

SAFE WORK METHOD STATEMENT		Tree Removal and Pruning		
<b>Reference documents</b>	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			
<b>SWI:</b>	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			
<b>Training and Competencies</b>	General Construction Induction card (white card), Forest Works Fall Trees Manually, EWP, Working at Heights, Working Near Overhead Powerlines			
<b>Safety data Sheets</b>	Castrol 2 Stroke Fuel, Diesel			
<b>Personal Protective Equipment</b>	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			
<b>Plant and Equipment</b>	Chainsaw, pole saw, back hoe, skid steer, truck, chipper, EWP			
<b>Inspection and Testing</b>	Pre start checks on all plant and equipment, inspection as per manufacturers requirements			
<b>Hazardous Chemicals and Dangerous Goods</b>	Two stroke fuel, diesel, hydraulic fluid, unleaded fuel, bar oil, Round up			
<b>High Risk Work</b> <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.			
<b>SWMS Prepared by:</b>	<b>Name and signature:</b>		<b>Date:</b>	

<b>Authorised by:</b>	<b>Name and signature:</b>	<b>Date:</b>
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*\*SWMS are to be reviewed as per the Document Control Procedure or when there has been a change to the Task / Process or Legislation.*

<b>Job Step</b>	<b>Hazard</b>	<b>Risk</b>	<b>Initial Risk Rating</b> E,H,M,L	<b>Control Measures</b> <i>Controls have been identified using the hierarchy of controls</i>	<b>Responsibility</b> <i>Who</i>	<b>Residual Risk Rating</b> 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, take regular breaks	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	Eye damage Cuts	M	- Inspect work area for potential flying objects  - Wear safety glasses or goggles	On-site supervisor	L

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	equipment)			<ul style="list-style-type: none"> <li>- Wear safety boots</li> <li>- Follow manufacturer's instructions</li> </ul>	Workers	
	Hazardous Substances	Skin rash  Eye damage  Poisoning	L	<ul style="list-style-type: none"> <li>- Limit skin contact by wearing gloves</li> <li>- Use in well-ventilated areas</li> <li>- Refer to SDS</li> </ul>	On-site supervisor  Workers	L
	Excessive exposure to UV	Sunburn  Skin cancer	L	<ul style="list-style-type: none"> <li>- Wear hats and/or long sleeves and/or long trousers, if not, use sunscreen in accordance with manufacturer's recommendations.</li> </ul>	On-site supervisor  Workers	L
	Proximity to overhead powerlines	Electrocution	M	<ul style="list-style-type: none"> <li>- Observe work near overhead power lines code of practice 2006</li> <li>- Planning should be undertaken at least one day before program starts to locate lines at job sites</li> <li>- If tipping, an observer is to be placed at traffic cones so trucks do not enter 3 metres</li> <li>- Do not work closer than ordinary person approach distances of overhead powerlines</li> <li>- Must be more than 3 m from overhead powerlines up to 132kV</li> <li>- Must be more than 6 m from high voltage transmission lines from 132-330kV</li> <li>- Must be more than 8 m from lines over 330kV</li> <li>- Under special circumstances, distances less than those listed above apply. These distances may be applied ONLY when the special requirements are met.</li> </ul>	On-site supervisor  Workers	L

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				<ul style="list-style-type: none"> <li>- 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.</li> <li>- In emergency circumstances, the owner of the powerlines can be contacted within 24 hours of the incident.</li> </ul>		
	Excessive exposure to loud noise	Loss of hearing	L	<ul style="list-style-type: none"> <li>- Wear ear muffs or ear plugs</li> <li>- Use most suitable plant for task</li> <li>- Ensure plant is well maintained and in good working order</li> </ul>	On-site supervisor  Workers	L
	Poor Access/Egress to site	Muscle sprain (limbs or torso)  Broken bones  Cuts and abrasion	L	<ul style="list-style-type: none"> <li>- Provide appropriate and complying barriers, scaffolding, work platforms</li> </ul>	On-site supervisor  Workers	L
	Misuse of electrical equipment or electric Shock	Electrocution  Burns	M	<ul style="list-style-type: none"> <li>- Confirm location of underground or 'in wall' power, if necessary</li> <li>- Disconnect power, if possible</li> <li>- Inspect equipment before use</li> <li>- Check and tag electrical equipment at prescribed intervals</li> <li>- Do not use frayed or damaged cords, plugs etc.</li> <li>- Do not use electrical equipment in wet conditions</li> </ul>	On-site supervisor  Workers	L
	Dusty conditions	Respiratory illness	L	<ul style="list-style-type: none"> <li>- Use dust suppression or dust removal techniques where conditions above min exposure levels</li> </ul>		L

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	Sharp Objects	Hepatitis/HIV Aids  Cuts	L	<ul style="list-style-type: none"> <li>- Training in syringe ('sharps') disposal</li> <li>- Do not place hands where can't see contact area</li> <li>- Wear puncture resistant gloves</li> <li>- Use tongs, if practical</li> <li>- Keep guards, protective sheaths etc. in place</li> </ul>	On-site supervisor  Workers	L
	Working on wet grass	Uncontrolled slipping of plant or personnel.  Muscle sprain (limbs or torso)  Broken bones  Cuts and abrasion	M	<ul style="list-style-type: none"> <li>- PPE such as steel capped boots or gum boots shall be worn and in good condition to ensure minimal slipping</li> <li>- In such conditions vehicles and plant items should be driven at less than 5kph</li> <li>- Operators are to make allowances for the increased stopping times and distances that may be involved.</li> </ul>	On-site supervisor  Workers	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 Kill or cause Permanent Disability	MAJOR Serious Illness or Injury	MODERATE Medical Attention, Time off Work	MINOR First Aid Required	INSIGNIFICANT No Injuries
<b>ALMOST CERTAIN</b> Is expected to occur	<b>E</b>	<b>E</b>	<b>H</b>	<b>H</b>	<b>M</b>
<b>LIKELY</b> Will probably occur	<b>E</b>	<b>H</b>	<b>H</b>	<b>M</b>	<b>M</b>
<b>POSSIBLE</b> Might occur	<b>H</b>	<b>H</b>	<b>H</b>	<b>M</b>	<b>L</b>
<b>UNLIKELY</b> Could occur	<b>H</b>	<b>M</b>	<b>M</b>	<b>L</b>	<b>L</b>
<b>RARE</b> May occur only in exceptional circumstances	<b>H</b>	<b>M</b>	<b>M</b>	<b>L</b>	<b>L</b>

Risk Level	Required Action
<b>Extreme</b>	<b>Act immediately:</b> 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.
<b>High</b>	<b>Act today:</b> 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
<b>Medium</b>	<b>Act this week:</b> 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.
<b>Low</b>	<b>Act this month:</b> 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.

<b>Name</b>	<b>Signature</b>	<b>Date</b>	<b>Name</b>	<b>Signature</b>	<b>Date</b>