Motor Mower Ride-On | SAFE WORK METHOD STATEMENT (SWMS)

TASK OR ACTIVITY: Motor Mower Ride-On

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.

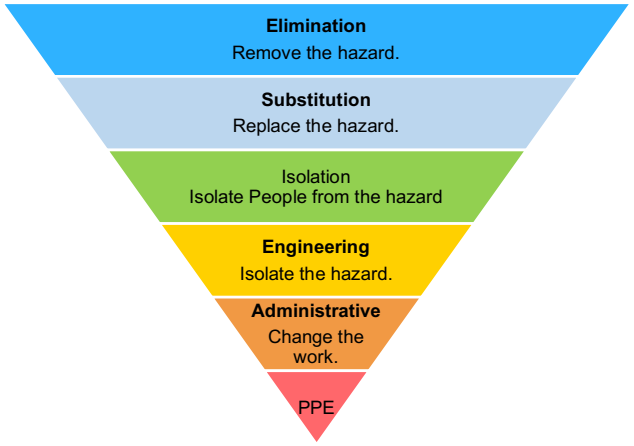
ANY HIGH-RISK MACHINERY OR EQUIPMENT NEARBY							
☐ Forklift	☐ Crane/s	☐ Hoist/s	☐ Excavator	☐ Backhoe/Loader	☐ Boom Lift	☐ EWP	☐ Genie Lift
☐ Trencher	☐ Drilling Rig	☐ Trucks	☐ Formwork	☐ Bobcat	☐ Flammable Gas	☐ Fuel	☐ Dozer
☐ High Voltage	☐ Mulcher	☐ Tilt-up Panels	☐ Roller	☐ Scissor Lift	☐ Tractor	☐ 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	Debris on ground, overhead power lines	2M	- Thorough inspection: Before starting the mowing task, conduct a comprehensive site inspection to identify any potential hazards such as debris on the ground, overhead power lines, or other obstructions. - Site cleanup: Remove any debris, loose materials, or objects from the ground to prevent them from getting caught in the mower blades or causing damage to the equipment. - Power line assessment: Determine the height and distance of overhead power lines from the work area and ensure there is adequate clearance for the ride-on motor mower. - Use proper signage: Clearly mark off the work area with appropriate signs and barriers to ensure that unauthorised personnel are kept at a safe distance. - Awareness training: Provide employees with necessary training about potential hazards related to ride-on motor mowers and the control measures they should follow during the preparation stage. - PPE requirement: Equip all workers with essential Personal Protective Equipment (PPE), including safety boots, gloves, eye protection, high-visibility clothing, and hearing protection. - Pre-start checklists: Require operators to complete a pre-start checklist for the ride-on motor mower, ensuring that it is in good working condition and all safety guards and devices are securely in place. - Weather considerations: Check the weather conditions before commencing work, and reschedule tasks in case of heavy rain or strong winds that could cause debris accumulation or unstable ground conditions. - Safe work procedures: Develop and follow specific Safe Work Method Statements (SWMS) during this work step, discussing them with workers and ensuring they understand their responsibilities. - Tree trimming: If necessary, trim tree branches and vegetation around the work area to miniimise contact with overhead power lines and reduce the risk of electrocution. - Monitor surface conditions: Continuously monitor ground conditions while mowing, adjusting speed and operation accordingly to maintain control of the ride-on motor mower. - Emergency response plan: Establish an emergency response plan detailing actions to follow in case of an accident or injury involving the ride-on motor mower during site preparation. Ensure all workers are trained and familiar with the plan.	1L	
2. Pre-start checks	Damaged equipment, incorrect fluid levels	2M	- Conduct a thorough visual inspection of the motor mower and its components, checking for any signs of damage, wear, or deterioration.	1L	

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			- Check all safety devices, such as safety guards and kill switches, to ensure they are intact and functioning correctly. - Inspect belts, chains, and cables for any signs of fraying, damage, or excessive wear. Replace if necessary. - Examine all hoses and connections for leaks or damages, paying close attention to hydraulic lines and fluid levels. - Verify that all fluid levels (oil, coolant, brake fluid) are within the manufacturer's recommended range. Top up if required. - Check tyre pressure and condition, ensuring that they do not show any signs of damage, punctures, or excessive wear. - Inspect the mower blades for damage or excessive wear. Sharpen or replace if necessary. - Ensure that all control levers and linkage are in proper working order and free from obstruction. - Check the fuel level and fill up the tank, ensuring that no contaminants or debris are introduced in the process. - Test all lights, indicators, and warning signals on the motor mower to ensure they are functioning correctly. - Consult the operator's manual for any specific pre-start checks required for the specific make and model of the motor mower. - Document all pre-start check findings on a checklist or logbook, addressing any identified issues before using the equipment. - Hold a toolbox talk with all operators, discussing the importance of conducting pre-start checks, procedures to follow, and hazards to be aware of. - Establish a routine maintenance schedule for the motor mower, including regular servicing and inspections to promote the longevity and safe operation of the equipment.		
3. Start mower	Exposure to noise, improper operation technique	2M	- Proper Training: Ensure that all operators using the mower are trained in its safe operation, including how to start and stop the mower, engage and disengage cutting mechanisms, steer, park, and troubleshoot any issues. - Protective Equipment: Provide appropriate personal protective equipment (PPE) for operators, including earmuffs or earplugs to reduce exposure to excessive noise, safety goggles to protect against flying debris, and gloves to miniimise contact injuries. - Routine Maintenance: Conduct regular inspections and maintenance on the motor mower to ensure it is in good working order and safe to use. Maintain a maintenance log and follow the guidelines provided by the manufacturer.	1L	

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			- Pre-Start Checklist: Develop and implement a pre-start inspection checklist that includes checking all safety features, fluid levels, tyre pressure, and function of the ignition system before starting the mower. - Starting Operations: Instruct operators to start the mower only when they are seated properly and all controls are neutral. Ensure the parking brake is engaged before starting the engine. - Mowing Techniques: Train operators on proper mowing techniques to reduce the risk of overturning, like driving at an appropriate speed for the terrain, following the contours of the landscape, and avoiding steep slopes, sharp turns, or sudden changes in terrain where possible. - Hazardous Areas: Identify and flag hazardous areas in the mowing area, such as steep slopes, water bodies, and obstacles that may require additional safety precautions or techniques to safely navigate. - Emergency Stop Procedure: Inform operators about the emergency stop procedures for the mower, including how to quickly shut down the engine, disengage the cutting mechanism, and apply the brake in case of an emergency or malfunction. - Enclosed Cab Option: If feasible, consider providing an enclosed cab option for the mower to further protect operators from excessive noise exposure, flying debris, and inclement weather conditions. - Noise Communication: Implement a system for communication between operators if necessary, such as using hand signals, radios, or visual indicators to facilitate clear and efficient communication without excessive shouting or noise exposure. - Proper Storage: Instruct operators on the proper storage of the mower when not in use, meaning parked on a flat surface with the parking brake engaged, cutting mechanism disengaged, and keys removed to prevent unauthorised and unsafe operation. - Continuous Improvement: Periodically review and update safety procedures, training materials, maintenance practices, and control measures based on feedback from operators, observations of work processes, and changes in the mower equipment, ensuring that safety remains a priority within your workplace.		
4. Ride-on mowing	Hitting obstacles, rollover risk	3H	- Pre-work inspection: Before each mowing session, conduct a thorough inspection of the area to identify any potential obstacles or hazards, such as rocks, holes, debris, and uneven terrain, which may cause rollover. - Operator training: Ensure that all ride-on mower operators receive proper training in safe operation techniques, hazard identification, and risk management specific to the task and equipment used. - Proper PPE: Provide operators with appropriate personal protective equipment (PPE), including high-visibility clothing, safety goggles, gloves, and steel-toed boots to miniimise the risk of injuries while working with the motor mower.	2M	

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			- Use of warning signs: Place cautionary signage around the work area, indicating the presence of moving machinery and to alert pedestrians to maintain a safe distance from the ride-on mower. - Mower maintenance: Regularly inspect and maintain the ride-on mower, ensuring it meets the manufacturer's specifications. Ensure that all safety components, such as roll-over protection systems (ROPS) and seatbelts, are properly installed and functioning. - Avoid steep slopes: Do not operate the ride-on mower on steep slopes beyond the manufacturer's recommended incline limits, as this significantly increases the risk of a rollover accident. - Slow down: Operate the ride-on mower at lower speeds when navigating tight corners, rough terrain, or areas with multiple obstacles, to allow for more control and reduce the likelihood of tipping over or hitting obstacles. - One-pass rule: When cutting grass around obstacles, adopt a one-pass procedure to avoid having to repeatedly maneuver the mower back and forth in the same area – reducing the risk of collision or damage. - Keep a safe distance: Always ensure there is sufficient space between the ride-on mower and other objects, vehicles, and pedestrians to miniimise the risk of accidents or potential injury. - Stay vigilant: Remind operators to remain alert and focused during the mowing operation, regularly scanning the environment for potential hazards and adjusting their approach to miniimise risk. - Emergency plan: Develop an emergency response plan in case of accidents, such as contacting emergency services and evacuating the area if necessary. Provide operators with first aid training and access to a well-stocked first aid kit. - Continuous review: Regularly review and update the Safe Work Method Statement (SWMS) for ride-on motor mowers to ensure it remains relevant and effective in addressing any new hazards, changes in work practices, or updates in safety regulations.		
5. Manoeuvre mower	Risk of collisions, striking people/objects	3H	- Conduct a pre-start inspection of the work area to identify and remove any obstacles or hazards that may cause collisions or striking incidents. - Ensure all workers on the site are aware of the motor mower's presence and its operating area, using communication tools like radios or hand signals. - Establish designated walkways or exclusion zones for personnel who are not directly involved in motor mower operations to miniimise their exposure to potential accidents. - Provide training to the motor mower operator on proper manoeuvring techniques, including adjusting speed and turning radius, to reduce the risk of collisions.	2M	

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			- Equip the motor mower with visible warning lights and audible alarms to alert nearby workers when it is in motion. - Implement a 'spotter' system, where an appointed worker alerts the motor mower operator about any obstacles, blind spots, or personnel within the immediate vicinity. - Follow established site traffic management plans to ensure clear vehicle movement paths and avoid congestion, which can increase accident risks. - Utilise rear-view mirrors, cameras, or other visibility-enhancing devices on the motor mower to ensure operators have a clear view of their surroundings at all times. - Regularly maintain and inspect the motor mower to ensure it is functioning correctly, including brakes, steering, and other critical components that contribute to safe operation. - Encourage a workplace culture that prioritizes safety and open communication, allowing workers to voice concerns or report any observed hazards without fear of retribution. - Adhere to manufacturer's guidelines for maximum load and capacity when operating the motor mower, ensuring it is not overloaded or used for purposes it is not designed for. - Review the SWMS regularly to identify any areas for improvement in hazard control measures and update it as necessary based on ongoing assessments of the work environment.		
6. Blade maintenance	Sharp blades, pinch points	3H	- Regular inspection of blades: Routinely inspect the sharpness and condition of the blades, checking for cracks, bends, corrosion, or other signs of wear that might increase the risk of an accident. - Use personal protective equipment (PPE): Ensure all workers handling blades wear appropriate PPE, including cut-resistant gloves, safety goggles, and closed-toe footwear to protect against injuries. - Proper training: Provide comprehensive training for employees who are responsible for blade maintenance to teach them the correct procedures to change, handle, sharpen, and store the mower blades. - Blade removal tool: Utilise a blade removal tool designed specifically for ride-on mowers to prevent accidental slippage during maintenance and miniimise the risk of injuries. - Disconnect power source: Make sure the mower is turned off and disconnected from its power source before performing any blade maintenance to avoid accidental activation. - Immobilize mower: Engage the parking brake and use wheel chocks or similar devices to stabilise the mower during blade maintenance to prevent it from moving unexpectedly.	1L	

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			- Follow manufacturer's guidelines: Always follow the blade maintenance and replacement protocols recommended by the mower's manufacturer to ensure safe operation and reduce the risk of accidents. - Work in a well-lit area: Ensure adequate lighting is available when undertaking any maintenance tasks, so workers can clearly see what they're doing, preventing any mishaps due to poor visibility. - No loose clothing or jewellery: Instruct workers not to wear loose clothing, long hair, or jewellery that could get caught in the moving parts of the motor mower during blade maintenance. - Clamping or securing blades while working: Use clamps or vice grips to hold the blades securely during maintenance tasks – this reduces the risk of accidental cuts or pinching. - Use of proper tools and equipment: Equip workers with the correct tools and equipment required for blade maintenance, ensuring they're in good working order and suitable for the task at hand. - Proper disposal and storage of blades: Dispose of old or damaged blades in designated sharps containers, and store new or sharp blades securely in a safe location, away from unauthorised access. - Encourage open communication: Cultivate a work environment where workers feel comfortable discussing safety concerns and reporting hazards to appropriate supervisors. This allows for prompt action to address any risks before they escalate into accidents.		
7. Slope operation	Loss of control, loss of traction	3H	- Provide proper training and instruction to operators on handling ride-on motor mowers during slope operation, emphasising the importance of maintaining control and ensuring adequate traction. - Conduct a thorough risk assessment before undertaking any slope operation to identify potential hazards and establish appropriate control measures. - Ensure that the ride-on motor mower is suitable for slope use, equipped with necessary safety features such as a roll-over protective structure (ROPS) and well-maintained brakes, steering system, and other relevant components. - Establish exclusion zones around steep slope areas where possible, and install physical barriers to prevent unauthorised access to high-risk locations. - Select tires with sufficient tread and grip to maintain optimal traction on sloping surfaces, and routinely inspect tires for signs of wear or damage. - Avoid operating the motor mower on excessively steep slopes exceeding the manufacturer's recommendations, as this may result in loss of control or traction. - Always operate the mower at a safe and controlled speed, avoiding sudden acceleration, deceleration, or sharp turns that can potentially compromise stability.	2M	

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			- Adopt a systematic approach when mowing slopes, starting from the base and gradually progressing upwards, using the appropriate driving pattern as recommended by the manufacturer. - Monitor weather conditions closely, as wet or slippery slopes significantly increase the risk of losing control or traction. If necessary, postpone mowing activities until conditions improve. - Regularly reassess slope stability, paying particular attention to potential landslide hazards, subsurface drainage issues, or visible signs of soil erosion. - Designate a supervisor or safety officer to oversee slope operations, ensuring adherence to established safety protocols and promptly addressing any observed risks or concerns. - Develop and implement an emergency response plan for potential slope-related incidents, including procedures for evacuating workers, communication protocols, and first aid provisions. - Continuously review and update SWMS documentation based on operational experience, lessons learned, and best practice guidelines to ensure all possible control measures are in place and adequate for managing the risks associated with slope operation.		
8. Mower shutdown	Hot surfaces, burn risk	2M	- Switch off the engine completely: Ensure that the motor mower ride-on's engine is turned off entirely and allowed to cool down for a few minutes before touching or interacting with any hot surfaces to eliminate both mechanical hazards and burn risks. - Proper PPE usage: Workers should wear appropriate personal protective equipment (PPE), such as heat-resistant gloves, long-sleeved shirts, and closed-toe shoes, to provide added protection against potential burns from hot surfaces during the shutdown process. - Cooling period: Schedule sufficient downtime after mower operation to allow all parts of the machine to cool adequately. This will miniimise the risk of accidental burn injuries to workers who may come into contact with hot surfaces while performing their tasks. - Clear communication: Keep clear communication lines between team members during the entire shutdown process. Inform everyone involved when it is safe to approach the mower after it has cooled down properly. - Safe work area: Maintain a safe work space around the mower ride-on by positioning appropriate signage and barriers to prevent unauthorised access and alert individuals about potential burn hazards. - Notice signs: Place warning notices on the mower indicating the presence of hot surfaces, possible burn risks, and the requirement to wear appropriate PPE.	1L	

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			- Equipment inspection: Regularly inspect the motor mower ride-on for any signs of damage or overheating, which may lead to a higher risk of burn injuries during the shutdown phase. - Training on safe shutdown procedures: Provide training to all workers on the proper protocols for shutting down the mower ride-on safely and how to protect themselves from potential burn hazards. - Secure ignition key: Once the mower has been shut down correctly and sufficiently cooled, the ignition key must be securely stored in a designated location, ensuring that unauthorised personnel cannot accidentally start up the mower or expose themselves to potential hazards. - Emergency procedures: Develop and share a comprehensive emergency response plan to address any incidents related to hot surfaces and burn risks during mower shutdown. Ensure workers know how to respond in case of an emergency and are aware of first-aid measures for burns.		
9. Fuel storage & handling	Fire hazard, toxic fume inhalation	3H	- Store fuel in a secure, well-ventilated area that is designated specifically for hazardous materials and is away from any ignition sources. - Use only approved fuel containers that meet Australian Standards to ensure effective containment and protection against spills or leaks. - Implement appropriate labeling of all fuel containers with easily identifiable hazard symbols and information about the type of fuel inside. - Ensure operators are trained in the safe handling, transport, and storage of fuel to miniimise the risk of spills, leaks, or other incidents occurring. - Develop an emergency response plan for managing potential incidents involving fuel spills, leaks, or fires, including clear procedures for staff members to follow. - Conduct regular inspections of stored fuel, fuel containers, and associated equipment to identify and address potential hazards such as corrosion, wear, or damage. - Ensure that fire extinguishers suitable for use on flammable liquid fires (such as Class B dry chemical powder extinguishers or CO2) are located close to the fuel storage area. - Maintain good housekeeping practices in the fuel storage area by keeping it clean and free from clutter, debris, and other combustible materials. - Ensure all staff involved in the fuel management process wear appropriate personal protective equipment (PPE), including gloves, eye protection, and respiratory protection where required. - Implement a no smoking policy within the vicinity of fuel storage areas and enforce strict adherence to this rule.	2M	

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			- Keep a material safety data sheet (MSDS) readily accessible at the fuel storage location for reference in case of emergencies or when dealing with first aid or spillage situations. - Establish a schedule for regularly reviewing and updating fuel storage and handling procedures to ensure they continue to meet current best practice standards and take account of changes to work processes or regulatory requirements.		
10. Refuelling	Spillage, overfills	2M	- Implement a designated refuelling zone in a well-ventilated area, away from any ignition sources or environmentally sensitive areas. - Use an appropriate plant-mounted or portable fuel container designed for the specific type of fuel being used (e.g., petrol or diesel). - Install clear signage at the refuelling station indicating the type of fuel in use and any safety guidelines required during refuelling. - Conduct regular equipment checks to ensure all hoses, nozzles, and seals are intact, and there are no leaks in the fuel delivery system. - Provide a spill kit on-site, including absorbent materials and containment barriers to contain and clean up any spills as quickly as possible. - Ensure all workers responsible for fuelling tasks have received appropriate training, including how to use personal protective equipment (PPE) and the correct procedures for refuelling and handling substances. - Enforce a strict policy against smoking within the vicinity of the refuelling station to reduce the risk of ignition. - Equip workers with appropriate PPE when refuelling, such as chemical-resistant gloves and eye protection. - Promote good communication between machine operators and those refuelling the ride-on motor mowers, ensuring that machines are shut off during refuelling to miniimise ignition sources and accidental movement. - Implement a regular inspection regime for fuel storage containers, checking for any signs of corrosion or damage that may lead to spills or leaks. - Develop and enforce a process for safely disposing of any contaminated fuel, soil, or other materials resulting from spills or leaks. - Establish an emergency plan detailing the actions to be taken in case of a fuel-related incident, such as a fire or significant spill, and provide regular training on this plan for all team members. - Keep a record of all relevant safety data sheets (SDS) for the different types of fuel in use and make them easily accessible to all staff members. - Limit the amount of fuel stored on-site to the minimum necessary for daily operations, reducing the likelihood of large-scale incidents from occurring in the event of an accident or fire.	1L	

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11. General maintenance	Slips, trips and falls; insufficient lockout/tagout procedures	3H	- Regularly inspect and maintain the ride-on mower as per the manufacturer's guidelines to ensure all parts are in proper working condition, reducing the risk of malfunction leading to slips, trips, and falls. - Provide training and ensure that workers are familiar with the operation, maintenance, and lockout/tagout procedures specific to the ride-on mower to prevent accidents during maintenance tasks. - Designate a clear, stable and well-lit work area for performing general maintenance tasks on the mower to avoid potential slip, trip, and fall hazards caused by poor visibility or uneven ground surfaces. - Utilise appropriate Personal Protective Equipment (PPE) such as non-slip footwear and gloves to maintain a good grip and reduce the probability of slips and falls during maintenance. - Set up warning signs or barricades around the maintenance area to alert other workers of potential hazards and prevent accidental entry into the area. - Ensure the ride-on mower is turned off, cooled down, and completely depressurized before performing any maintenance work to miniimise risks related to moving parts or hot surfaces. - Implement a lockout/tagout system, ensuring that only authorised personnel can perform maintenance on the mower and effectively preventing unauthorised access or unintended startup while it's being serviced. - Securely support the mower using appropriate stands or locking devices when working underneath or lifting components, avoiding any sudden movements that may lead to slips, trips, or falls. - Keep the maintenance area clean and free from debris or fluids, regularly sweeping and absorbing spilled substances during the servicing process to prevent slipping hazards. - Use proper lifting techniques and equipment, such as hoists or trolleys, to handle heavy components during maintenance and avoid manual handling-related injuries. - Establish an ongoing communication system between all members of the maintenance team to identify hazardous conditions quickly and take immediate action when necessary, promoting a safe and efficient work environment.	1L	
12. Cleaning	Mower lifting injuries, water hazards	2M	- Regular maintenance and inspection: Ensure that the ride-on motor mower is regularly inspected and well-maintained to prevent unpredictable hazards during cleaning. - Proper training: Provide appropriate training to workers responsible for cleaning the ride-on mower to ensure they understand the procedures and potential risks involved.	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
			- Personal protective equipment (PPE): Require workers to wear adequate PPE, including gloves, safety boots, and eye protection, to protect them from cleaning chemicals and potential physical injuries. - Lifting aids and tools: Utilise appropriate lifting aids and tools like hydraulic jacks, lifts, or stands to safely elevate the mower and prevent lifting injuries. - Safe lifting techniques: Train workers on proper manual handling techniques when lifting the mower to avoid musculoskeletal injuries. - Water hazard prevention: Clearly mark designated cleaning areas with proper drainage systems to reduce water accumulation and miniimise slipping hazards. - Spill management: Have a spill kit readily available containing absorbent materials to quickly manage any chemical or water spills during the cleaning process. - Electrical hazard precautions: Unplug electrical components and switches before commencing cleaning, to miniimise the risk of electrocution. - Work in pairs: Encourage workers to work in pairs or teams during the cleaning process to provide assistance if needed and enhance overall safety. - Signage and barricades: Set up warning signs or barricades around the cleaning area to prevent unauthorised personnel from entering the hazardous zone. - Emergency response plan: Establish a clear emergency response plan that outlines the procedures to follow in case of accidents or injuries during the cleaning process, and ensure that all workers are familiar with this plan.		

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**	