


<b>Stump grinding</b> <b>SWMS #6</b>	<b>Safe Work Method Statement</b> Required for all High Risk Activities identified for the Project	
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<b>ADDRESS:</b> Various  <b>JOB ACTIVITY:</b> Operation and maintenance of a mobile manual stump cutter.  <b>SWMS No:</b> SWMS. 6 <b>SWMS Date:</b> 28/1/15	<b>Site Supervisor :</b> Various  <b>Last Review Date:</b> 14/11/16 <b>SWMS must be reviewed whenever necessary eg. If something changes or there is an incident or near miss.</b>	<b>OHS Regulations, Codes &amp; Standards Reviewed By:</b> All Staff Listed
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Task/Item/ Job Step	Hazards Identified <i>Situation that could cause injury or illness when task is performed.</i>	Risk rating	Practical Risk Control Measures/Job Method <i>List control measures required to eliminate or minimise the risk of injury from the identified hazard in accordance with the HIERARCHY OF RISK CONTROL MEASURES.</i>	Control Type	Permit to Work/ Competency Required? YES/NO Type	Responsible Supervisor or above to implement control action	#Action Taken Sign Off	*Audit Check Off x or ✓
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Names of staff that have read and understand this SWMS: **Stephen Bayley, Angus Cullenward, Daniel Bayley, Ashley Morrison, David Smith**

Fuel and Oil	Flammable hazard  Fuel or Oil spill Hydraulic Fluid leak  Inhalation and skin contact hazard	2	Ensure only approved containers are used for storage and transport of fuels and oils Do not allow naked flame near fuels/oils Ensure spill kit available and fit for use, personnel trained in use Ensure fire extinguisher present and serviceable Wear gloves, refer MSDS for action required if skin contact or spill Do not approach hydraulic fluid leaks as they are under pressure, turn machine off and isolate leak; repair by authorised personnel only Ensure applicable MSDS are available on vehicle Ensure secure Fuel and Oil storage area on vehicle	3 5		FIELD CREW		
Driving to/ Arriving at Site	Road traffic Fatigue Unlicensed driver Rollover	1	Ensure all applicable road laws and speed limits are observed Take regular breaks, rotate drivers if applicable Carry current endorsed licence on person at all times Maintain safe travel speed in accordance with road conditions and towed weights	5	Current Driving License	FIELD CREW		
Setting up site/ Pre start checks	Movement of vehicles  Structures/Services Plant  Falls of people (incl. trips/slips) Noise Dangerous Animals	2	Conduct a worksite Hazard Assessment and complete HAC, appoint Safety Observer Visually inspect site for services/structures, delineate work site Ensure safety Observer when reversing and positioning vehicles Ensure handbrake on machine is operational Ensure work area free from electrical hazards, foreign objects and debris. Ensure Cutting teeth sharpened. Ensure safety handle secure and operating. Ensure PPE available and utilized	2 5 6		FIELD CREW		

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	Traffic / Pedestrians		Visual inspection for any animals, contact owner to restrain or remove animals Traffic control as appropriate to site					
Operation	Incorrect technique Manual Handling Unsafe work practices Foreign objects in debris Noise Dust and chips	2	Utilise operation training, machine is controlled at all times. Only trained operators permitted Inspect stump prior to cutting. PPE available and utilized – Safety Glasses, hearing protection, Gloves	5		FIELD CREW		
Clean up worksite	Slip or trip hazard Blockage of drainage lines  Poor workmanship Injury from tool or equipment Vehicle/Equipment damage or loss	2	Ensure any ground surface disturbance is returned to pre-work state or cordoned off until such works can be undertaken. Traffic control is the last item to be removed from the site, remove from rear of site towards traffic. Ensure all debris is removed from site or stacked neatly, ensure drainage lines and pedestrian path are kept clear Ensure site is checked prior to departure for professional finish Ensure all items are securely stowed in appropriate locker and/or tied down prior to travelling between sites. Ensure machine correctly stowed/secured before moving	5		FIELD CREW		

All employees, subcontractors and others affected by the hazards in this Assessment must sign an Involvement & Verification of Understanding Register attached

Risk Control Type Hierarchy Key: 1 = Eliminate, 2 = Substitute, 3 = Isolate, 4 = Engineering, 5 = Administrative, 6 = PPE

Risk Rating Key: 1 = potential for death or serious injury, 2 = potential to cause serious or lost time injury, 3 = potential to cause injury that are treatable with first aid

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Plant & Equipment to be Used	Inspection and maintenance checks carried out
Vehicle	
Stump Cutter	Daily Inspection Checklist & service up to date as per manufacturers requirements
PPE – Hard hat, Ear muffs, Gloves, steel cap boots, Protective eyewear	Helmet replaced 2 yr from date of issue, In serviceable condition, fit for purpose Pre use, Ankle high lace up in good condition
First Aid Kit	Replenish stock as required
Fire extinguisher	Fit for purpose – annual inspection
Rake, Leaf blower	Fit for purpose

Qualification/training required for this activity:
<ul style="list-style-type: none"> <li>Hearing Conservation</li> <li>Worksite Traffic Management (1 on site)</li> <li>Manual Handling</li> <li>First Aid Level 2</li> </ul>
<b>This machine must only be serviced by suitably qualified personnel.</b>

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:

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### OHS Regulations, Codes, Standards reviewed and incorporated in developing the risk control measures contained in this document:

OHS Regulations (Vic).	✓	Codes of Practice & Standards	✓
Occupational Health and Safety (Asbestos) Regulations 2007		Confined Spaces (September 2008)	
Occupational Health and Safety (Manual Handling) Regulations 2007	✓	Removing Asbestos in Workplaces (September 2008)	
Occupational Health and Safety (Prevention of Falls) Regulations 2007	✓	Dangerous Goods Storage and Handling (No. 27, 2000)	
Occupational Health and Safety (Confined Spaces) Regulations 2007		First Aid in the Workplace (September 2008)	✓
Occupational Health and Safety (Plant) Regulations 2007	✓	Prevention of Falls in General Construction (September 2008)	✓
Occupational Health and Safety (High Risk Work) Regulations 2007	✓	Hazardous Substances (No. 24, June 2000)	✓
Occupational Health and Safety (Hazardous Substances) Regulations 2007	✓	Plant (No. 19, 1995)	✓
Occupational Health and Safety (Lead) Regulations 2007		Plant (Amendment No 1) (No. 23, 1998)	
Occupational Health and Safety (Hazardous Industries) Regulations 2007	✓	Safety Precautions in Trenching Operations (No. 8, 1998)	
Occupational Health and Safety (Licences and Registration) Regulations 2007	✓	Manual Handling (No. 25, 2000)	✓
Occupational Health and Safety Act, 2004	✓	Manual of uniform traffic control Devices AS1742.3-2009	✓
Road Management Act 2004		Electrical Installations – Construction and Demolition Sites AS3012	
Road Management Regulations 2005		In Service Safety & Inspection of Electrical Equipment AS370	
Occupational Health and Safety Noise Regulations 2007	✓	Safe Working in a Confined Space AS2865	

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