

SAFE WORK METHOD STATEMENT		Tree Removal and Pruning			
Reference documents	P10 Risk Management, P11 Hazardous Chemicals P18 Electrical Safety P15 Hazardous Manual Tasks P23, Emergency Preparedness and First Aid, P16 Confined Spaces P17 Construction and Demolition P19 Asbestos Management P13 Working at Height				
SWI:	Chainsaw, Backhoe, Loading and Unloading Small Plant from Trailer, Maintaining - Servicing Small Plant, Saw – Pole, Elevated Work Platform, Herbicide Spraying, Load Restraint, Poison Handling, Site Inspection, Towing Trailer, Tipping Trucks, Wildlife Removal from Trees, Chipper				
Training and Competencies	General Construction Induction card (white card), Forest Works Fall Trees Manually, EWP, Working at Heights, Working Near Overhead Powerlines				
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, truck, chipper, EWP				
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, hydraulic fluid, unleaded fuel, bar oil, Round up				
High Risk Work <i>Indicate if any of the HIGH risk activities are performed by workers</i>	<input checked="" 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:		
TRIM Ref: SWMS1453[v7]	Adopted: 09.02.2017	Last Amended: 02.06.2022	Review Date: 02.06.2025	Version: 7	Page 1 of 9

Persons Responsible for Ensuring Compliance with SWMS:	
Methods used to Ensure Compliance with SWMS:	
Persons Responsible for Reviewing SWMS Control Measures:	
When should Risk Control Measures be reviewed:	
Review Date:	Reviewer's Signature

***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
Emergency Preparedness	Unsuitable communication plan Unsuitable First Aid Kit or Spill Kit Unsuitable emergency evacuation plan in case of wild fire Flood/vehicle bogging Anaphylaxis due to allergic reaction Allergic reaction to insect sting/bite	Serious Injury or death	H	Identify means of emergency communication with external parties. Each team member to have a Telstra mobile phone in good working order & with credit. Ensure First Aid Kit, Spill Kit and Fire extinguisher/knapsack are stocked and accessible. Ensure current SDS available on vehicle. Plan fire escape routes. Plan flood escape routes, park vehicles away from water courses and off roads that will become unpassable when wet. Have personal epi pen for any allergic team members. Have personal antihistamine substance available for use.	Worker and Supervisor	L
Review Work Planned for the day	Unsuitable Plant, Equipment or Tools	Serious Injury or death	H	Conduct visual inspection of all fall arrest and rigging equipment prior to and during each use as per Health and safety audit V1 section 4.	Worker and Supervisor	M

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				Conduct safety inspection of all tools (including chainsaws) prior to, during and after each use.		
Setting up site/ Pre start checks	Movement of vehicles Structures/Services Plant Falls of people (incl. trips/slips) Falling objects Noise Dangerous domestic Animals Traffic / Pedestrians Unsuitable Weather	Serious Injury	H	<p>Complete prestart checks for all plant and equipment.</p> <p>Conduct a worksite Hazard Assessment and complete HAC, nominate approach limits and appoint Safety Observer.</p> <p>Visually inspect site for services/structures, delineate if necessary</p> <p>Ensure use of a Safety Observer when reversing and positioning vehicles.</p> <p>Ensure stability of vehicles, check ground prior to set-up, utilize wheel chocks.</p> <p>Ensure all equipment is correctly stowed when not in use to prevent trip hazard and unnecessary damage to equipment.</p> <p>Ensure fall protection devices fit for use and correctly used as appropriate.</p> <p>Delineate drop zone and keep zone clear.</p> <p>Ensure PPE is available and used. Minimum PPE includes helmet with visor/earmuffs, gloves, chainsaw pants, steel toe boots, long sleeve cotton high visibility shirt and safety glasses.</p> <p>Visual inspection for any animals. Contact owner to restrain or remove any domestic or farm animals.</p> <p>Delineate worksite and utilise a Safety Observer.</p> <p>Assess weather for extreme wind, rain, hail etc.</p> <p>Adjust tasks to be performed if necessary - wait for rain/wind to ease. Perform other tasks while waiting.</p>	Worker and Supervisor	M

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Sharpening Chain	Cuts Burns Incorrect technique resulting in uneven chain			Replace chain guard when not in use, wear appropriate gloves, sharpen chain frequently and replace as required. Restrain saw whilst sharpening, use correct tools, ensure chain sharpening is even along entire chain.		
Assess vegetation to be climbed felled	Unstable, hanging branches, decayed, damaged, dead sections, structural defects, vines existing in trees or limbs Beehives, European wasp nests, Bull ants, Possums, Koalas and insect sting Proximity of vegetation to Electrical Hazard	Serious Injury	H	Thoroughly inspect tree prior to cutting to assess safe size and technique for limb removal or felling. Adjust piece sizes to ensure control. Employ ropes/rigging to lower and control falling limbs. Inspect tree prior to cutting and remove insects/fauna if present. Treat insect pests with pesticide or organize fauna rescue service if required. If an occupied native bird nest is discovered reschedule work. Identify the voltage and type of all services. Identify if work to be completed is under live line or shutdown/access permit conditions. Ensure auto reclose suppressions is in place as required Note: under SCC policy the exclusion zone around HV is 1.5m (not the conventional 700mm) Visually inspect the tree for rot, hollows, root structure or any defect which may cause the tree to fail unexpectedly. If any significant fault/s identified do not climb tree.	Worker	M
Tree climbing	Falls from heights Sprains and stains Crushing injury Stranded/stuck up in tree	Serious Injury or Death	H	Ensure two points of attachment and three points of contact at all time. Have a rescue kit on site and that the observer is trained in areal rescue. All workers must have manual handling training, employ correct climbing techniques, and use mechanical assistance - where possible.	Workers	M

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	Anaphylaxis due to allergic reaction to insect sting/bite Electrical Hazards			No conductive/steel core flielines/ropes to be used in proximity to an electrical hazard.		
Temporary access to heights up to and over 2m	A fall from a ladder/work platform or other temporary access may injure a worker	Serious Injury or Death	H	Work from a safe platform. Use fall protection over heights of 2m. When working on a ladder stay below the 3rd highest rung, use only insulated ladders when near power lines and secure the ladder at 4:1 pitch.	Workers	L
Working below or near workers who are working at heights	Objects could fall and injure workers below	Serious Injury or Death	H	Where possible prevent workers from working below other workers working at heights where falling objects are possible. Helmets are essential.	Workers	M
Operation of chainsaw whilst clearing/climbing/falling	Crush, trip, slip, fall Powerline clearance Strains / sprains Kick back of one-handed chainsaws causing cuts Tree trunk or limb slabbing/splitting during cutting causing crushing injury Climbing spurs causing cuts puncture wounds Legs, limbs being crushed by large limbs being cut and swung against trunk	Serious Injury or Death	H	Safety Observer aerial rescue person to be present at all times Ensure Fall protection devices fit for use and correctly utilised. Ensure all equipment stowed and secured - practice good housekeeping. Maintain limits of approach and Utilise Safety Observer. Note: under Tree Watch policy the exclusion zone around HV is 1.5m (not the conventional 700mm) Personnel on ground to maintain safe distance from drop zone. Position yourself to avoid overstretching/overreaching and cut pieces to manageable size. Observe terrain to prevent slipping, tripping, or falling Delineate worksite and utilise Safety Observer Do not use a non-insulated pole saw whilst climbing in a tree.	Workers	M

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				<p>When practical use both hands on the saw. Assess tree/limb for likelihood of splitting or slabbing. If this risk exists, then alter method of cutting or find safe alternative.</p> <p>Always take extra precautions when climbing on spurs (three points of contact), keep the spurs correctly sharpened to avoid spur slipping out whilst climbing. Correctly position body to exclude limbs from crushing zone, stand around back of tree whilst cutting and alter cutting technique if not possible to safely cut.</p> <p>Remember: most saws are a conductive – operators must remain vigilant when working near power lines and ensure that safe clearances are maintained.</p>		
Clear Vegetation	Unsafe work practice Kickback Falling objects/branches Flying particles Dust and debris entering eyes Manual Handling	Serious Injury	H	<p>Ensure all personnel have current training for task.</p> <p>Correct use of saw; always use both hands to control saw, adjust stance as necessary to maintain control of saw and ensure chain is sharp. Avoid cutting with tip of bar.</p> <p>Safety observer to ensure no-one enters drop zone.</p> <p>Maintain safe distance from other personnel - minimum 2 meters.</p> <p>Utilise eye protection.</p> <p>Adjust piece size and utilise team lifting.</p>	Workers	L
Clean up worksite	Property damage Slip or trip hazard Blockage of drainage lines Poor workmanship Injury from tool or equipment	Serious Injury	H	<p>Ensure any ground surface disturbance is returned to pre-work state or cordoned off until such works can be undertaken.</p> <p>Traffic control is the last item to be removed from the site, notify the site supervisor (and/or owner) prior to final removal.</p>	Workers	M

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	Vehicle/Equipment damage or loss			<p>Ensure all debris is removed from site or stacked neatly for later retrieval.</p> <p>Check entire site prior to departure to ensure a professional finish and to recover any forgotten equipment.</p> <p>Isolate and disconnect tools, fit protective covers/sleeves prior to stowing.</p> <p>Ensure all items are securely stowed in appropriate locker or otherwise secured prior to travelling between sites.</p>		

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 Kill or cause Permanent Disability	MAJOR Serious Illness or Injury	MODERATE Medical Attention, Time off Work	MINOR First Aid Required	INSIGNIFICANT 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.

