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Safe Work Method Statement Title		Inspecting Trees Near Roads and Traffic				SWMS No. 21			
		Authorized and email Signed by the (Managing Director / CEO / Partner / Proprietor) on Date 14/11/2016							
Safe Work Procedure for the Work:- Yes		Employees trained and familiar with Tree Watch S W P:- Yes							
Names of staff that have read and understand this SWMS: Stephen Bayley, Angus Cullenward, Daniel Bayley, Ashley Morrison, David Smith									
MSDS Sheets applicable to the work being undertaken									
Issue Date: 01/08/2016			Revision Date: 14/11/16		Revision No: 1		Prepared By: Stephen Bayley		
Project Name: Various			Section/Area: Various			Project Manager: Various			
Client: Various					Distribution: Client OH&S Officer / Company Personnel				
Likelihood / Probability - Risk Factors		Consequence - Risk Factors			Risk Assessment				
Very Likely (V)	Probably occur immediately or within a short period of time	Fatality (F)	May cause death or loss of facility		Consequence ↓	Likelihood / Probability			
						V	L	U	H
Likely (L)	Probably occur in time	Major (M)	Severe injury or illness or major property damage		Fatality	H	H	H	M
Unlikely (U)	Could eventually happen	Minor (M)	Minor (usually reversible) injury or illness resulting in days off work or minor property damage		Major (M)	H	H	M	M
Highly Unlikely (H)	Has potential to occur, but probably never will occur	Negligible (N)	Minor injury, possible first aid		Minor (m)	H	M	M	L
Remember to Consider Equipment / Plant / Environment / Worker Competency					Negligible	M	M	L	L
Hierarchy of Control Hierarchy of Control									
1 Elimination	Can the work process, substances or plant creating the hazard be eliminated?								
2 Substitution	Can the work process, substance or plant be substituted for something safer?								
3 Engineering Controls	Means changing process, equipment or tools to minimise the hazard exposure.								
4 Administration Controls	Develop measures to ensure that the work is performed safely through safe work procedures to reduce exposure to hazards.								
5 PPE	Personal protective equipment is the last resort in responding to work place hazards and should be used only as an interim measure.								



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Work Method / Task Description List the tasks required to perform the activity in the sequence in which they occur	Hazards Against each task list the Hazards that could result in injury when the task is performed by the worker	Risk Score	Risk Control Measures List the Control measures required to eliminate or minimize the workers exposure to each identified hazard	Responsible Person with responsibility for control measure implementation
Working outdoors	Personnel are exposed to excessive ultra violet light without adequate protection.	M	<ul style="list-style-type: none"> Suitable clothing, hats, glasses should be used to reduce exposure All employees to apply SPF 30+ sunscreen at the beginning of the day and reapply every 2 hours 	Supervisor Employee
Manual handling	Excessive manual handling could lead to muscular skeletal injury.	M	<ul style="list-style-type: none"> Use mechanical aids Lift with correct posture and do not try to lift something too heavy Request help when lifting heavy loads Have regular stretching breaks if stiffness or soreness occurs. 	Supervisor Employee
Personal protective equipment required for this activity	Personal injuries	H	<ul style="list-style-type: none"> Hi visibility clothing Safety footwear Safety glasses as required Safety helmet as required Hearing protection as required 	Supervisor Employee
Planning the work	Personal injuries Injury from mobile plant, traffic Injury to pedestrians Injury to site personnel	M	<ul style="list-style-type: none"> Survey the site to determine equipment, personnel, PPE and signage requirements 	Principal Contractor and Site Supervisor Employee
			<ul style="list-style-type: none"> 	

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Prior to work commencing	Injury to site personnel	H	<ul style="list-style-type: none"> Ensure no trip, slip hazards exist. 	Principal Contractor Site Supervisor Employee
Commencement of work	Injury from mobile plant and	H	<ul style="list-style-type: none"> Ensure that signage is in place and has not been 	Principal Contractor



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	vehicular traffic impact Injury to site personnel	H	misappropriated. <ul style="list-style-type: none"> If using Traffic Controllers ensure that only accredited controllers are used. Workers safe access to and egress from the worksite. All mobile plant is to undergo a daily pre-operational checks 	Site Supervisor Plant operators Employee
During work	Injury from mobile plant and vehicular traffic impact Injury from falling into trenches Injury from trench collapse	H H	<ul style="list-style-type: none"> Work zones to be delineated in accordance with Traffic Management Plan Pre start meetings to be held to ensure all workers are aware of control measures All workers to remain within the work zone, unless otherwise directed by Traffic Controllers Ensure that all workers are aware of vehicles inside and outside the worksite. All vehicles to be maintained and safety devices working effectively. Trenches over a depth of 1 m are required to be barricaded, unless not practicable. Trenches with a depth of more than 1.5 m are required to have shoring or shielding. 	Principal Contractor Site Supervisor Plant operators Employee

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During work	Injury from overhead services Injury from underground services	H H	<ul style="list-style-type: none"> Maintain exclusion zone at all times and when applicable the use of a spotter is recommended. All underground services are to be located prior to the commencing work. 	Principal Contractor Site Supervisor Plant operators Employee
Completion of work	Injury from mobile plant and vehicular traffic impact	H	<ul style="list-style-type: none"> Special attention is required at the completion of the work to ensure that concentration does not lapse and personnel lose site of vehicles and mobile plant both within and outside of their work area. 	Principal Contractor Site Supervisor



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	Signage	M	<ul style="list-style-type: none"> • Signs and devices shall be removed from a worksite as soon as practicable. • Appropriate signs should remain in place until all work has been completed • Records shall be kept of all work's signing and delineation 	
Personnel Qualifications and Experience		Personnel Duties and Responsibilities		Training Required to Complete Work
Construction OH&S induction (White Card) Company OH&S induction Site specific induction		Supervisor to carry out daily inspections of work site for hazards.		Supervisor to be appropriately trained, qualified and competent in OH&S.
		Personal Protective Equipment (PPE) to be worn at all times on site.		Supervisor to be trained in risk identification risk assessment and risk control
Trained Spotters are to be used for operations near electrical conductors		All personnel to maintain tidy work area on site at all times.		On the job skills training to be conducted by Supervisor to personnel

Personnel Qualifications and Experience	Personnel Duties and Responsibilities	Training Required to Complete Work
Trained staff holding appropriate certification for Traffic Control	Barricading to be used as appropriate to protect others from mobile plant and falling into trenches.	Supervisor must also be aware of hazards associated with traffic control and use and understand hazard control measures.

Engineering Details / Certificates / WorkSafe Approvals / Australian Standards	Referenced – Guidance Notes / Legislation / Regulations
AS 4602 "High Visibility Safety Garments" AS 1742.3-2002 Manual of uniform traffic control devices – Traffic control devices for works on roads AS 1742.2-1994 Manual of uniform traffic control devices – Traffic control devices for general use AS 1742.10-1990 Manual of uniform traffic control devices – Pedestrian control and protection AS 1470 Health and Safety at Work – Principles and Practices	Occupational Health and Safety Act 2004 & all OH&S Acts within other States Occupational Health and Safety Regulations 2007 & all OH&S Regulations within other States OH&S Safety Regulations 2007, Chapter 3 - Part 3.5 Plant OH&S Safety Regulations 2007, Chapter 3 - Part 3.6 High Risk Work OH&S Safety Regulations 2007, Chapter 3 - Part 3.1 Manual Handling Code of Practice for Plant 1995 (Compliance Code)

Responsible Person (Supervisor Foreman)	Name: Various		
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The persons (employees, subcontractors and others) that have signed below:

1. been involved in the hazard/risk assessment and the determination of the hazard/risk controls applicable to their tasks, duties and responsibilities
2. had all hazards and risk controls have been communicated to them
3. and are fully aware of and understand the hazards/risks and safety risk controls and rules required
4. agreed to all the hazard/risk controls
5. agreed to and understand their Duty of Care to themselves and others
6. *agreed that they are the person responsible for site supervision of the work, inspecting and approving work areas, work methods, compliance with SWMS, protective measures, plant, equipment and power tools.*

Print name clearly date a sign here:

If any unforeseen circumstances should arise and 100% compliance with this Safe Work Method Statement is not possible work is to cease until the Safe Work Method Statement is reviewed.

Note; All personal must be inducted into the above Safe Work Method Statement via a toolbox meeting with their acknowledgment signatures of being inducted on it; prior to work commencing.



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