

Motor Mower | SAFE WORK METHOD STATEMENT (SWMS)

TASK OR ACTIVITY: Motor Mower

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	Slips, trips and falls, Incorrect site setup	2M	<ul style="list-style-type: none"> - Ensure the worksite is clear of clutter, debris, and other obstacles that may pose a risk for slips, trips, and falls. - Properly designate and organise work areas to avoid overcrowding and maintain safe distances between workers and equipment. - Implement clear signage indicating any potential hazards, such as uneven or wet surfaces, so that all workers are aware of and can mitigate risks effectively. - Conduct regular inspections of the area to identify any new hazards that may have developed during the course of work and take action to rectify them as needed. - Maintain clean and dry floors, walkways, and working surfaces to prevent slip and trip hazards. - Require all workers to wear appropriate footwear with slip-resistant soles, providing a proper grip on surfaces and reducing the risk of slips and falls. - Provide necessary safety equipment, such as handrails and steps, to assist workers in safely navigating changes in elevation and accessing elevated work areas. - Create a procedure for securing cords, hoses, and cables away from walkways to minimise tripping hazards in high traffic areas. - Adhere to the correct site layout and plans while setting up equipment to avoid obstructing access paths and inadvertently creating hazards. - Develop a systematic process for ongoing storage and clean up of materials and resources throughout the day, ensuring workspaces remain uncluttered and organised. - Provide adequate lighting in all areas to ensure workers can see and respond to potential hazards, particularly during early morning or evening hours. - Encourage open communication among team members about identifying potential hazards related to slips, trips, and falls and report them promptly to a supervisor. - Offer training and regular refreshers for workers on proper lifting techniques, manual handling principles, and operational procedures for using the motor mower. - Develop an emergency response plan for addressing injuries related to slips, trips, and falls which includes first aid provisions and an escalation process for serious incidents. 	1L	
2. Pre-Start Checks	Contact with electricity, Poor equipment maintenance	3H	<ul style="list-style-type: none"> - Conduct a visual inspection of the motor mower for any visible damage or wear, ensuring that all bolts, screws and attachments are secure and in good condition. - Check the electrical cord and plug for fraying, cuts or damage, and ensure that they are compliant with Australian safety standards (AS/NZS 3112). - Test residual current devices (RCDs) to ensure they are functioning correctly to protect against electrical hazards. 	1L	

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			<ul style="list-style-type: none"> - Verify the motor mower's maintenance schedule and make sure it is up to date, including recent oil changes, blade sharpening and belt inspections. - Ensure proper training on safe operation, maintenance, and Electrical safety procedures has been provided to all workers operating the motor mower. - Examine the mower's cutting blades for sharpness and structural integrity, replacing dull or damaged blades as required. - Inspect tires and wheels for adequate inflation, tread depth, and overall condition to provide optimal stability and traction during use. - Confirm adequate fuel levels and that the correct fuel type is being used, preventing potential engine damage and reducing the risk of fire hazards. - Review the working area for any obvious hazards, such as exposed electrical wires or uneven terrain that could pose a risk to the operator or equipment. - Make sure all safety guards, shields, and safety features are properly installed and in good working order. - Ensure all personnel operating or working around the motor mower are wearing appropriate personal protective equipment (PPE), such as gloves, eye protection, and hearing protection. - Maintain clear and open lines of communication between operators and other workers in the vicinity to ensure awareness of ongoing activities and potential hazards. - Keep a fully stocked first aid kit nearby and ensure all workers are aware of emergency protocols in the event of an accident or injury. - Regularly review and update Safe Work Method Statement (SWMS) documentation to reflect any changes or new control measures identified during the pre-start checks. 		
3. Mower Refuelling	Spillages, Inhalation of petrol fumes	2M	<ul style="list-style-type: none"> - Ensure fuel containers are Australian Standards approved and fitted with an automatic shut-off nozzle to prevent overfilling and spillage. - Refuelling should be carried out in a well-ventilated area to minimise the inhalation of petrol fumes. - Use appropriate personal protective equipment (PPE), such as chemical-resistant gloves and safety glasses, while handling fuel. - Place an appropriate spill containment tray under the fuel tank to capture any potential spillages. - Always switch off the motor mower engine and allow it to cool down before attempting to refuel. - Store fuel and fuel cans in a secure and safe location, away from heat sources and ignition hazards. 	1L	

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			<ul style="list-style-type: none"> - Implement a regular inspection and maintenance schedule for the motor mower to identify and rectify any fuel system leaks or defects. - Train relevant workers on the correct procedures for safely refuelling the motor mower and responding to fuel spills. - Avoid smoking, using open flames, or carrying out any activities that may produce sparks near the motor mower while refuelling. - Utilise proper labelling for all fuel storage containers to communicate the potential risks associated with handling them. - Set up emergency response equipment, such as fire extinguishers and spill kits, in close proximity to the refuelling area. - Develop and implement an effective incident reporting system for workers to report any issues encountered during the refuelling process. 		
4. Moving Mower on Site	Strain injuries, Collision with obstacles or people	2M	<ul style="list-style-type: none"> - Utilise proper manual handling techniques, such as bending at the knees and seeking assistance from team members when lifting or moving heavy machinery. - Ensure that operators have received adequate training and hold relevant certificates to safely operate motor mowers in varying site conditions. - Conduct pre-start inspections of the motor mower to identify any faulty components or safety concerns before commencing work. - Maintain a safe working distance (minimum 3 metres) between the motor mower and pedestrians, other workers, or obstacles on site. - Use signage or barriers where necessary to separate the workspace from pedestrian traffic and restrict unauthorised access. - Clearly communicate with all workers on site regarding the intended path of the motor mower and any potential obstacles, construction hazards or other site conditions. - Employ a spotter to assist in guiding the operator and alerting them of any unsuspected hazards, obstacles, or personnel. - Limit the speed of the motor mower according to site conditions and visibility, adhering to any specific site requirements or restrictions. - Ensure all workers wear appropriate personal protective equipment (PPE), including but not limited to high visibility clothing, safety footwear, gloves, and hearing protection. - Inspect the immediate work area for potential trip hazards, such as uneven terrain, debris or materials, and take remedial action as needed. - Provide regular breaks and rotate tasks amongst the team to minimise the risk of repetitive strain injuries. 	1L	

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			<ul style="list-style-type: none"> - Follow established traffic management plans, ensuring that motor mowers are only used in designated areas and along approved routes. - Regularly review and update the SWMS to ensure continued adherence to workplace health and safety requirements, adapting control measures as needed based on emerging risks or changes in site conditions. - Conduct regular toolbox talks and safety meetings to reinforce safety procedures, raise awareness of hazards, and encourage open communication among workers. 		
5. Operating Motor Mower	Flying objects, Noise exposure	3H	<ul style="list-style-type: none"> - Perform a pre-start check on the motor mower to ensure all safety equipment such as guards and shields are functioning correctly and are securely in place, minimising flying object hazards. - Use a well-maintained mower with sharp blades to reduce the likelihood of projectiles being flung from the machine due to dull or damaged cutting surfaces. - Clear the operating area of any loose debris like sticks, stones, and rubbish before mowing to prevent these materials from becoming airborne. - Ensure that operators and nearby workers wear appropriate personal protective equipment (PPE), including safety glasses or goggles, face shields, ear protection, and high-visibility clothing to protect against potential flying object and noise exposure hazards. - Operate the motor mower at the recommended speed for the conditions, considering factors like terrain and grass wetness, to minimise the risk of objects being thrown by the mower. - Establish exclusion zones around the mower operation area and implement clear signage warning others to keep a safe distance from the equipment while it is in use. - Train operators in proper, safe techniques for using the motor mower, including adjusting the mower's ground speed and engine throttle to match the mowing conditions and managing slopes, tight turns, and obstacles. - Provide regular breaks and rotation of roles for mower operators, to limit individual employees' noise exposure by reducing the duration of time spent working on large, noisy sites. - Inspect and maintain the mower regularly, following manufacturer recommendations for servicing and maintenance, to ensure optimal performance and ongoing safety features remain effective. - Utilise noise reduction attachments or accessories if available, such as soundproof cabs and dampening equipment, to minimise operator noise exposure. - Encourage frequent communication between team members, including discussing any changes in site conditions, hazards, or operational procedures, allowing employees to work together effectively to mitigate and control these risks. 	2M	
6. Slope/Grade Mowing	Roll-over incidents, Loss of control	4A		3H	

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			<ul style="list-style-type: none"> - Ensure proper training of operators on motor mower usage and slope/grade mowing techniques, as well as familiarisation with the equipment and its safety features. - Evaluate the gradient of slopes prior to work commencement, and refrain from using motor mowers on inclines exceeding the manufacturer's recommended limits. - Inspect the terrain beforehand to identify any potential hazards (e.g., holes, rocks, or obstacles) that may impede safe mowing or increase the risk of roll-overs, and remove them where possible. - Select appropriate personal protective equipment (PPE) for the task, including sturdy footwear with non-slip soles, long trousers, gloves, and hearing protection, and ensure all operators wear it properly. - Establish clear exclusion zones around the work area to prevent other personnel and bystanders from entering, and utilise safety signs, cones and barriers where needed. - Prioritise walk-behind mowers over ride-on mowers when dealing with steep slopes, as they generally offer increased stability and control. - Utilise a slow, methodical approach when mowing on slopes, making sure not to rush or make sudden movements that could cause operators to lose control of the machinery. - When operating a ride-on mower, position the seat, steering wheel, and other controls to maximise comfort and manoeuvrability, reducing strain on the operator and preventing fatigue. - Always mow up and down slopes (as opposed to side-to-side) whenever possible, reducing the risk of roll-overs caused by the mower's centre of gravity shifting laterally. - Regularly check and maintain the motor mower's tyres, brakes, and other essential systems, ensuring optimal performance and minimising the chances of malfunction during operation. - Develop and implement an emergency response plan in case of incidents, which outlines procedures for first aid, communication, and escalation, ensuring prompt action in case of roll-overs or loss of control. 		
7. Blade Change & Maintenance	Cutting fingers, Contact with sharp blade edges	2M	<ul style="list-style-type: none"> - Ensure proper training and competency of employees involved in blade change and maintenance tasks to help avoid improper handling of sharp blades. - Always switch off the motor mower and disconnect the spark plug wire before performing any maintenance or changing the blade to prevent accidental starting. - Utilise appropriate personal protective equipment (PPE), such as cut-resistant gloves, long sleeves, and safety glasses during blade replacement or maintenance work. 	1L	

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			<ul style="list-style-type: none"> - Make use of specialised blade removal tools designed for the specific motor mower model to minimise contact with sharp edges. - Follow manufacturer's instructions and guidelines while removing, sharpening, or replacing the blades to ensure correct procedures are followed. - Inspect the working area for debris or other materials that may cause slipping or tripping hazards during blade change and maintenance tasks. - Secure the mower blade using a block of wood or clamp to prevent it from moving during maintenance activities and reduce the risk of injury. - Handle the blade carefully by holding it along the non-sharp edges, and avoid excessive force when installing or removing the blade. - When sharpening the blades, utilise appropriate sharpening equipment and techniques to maintain control and avoid direct contact with the sharp edges. - Regularly inspect the blade retaining bolt and other fastening devices for wear and damage, ensuring they are tightened according to the manufacturer's specifications. - Always store blades and equipment safely when not in use, keeping them out of reach for unauthorized personnel or children. 		
8. Stopping & Parking Mower	Roll-away incidents, Unauthorized use	2M	<ul style="list-style-type: none"> - Ensure proper training is provided to operators, emphasising the importance of responsible parking and stopping procedures. - When stopping the motor mower, choose a level and stable surface to park, minimising the risk of roll-away incidents. - Engage the parking brake and turn off the engine before leaving the motor mower to prevent unauthorized use and movement. - During parking, turn the steering wheel into the curb or side of the area if applicable, reducing the chance of rolling away. - Install an anti-theft device on the motor mower to prevent unauthorized use when left unattended. - Apply chocks or wheel blocks to the wheels to further secure the mower when parked, lowering the likelihood of roll-away incidents. - Remove the ignition key when the motor mower is not in use to avert any potential unauthorized use. - Place highly visible signage near the parking zone, specifying designated parking areas for motor mowers and alerting passers-by to exercise caution when walking nearby. - Develop a routine inspection and maintenance schedule for the motor mower's braking system to ensure it is functioning correctly, reducing the chances of roll-away incidents. 	1L	

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			<ul style="list-style-type: none"> - Always lower the cutting deck and remove attachments from the motor mower before parking, minimising the likelihood of accidents caused by equipment protruding from the machine. - Establish a policy that requires team members to report any suspicious activity around motor mowers or at work sites, maintaining overall security and preventing unauthorized use. 		
9. Cleaning & Inspection	Mower overheating, Exposure to hazardous substances	2M	<ul style="list-style-type: none"> - Ensure proper cool-down period for the motor mower before attempting to clean or inspect it, reducing the risk of burns from overheating components. - Wear appropriate personal protective equipment (PPE) such as gloves, long sleeves, and eye protection when handling cleaning equipment and hazardous substances to minimise skin or eye contact. - Schedule regular inspections of the mower system, including examination for signs of leaks or damage, keeping records to ensure safety of equipment over time. - Properly store all cleaning products in labelled containers, away from heat sources and out of reach from unauthorised personnel. - Train workers on the appropriate use of cleaning solutions and any potential hazards related to their usage, ensuring that Material Safety Data Sheets (MSDS) are available for reference if needed. - Utilise suitable tools and equipment designed specifically for cleaning motor mowers, minimising the risk of injury from inappropriate tools. - Periodically check for excessive buildup of debris or fluids in the mower system during cleaning, removing them promptly to prevent potential fire hazards or slippery surfaces. - Implement a documented maintenance plan for consistent inspections, cleaning intervals, and overall motor mower upkeep, ensuring a safe working environment. - Keep the work area well-ventilated while using chemicals or cleaning substances to reduce the potential exposure to harmful fumes. - Dispose of any waste or hazardous materials appropriately according to local regulations, avoiding improper disposal that may pose an environmental hazard. - Establish designated, separate areas for storage and handling of potentially harmful cleaning substances, keeping them away from the motor mower and other equipment to minimise risk of contamination. - Clearly communicate emergency procedures with workers, including evacuation plans and first aid measures, should an incident occur involving hazardous substances or overheated equipment. - Regularly review and update the Safe Work Method Statement (SWMS) to maintain its effectiveness and relevance, incorporating new risks and control measures found during inspections or from incidents. 	1L	

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			<ul style="list-style-type: none"> - Encourage workers to report any observed hazards, concerns or potential improvements in the cleaning and inspection process, fostering a proactive safety culture within the workplace. 		
10. Transporting Mower	Load falling off vehicle, Moving heavy machinery	3H	<ul style="list-style-type: none"> - Inspect the vehicle and motor mower prior to loading to ensure it is in good condition and suitable for transportation. - Use appropriate mechanical aids, such as trolleys or ramps specifically designed for moving heavy machinery, to reduce manual lifting efforts. - Provide relevant training to all workers involved in the transportation of motor mowers on the correct use of mechanical aids and safe handling practices. - Implement a proper loading and unloading procedure that includes securing the motor mower with approved safety straps or restraints to prevent unwanted movement during transportation. - Ensure the loading area is clear of obstacles and other hazards, allowing ample space for manoeuvring the motor mower onto the vehicle safely. - Confirm the load capacity of the vehicle aligns with the weight of the motor mower and that the vehicle's tyres are properly inflated and maintained. - Utilise traffic management procedures to control vehicle movement and minimise potential collisions while transporting the motor mower. - Ensure all personnel involved in the loading process wear personal protective equipment (PPE), including high-visibility workwear, appropriate footwear, and gloves to mitigate injury risks. - Cultivate effective communication between team members during the loading and unloading processes to maintain situational awareness and promote overall safety. - Assign a competent person to supervise the operation to ensure adherence to established safety protocols and to address unforeseen issues that may arise during transportation. - Designate appropriate travel routes for vehicles carrying motor mowers to avoid areas with hazardous road conditions, sharp turns, or heavy traffic that could pose additional risks. - Regularly inspect and maintain the motor mower and transport vehicle to promote workplace safety and reduce the risk of accidents resulting from equipment malfunction. - Encourage an open line of communication for workers to report any concerns or incidents related to the transportation of the motor mower, leading to a proactive approach towards hazard management. - Conduct routine safety audits to ensure continued compliance with established safety protocols and implement improvements to prevent potential accidents during the transportation of motor mowers. 	2M	

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11. Storage	Unauthorized access, Fire hazards	2M	<ul style="list-style-type: none"> - Store motor mowers in a designated and secured area, restricting access to authorised personnel only. - Install clear signage indicating the storage location, hazard warnings, and any required PPE for entering the area. - Ensure adequate natural or mechanical ventilation within the storage area to prevent accumulation of fuel vapours. - Inspect and maintain fire extinguishers nearby, ensuring they are appropriate for use on potential fuel fires. - Implement strict no-smoking or open flame policies within and near the storage area, with clearly visible warning signs. - Store fuels and other flammable materials separately from the motor mowers, within dedicated and approved containers, complying with Australian Standards. - Train staff on proper handling and storage procedures for motor mowers, fuelling equipment, and related substances. - Develop and maintain an inventory system to track the location and status of each motor mower when not in use. - Conduct regular inspections of the storage area to identify and address potential hazards such as fuel leaks, frayed cords, or faulty equipment. - Employ spill containment strategies, such as drip trays or spill kits, to minimise the risk of environmental contamination from fuel spills or leaks. - Establish protocols for disposal or recycling of used fuel, oil, or other hazardous materials generated during motor mower maintenance. - Regularly review and update the SWMS to reflect changes in work practices, equipment, or legislation relating to safe storage and handling of motor mowers. - Clearly mark emergency exits and evacuation routes in the storage area, and conduct regular emergency drills to ensure staff are familiar with procedures in cases of fire or other emergencies. 	1L	
12. Emergency Response	Inadequate first aid supplies, Lack of emergency response plan	3H	<ul style="list-style-type: none"> - Ensure that a comprehensive first aid kit is readily accessible on-site, with contents appropriate for the potential risks associated with motor mower operation. - Regularly inspect and replenish the first aid kit to maintain adequate supplies, including bandages, wound dressings, antiseptic wipes, and other essentials as per Australian regulatory requirements. - Establish an emergency response plan specifically tailored to incidents involving the motor mower, taking into account site conditions and the nature of work being undertaken. 	2M	

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			<ul style="list-style-type: none"> - Clearly communicate the emergency response plan to all workers engaged in the operation of the motor mower, ensuring they are fully aware of their roles and responsibilities in the event of an incident. - Arrange for relevant staff members to undergo first aid training, allowing them to provide initial assistance should an injury occur during motor mower operations. - Designate an emergency meeting point away from the hazard area to be used in the event of an evacuation or another emergency related to the motor mower. - Maintain up-to-date contact information for local emergency services, such as ambulance, fire, and police departments, and display this information in a prominent location easily accessible by all personnel. - Encourage a reporting culture whereby any incidents, near misses, or hazards associated with the motor mower are promptly reported to management, allowing for prompt action to be taken if necessary. - Schedule regular drills simulating various emergency scenarios related to the motor mower to evaluate the effectiveness of the emergency response plan, and make any necessary improvements based on lessons learned from these drills. - Assess the site's emergency response capabilities regularly and make any adjustments or improvements in consultation with site personnel and industry best practice recommendations. 		
13. Workplace Environment	Mowing in extreme weather conditions, uneven ground surface	2M	<ul style="list-style-type: none"> - Regularly monitor weather forecasts and avoid mowing in extreme weather conditions such as heavy rain, strong winds or storms, and extreme heat. - Clearly communicate to all employees the importance of planning work around anticipated adverse weather conditions, including potential delays required for safety reasons. - Provide appropriate Personal Protective Equipment (PPE) for outdoor work, which may include sunscreen, broad-brimmed hats, long-sleeved shirts, safety glasses, and hearing protection. - Carry out thorough workplace environment inspections to identify any uneven ground surfaces, holes, debris or obstacles before commencement of mowing activities. - Ensure that operators of motor mowers receive adequate training, both in general use and in safe operation when encountering varying terrain and environmental conditions. - Confirm that the motor mower being used is suitable for work in varied terrains, with features such as adjustable cutting heights and robust construction for manoeuvring over rough ground. - Establish a secure perimeter or clearly marked exclusion zone while mowing operations are underway, preventing unauthorised access by personnel or members of the public. 	1L	

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR	RESPONSIBLE PERSON
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK	NAME OF PERSON
			<ul style="list-style-type: none"> - Utilise terraforming tools, such as rakes and shovels, to level uneven ground surfaces, remove debris and fill in holes where possible before mowing activity commences. - Implement regular rest breaks and hydration periods during extreme weather conditions, ensuring workers maintain their energy levels and minimise the risk of fatigue-related incidents. - Encourage workers to report any concerns or issues relating to the workplace environment, allowing for prompt assessment and resolution in order to maintain a safe working environment. 		
14. Training and Supervision	Untrained operators, Inadequate supervision	3H	<p>Here's a list of 14 detailed control measures for this work step (14): Training and Supervision, with associated hazards - Untrained operators and Inadequate supervision:</p> <ul style="list-style-type: none"> - Provide comprehensive training on the safe use of motor mowers, including pre-start inspections, maintenance, and proper handling techniques. - Ensure all operators have completed an accredited competency-based training course specific to motor mower operation. - Implement a thorough induction process for new employees to familiarise them with the workplace, safety culture, and relevant policies and procedures. - Establish a clear supervisory structure, assigning experienced supervisors to oversee and monitor the work of each motor mower operator. - Develop and maintain task-specific Safe Work Method Statements (SWMS) to provide user-friendly guidelines for safe motor mower operation. - Conduct regular toolbox talks and safety meetings with operators to reinforce risk management principles and discuss best practices for motor mower operations. - Implement a buddy system for inexperienced operators, pairing them with a skilled and experienced colleague during their initial working period. - Schedule and supervise regular refresher training courses and skills assessments for all operators to ensure consistency and competence in motor mower usage. - Clearly define and communicate roles, responsibilities, and expectations for both operators and supervisors, fostering an environment of mutual accountability for work health and safety. - Monitor operator performance through regular observations and check-ins, providing constructive feedback to address any areas of concern or non-compliance with safe work practices. - Set up and maintain a record-keeping system to track employee training, certifications, and job-specific competencies. - Utilise appropriate disciplinary measures for instances of non-compliance, ensuring that all operators adhere to established safety procedures and rules. 	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
			<ul style="list-style-type: none"> - Encourage open communication and enforce a strict no-blame culture within the workplace, promoting prompt reporting of incidents, near misses, and safety concerns. - Continually review and adjust training programs, supervision procedures, and safety policies to adapt to any changes in legislation, industry best practices, or workplace context. 		
15. Personal Protective Equipment (PPE)	Misuse of PPE, Insufficient PPE provided	2M	<ul style="list-style-type: none"> - Provide ongoing training to workers about the types of PPE required for specific tasks and the correct ways to use, maintain, and store their equipment. - Ensure that all PPE is appropriately labelled, with clear instructions for use and maintenance provided on the packaging or attached to the equipment itself. - Regularly inspect and evaluate the condition of workers' PPE, and replace any damaged or worn-out items immediately. - Make certain that every worker is supplied with an adequate amount of appropriate PPE for their role and that it fits correctly. Offer multiple sizes and styles to accommodate individual needs. - Establish and enforce the proper procedure for putting on, adjusting, wearing, and removing PPE, as well as routines for cleaning and disinfecting reusable PPE. - Encourage open communication between employees and management about any concerns or issues with PPE, so they can be swiftly addressed. - Monitor and enforce compliance with PPE requirements in the workplace by performing regular checks and spot inspections of workers while they are engaged in their duties. - Develop a comprehensive PPE management plan outlining responsibility for supplying, maintaining, and monitoring equipment usage, ensuring organisational accountability for worker safety. - Provide a designated storage area for PPE so that it's kept away from chemicals, moisture, and other contaminants that may degrade its quality and reduce its effectiveness. - Familiarise workers with relevant Australian Standards, Codes of Practice, and other regulations governing the selection, care, and use of PPE in the workplace. - Educate employees on the consequences of not adhering to PPE guidelines, including disciplinary action and potential injury or illness due to poor protection practices. 	1L	

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	