

SAFE WORK METHOD STATEMENT		Tree removal and Pruning		
Reference documents	Work Health & Safety Act and Regulation's 2011, Codes of Practice; How to Manage Work Health Safety Risks, Managing the Risk of Chemicals in the Workplace, Managing Electrical Risks in the Workplace, Hazardous Manual Tasks, Managing the Work Environment and Facilities, First Aid in the Workplace, Confined spaces, Construction Work, Demolition Work, Excavation Work, How to Manage and Control Asbestos, Managing the Risk of Falls.			
SWI:	Chainsaw, Backhoe, Loading and Unloading Small Plant from Trailer, Maintaining - Servicing Small Plant, Saw – Pole,			
Training and Competencies	General Construction Induction card (white card), Forest Works Fall Trees Manually			
Safety data Sheets	Castrol 2 Stroke Fuel, Diesel			
Personal Protective Equipment	Hearing protection, face shield/eye protection, safety footwear, high visibility long sleeve shirt and trousers, wide brimmed hat/visor, sunscreen, protective gloves, hard hat, respiratory protective equipment, chainsaw chaps			
Plant and Equipment	Chainsaw, pole saw, back hoe, skid steer			
Inspection and Testing	Pre start checks on all plant and equipment, inspection as per manufacturers requirements			
Hazardous Chemicals and Dangerous Goods	Two stroke fuel, diesel			
High Risk Work <i>Indicate if any of the HIGH risk activities are performed by workers</i>	<input type="checkbox"/> Where there is a risk of a person falling more than two metres.	<input type="checkbox"/> On in or adjacent to roadways, railways, shipping lanes or other traffic corridor.	<input type="checkbox"/> In, over or adjacent to water or other liquids where there is a risk of drowning.	
	<input checked="" type="checkbox"/> At workplaces where there is any movement of powered mobile plant.	<input type="checkbox"/> Involving the use of explosives.	<input type="checkbox"/> In an area where there are artificial extremes of temperature.	
	<input type="checkbox"/> On or near energised electrical installations or services.	<input type="checkbox"/> Involving a trench or shaft if the excavated depth is more than 1.5 metres.	<input type="checkbox"/> On or near pressurised gas distribution mains or piping.	
	<input type="checkbox"/> Involves structural alterations or repairs that require temporary support to prevent collapse.	<input type="checkbox"/> Involving a confined space.	<input type="checkbox"/> On or near chemical, fuel or refrigerant lines.	
	<input type="checkbox"/> Involving tilt-up or precast concrete.	<input type="checkbox"/> On telecommunications towers.	<input type="checkbox"/> Involving diving.	
	<input type="checkbox"/> Involving removal or likely disturbance of asbestos	<input type="checkbox"/> In an area that may have a contaminated or flammable atmosphere.	<input type="checkbox"/> Involves demolition of an element of a structure that is load-bearing or otherwise related to the structural integrity of the structure.	
	<input type="checkbox"/> Involving a tunnel.			
SWMS Prepared by:	Name and signature:		Date:	
Authorised by:	Name and signature:		Date:	

**SWMS are to be reviewed as per the Document Control Procedure or when there has been a change to the Task / Process or Legislation.*

Job Step	Hazard	Risk	Initial Risk Rating E,H,M,L	Control Measures <i>Controls have been identified using the hierarchy of controls</i>	Responsibility <i>Who</i>	Residual Risk Rating E,H,M,L
1. Conduct site specific risk assessment and induct staff if necessary. 2. Load/unload tools at depot, store etc. 3. Move plant and/or truck into position to begin work	Persons entering/exiting vehicles	Muscle sprain (limbs or torso) Broken ankle	M	- '3 point' technique, back out while exiting, check for uneven ground	On-site supervisor	L
	Uneven or slippery ground	Muscle sprain (limbs or torso) Broken bones Cuts and abrasion	M	- Inspect work area for appropriate foot placement and vehicle access. Don't walk where can't see firm surface e.g. long grass - Don't drive onto soft or slippery ground	On-site supervisor Workers	L
	Moving traffic or plant	Death or serious injury	H	- Record TCPs as per attached SWP - Implement approved or modified TCP - If necessary, implement VMP - Use only trained traffic Controllers	On-site supervisor	L
	Inappropriate manual handling	Muscle sprain (limbs or torso)	M	- Undertake training in proper manual handling techniques - Task rotation, muscle stretching exercises, use correct equipment	On-site supervisor Workers	L
	Equipment malfunction or misuse	Muscle sprain (limbs or torso) Cuts and abrasions Entrapment	M	- Undertake pre-use checks, all operations and maintenance in accordance with manufacturer's recommendations and other safety procedures	On-site supervisor Workers	L
	Flying objects or materials (from power equipment)	Eye damage Cuts	M	- Wear safety glasses or goggles - Wear safety boots - Follow manufacturer's instructions	On-site supervisor Workers	L

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	Flying objects or materials (from power equipment)	Eye damage Cuts	M	- Wear safety glasses or goggles - Wear safety boots - Follow manufacturer's instructions	On-site supervisor Workers	L
	Hazardous Substances	Skin rash Eye damage Poisoning	L	- Limit skin contact by wearing gloves - Use in well-ventilated areas - Refer to SDS	On-site supervisor Workers	L
	Excessive exposure to UV	Sunburn Skin cancer	L	- Wear hats and/or long sleeves and/or long trousers, if not, use sunscreen in accordance with manufacturer's recommendations.	On-site supervisor Workers	L
	Proximity to overhead powerlines	Electrocution	M	- Observe work near overhead power lines code of practice 2006 - Planning should be undertaken at least one day before program starts to locate lines at job sites - If tipping, an observer is to be placed at traffic cones so trucks do not enter 3 metres - Do not work closer than ordinary person approach distances of overhead powerlines - Must be more than 3 m from overhead powerlines up to 132kV - Must be more than 6 m from high voltage transmission lines from 132-330kV - Must be more than 8 m from lines over 330kV - Under special circumstances, distances less than those listed above apply. These distances may be applied	On-site supervisor Workers	L

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				<p>ONLY when the special requirements are met.</p> <ul style="list-style-type: none"> - When a crane operator has the appropriate training, an observer is present, and the owner of the powerlines has been contacted and permission obtained, the distances can be reduced to as little as one metre. - In emergency circumstances, the owner of the powerlines can be contacted within 24 hours of the incident. 		
	Excessive exposure to loud noise	Loss of hearing	L	- Wear ear muffs or ear plugs	On-site supervisor Workers	L
	Poor Access/Egress to site	Muscle sprain (limbs or torso) Broken bones Cuts and abrasion	L	- Provide appropriate and complying barriers, scaffolding, work platforms	On-site supervisor Workers	L
	Misuse of electrical equipment or electric Shock	Electrocution Burns	M	<ul style="list-style-type: none"> - Confirm location of underground or ‘in wall’ power, if necessary - Disconnect power, if possible - Inspect equipment before use - Check and tag electrical equipment at prescribed Intervals - Do not use frayed or damaged cords, plugs etc. - Do not use electrical equipment in wet conditions 	On-site supervisor Workers	L
	Dusty conditions	Respiratory illness	L	- Use dust suppression or dust removal techniques where conditions above min exposure levels		L
	Sharp Objects	Hepatitis/HIV Aids	L	- Training in syringe (‘sharps’) disposal	On-site	L

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		Cuts		<ul style="list-style-type: none"> - Do not place hands where can't see contact area - Wear puncture resistant gloves - Use tongs, if practical - Keep guards, protective sheaths etc. in place 	<p>supervisor</p> <p>Workers</p>	
	Working on wet grass	<p>Uncontrolled slipping of plant or personnel.</p> <p>Muscle sprain (limbs or torso)</p> <p>Broken bones</p> <p>Cuts and abrasion</p>	M	<ul style="list-style-type: none"> - PPE such as steel capped boots or gum boots shall be worn and in good condition to ensure minimal slipping - In such conditions vehicles and plant items should be driven at less than 5kph - Operators are to make allowances for the increased stopping times and distances that may be involved. 	<p>On-site supervisor</p> <p>Workers</p>	L

LIKELIHOOD How likely is it to happen? ↓	E=EXTREME H=HIGH M=MEDIUM L=LOW				
	← CONSEQUENCES – How severely could it affect health and safety? →				
	CATASTROPHIC	MAJOR	MODERATE	MINOR	INSIGNIFICANT

	Kill or cause Permanent Disability	Serious Illness or Injury	Medical Attention, Time off Work	First Aid Required	No Injuries
ALMOST CERTAIN Is expected to occur	E	E	H	H	M
LIKELY Will probably occur	E	H	H	M	M
POSSIBLE Might occur	H	H	H	M	L
UNLIKELY Could occur	H	M	M	L	L
RARE May occur only in exceptional circumstances	H	M	M	L	L

Risk Level	Required Action
Extreme	Act immediately: The proposed task or process activity must not proceed. Steps must be taken to lower the risk level to as low as reasonably practicable using the hierarchy of controls.
High	Act today: The proposed activity can only proceed, provided that: The risk level has been reduced to as low as reasonably practicable using the hierarchy of controls. The risk controls must include those identified in legislation, Australian Standards, Codes of Practice etc. and The document has been reviewed and approved by the supervisor and A Safe Working Procedure or Safe Work Method has been prepared and The supervisor must review and document the effectiveness of the implemented risk controls
Medium	Act this week: The proposed task or process can proceed, provided that (i) The risk level has been reduced to as low as reasonably practicable using the hierarchy of controls and The document has been reviewed and approved by the supervisor and A Safe Working Procedure or Safe Work Method has been prepared.
Low	Act this month: Managed by local documented routine procedures which must include application of the hierarchy of controls.

Acknowledgement register

All workers are to sign this register to indicate they have read and understood this document prior to commencing work.

