

WHS System - Corporate

SAFE WORK METHOD STATEMENT		Activity Description – Operate & Maintain Ride on Mower/Tractor					
<p>Site Specific Risk Assessment and Site Induction: At every place of work, the on-site supervisor shall conduct a risk assessment, including traffic hazard assessment, and record, on a Site Specific Checklist, any hazards/risks not listed below. The on-site supervisor shall inform any staff under his control of the hazards at that place of work. If a TCP is required, both standard and modified TCPs used must be documented.</p>							
Objective:							
To ensure mowing activities are carried out in a safe manner.							
Definitions:							
1. SWMS: Safe Work Method Statement							
2. SWP: Safe Work Procedure							
3. TCP: Traffic Control Plan							
4. TC: Traffic Control							
5. VMP: Vehicle Movement Plan							
6. MSDS: Material Safety Data Sheet							
7. WHS: Work Health and Safety							
8. RTA: Roads and Transport Authority							
9. AS: Australian Standard							
10. E: Extreme; H: High; M: Medium; L: Low							
Work Sequence	Hazards	Risks	Risk Ranking	Controls	Plant Items to be Used	Training & Qualifications Needed By Whom	Codes of Practices, Procedures, Other References
1. Conduct risk assessment and induct staff, if necessary.	Persons entering/exiting vehicles	Muscle sprain (limbs or torso) Broken ankle	M	- '3 point' technique, back out while exiting, check for uneven ground	- Tractor Slasher - Reach Mower - Ride-on - Push Mower - Whipper - Snipper	- Risk Assessment by on-site supervisor - Class C drivers licence or higher depending on the weight of the plant item	WHS Manual Code of Practice - How to manage health and safety risks 2011 - SCC Site Specific Checklist and TC Record - Mobile plant & Equipment Safety On Slopes(S2 OHS 33)
2. Establish traffic control using an							
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<p>approved Traffic Control Plan, if necessary</p> <p>3. Perform Plant pre Operation Checklist, (service at appropriate intervals)</p> <p>4. Mow areas specified in schedules and to agreed standards for the particular location</p> <p>5. Clear equipment of any noxious weed seeds, if necessary</p>	<p>Uneven or slippery/wet grass/Ground</p>	<p>Muscle sprain (limbs or torso) Broken bones Cuts and abrasion</p>	<p>M</p>	<p>- Inspect work area for appropriate foot placement and vehicle access. Don't walk where you can't see a firm surface eg long grass. - Don't drive onto soft or slippery ground. - In wet conditions plant should not operate on slopes steeper than 3:1 (horizontal to vertical). - In wet conditions personnel using hand held tools and push mowers should not work on slopes greater than 2:1 (horizontal to vertical) - Personnel should not operate plant or vehicle on wet grass within five metres of obstructions, fixtures or other people in case of uncontrolled slipping and in such conditions vehicles and plant items should be driven at less than 5 kph. Operators are to make allowances for the increased stopping times and distances that may be involved.</p>	<p>- Tractor Slasher - Reach Mower - Ride-on - Push Mower - Whipper - Snipper</p>	<p>- Traffic control set up (Level 2 and 3) by at least one qualified crew member - RTA qualification by one crew member - Traffic controller (blue or red) to control traffic - Apply traffic control plans (yellow card) to set up and break down signage</p>	<p>RTA 'Traffic Control at Work Sites' manual AS 1742.3 (2002) WHS Manual</p>
	<p>Moving Traffic or Plant</p>	<p>Death or serious injury</p>	<p>H</p>	<p>- Record TCPs as per attached SWP - Implement approved or modified TCP - If necessary, implement VMP - Use only trained traffic controllers</p>	<p>Tractor Slasher Reach Mower Ride-on Push Mower Whipper Snipper</p>	<p>- Plant operation techniques - WorkCover Construction Induction qualification</p>	<p>- Manufacturer's operations manual for plant - Maintenance specifications</p>

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	Inappropriate Manual Handling	Muscle sprain (limbs or torso)	M	- Undertake training in proper manual handling techniques - Task rotation, muscle stretching exercises, use correct equipment	Tractor Slasher Reach Mower Ride-on Push Mower Whipper Snipper	- Plant operation techniques - WorkCover Construction Induction qualification - Class C drivers licence or higher depending on the weight of the plant item	- Manufacturer's operations manual for plant
	Equipment Malfunction or misuse	Muscle sprain (limbs or torso) Cuts and abrasions or Entrapment	M	- Undertake pre-use checks, all operations and maintenance in accordance with manufacturer's recommendations and other safety procedures	NA	- Manual handling techniques for shovelling, etc	WHS Manual - Hazardous Manual Tasks 2011
	Flying Objects or Materials including dust & cut grass	Eye damage Cuts Bruising Respiratory Dust	H	- Ensure guards in place - Wear safety glasses or goggles - Wear safety boots - Check for bystanders - Use dust suppressant			
	Condition	Eye damage Cuts Bruising Respiratory	H	- Ensure guards in place - Wear safety glasses or goggles - Wear safety boots - Check for bystanders - Use dust suppressant			
	Hazardous substances	Skin rash Eye damage Respiratory problems Dust	L	- Limit skin contact by wearing gloves - Use in well-ventilated areas ie outdoors - Refer to MSDS - Wear goggles or disposable dusk mask			

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	Excessive Exposure to UV	Sunburn Skin cancer	L	Wear appropriate PPE such as hats and clothing as supplied by the store as well as applying sunscreen to all exposed areas of the skin.			
	Proximity to overhead Powerlines	Electrocution	H	<ul style="list-style-type: none"> - 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 ONLY when the special requirements are met. - When an operator has the appropriate training, a trained 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			

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	Build up of grass around pulleys & motor (during work)	Over heating of engine or possibility of fire	H	When finished daily use & after the mower has shut down and cooled down cutting deck covers are to be removed from around all belts and pulleys and the mower is to be washed clean (Refer to operators manual for instructions)			
	People/Pedestrians'/Park users	Excessive Noise Flying debris from mower	M	Ensure operator is in safe working distance from all park users, pedestrians' and work colleges. Continued observation required until completion of onsite mowing duties.			
	Potentially Contaminated Sites	Exposure to contaminate	H	Wear disposable overalls PPE Mask Attend relevant training			

Roles and Responsibilities:

1. Managers are to ensure there is a safe system of work in place.
2. Supervisors are to ensure that affected person(s) are instructed in this Safe Work Method Statement, and any other relevant SWMS or SWPs identified for work areas or activities.
3. Person(s) are to comply with this Safe Work Method Statement and notify their supervisor of any deviation from this SWMS, or if they don't understand this SWMS.
4. It is the responsibility of the on-site supervisor to ensure that all safety and operational guidelines and SWMS are followed and the relevant forms and permits are completed before any work commences at the worksite.
5. All staff are to follow the Authority, Responsibility and Accountabilities statement for their nominated level within the organisation.

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Safe Work Procedure: Recording Use of Traffic Control Plans (TCPs)

Safe Work Procedure:

When to use standard, modified or new TCPs?

1. A site specific risk assessment must be undertaken before work starts. This includes checking that an appropriate TCP is available for the existing site conditions.
2. A standard TCP is a numbered TCP from the Traffic Control at Work Sites (TCAWS) manual or a site specific TCP which has been designed and approved by a qualified person.
3. Minor modifications may be made to standard TCPs in accordance with Section 4.4 of the TCAWS manual; this implies that suitably qualified personnel must hold the red or orange card qualification.
4. Where standard TCPs cannot be modified to suit site conditions, major modifications and/or new TCPs will be required. Only persons who have attained the Design and Inspect Traffic Control Plans Certificate are able to design new TCPs or make major modifications to standard TCPs.

Recording of TCPs

5. A record must be made of all TCPs used at each work site. This record must be available at the work site for verification and/or inspecting and must include a hard copy of any standard TCPs used.
6. If no modifications or changes are made to a standard TCP, then its number only may be recorded on site specific documentation as evidence of the actual arrangement of traffic control devices.
7. Where any standard TCP is modified for a site, the modifications or changes to the TCP must be recorded diagrammatically by the, designated persons holding red or orange traffic control qualifications.
8. Modified TCPs must be recorded diagrammatically on one of the following documents:
 - a. City Services "Site Specific Risk Assessment Checklist and Traffic Control Record" or
 - b. On the back of the City Services "Site Specific Risk Assessment (Multiple Work Sites)" form or

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- c. Shoalhaven Water's "Traffic Control Risk Assessment" form
 - d. Any site specific documentation which allows a risk assessment to be recorded eg various construction or contractor documentation.
 - e. On photocopies of the standard TCP and then attached to one of the documents above.
9. Standard TCPs do not need to be fully re-drawn but any modifications must be able to be related to the TCP by location, distance or some other reference points.
 10. Should power lines / service lines be on site, traffic cones are to be placed 3 metres either side of lines on both sides of the road.
 11. If tipping, an observer is to be placed at traffic cones so trucks do not enter the 3 metre zone.
 12. A TCP shall be required when cutting/felling trees that are going to fall within a distance of twice the height/length of the tree from the road.

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