

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 001.1	PREPARED BY: Ian Hartley	REVISED BY: Nick Bragg & Cameron McNeil
ACTIVITY: TREE REMOVAL & PRUNING	SIGNED BY:	REVISION DATE: December 2015

MINIMUM PERSONAL PROTECTIVE EQUIPMENT (PPE) REQUIREMENTS

PERSONAL PROTECTIVE EQUIPMENT TO BE USED								
								
HIGH VISIBILITY CLOTHING	STEEL CAP SAFETY BOOTS	GLOVES	EAR PROTECTION	SAFETY HELMET	SAFETY FACE SHIELD (stumpers)	CHAIN SAW PANTS – CHAPS / KEVLAR	SAFETY HARNESS (WHEN WORKING AT HEIGHTS)	EYE PROTECTION

MAJOR HAZARDS

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DANGER WORK AT HEIGHTS	DANGER FALLING OBJECTS	DANGER MANUAL HANDLING	DANGER CHAINSAW & CHIPPER	DANGER EXCESSIVE NOISE

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EMERGENCY PROCEDURE

1	In the event of injury or emergency appropriate contact to be made with manager, site manager and emergency services (if required) by company provided phone with numbers readily available
2	If work is to be stopped then work area is to be shut down and made safe (major injury only) no further works to be undertaken until given go ahead from authorities
3	In the event of any incident staff must fill out incident/accident report and return to manager or ohs officer
4	Crew leader and at least one other person will be trained to minimum First Aid Level 2

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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SITE SPECIFIC REQUIREMENTS

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
A	Contractors arrival on site.	<ul style="list-style-type: none"> Lack of consultation with all stakeholders. Lack of understanding of the site Unknown hazards. 	1	<ul style="list-style-type: none"> Crew to adhere to speed limits Inductions/Toolbox/prestarts as required Sign in to contractors register at Reception Sign onto SWMS Sign onto permits and pre start meeting 	1	Supervisor Crew Leader Crew members
B	Contractors leaving site.	<ul style="list-style-type: none"> Cause distress to staff if leaving site without notification 	1	<ul style="list-style-type: none"> Sign off Permits Report to Manager on completion of days' work Sign out of Contractors register 	1	Supervisor Crew Leader Crew members

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HAZARD IDENTIFICATION, RISK ASSESSMENT & CONTROL

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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 and control form for work task. Review all requirements of the OHS. Regs. (2007) High-risk work. Identify task hazard and risks. Identify and implement control in accordance with the Hierarchy of Controls. Identify appropriate PPE requirements e.g boots, hi-vis vests, protective clothing, ear muffs, helmets, glasses. Ensure staff have appropriate training and experience to perform task. Provide appropriate training prior to commencing works if required. 	1	Supervisor Crew Leader 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). Residents, cars, light poles 	2	<ul style="list-style-type: none"> Adhere to speed limits on site Inspect site thoroughly & identify where light poles as located. Conduct hazard identification assessment and control form (HAC sheet). Identify traffic management requirements and establish traffic management plan if required . Install barricades to prevent unauthorized persons or residents entering worksite. Residents may require to shift vehicles to prevent obstruction to work site. Obtain appropriate PPE requirements e.g boots, hi-vis vests, protective clothing, ear muffs, helmets, glasses. 	1	Crew Leader Crew members

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				<ul style="list-style-type: none"> Identify weather conditions will be suitable for required tasks. 		
3	Establish and secure worksite.	<ul style="list-style-type: none"> Slips, trips and falls. Hanging branches and other debris. Poor housekeeping. Vehicle / pedestrian movements 	2	<ul style="list-style-type: none"> Implement work site hazard controls as per JSA's Implement traffic management plan. Issue all required PPE to relevant staff e.g boots, hi-vis vests, protective clothing, ear muffs, helmets, glasses. . Identify escape routes. Install barricades to prevent unauthorized persons entering worksite. 	1	Crew Leader Crew members
4	Obtain all required equipment 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. 	2	<ul style="list-style-type: none"> Conduct all manual handling tasks in accordance with appropriate process. Ensure all PPE e.g boots, hi-vis vests, protective clothing, ear muffs, helmets, glasses, long sleeves and long pants is of good condition, issued to all staff and being worn correctly. Remove / control all potential hazards within work site. Spill kit for fuel or oil spills Deploy safety observer to monitor movements of vehicle and pedestrians. 	1	Crew Leader Crew members

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5	Inspect and start all equipment. (Continued)	<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. 	2	<ul style="list-style-type: none"> • Conduct all manual handling tasks in accordance with appropriate process. • Ensure all PPE e.g boots, hi-vis vests, protective clothing, ear muffs, helmets, glasses, long sleeves and long pants is of good condition, issued to all staff and being worn correctly. • Spill kit for fuel or oil spills • Employ safety observer to monitor movements of vehicle and pedestrians. • Barricade area when working on or near roads • Complete all pre start equipment and machinery checks. 	1	Crew Leader Crew members
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5	(Continued)	<ul style="list-style-type: none"> • Vehicle / pedestrian movement • Crew not trained / experienced to perform require task. 		<ul style="list-style-type: none"> • 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. As per list on page 9 		
6	Climber/tower and crew to engage tree with all safety equipment and conduct tree pruning / removal activities.	<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 / pedestrian movement • Personnel and objects falling 	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 e.g boots, hi-vis vests, protective clothing, ear muffs, helmets, glasses is of good condition, issued to all staff and being worn correctly. • Deploy safety observer to monitor movements of vehicle and pedestrians. • Operate all equipment in accordance with manufacturer's operator's manuals. • Spill kit for fuel or oil spills • Ensure staff have appropriate training and experience to perform task 	1	Crew Leader Crew members

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		<ul style="list-style-type: none"> from height. Tree not dismantling in anticipated manner. Unanticipated weight loads and felling directions. Bites and stinging animals and insects. 		<ul style="list-style-type: none"> All equipment and materials to be tethered to stop objects falling from heights as per Global EH&S Alert. Rest and rehydrate as required. Utilise effective methods of communication between all crew members. Ensure all equipment and personnel required at heights are properly secured. Conduct works in accordance with company procedures and policies and industry best practice. Identify weather conditions are suitable for required tasks. 		
6	(continued)	<ul style="list-style-type: none"> Unanticipated weight loads and felling directions. Bites, stinging animals, insects. Tree condition of worse condition than anticipated. Environmental conditions (wind, rain, heat, etc). 		<ul style="list-style-type: none"> Ensure appropriate felling, pruning, rigging and lowering techniques are implemented. Constantly look for animals and insects within the work site. 		
7	Wood / branch chipping, debris removal and site cleanup.	<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. Entanglement, crush injuries and burns. Machinery and equipment failure. Vehicle and pedestrian 	3	<ul style="list-style-type: none"> Conduct all manual handling tasks in accordance with appropriate process. Ensure all PPE e.g boots, hi-vis vests, protective clothing, ear muffs, helmets, glasses is of good condition, issued to all staff and being worn correctly. Deploy safety observer to monitor movements of vehicle and pedestrians. Operate all equipment in accordance with manufacturer's operator's manuals. Ensure staff have appropriate training and experience to perform task Rest and rehydrate as required. 	1	Crew Leader Crew members

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		<ul style="list-style-type: none"> movements. Personnel and objects falling from height. Heavy lifting / dragging. Projectiles from chipper. Bites and stinging animals and insects. Stick injuries. 		<ul style="list-style-type: none"> Utilise effective methods of communication between all crew members. Conduct works in accordance with company procedures and policies and industry best practice. Identify weather conditions will be suitable for required tasks. Observe for biting / stinging animals and insects within the work site. Employ good site housekeeping and remove potential trip and stick injury hazards as they are observed. 		
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8	Cutting of trunk wood and transporting to wood chipper.	<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. Heavy lifting / dragging. Projectiles from chipper. 	3	<ul style="list-style-type: none"> Conduct all manual handling tasks in accordance with appropriate process. Ensure all PPE e.g boots, hi-vis vests, protective clothing, ear muffs, helmets, glasses is of good condition, issued to all staff and being worn correctly. Operate all equipment in accordance with manufacturer's operator's manuals. Rest and rehydrate as required. Use appropriate numbers of personnel or mechanical aids for heavy lifting tasks. Reduce debris weight loads through size reduction. 	1	Crew Leader Crew members
9	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. 	2	<ul style="list-style-type: none"> Conduct all manual handling tasks in accordance with appropriate process. Ensure all PPE e.g boots, hi-vis vests, protective clothing, ear muffs, helmets, glasses is of good condition, issued to all staff and being worn correctly. Stow equipment in appropriate location 	1	Crew Leader Crew members

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		<ul style="list-style-type: none"> • Heavy lifting / dragging. 		<ul style="list-style-type: none"> • 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 trailer. 		
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LEGISLATION, CODES OF PRACTICE & STANDARDS

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

PLANT & EQUIPMENT

PLANT & EQUIPMENT TO BE USED
Tipper / Chipper unit, EWP, utility, chainsaws, blowers, hedgers, climbing spurs and harness, climbing equipment hardware (karabiners, pulleys, ascenders, mellions, prussic loops, etc), ropes, lowering devices, hand held tools, traffic control devices, PPE., Spill Kit. Petrol / Oil fire extinguisher All equipment checked on a regular basis

TRAINING & COMPETENCE

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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 .All training on Pegasus cards or matrix can be supplied if requested.

All crews to have minimum 2 staff with first aid training (min level 2)

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

ACTION	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

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<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 PPC&E
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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 – CREW LEADER			
Taylor's Tree & Stump Removal			
Taylor's Tree & Stump Removal			
Taylor's Tree & Stump Removal			
Taylor's Tree & Stump Removal			
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SAFETY SUPERVISOR SIGN OFF

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

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EMPLOYER	EMPLOYEE	SIGNATURE	DATE
Taylors Tree & Stump Removal			