

## Pole Pruner | SAFE WORK METHOD STATEMENT (SWMS)

### TASK OR ACTIVITY: Pole Pruner

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><b>Notes on Hierarchy of Controls:</b> 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><b>Note:</b> 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"> <li>persons involved in the work are advised that a revision has been made and how they can access the revised SWMS;</li> <li>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,</li> <li>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.</li> </ol>											

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	Inadequate training, Insufficient PPE	3H	<ul style="list-style-type: none"> <li>- Implement a comprehensive training programme for all workers operating the pole pruner, ensuring they are aware of the risks and how to use the equipment safely.</li> <li>- Provide thorough instruction on proper techniques, including posture, positioning, and cutting methods, to minimise the risk of injury during pole pruner operation.</li> <li>- Ensure that all new employees receive orientation regarding workplace health and safety procedures before commencing work with the pole pruner.</li> <li>- Develop and implement a regular refresher training course for all employees working with pole pruners to ensure skills and knowledge remain up-to-date.</li> <li>- Clearly define roles and responsibilities for workers using the pole pruner and have an experienced supervisor present to monitor their performance during initial training sessions.</li> <li>- Establish a clear communication plan between workers and supervisors, so questions or concerns can be addressed immediately.</li> <li>- Inspect and maintain the pole pruner regularly to ensure it remains in good working condition and reduce the likelihood of accidents caused by malfunctioning or damaged equipment.</li> <li>- Establish a Personal Protective Equipment (PPE) policy and enforce that all workers must wear appropriate PPE while using the pole pruner, such as gloves, goggles, and hearing protection.</li> <li>- Encourage workers to report any inadequacies or issues with their PPE, and promptly address these concerns to ensure optimal protection.</li> <li>- Keep a well-stocked supply of PPE on site to replace damaged or worn-out gear and make it easily accessible for workers.</li> <li>- Conduct regular assessments of workers' progress after receiving training, reinforcing proper techniques and identifying areas where additional support may be needed.</li> <li>- Create a safe work environment by clearing away debris, maintaining suitable lighting levels, and eliminating potential tripping hazards in the workspace.</li> <li>- Continuously update and review the Safe Work Method Statement (SWMS) to reflect changing conditions, equipment upgrades or improvements, and lessons learned to further reduce the likelihood of accidents or injuries.</li> </ul>	1L	
2. Pre-operation checks	Faulty equipment, Incorrect tools	3H	<ul style="list-style-type: none"> <li>- Regular inspection: Conduct frequent and thorough visual inspections of the pole pruner and related equipment for any signs of damage, wear or tear.</li> <li>- Maintenance schedule: Establish and follow a routine maintenance schedule for the pole pruner in accordance with manufacturer guidelines to ensure proper performance and functionality.</li> </ul>	1L	

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			<ul style="list-style-type: none"> <li>- Operator training: Ensure that all operators using the pole pruner have been adequately trained and certified in its correct use and operation, as well as hazard identification and control measures.</li> <li>- Pre-operation checklist: Utilise a pre-operation checklist to identify and address possible equipment issues before commencing work, such as loose parts, fraying cables, or evidence of leaks.</li> <li>- Correct tools: Confirm that appropriate tools and attachments, including chainsaw blades and harnesses, are being used and are in good working condition. Replace any damaged or worn tools immediately upon detection.</li> <li>- Personal protective equipment (PPE): Provide workers with appropriate PPE, such as gloves, eye protection, hearing protection, and sturdy footwear, to minimise risks associated with operating the pole pruner.</li> <li>- Safe workspace: Encourage workers to maintain a clutter-free and organised work area to facilitate easier movement around the pole pruner and reduce the likelihood of accidents or injuries.</li> <li>- Emergency plan: Develop an emergency action plan outlining steps to take in case of equipment failure, malfunction, or incidents during work activities. Provide regular training and refresher courses for employees to familiarise them with this plan.</li> <li>- Hazard communication: Communicate potential hazards associated with the operation of the pole pruner to all workers involved and provide ongoing supervision to ensure safe work practices are being followed.</li> <li>- Pre-start tests: Conduct test runs of the pole pruner prior to major operations. Check for any unusual noises, vibrations, or other indicators of malfunction and address any issues before commencing work.</li> <li>- Exclusion zones: Establish clear exclusion zones around the pole pruner to minimise the risk of accidental contact, injury or distractions during operation.</li> <li>- Incident reporting: Encourage an open communication culture among workers, where incidents and near misses involving the pole pruner are promptly reported and addressed to prevent recurrence and provide valuable learning opportunities.</li> </ul>		
3. Set-up work area	Trip hazards, Falling objects	2M	<ul style="list-style-type: none"> <li>- Clearly mark the work area with warning signs and barricades to prevent unauthorised access and alert pedestrians or other workers of potential trip hazards in the vicinity.</li> <li>- Regularly inspect the work area for any trip hazards, such as loose cords, debris or uneven surfaces, and promptly address these issues to minimise the risk of accidents.</li> <li>- Provide adequate lighting to ensure that all team members can clearly identify potential trip hazards within the work area, especially during early morning, late afternoon or night shifts.</li> </ul>	1L	

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			<ul style="list-style-type: none"> <li>- Train workers on proper handling and storage of pole pruners, ensuring they are aware of the risks associated with falling objects and know how to secure equipment and tools effectively while not in use.</li> <li>- Encourage team members to wear appropriate footwear with slip-resistant soles, which will help reduce the likelihood of slipping or tripping due to uneven or slippery surfaces.</li> <li>- Implement a buddy system where workers are responsible for looking out for each other's safety, keeping an eye out for potential trip hazards and falling objects, and offering assistance when needed.</li> <li>- Encourage clear communication among team members, reinforcing the importance of using verbal warnings or signals when moving equipment or working near potential hazards.</li> <li>- Sweep or vacuum work areas regularly to remove dust, dirt, and small debris that may pose a trip hazard or contribute to the risk of falling objects if disturbed.</li> <li>- Ensure that any overhead work is conducted with the assistance of safety harnesses, fall arrest systems, or scaffolding to minimise the risk of falling objects and better control the work environment.</li> <li>- Develop an emergency response plan, with clearly outlined actions and responsibilities for all workers, to ensure a quick and efficient response in case of an accident involving trip hazards or falling objects in the designated work area.</li> </ul>		
4. Positioning ladder/platform	Unstable ground, Overreaching	3H	<ul style="list-style-type: none"> <li>- Conduct a thorough inspection of the ground, identifying any unstable or uneven surfaces before placing the ladder/platform. Choose a firm and level surface to ensure stability.</li> <li>- When using a ladder, ensure that the proper ladder angle is maintained (1:4 ratio - one unit out for every four units up) to reduce the risk of ladder kick-out or slipping.</li> <li>- Select the appropriate ladder or platform for the required working height. Using equipment with an inadequate height will increase the chances of overreaching and losing balance.</li> <li>- Secure the ladder or platform in place by using locking mechanisms, stabilizers, or other securing devices. This will minimise the possibility of movement during operation.</li> <li>- Utilise a safe and stable means of accessing and exiting the ladder/platform, such as a three-point grip, without rushing to minimise the risk of falling.</li> <li>- Clearly communicate the positioning and setting up of ladders or platforms with all team members to ensure everyone is aware of potential hazards and can act accordingly.</li> <li>- Restrict the work area around the pole pruner to prevent unintentional contact with the equipment by other workers or bystanders, reducing the likelihood of accidents.</li> </ul>	2M	

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			<ul style="list-style-type: none"> <li>- Train workers on correct techniques and body positioning when utilising pole pruners, specifically regarding overreaching and maintaining balance while operating the equipment.</li> <li>- Ensure that workers do not carry any heavy objects or materials while ascending or descending the ladder/platform, as this may lead to instability and a higher risk of falls.</li> <li>- Implement a buddy system where another worker is responsible for holding and stabilising the ladder or platform, providing an additional control measure to prevent unwanted movement.</li> <li>- Regularly monitor ladder/platform conditions, including wear, damage, and overall stability. Promptly replace defective equipment to avoid putting workers at unnecessary risk.</li> <li>- Require workers to use appropriate personal protective equipment (PPE), such as non-slip footwear and fall protection gear, to minimise the potential consequences of a fall or slip.</li> </ul>		
5. Operating pole pruner	Entanglement, Flying debris	4A	<ul style="list-style-type: none"> <li>- Proper training: Ensure all workers operating the pole pruner have undergone appropriate training and are competent in using the equipment properly and safely.</li> <li>- Inspect equipment: Before starting work, thoroughly inspect the pole pruner for any visible defects, damage or wear, and ensure all safety guards and devices are functional and secure.</li> <li>- Appropriate PPE: All workers in the vicinity of the pole pruner operation must wear appropriate personal protective equipment (PPE), including safety goggles to protect against flying debris, gloves to reduce entanglement risks, and high-visibility clothing.</li> <li>- Clear working area: Keep the area where the pole pruner is being used free of trip hazards, debris, and other obstacles that may create dangers during operation.</li> <li>- Safe posture and positioning: Encourage workers to maintain proper body positioning while operating the pole pruner - firmly planting their feet on stable ground, maintaining a safe distance from the cutting area, and avoiding unnatural or awkward stances that could increase risks of entanglement.</li> <li>- Use anti-kickback devices: Equip the pole pruner with an anti-kickback device or chain brake to help minimise the risk of kickback injuries, and train workers to recognise and be prepared for kickback sensations.</li> <li>- Avoid overhead hazards: Before commencing work, identify overhead hazards such as power lines, tree limbs, or structures, and ensure there is ample clearance for operating the pole pruner without accidental contact.</li> <li>- Controlled cutting techniques: Train workers to use controlled cutting techniques with the pole pruner, such as keeping the branches that are being cut at waist level and cutting smaller sections at a time instead of attempting to remove large branches in one cut.</li> </ul>	2M	



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			<ul style="list-style-type: none"> <li>- Communication and monitoring: Establish clear communication protocols between workers in the area, including designated hand signals, and always have at least one other person present to monitor the activity and provide assistance if necessary.</li> <li>- Regular equipment maintenance: Schedule regular maintenance and servicing of the pole pruner to prevent malfunctions and ensure it stays in safe working condition, following manufacturer guidelines for routine maintenance tasks.</li> </ul>		
6. Tree branch removal	Overexertion, Unexpected branch movement	4A	<ul style="list-style-type: none"> <li>- Proper training: Ensure all workers operating the pole pruner are adequately trained, not only in using the equipment but also in assessing the weight and stability of branches before removal.</li> <li>- Regular breaks: Schedule regular breaks for workers to minimise the risk of overexertion during tree branch removal.</li> <li>- Weight assessment: Prior to branch removal, evaluate the size and weight of the tree branch to ensure it is manageable for the worker and equipment being used.</li> <li>- Support tools: Provide workers with proper support equipment like ropes, harnesses, and pulleys to manage heavy or large branches.</li> <li>- Two-person team approach: Utilise a two-person team to efficiently handle unexpected branch movement by positioning one worker on the ground to manage cut branches and provide additional assistance as needed.</li> <li>- Communication: Establish clear communication protocols among workers, including hand signals and verbal cues, to be aware of hazards and update one another on work progress.</li> <li>- Safe working distance: Ensure workers maintain a safe working distance from each other while removing tree branches to avoid accidents due to unexpected branch movement.</li> <li>- Personal Protective Equipment (PPE): Provide appropriate PPE for workers, such as gloves, safety eyewear, helmets, and slip-resistant footwear to protect them from potential injuries during branch removal.</li> <li>- Regular maintenance: Implement a routine maintenance schedule for pole pruners and other equipment to ensure optimal performance and reduce the risk of malfunction or injury.</li> <li>- Emergency plan: Develop an emergency response plan for handling accidents during tree branch removal, including first aid provisions and procedures for alerting medical personnel.</li> <li>- Weather conditions: Monitor weather conditions to avoid removal tasks during high winds, storms, or other circumstances that may make branch removal more hazardous.</li> <li>- Work Zone Establishment: Set up a designated work zone around the area where tree branch removal is occurring, marked with visible signs or barriers, restricting access to authorised personnel only.</li> </ul>	2M	

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7. Managing cut branches	Struck by branches, Moving heavy loads	3H	<ul style="list-style-type: none"> <li>- Pre-job briefing: Ensure all workers are fully trained and informed on the detailed process for managing cut branches to mitigate risks associated with this task.</li> <li>- Established communication channels: Utilise clear and precise communication methods such as hand signals, radios, or whistles to coordinate safe movement and actions among workers when handling cut branches.</li> <li>- Use of personal protective equipment (PPE): All workers must wear appropriate PPE, including hard hats, safety glasses, gloves, high-visibility clothing, and sturdy footwear.</li> <li>- Proper tool selection: Utilise equipment like hand pruners, extension pole pruners, or loppers with ergonomic handles designed for safely cutting and manipulating branches.</li> <li>- Safe working zone: Establish a designated work area where cut branches can be managed without risk of other objects or machinery obstructing it.</li> <li>- Safe stacking practices: Develop stacking patterns that prevent the cut branches from rolling off or becoming unstable, ensuring any movement will not cause an accident.</li> <li>- Regular inspections: Perform visual inspections of the worksite, equipment, and tools throughout the day to ensure that these remain in good condition, promptly addressing any hazards found.</li> <li>- Adequate rest breaks: Encourage workers to take scheduled breaks to minimise fatigue and reduce the risk of accidents from continually handling cut branches.</li> <li>- Two-person lift procedure: When moving heavy branches, use two people to lift and carry the load together, distributing the weight evenly between them.</li> <li>- Proper body mechanics: Train workers on proper lifting techniques, encouraging them to bend at their knees and keep a straight back when lifting loads to minimise physical strain.</li> <li>- Use of trolleys or carts: Provide wheeled carts or trolleys to assist workers in moving heavy loads at the site easily.</li> <li>- Debris disposal: Implement a regular schedule for the collection and removal of debris to prevent an accumulation of cut branches and reduce trip hazards around the worksite.</li> <li>- First-aid kits: Have fully stocked first-aid kits and trained first-aiders on-site to immediately respond to any injuries resulting from handling cut branches.</li> <li>- Incident reporting and review: Encourage workers to report near misses or accidents, discussing these at team meetings to identify areas for improvement in managing cut branches safely.</li> </ul>	1L	
8. Pole pruner maintenance	Contact with sharp edges, Equipment failure	2M	<ul style="list-style-type: none"> <li>- Regular inspections: Conduct daily pre-start checks of the pole pruner to ensure all parts are in good working condition, and tighten any loose components.</li> </ul>	1L	

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			<ul style="list-style-type: none"> <li>- Personal protective equipment (PPE): Ensure workers wear appropriate PPE, including gloves and safety glasses, to protect against contact with sharp edges while performing maintenance tasks.</li> <li>- Training and competency: Provide workers with training on proper use, care, and maintenance of the pole pruner to reduce the risk of equipment failure and injury.</li> <li>- Manufacturer's guidelines: Follow the manufacturer's instructions for proper maintenance procedures, including cleaning, lubrication, and storage of the pole pruner.</li> <li>- Tool replacement and repair: Replace or repair broken, damaged, or worn tools promptly, as they can lead to equipment failure or increase the risk of injury.</li> <li>- Safe handling practices: Train workers on correct handling techniques when maintaining the pole pruner, such as avoiding contact with sharp edges and moving parts.</li> <li>- Use of proper tools: Utilise the appropriate tools, such as a sharpening stone, file, or automated sharpener when sharpening blades, to avoid injury from improperly maintained equipment.</li> <li>- Blade and chain adjustments: Check and adjust the tension of the cutting chain and blade according to the manufacturer's recommendation during the maintenance process to prevent equipment failure.</li> <li>- Safe work environment: Provide adequate lighting, space, and stable surfaces for workers to perform maintenance tasks safely and without compromising their well-being.</li> <li>- Cutting-edge protection: Install blade guards, sheaths, or other protective devices to cover sharp edges when the pole pruner is not in use, reducing the risk of injury during maintenance.</li> <li>- Storage of equipment: Store the pole pruner in a secure location away from moisture and temperature fluctuations to prolong its lifespan and prevent premature wear and tear.</li> <li>- Communication and documentation: Encourage workers to report any issues, concerns, or incidents related to the pole pruner maintenance to the supervisor or responsible party, and maintain records of such reports to address them promptly and effectively.</li> </ul>		
9. Tidying up work area	Slip and trip hazards, Obstructed walkways	2M	<ul style="list-style-type: none"> <li>- Regularly inspect the work area and walkways for any slip or trip hazards, such as debris, tools, or equipment left on the ground.</li> <li>- Clearly designate pathways and ensure they are kept free from obstructions to avoid creating trip hazards. Utilise signage or physical barriers where appropriate.</li> <li>- Provide employees and site visitors with safety footwear that has non-slip soles and offers ankle support to minimise slipping accidents.</li> </ul>	1L	

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			<ul style="list-style-type: none"> <li>- Ensure proper housekeeping procedures are in place, such as sweeping or mopping up spills immediately to prevent slipping hazards.</li> <li>- Conduct toolbox talks and safety training sessions for all employees to raise awareness of the importance of maintaining a tidy and hazard-free work area.</li> <li>- Implement a system for the prompt removal and disposal of rubbish, branches, or other waste materials generated from pruning activities.</li> <li>- Assign designated storage areas for tools and equipment when not in use, ensuring they are safely stowed away to prevent trip hazards.</li> <li>- Ensure adequate lighting is provided in the work area, especially during dawn, dusk, or night hours, to help identify potential hazards more easily.</li> <li>- Encourage workers to take ownership and responsibility for keeping their work areas clean and free from hazards by promoting a safety-first culture on site.</li> <li>- Perform regular audits or inspections of the work area to assess the effectiveness of control measures and address any gaps or shortcomings promptly.</li> <li>- Establish clear lines of communication between team members to report any identified hazards or incidents, allowing for swift action to be taken to mitigate the risks.</li> <li>- Enforce strict disciplinary measures for individuals found to be disregarding safety protocols or contributing to a hazardous work environment, reinforcing the importance of workplace health and safety.</li> </ul>		
10. Tree waste disposal	Manual handling injuries, Transport-related incidents	3H	<ul style="list-style-type: none"> <li>- Provide training to workers on proper manual handling techniques, including lifting, carrying, and disposing of tree waste materials safely.</li> <li>- Ensure that all workers are using appropriate personal protective equipment (PPE), such as gloves, safety footwear, and high-visibility clothing.</li> <li>- Establish designated waste disposal areas and ensure they are kept clear of obstructions to minimise the risk of transport-related incidents.</li> <li>- Implement a system for regular inspection and maintenance of waste disposal equipment, such as bins, trucks, and chippers, in order to ensure their safe and efficient operation. Record these inspections in a logbook or maintenance register.</li> <li>- Develop and enforce a policy for a clear communication process amongst team members, especially during transportation and disposal activities, to reduce the chances of accidents occurring.</li> <li>- Regularly assess the weight and volume of tree waste material to be disposed of and use appropriate equipment, such as wheelbarrows or trolleys, to transport heavy or large loads.</li> <li>- Ensure that work areas are well-lit and free from trip hazards, such as exposed roots, rocks, or tools, which may cause workers to stumble while handling tree waste material.</li> </ul>	1L	

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SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK	NAME OF PERSON
			<ul style="list-style-type: none"> <li>- Encourage workers to practice safe body mechanics by bending at the knees and hips rather than the waist when lifting heavy materials.</li> <li>- Establish procedures for safely loading and unloading tree waste onto and off of vehicles, ensuring that loads are secure, balanced, and within the vehicle's weight capacity.</li> <li>- Restrict access to waste disposal areas to authorised personnel only, utilising warning signs, barriers, or demarcation tape where necessary.</li> <li>- Monitor weather conditions to identify any potential hazards, such as wet or slippery surfaces, that may increase the risk of injury during tree waste disposal activities.</li> <li>- Establish an emergency response plan to deal with any transport-related incidents, including vehicle collisions or injuries sustained by workers during the waste disposal process.</li> <li>- Conduct regular safety meetings to reinforce the importance of safe work practices in tree waste disposal and provide a forum for workers to report any safety concerns or suggest improvements.</li> <li>- Periodically review and update SWMS and safety procedures in response to incidents, new equipment, or worker feedback to continually improve safety during tree waste disposal operations.</li> </ul>		
11. Power tool storage	Improper storage, Unauthorised access	2M	<ul style="list-style-type: none"> <li>- Secure storage facility: Ensure that a designated, locked storage area or room is available on-site to store power tools like the Pole Pruner when they are not in use.</li> <li>- Tool organisation: Organise tools neatly within the storage area, using racks, bins or shelves to prevent damage due to improper storage and stacking.</li> <li>- Disconnection of power source: Always disconnect power tools from their power sources (e.g., electricity supply or batteries) before storing them in the designated storage area.</li> <li>- Usage signage: Place clear signage around the storage area prohibiting unauthorised access, indicating that only trained and authorised personnel should handle and use the power tools.</li> <li>- Regular inspections: Conduct routine inspections to ensure tools are stored correctly according to the manufacturer's instructions, and that unauthorised individuals have not accessed the storage area.</li> <li>- Proper equipment maintenance: Implement a regular maintenance schedule for power tools, with inspections carried out by authorised personnel, to minimise the risks associated with faulty equipment.</li> <li>- Staff training: Provide comprehensive workplace health and safety training for staff members, ensuring they understand how to safely store and handle power tools and are aware of unauthorised access hazards.</li> </ul>	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"> <li>- Emergency contact information: Display emergency contact information near the power tool storage area, such as the site supervisor or other responsible person, so that any issues can be reported immediately.</li> <li>- Incident reporting procedure: Establish a clear incident reporting protocol, with employees encouraged to report any cases of improper power tool storage or unauthorised access in order to mitigate future hazards.</li> <li>- Access control measures: Implement additional access control measures where necessary, such as keypad entry or ID card access, to further restrict access to the power tool storage area and minimise the risk of accidents or theft.</li> </ul>		
12. Post-operation inspection	Missed damage/faults, Unreported issues	2M	<ul style="list-style-type: none"> <li>- Conduct a comprehensive visual inspection of the Pole Pruner after each operation, checking for any signs of wear and tear, cracks, or damage that could have been missed during use.</li> <li>- Ensure that all operators are trained on proper post-operation procedures, including how to identify potential issues and report them in a timely manner.</li> <li>- Develop and implement a maintenance log for the Pole Pruner to track inspections, repairs, and any reported issues.</li> <li>- Regularly review the maintenance log to identify patterns or recurring problems that may need further investigation or additional intervention measures.</li> <li>- Implement a pre-use inspection checklist which includes detailed checks specific to the Pole Pruner, ensuring operators assess the tool for any faults before commencing work.</li> <li>- Encourage open communication among team members and promote a workplace culture where reporting safety concerns is encouraged and valued.</li> <li>- Schedule periodic refresher training for operators on post-operation inspections, focusing on best practices and relevant updates to equipment specifications.</li> <li>- Establish clear guidelines for when the Pole Pruner should be taken out of service based on identified faults or damages, preventing its further use until necessary repairs are completed.</li> <li>- Coordinate with equipment manufacturers and vendors to stay updated about potential issues that may affect the longevity and safe functionality of the Pole Pruner.</li> <li>- Consider conducting regular workplace audits or engaging an external consultant to evaluate the effectiveness of post-operation inspection processes and provide recommendations for continuous improvement.</li> </ul>	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><b>Queensland &amp; Australian Capital Territory</b>                  Work Health and Safety Act 2011                  Work Health and Safety Regulations 2011                  Legislation QLD: <a href="https://www.worksafe.qld.gov.au/laws-and-compliance/work-health-and-safety-laws">https://www.worksafe.qld.gov.au/laws-and-compliance/work-health-and-safety-laws</a>                  Codes of Practice QLD: <a href="https://www.worksafe.qld.gov.au/laws-and-compliance/codes-of-practice">https://www.worksafe.qld.gov.au/laws-and-compliance/codes-of-practice</a>                  Legislation ACT: <a href="https://www.worksafe.act.gov.au/laws-and-compliance/acts-and-regulations">https://www.worksafe.act.gov.au/laws-and-compliance/acts-and-regulations</a>                  Codes of Practice ACT: <a href="https://www.worksafe.act.gov.au/laws-and-compliance/codes-of-practice">https://www.worksafe.act.gov.au/laws-and-compliance/codes-of-practice</a></p>	<p><b>Victoria</b>                  Occupational Health and Safety Act 2004                  Occupational Health and Safety Regulations 2017                  Legislation VIC: <a href="https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and-regulations">https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and-regulations</a>                  Codes of Practice VIC: <a href="https://www.worksafe.vic.gov.au/compliance-codes-and-codes-practice">https://www.worksafe.vic.gov.au/compliance-codes-and-codes-practice</a></p>
<p><b>New South Wales</b>                  Work Health and Safety Act 2011                  Work Health and Safety Regulations 2017                  Legislation NSW: <a href="https://www.safework.nsw.gov.au/legal-obligations/legislation">https://www.safework.nsw.gov.au/legal-obligations/legislation</a>                  Codes of Practice NSW: <a href="https://www.safework.nsw.gov.au/resource-library/list-of-all-codes-of-practice">https://www.safework.nsw.gov.au/resource-library/list-of-all-codes-of-practice</a></p>	<p><b>Western Australia</b>                  Work Health and Safety Act 2020                  Work Health and Safety Regulations 2022                  Legislation Western Australia: <a href="https://www.commerce.wa.gov.au/worksafe/legislation">https://www.commerce.wa.gov.au/worksafe/legislation</a>                  Codes of Practice WA: <a href="https://www.commerce.wa.gov.au/worksafe/codes-practice">https://www.commerce.wa.gov.au/worksafe/codes-practice</a></p>
<p><b>Northern Territory</b>                  Work Health and Safety (National Uniform Legislation) Act 2011                  Work Health and Safety (National Uniform Legislation) Regulations 2011                  Legislation NT: <a href="https://worksafe.nt.gov.au/laws-and-compliance/workplace-safety-laws">https://worksafe.nt.gov.au/laws-and-compliance/workplace-safety-laws</a>                  Codes of Practice NT: <a href="https://worksafe.nt.gov.au/forms-and-resources/codes-of-practice">https://worksafe.nt.gov.au/forms-and-resources/codes-of-practice</a></p>	<p><b>Safe Work Australia Links</b>                  Law and Regulation (All States): <a href="https://www.safeworkaustralia.gov.au/law-and-regulation">https://www.safeworkaustralia.gov.au/law-and-regulation</a>                  Model Codes of Practice: <a href="https://www.safeworkaustralia.gov.au/resources-publications/model-codes-of-practice">https://www.safeworkaustralia.gov.au/resources-publications/model-codes-of-practice</a></p>
<p><b>South Australia</b>                  Work Health and Safety Act 2012 (SA)                  Work Health and Safety Regulations 2012 (SA)                  Legislation for SA: <a href="https://www.safework.sa.gov.au/resources/legislation">https://www.safework.sa.gov.au/resources/legislation</a>                  Codes of Practice for SA: <a href="https://www.safework.sa.gov.au/workplaces/codes-of-practice#COPs">https://www.safework.sa.gov.au/workplaces/codes-of-practice#COPs</a></p>	<p><b>Model Codes of Practice</b></p> <ul style="list-style-type: none"> <li>- Managing noise and preventing hearing loss at work</li> <li>- Confined spaces</li> <li>- Labelling of workplace hazardous chemicals</li> <li>- Managing risks of hazardous chemicals in the workplace</li> <li>- Welding processes</li> <li>- First aid in the workplace</li> <li>- Managing the risk of falls at workplaces</li> <li>- Hazardous manual tasks</li> <li>- Managing the risk of falls in housing construction</li> <li>- Managing electrical risks in the workplace</li> <li>- Demolition work</li> <li>- Excavation work</li> <li>- Work health and safety consultation, cooperation and coordination</li> <li>- Managing the work environment and facilities</li> <li>- How to manage work health and safety risks</li> <li>- Managing risks of plant in the workplace</li> <li>- Construction work</li> </ul>
<p><b>Tasmania</b>                  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: <a href="https://worksafe.tas.gov.au/topics/laws-and-compliance/acts-and-regulations">https://worksafe.tas.gov.au/topics/laws-and-compliance/acts-and-regulations</a>                  Codes of Practice for TAS: <a href="https://worksafe.tas.gov.au/topics/laws-and-compliance/codes-of-practice">https://worksafe.tas.gov.au/topics/laws-and-compliance/codes-of-practice</a></p>	
<p>Details of permits, licenses or access required by regulatory bodies (add or delete as required):</p> <ul style="list-style-type: none"> <li>- Permits from local council</li> <li>- Authorisation to commence work</li> <li>- Any required documents.</li> </ul>	

## 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.	<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"/>	
<b>REVIEWED BY</b>		<b>DATE REVIEWED</b>	
<b>SIGNATURE</b>		<b>DATE COMPLETED</b>	