

Safe Work Method Statement

Taylor's Tree & Stump Removal
194 Canterbury Rd,
Bayswater Nth Vic 3153
ABN 36 119 781 118

JOB NO:	PROJECT:	DATE:
SWMS NO: SWMS 002	PREPARED BY: Ian Hartley	REVISED BY: Nick Bragg & Cameron McNeil
ACTIVITY: STUMP REMOVAL	SUPERVISED BY:	REVISION DATE: April 2016

MINIMUM PERSONAL PROTECTIVE EQUIPMENT (PPE) REQUIREMENTS

PERSONAL PROTECTIVE EQUIPMENT TO BE USED (as a minimum)



HIGH VISIBILITY CLOTHING



STEEL CAP SAFETY BOOTS



EAR PROTECTION



SAFETY HELMET



EYE PROTECTION

MAJOR HAZARDS

MAJOR HAZARDS



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RISK CLASSIFICATION

RISK LEVEL	DESCRIPTION
1	<ul style="list-style-type: none">• Little risk with potential for personal injury or plant damage being assessed as very unlikely.
2	<ul style="list-style-type: none">• Moderate risk with the potential for minor injuries requiring first aid treatment or temporary disability. Possible minor structural damage to plant.
3	<ul style="list-style-type: none">• High Risk with the potential for death, permanent disability or injuries requiring medical attention. Possibility of major structural damage to plant.

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HAZARD IDENTIFICATION, RISK ASSESSMENT & CONTROL

STEPS	PROCESS - List the sequence of steps needed to complete the activity	POTENTIAL HAZARDS - For each step list the actual and potential hazard(s).	RISK LEVEL - before controls	RISK CONTROL (use hierarchy of control) - For each High (Class 1) or Medium (Class 2) Risk identify control measure(s) to reduce the risk to Low (Class 3)	RISK LEVEL - after controls	RESPONSIBLE PERSONS
1	Consultation and task assessment.	<ul style="list-style-type: none"> Lack of consultation with all stakeholders. Lack of understanding of the required tasks. Unknown hazards. Incorrect personal protective equipment (PPE). Crew not trained or maintaining appropriate experience to perform task. 	1	<ul style="list-style-type: none"> Crew to complete hazard identification, JSA's and control form for work task. Review all requirements of the OHS. Regs. (2008) High-risk work. Identify task hazard and risks. Identify and implement control in accordance with the Hierarchy of Controls. Identify appropriate PPE. Ensure staff have appropriate training and experience to perform task. Provide appropriate training prior to commencing works if required. 	1	Stump Manager Crew members
2	Check the work site for hazards and plan work task.	<ul style="list-style-type: none"> Slips, trips and falls. Hanging branches and other debris. Poor housekeeping. Vehicle and pedestrian movements. Environmental conditions (wind, rain, heat, etc). 	2	<ul style="list-style-type: none"> Inspect site thoroughly. Conduct hazard identification assessment and control form (HAC sheet). Identify traffic management requirements and establish traffic management plan. Obtain appropriate PPE. Identify weather conditions will be suitable for required tasks. 	1	Crew members

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3	Establish and secure worksite. Set up signs guards cones etc around work area.	<ul style="list-style-type: none"> • Slips, trips and falls. • Debris at site that could become projectiles. • Poor housekeeping. • Vehicle and pedestrian movements. 	2	<ul style="list-style-type: none"> • Implement work site hazard controls. • Implement traffic management plan. • Issue all required PPE to relevant staff. • Identify escape routes. • Clear debris from worksite. 	1	Crew members
4	Inspect and start stump grinding equipment on back of truck.	<ul style="list-style-type: none"> • Strains, sprains and crush injuries. • Cuts, grazes and bruises. • Slips, trips and falls. • Fuel and oil spills. • Eye and ear damage. • Entanglement, crush injuries and burns. • Machinery and equipment failure. • Vehicle and pedestrian movements. • Crew not trained / experienced to perform require task. 	2	<ul style="list-style-type: none"> • Conduct all manual handling tasks in accordance with appropriate process. • Ensure all PPE is of good condition, issued to all staff and being worn correctly. • Employ safety observer to monitor movements of vehicle and pedestrians. • Complete all pre start equipment and machinery checks. • Remove any faulty equipment or machinery from service. • Start and operate all equipment in accordance with manufacturer's operator's manuals. • Ensure staff have appropriate training and experience to perform task. 	1	Crew members
5	Remove stump grinding equipment from back of truck and move to work site.	<ul style="list-style-type: none"> • Strains, sprains and crush injuries. • Cuts, grazes and bruises. • Slips, trips and falls. • Fuel and oil spills. • Vehicle and pedestrian movements. • Machine roll overs. 	3	<ul style="list-style-type: none"> • Conduct all manual handling tasks in accordance with appropriate process. • Ensure all PPE is of good condition, issued to all staff and being worn correctly. • Remove or control all potential hazards within work site. • Ensure ramps positioned correctly, on level surface and stable. 	1	Crew members

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6	Engage stump grinder cutting disc and apply to stump for removal.	<ul style="list-style-type: none"> • Strains, sprains and crush injuries. • Cuts, grazes and bruises. • Slips, trips and falls. • Fatigue and dehydration. • Fuel and oil spills. • Eye and ear damage. • Entanglement, crush injuries and burns. • Machinery and equipment failure. • Vehicle and pedestrian movements. • Being struck by projectiles. • Hitting underground services. • Bites and stinging animals and insects. • Hard objects embedded in stump. • Environmental conditions (wind, rain, heat, etc). • Train movement • Danger zones 	3	<ul style="list-style-type: none"> • Induct all crew members into site hazards and work plan. • Conduct all manual handling tasks in accordance with appropriate process. • Ensure all PPE is of good condition, issued to all staff and being worn correctly. • Maintain regular observation of site to maintain security. • Operate all equipment in accordance with manufacturer's operator's manuals. • Ensure staff have appropriate training and experience to perform task. • Utilise effective methods of communication between crew members. • Remove any debris from worksite to prevent them becoming projectiles. • Inspect stump and site for embedded objects. Remove if detected. • Conduct works in accordance with company procedures and policies and industry best practice. • Identify weather conditions will be suitable for required tasks. • Ensure appropriate stump removal techniques are implemented. • Take regular breaks and rehydrate as required. • Constantly look for animals and insects within the work site. • Ensure TFPC on site and safe zones are 	1	Crew members

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				known when working around rail lines.		
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7	Load stump grinder and other required equipment onto back of truck .	<ul style="list-style-type: none"> • Strains, sprains and crush injuries. • Cuts, grazes and bruises. • Slips, trips and falls. • Fuel and oil spills. • Vehicle and pedestrian movements. • Machine roll overs. 	3	<ul style="list-style-type: none"> • Conduct all manual handling tasks in accordance with appropriate process. • Ensure all PPE is of good condition, issued to all staff and being worn correctly. • Remove or control all potential hazards within work site. • Ensure ramps positioned correctly, on level surface and stable. 	1	Crew members
8	Site cleanup and retrieval of equipment	<ul style="list-style-type: none"> • Strains, sprains and crush injuries. • Cuts, grazes and bruises. • Slips, trips and falls. • Fatigue and dehydration. • Eye and ear damage. • Train movement • Danger zones 	2	<ul style="list-style-type: none"> • Conduct all manual handling tasks in accordance with appropriate process. • Ensure all PPE is of good condition, issued to all staff and being worn correctly. • Backfill stump hole with mulch or soil to remove trip hazard. • Stow equipment in appropriate location. • Reduce debris weight loads through size reduction. • All employees to make sure work area are left in a safe condition. • All surplus material and rubbish to be cleaned up and put into back of truck. 	1	Crew members

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LEGISLATION, CODES OF PRACTICE & STANDARDS

LEGISLATION	CODES OF PRACTICE	STANDARDS
<ul style="list-style-type: none">Occupational Health & Safety Act 2004Occupational Health & Safety Regulations 2007Construction Regulations 2008Dangerous Goods Act 1985Road Management Act 2004	<ul style="list-style-type: none">Code of practice - Safe work at HeightsCode of practice - Manual HandlingCode of Practice - PlantCode of Practice – Amenity Tree IndustryCode of Practice – Working Safely With Trees	<ul style="list-style-type: none">AUS/NZ Standards 4576 Guidelines to ScaffoldingAS 4373-2007 Pruning of Amenity TreesAS 1470-1986 Wealth and Safety at Work – Principles and PracticesAS 4970-2009 Protection of Trees on Development Sites

PLANT & EQUIPMENT

PLANT & EQUIPMENT TO BE USED

Stump grinder chainsaws, blowers, hand held tools, traffic control devices, PPE.

TRAINING & COMPETENCE

TRAINING / COMPETENCE REQUIRED

All personnel to be suitably trained, experienced or inducted into the safe operation and maintenance of all plant and equipment used for the undertaking of daily work tasks to the satisfaction of Team Leader and General Manager.

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HAZARDOUS MATERIALS

HAZARDOUS MATERIAL	MSDS ON FILE
<ul style="list-style-type: none">• Bar Oil• Diesel• Two Stroke Oil• Unleaded Petrol• Hydraulic Oil	✓ ✓ ✓ ✓ ✓

HIERARCHY OF CONTROL

ACION	DESCRIPTION
<ul style="list-style-type: none">• Elimination	<ul style="list-style-type: none">• This is the desired option when controlling risk, as by eliminating the hazard no further control is required.
<ul style="list-style-type: none">• Substitution	<ul style="list-style-type: none">• This option includes such actions as substituting a hazardous substance or chemical for a less hazardous one
<ul style="list-style-type: none">• Isolation	<ul style="list-style-type: none">• This option includes such actions as lock out tag out procedure
<ul style="list-style-type: none">• Engineering	<ul style="list-style-type: none">• This option includes such actions as the placement of a barrier or guard to protect workers from a process
<ul style="list-style-type: none">• Administration	<ul style="list-style-type: none">• This option is concerned with use of warning signs, training and procedures and is usually included in all of the above more desirable actions to control a hazard
<ul style="list-style-type: none">• PPE	<ul style="list-style-type: none">• This option is most commonly used of all HOWEVER IT IS THE LEAST DESIRED as it does not remove the hazard and it requires the worker to wear the PPE

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EMPLOYEE SIGN OFF

I have been involved in the development of this Work Method Statement and understand the requirements

EMPLOYER	EMPLOYEE	SIGNATURE	DATE
Taylor's Tree & Stump Removal			
Taylor's Tree & Stump Removal			
Taylor's Tree & Stump Removal			

SAFETY SUPERVISOR SIGN OFF

I have been involved in the development of this Safe Work Method Statement and understand the requirements

EMPLOYER	EMPLOYEE	SIGNATURE	DATE
Taylor's Tree & Stump Removal			