

## Stump Grinder | SAFE WORK METHOD STATEMENT (SWMS)

### TASK OR ACTIVITY: Stump Grinder

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:	<b>SCOPE OF WORKS</b>
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>1. persons involved in the work are advised that a revision has been made and how they can access the revised SWMS;</li> <li>2. persons who will need to change a work procedure or system as a result of the review are advised of the changes in a way that will enable them to implement their duties consistently with the revised SWMS; and,</li> <li>3. workers that will be involved in the work are provided with the relevant information and instruction that will assist them to understand and implement the revised SWMS.</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	Slips, trips and falls, Poor housekeeping	2M	<ul style="list-style-type: none"> <li>- Conduct a thorough risk assessment and site inspection before starting the project to identify potential hazards, such as uneven surfaces, debris, or obstructions that may cause slips, trips, and falls.</li> <li>- Establish designated walkways and access points for workers to use during the project to minimize the exposure to uneven ground or cluttered areas that could pose a risk for slips, trips, and falls.</li> <li>- Ensure proper housekeeping by incorporating regular clean-up procedures throughout the day and at the end of each shift to keep the work area clear of debris, tools, and other unnecessary clutter.</li> <li>- Provide anti-slip footwear and require all workers to wear them while on the job site to reduce the likelihood of slipping on wet or slippery surfaces.</li> <li>- Clearly mark any areas with higher risks for slipping, tripping, or falling, such as steps, ramps, or changes in elevation. Inform workers and visitors of these hazardous areas.</li> <li>- Replace or fix damaged or worn-out flooring, pathways, and surfaces to prevent accidents resulting from poor conditions.</li> <li>- Train workers in correct lifting techniques and provide proper equipment, such as dollies or carts, to move heavy loads safely and without causing unnecessary strain on their bodies.</li> <li>- Monitor weather conditions closely, especially during rainy or icy seasons, and adjust work plans accordingly to ensure safe working conditions, including postponing work in extreme weather conditions if necessary.</li> <li>- Instruct workers on the proper use and maintenance of personal protective equipment (PPE) related to slip, trip, and fall prevention.</li> <li>- Develop an emergency response plan to ensure swift action is taken in case of a slip, trip, or fall incident. Regularly review and update this plan so that it remains current and relevant to potential hazards.</li> <li>- Encourage open communication between team members and supervisors about workplace safety concerns. Implement a reporting system that allows workers to express their concerns regarding slip, trip, and fall hazards without fear of retaliation, and make sure that identified problems are addressed promptly.</li> </ul>	1L	
2. Stump Assessment	Jumping stump grinder, Unexpected obstacles	3H	<ul style="list-style-type: none"> <li>- Conduct a thorough visual inspection of the stump and surrounding area to identify any potential obstacles, such as rocks, wires, or underground utilities.</li> <li>- Remove any loose debris or objects that may cause the stump grinder to jump, ensuring a stable grinding platform and reducing the chance of equipment damage.</li> <li>- Use appropriate signage and safety barriers to create an exclusion zone around the work area, preventing unauthorised access and protecting the public from potential hazards.</li> </ul>	1L	

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			<ul style="list-style-type: none"> <li>- Train all personnel operating the stump grinder on the safe use of the equipment, including proper start-up and shut down procedures, and how to respond in the event of unexpected obstacles or equipment malfunction.</li> <li>- Ensure that regular maintenance checks are performed on the stump grinder, particularly focusing on the condition of the wheel, belts, teeth, and overall stability of the equipment.</li> <li>- Evaluate the root system of the stump and plan the grinding process accordingly, taking into account the depth, width, and angle required to ensure safe operation and reduce the risk of jumping or uncontrolled movement.</li> <li>- Prioritise communication between the equipment operator and other workers, using clear hand signals and/or radio communication to alert each other of any safety hazards or changes in the work plan.</li> <li>- Provide each worker with Personal Protective Equipment (PPE), including safety goggles, earmuffs, gloves, and steel-toed boots, which they should wear at all times while working in the vicinity of the stump grinder.</li> <li>- In case of encountering unexpected obstacles during grinding, immediately stop the operation, assess the situation, and develop a suitable plan to address the issue without compromising safety.</li> <li>- Always grind stumps at an appropriate speed, systematically lowering the cutting wheel into the stump and avoiding aggressive movements that could cause the equipment to become unstable or unresponsive.</li> <li>- Establish an emergency response plan to handle incidents involving injury, equipment damage, or other emergencies that may arise during the stump grinding process.</li> <li>- Conduct regular safety meetings with the team to review work procedures, address any concerns or issues, and continually improve the overall safety culture on the job site.</li> </ul>		
3. Stump Grinder Setup	Unstable ground, Machine setup failure	2M	<ul style="list-style-type: none"> <li>- Conduct a site inspection: Before setting up the stump grinder, conduct a thorough site inspection to identify any potential hazards, such as rocks, debris, or other obstacles. This will provide valuable insight into potential issues related to unstable ground or machine setup failure.</li> <li>- Identify firm and level ground for setup: Choose a stable, level surface for setting up the stump grinder to reduce the risks associated with unstable ground. Remove any loose material or debris that could cause the machine to shift during operation.</li> <li>- Utilise stabilizers or outriggers: Equip the stump grinder with stabilizers or outriggers if available. These components can help maintain stability by distributing weight evenly across the base of the machine, reducing the likelihood of tipping or shifting on uneven terrain.</li> </ul>	1L	

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			<ul style="list-style-type: none"> <li>- Follow manufacturer's guidelines for setup: Read and strictly adhere to the manufacturer's guidelines for machine setup. This will ensure appropriate installation procedures are followed, minimising any potential setup failures.</li> <li>- Perform regular maintenance checks: Keep the stump grinder well-maintained, addressing any wear or damage promptly. Regular servicing and maintenance can help prevent faults that may lead to setup failures or accidents.</li> <li>- Provide proper training for operators: Ensure that all stump grinder operators have received comprehensive instruction on correct use, machine setup, and safety precautions, as well as possess the necessary qualifications or certifications.</li> <li>- Use safety barriers and signage: Set up safety barriers and warning signs around the working area to keep unauthorised personnel or bystanders at a safe distance from the stump grinder while it is in operation.</li> <li>- Plan for emergencies: Establish an emergency response plan in case of a machine-related incident. Train workers on how to deal with possible mechanical failures, shutdown procedures, and first aid response.</li> <li>- Monitor weather conditions: Pay attention to local weather forecasts and avoid operating the stump grinder in extreme conditions, such as heavy rain or strong winds, that could contribute to unstable ground or impede safe setup.</li> <li>- Regularly review and update SWMS: Continuously monitor the effectiveness of control measures during each work step and make necessary adjustments to enhance safety. Ensure that all workers are informed of any changes and how they will be implemented.</li> </ul>		
4. Pre-Operation Inspection	Missing safety guard, Worn grinding wheel	2M	<ul style="list-style-type: none"> <li>- Conduct a thorough pre-operation inspection of the stump grinder, ensuring all components, including safety guards and grinding wheel, are in proper working condition.</li> <li>- Verify that safety guards are securely fastened in place and not compromised by cracks or damages, covering the grinding wheel as per the manufacturer's recommendations.</li> <li>- Ensure the grinding wheel is in good condition before and after each use, with no visible signs of wear, cracks, or damage that may potentially compromise its functionality.</li> <li>- Replace worn grinding wheels immediately and according to the manufacturer's specifications to maintain optimal performance and prevent potential injury during operation.</li> <li>- Implement a regular maintenance schedule for the stump grinder, with inspections specifically focused on the safety guards and grinding wheel to detect and address any issues promptly.</li> <li>- Provide adequate training for workers on proper pre-operation inspection procedures and hazard recognition, ensuring they can identify and report any missing safety guards or worn grinding wheels.</li> </ul>	1L	

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			<ul style="list-style-type: none"> <li>- Establish clear communication channels among team members for reporting identified hazards and required corrective actions, thus fostering a culture of safety vigilance.</li> <li>- Display prominent warning signage in the vicinity of the stump grinder, alerting workers to the potential hazards associated with missing safety guards and worn grinding wheels.</li> <li>- Document and record all pre-operation inspection findings, as well as any corrective measures taken, to create a comprehensive history of stump grinder maintenance and hazard management.</li> <li>- Involve supervisors and team leaders in the pre-operation inspection process to ensure compliance with workplace health and safety requirements, promoting responsibility and accountability within the organisation.</li> <li>- Continuously review and update control measures to reflect advancements in technology or changes in industry standards, ensuring that best practices are consistently maintained for managing identified hazards.</li> </ul>		
5. Grinding Operation	Flying debris, Noise exposure	3H	<ul style="list-style-type: none"> <li>- Conduct a thorough risk assessment before initiating the grinding operation to identify potential hazards and ensure appropriate controls are in place.</li> <li>- Ensure all workers involved in the stump grinding operation have received task-specific training and are aware of the hazards associated with flying debris and noise exposure.</li> <li>- Install temporary barriers or screens around the grinding area to contain and minimise the distribution of flying debris, protecting both workers and bystanders.</li> <li>- Equip workers with personal protective equipment (PPE) such as safety goggles, earplugs or earmuffs, and face shields to protect against flying debris and reduce noise exposure.</li> <li>- Regularly inspect and maintain the stump grinder to ensure optimal performance and minimise the risk of mechanical failure, which could contribute to increased hazards.</li> <li>- Implement a "no-go" zone around the grinding area to prevent unauthorised access and ensure only necessary workers are in close proximity to the grinding operation.</li> <li>- Use slow, controlled movements during the grinding process to reduce the force and velocity of expelled debris, thereby reducing the risk of injury from flying particles.</li> <li>- Limit the duration and intensity of the stump grinding operation to minimise worker exposure to noise levels that may cause hearing damage, and ensure adequate breaks are provided.</li> <li>- Establish proper communication methods such as hand signals or two-way radios among workers to maintain awareness of potential hazards and coordinate safe work practices.</li> </ul>	1L	



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			<ul style="list-style-type: none"> <li>- Continuously monitor the work site for changes in conditions that may increase the risks associated with flying debris and noise exposure, and adjust control measures accordingly.</li> </ul>		
6. Equipment Adjustment	Pinching injuries, Improper adjustment	2M	<ul style="list-style-type: none"> <li>- Proper Training: Ensure that all operators are adequately trained in equipment adjustment procedures, to minimise the risk of pinching injuries and improper adjustments.</li> <li>- Pre-Operation Inspection: Conduct a thorough inspection of the stump grinder before each operation, checking for any signs of damage or malfunction that may cause problems during equipment adjustments.</li> <li>- Use of Personal Protective Equipment (PPE): Require workers to wear appropriate PPE, such as gloves and safety glasses, while adjusting the stump grinder to prevent pinching injuries or contact with moving parts.</li> <li>- Follow Manufacturer's Guidelines: strictly adhere to the manufacturer's instructions for equipment adjustments, including recommendations for safe distances and proper techniques.</li> <li>- Implement Lockout/Tagout Procedures: When performing maintenance or adjustments on electrical components, utilise lockout/tagout protocols to prevent accidental energising of equipment and potential injuries.</li> <li>- Maintain a Clean Work Area: Keep the area around the stump grinder free of debris and clutter to reduce the likelihood of trip hazards and allow operators to easily access all necessary adjustment points.</li> <li>- Communication and Signage: Utilise clear communication and signage to alert nearby workers when equipment adjustments are being performed, ensuring they maintain a safe distance from the stump grinder.</li> <li>- Use Appropriate Tools: Always use the correct tools for the task at hand when making adjustments to the stump grinder. Never use makeshift tools or shortcuts that may compromise the equipment or worker safety.</li> <li>- Regular Maintenance and Inspections: Schedule regular maintenance checks and inspections for the stump grinder that include a detailed assessment of all equipment components, ensuring safe and efficient operation over time.</li> <li>- Incident Reporting and Review: Encourage workers to report any near-miss incidents involving equipment adjustments and perform a review to identify potential improvements in safety procedures and training measures.</li> </ul>	1L	
7. Moving the Grinder	Collisions with other workers, Struck by the equipment	2M	<ul style="list-style-type: none"> <li>- Provide comprehensive training for operators on the safe operation and handling of the stump grinder, ensuring they are competent in maneuvering and maintaining control of the equipment.</li> <li>- Establish and implement a traffic management plan, outlining the designated paths and access points for the stump grinder and any other vehicles operating within the work area.</li> </ul>	1L	

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			<ul style="list-style-type: none"> <li>- Clearly communicate with all workers on site about the location and movement of the stump grinder, using radios or hand signals as appropriate, to avoid collisions or accidental injuries.</li> <li>- Mark out exclusion zones around the stump grinder when it is in motion, preventing unauthorised personnel from entering the immediate vicinity and reducing the risk of collisions or injury.</li> <li>- Utilise spotters or additional ground staff to help guide and monitor the movement of the stump grinder, ensuring the operator has full visibility of their surroundings and other workers at all times.</li> <li>- Regularly inspect and maintain the stump grinder's brakes, steering, tires, and other critical components to ensure that it remains in optimal working condition and maintains its intended functionality and safety features.</li> <li>- Implement a buddy system for workers who may be working near the stump grinder, encouraging them to watch out for each other and keep a safe distance when the equipment is in motion.</li> <li>- Encourage regular breaks for the stump grinder operator to minimise fatigue and maintain focus and concentration, reducing the likelihood of accidents caused by human error.</li> <li>- Ensure that appropriate personal protective equipment (PPE), such as high visibility clothing, helmets, steel-toed boots, and hearing protection, is worn by all workers in close proximity to the stump grinder.</li> <li>- Require thorough pre-start checks of the stump grinder by the operator, including verifying proper functioning of lights, horns, mirrors, and other necessary safety equipment before commencing work.</li> <li>- Monitor the stump grinder's speed and ensure it operates within safe limits for the specific work environment and conditions. Enforce slow speeds during turns or approaching other workers to minimise the risk of collisions or injuries.</li> </ul>		
8. Maintenance Activities	Electricity shock, Dust inhalation	2M	<ul style="list-style-type: none"> <li>- Unplug the stump grinder from any electrical sources before conducting maintenance activities to reduce the risk of electrical shocks.</li> <li>- Wear insulated gloves and other protective clothing during maintenance tasks, particularly when working with electric components.</li> <li>- Ensure that all tools used for maintenance are designed specifically for the device and have been checked for proper function and damage prior to use.</li> <li>- Conduct regular visual inspections for damaged or frayed electrical wiring, as well as any signs of wear on electrical connections in order to minimise shock hazards.</li> <li>- Always work in a dry and well-ventilated environment when maintaining equipment, reducing risks associated with moisture and dust inhalation.</li> <li>- Use a dust mask or respirator while performing maintenance tasks, especially when cleaning filter systems or grinding wheels.</li> </ul>	1L	

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			<ul style="list-style-type: none"> <li>- Vacuum the work area thoroughly after each maintenance session to remove residual dust and particles and limit exposure upon future use.</li> <li>- Utilise wet cleanup methods like wiping surfaces with damp cloth, whenever possible, to decrease the chances of dust becoming airborne and causing respiratory issues.</li> <li>- Follow the manufacturer's recommended maintenance schedule to ensure that the stump grinder is serviced regularly and kept in optimal condition.</li> <li>- Replace damaged parts with manufacturer-approved components to preserve the integrity of the equipment and mitigate hazards related to sub-standard substitutes.</li> <li>- Keep all equipment manuals up-to-date and accessible to all workers responsible for maintenance tasks, helping to establish clear guidelines for safe procedures.</li> <li>- Provide appropriate training to personnel who will be involved in maintenance activities, allowing them to understand the potential hazards and know how to protect themselves accordingly.</li> <li>- Establish an incident reporting system for near-misses or accidents that occur during maintenance tasks, helping to identify trends and introduce corrective actions to prevent similar occurrences in the future.</li> </ul>		
9. Breakdown Management	Unexpected starts, Inadequate lockout/tagout procedures	3H	<ul style="list-style-type: none"> <li>- Implement a thorough inspection process: Ensure regular inspections of the stump grinder to identify potential breakdowns before they occur, allowing for preemptive repair and maintenance.</li> <li>- Proper training for operators: Train all stump grinder operators on safe procedures for breakdown management and emergency response.</li> <li>- Develop clear lockout/tagout procedures: Establish proper lockout/tagout (LOTO) procedures to prevent unauthorised use or accidental startup during repairs and maintenance.</li> <li>- Display warning signs: Place visible warning signs on the stump grinder during shutdowns, indicating that work is being conducted on the equipment, and the dangers associated with unexpected starts.</li> <li>- Use of personal protective equipment (PPE): Ensure workers wear appropriate PPE during breakdown management, including safety boots, gloves, and eye protection, to minimise injury risks in case of sudden starts.</li> <li>- Communication protocols: Develop clear communication procedures between operators, maintenance personnel, and site managers during breakdown events to avoid confusion and enhance responsiveness.</li> <li>- Maintain updated documentation: Keep detailed records of maintenance, servicing, and repairs, including dates, job details, and the authorised personnel who performed the task.</li> </ul>	1L	

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			<ul style="list-style-type: none"> <li>- Regularly review LOTO procedures: Conduct periodic audits to ensure proper adherence to the established lockout/tagout protocols, ensuring each worker follows the guidelines consistently.</li> <li>- Create a contingency plan: Develop a comprehensive plan to respond to unexpected starts or failures, including evacuation procedures and first-aid measures for accidents.</li> <li>- Promote a culture of safety: Encourage and empower employees to voice their concerns if they see any lapses in safety protocols, fostering an environment where everyone's input is valued.</li> <li>- Implement fail-safe mechanisms: Evaluate and install devices such as safety switches and shut-off valves in the stump grinder system to minimise hazards during breakdowns.</li> </ul>		
10. Equipment Cleaning	Slips, trips and falls, Exposure to hazardous chemicals	2M	<ul style="list-style-type: none"> <li>- Conduct a thorough risk assessment of the work area prior to starting the equipment cleaning process, identifying any slip, trip, and fall hazards such as uneven surfaces, obstacles, or spilled liquids.</li> <li>- Designate a specific area for cleaning the stump grinder, ensuring it is well-lit, level, and free of clutter or debris that could pose a tripping hazard.</li> <li>- Place signs around the cleaning area to alert workers of potential slip, trip, and fall hazards, and make sure all personnel are aware of these risks before commencing the cleaning task.</li> <li>- Provide suitable personal protective equipment (PPE) such as slip-resistant footwear, gloves, and eye protection for all workers involved in the cleaning process.</li> <li>- Ensure that the stump grinder's power has been switched off, and the machine is properly locked out/tagged out prior to starting the cleaning process, preventing accidental equipment activation.</li> <li>- Use spill containment measures like drip pans or absorbent pads when handling hazardous chemicals during the cleaning process, reducing the risk of slips, trips, and falls due to chemical spills.</li> <li>- Store hazardous chemicals in clearly labelled, closed containers when not in use, and keep material safety data sheets (MSDS) readily accessible at the cleaning station.</li> <li>- Train employees on proper handling, storage, and disposal procedures for hazardous chemicals, as well as emergency response procedures in case of a chemical exposure.</li> <li>- Implement a regular inspection and maintenance schedule for the stump grinder, including checks for any leaks or spills that could contribute to slip, trip, and fall hazards.</li> </ul>	1L	

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			<ul style="list-style-type: none"> <li>- Instruct workers to clean the stump grinder using a systematic approach, working from top to bottom, and organising tools and materials throughout the process so as to minimise clutter in the work area.</li> <li>- Develop and implement a clear housekeeping policy that includes regular cleaning of the designated cleaning area, ensuring slip and trip hazards are minimised.</li> <li>- Establish a monitoring and reporting system for workers to document any slip, trip, or fall hazards encountered during the equipment cleaning process. This will assist in identifying trends and implementing corrective action as needed.</li> </ul>		
11. Transporting Grinder	Falls from heights, Vehicle accidents	2M	<ul style="list-style-type: none"> <li>- Properly securing the stump grinder to the trailer or truck bed with tie-down straps, chains, or other appropriate securing equipment to prevent uncontrolled movement during transportation.</li> <li>- Regular inspection and maintenance of vehicles used in transporting the grinder to ensure they are in good working order, including brakes, tires, suspension, and indicators.</li> <li>- Ensuring that all workers involved in the transportation process have received adequate training in load securing and safe driving practices.</li> <li>- Conducting pre-trip safety checks, including reviewing the transport route for any potential hazards or obstacles that may be encountered during the journey, such as low bridges or narrow roads.</li> <li>- Maintaining a safe speed while driving and following all posted speed limits and road signs.</li> <li>- Avoiding distractions while driving, such as using mobile phones, eating or drinking, or engaging in unnecessary conversations with passengers.</li> <li>- Utilising flaggers or warning lights if the stump grinder extends beyond the rear of the vehicle to ensure visibility to other road users and reduce the risk of accidents.</li> <li>- Employing spotters or rearview mirrors/cameras when reversing or navigating tight spaces with the grinder in tow to reduce the chance of collisions.</li> <li>- Providing workers with fall protection systems or other safety equipment, such as harnesses or guardrails, if they are required to work at heights while loading or unloading the grinder.</li> <li>- Implementing a traffic management plan to safely direct traffic around the work area, especially when loading or unloading the grinder on public roads or in congested areas.</li> <li>- Ensuring proper communication between all personnel involved in the transportation process, including the use of hand signals and radio communication devices where necessary.</li> <li>- Enforcing strict adherence to workplace health and safety policies, procedures, and legislation during all stages of the transportation process.</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>- Documenting and periodically reviewing the Safe Work Method Statement (SWMS) for stump grinder transportation to identify areas for improvement and to keep the document up-to-date with revised safety procedures.</li> <li>- Encouraging workers to report any hazards, incidents, or near misses that occur during the transportation process to facilitate ongoing monitoring, evaluation, and continuous improvement of safe work practices.</li> </ul> <p>By implementing these control measures, we can greatly reduce the risk of falls from heights and vehicle accidents during the transportation of stump grinders. By creating a safer work environment, we ensure the wellbeing of our employees and contribute to the overall success of our operations.</p>		
12. Reporting and Monitoring	Incorrect documentation, Failure to identify hazards in a timely manner	2M	<ul style="list-style-type: none"> <li>- Proper training: Ensure that all employees and site supervisors have undergone appropriate workplace health and safety training, specifically focusing on hazard identification, risk assessment, and documentation practices.</li> <li>- Regular inspections: Conduct regular site inspections to detect hazards and non-compliances in a timely manner. Utilise checklists and report forms to systematize the process.</li> <li>- Document control: Implement an efficient document management system to ensure that all records, reports, and necessary paperwork are up-to-date, accurate, and easily accessible by authorised personnel.</li> <li>- Clear communication channels: Establish open lines of communication across the team to encourage workers to report hazards and issues promptly.</li> <li>- Encourage hazard reporting: Foster a safety culture where employees are encouraged and rewarded for recognizing and reporting potential hazards without fear of negative consequences.</li> <li>- Incident reporting procedures: Develop and implement standard operating procedures for reporting incidents and near misses, including documentation expectations, reporting timelines, and escalation protocols.</li> <li>- Monitoring and review: Continuously monitor and review safety performance and compliance with SWMS requirements. Identify trends, areas of concern, and opportunities for improvement and take corrective action accordingly.</li> <li>- Conduct toolbox talks: Hold regular safety briefings and toolbox talks to discuss common risks, current safety concerns, and changes in safety regulations relevant to stump grinding operations.</li> <li>- Utilise technology: Utilise available software and digital platforms to track and manage safety compliance, making it easier to identify, report, and monitor potential hazards.</li> <li>- Audit and verify: Periodically conduct audits and verification checks to confirm the accuracy and reliability of collected data and ensure appropriate action has been taken to address identified 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>- Collaboration: Collaborate with other workplaces and industry-related organizations to share experiences, knowledge, and best practices regarding safety reporting and hazard management.</li> <li>- Continuous improvement: Review and update the SWMS regularly to account for changing conditions, new working practices, updated legislation, or lessons learned from past incidents or near misses. This supports continuous improvement of safety management efforts and hazard identification processes.</li> </ul>		

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