - Appropriate personal protective equipment (PPE): Ensure that workers wear appropriate PPE such as work gloves to protect their hands from cuts, safety goggles to protect eyes from flying debris, and appropriate clothing to minimise exposure to hazardous materials. - Equipment inspection: Regularly inspect the lawn scarifier for any damage or wear, ensuring that all parts are in good working condition and safe to use. - Use of manufacturer instructions: Follow the manufacturer's guidelines and instructions when conducting maintenance and cleaning on the lawn scarifier. - Secure workspace: Establish a secure and well-ventilated area designated for maintenance and cleaning activities, reducing the risk of exposure to hazardous materials and injury from accidental contact with the equipment. 	1L	

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			<ul style="list-style-type: none"> - Safe storage of hazardous materials: Store any hazardous materials used during maintenance and cleaning in properly labelled containers in accordance with local guidelines and regulations. - Use of proper tools: Utilise appropriate tools and equipment specifically designed for maintaining and cleaning the lawn scarifier, reducing the risk of injuries from using ill-suited or makeshift devices. - Lock-out/tag-out protocol: Implement a lock-out/tag-out system to ensure the lawn scarifier is powered down, disabled, or unplugged when workers are conducting maintenance and cleaning tasks. - Blade handling: Take precautionary measures while handling the sharp blades of the lawn scarifier, such as wearing gloves and storing them in protective covers when not in use. - Disposal of waste materials: Dispose of waste products resulting from maintenance and cleaning activities, including hazardous materials, in accordance with local regulations and guidelines. - Communication and supervision: Encourage open communication among workers during maintenance and cleaning tasks, with supervisors overseeing the operations to ensure adherence to safety protocols and offer assistance when needed. 		
9. Refueling	Fuel spills, Fire hazard	2M	<ul style="list-style-type: none"> - Store fuel in approved, clearly labelled containers that meet safety regulations to prevent spills and leaks. - Designate a proper refueling area located away from ignition sources such as electrical equipment, vehicles, open flames, or smoking zones. - Ensure workers are trained in appropriate refueling methods, including the safe handling and storage of fuel and understanding fire hazards associated with combustible liquids. - Use spill containment trays and absorbent materials under refueling equipment to minimise the risk of fuel spills. - Keep fire extinguishers nearby within the designated refueling zone and ensure they are easily accessible and properly maintained. - Implement a no-smoking policy during refueling operations, with adequate signage displayed around the work area. - Encourage proper use of personal protective equipment (PPE), such as gloves and eye protection, to safeguard against contact with harmful chemicals during the refueling process. - Regularly inspect and maintain lawn scarifier equipment and tanks for any damage or leaks that could exacerbate fuel spillage risks. - Develop an emergency response plan outlining procedures to follow in the event of fuel spills or fires, including communication channels, evacuation routes, and proper containment measures. 	1L	

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			<ul style="list-style-type: none"> - Conduct periodic safety audits to ensure adherence to relevant guidelines, control measures, and best practices regarding refueling and fire prevention. - Clearly communicate the importance of these control measures to all team members involved in the refueling process and provide routine training sessions to reinforce safe work habits. 		
10. Storage	Inadequate space, Environmental hazards	2M	<ul style="list-style-type: none"> - Ensure that there is adequate space in the storage area to accommodate the lawn scarifier and any associated equipment, allowing for clear access and egress. - Make certain that the storage area has appropriate ventilation, lighting, and temperature controls to prevent the formation of mould, fungus, or other environmental hazards. - Implement proper shelving and racking systems to store the lawn scarifier and its accessories, keeping them off the ground and secure from potential damage or tampering. - Organise materials in the storage area in a logical manner, and label each item clearly to facilitate quick identification and retrieval when needed. - Conduct periodic inspections of the storage area to ensure that it remains clean, well-organised, and free from any potential hazards. - Train employees on the correct procedures for storing and handling the lawn scarifier, including lifting techniques and proper use of personal protective equipment (PPE) if necessary. - Establish designated areas within the storage space for hazardous materials, such as fuel or chemicals used in the lawn scarifier's operation, and ensure that these materials are stored according to their specific safety guidelines. - Develop an emergency response plan for the storage area, outlining actions to be taken in case of accidents, spills, or other incidents. - Place signage around the storage area clearly indicating any hazards and providing instructions for safe handling of the lawn scarifier and related equipment. - Secure the storage area with appropriate locks, alarms, or surveillance systems to deter unauthorised access or theft. - Keep an up-to-date inventory of items stored in the area, and conduct regular audits to ensure proper maintenance of equipment and items remain in good working order. - Prioritise sustainability by implementing measures, such as recycling and waste disposal programs, to reduce the environmental impact of the lawn scarifier's storage and use. 	1L	
11. Emergency Procedures	Inadequate emergency training, Operator panic	3H	<ul style="list-style-type: none"> - Implement regular training sessions on emergency procedures, including the proper use of fire extinguishers, evacuation routes, and emergency contact numbers. 	2M	

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			<ul style="list-style-type: none"> - Ensure that all staff members are provided with easy access to safety manuals, guidelines, and resources related to emergency procedures in their specific work area. - Conduct practical emergency drills to familiarise all workers with the necessary actions they need to take during an unexpected event, such as a fire or equipment malfunction. - Display clear signage indicating emergency exits, emergency equipment locations, and muster points within the workspace. - Establish a designated emergency response team comprised of trained and competent employees who can effectively coordinate and manage any emergency situation that may arise. - Regularly maintain and inspect fire alarms, emergency exit doors, and other safety systems to ensure their proper functionality. - Encourage open communication among staff regarding any concerns or gaps in emergency preparedness and provide adequate support and resources to address these issues. - Develop specific procedures for responding to machinery-associated emergencies, such as stopping the lawn scarifier immediately and safely evacuating the area. - Introduce buddy-systems or supervision from more experienced colleagues for new operators to minimise the risk of panic-induced errors during emergencies. - Employ psychological first aid strategies to help workers cope with stressful situations and prevent panic reactions during an emergency. - Schedule pre-shift briefings or toolbox talks focused on the importance of staying calm and following established emergency protocols in the event of an incident. - Utilise a text messaging alert system or public announcement infrastructure to promptly communicate emergency instructions and updates to all team members. - Continuously review and update the emergency procedures and control measures in line with any changes to workplace configurations, machinery, and personnel, ensuring that information remains current and relevant. 		
12. Disposal & Recycling	Incorrect disposal, Environmental contamination	2M	<ul style="list-style-type: none"> - Obtain all necessary permits and approvals for waste disposal from local authorities before starting the work to ensure compliance with legal requirements. - Train workers on proper handling, storage, and disposal of materials in accordance with relevant regulations to prevent environmental contamination and worker exposure to hazardous substances. - Segregate waste materials based on their type, such as recyclable, non-recyclable, hazardous, and non-hazardous wastes, to facilitate correct disposal and reduce environmental impact. 	1L	

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			<ul style="list-style-type: none"> - Provide clearly labelled, designated containers or storage areas for different types of waste materials to miniimise the possibility of incorrect disposal and cross-contamination. - Implement a waste tracking system to monitor the volume and disposal methods of generated waste, enabling timely corrective actions if there are any deviations from best practices or regulations. - Conduct regular inspections of waste storage and disposal areas to identify potential problems and ensure strict compliance with waste management procedures. - Engage licensed waste disposal contractors to remove and dispose of hazardous and other regulated waste materials according to local, state, or federal requirements. - Adopt recycling programs wherever possible, such as returning empty chemical containers to suppliers for reuse or recycling, to reduce waste generation and promote resource conservation. - Develop an emergency response plan for handling accidental spills or leaks of hazardous materials by providing appropriate spill containment equipment, first aid supplies, and training to workers on how to respond effectively. - Continuously explore innovative technologies and industry best practices to improve waste disposal and recycling processes, ultimately minimising the overall environmental impact and enhancing workplace health and safety. 		

EMERGENCY RESPONSE – CALL 000 FOR EMERGENCIES

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

LEGISLATIVE REFERENCES

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

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

SIGNATORIES OF THE SAFE WORK METHOD STATEMENT

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

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

SAFE WORK METHOD STATEMENT MONITORING AND REVIEW

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

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

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

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

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

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

SAFE WORK METHOD STATEMENT REVIEW CHECKLIST

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

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