Workplace Health & Safety Documentation from Greater Sydney Landcare

Staff, volunteers and visitors including groups and sub-groups associated with Greater Sydney Landcare are encouraged to read and follow the procedures and guidelines provided, for the safety of all involved with Landcare activities.

Prepared April 2024.

Contents

Safe Work Method Statement (SWMS)

"A safe work method statement (SWMS) is a safety planning document that must be developed for work that is considered high risk construction work under the Work Health and Safety (WHS) Regulation 2017.

A SWMS must be site-specific and made available to workers, supervisors and any other persons at the workplace, so they can understand the hazards, risks and safety controls that must be used to keep workers and others safe.

A SWMS is intended to be a simple safe system planning and implementation tool, used by supervisors and workers to stay safe on construction sites when undertaking high risk construction work."[1]

A SWMS can be prepared for other work as well, as activities in the list below are likely to be relevant to Landcare groups.

"High risk construction work includes:

- *Work that involves, or is likely to involve, the disturbance of asbestos*
- *Work on or near pressurised gas distribution mains or piping*
- *Work on or near energised electrical installations or services*
- *Work on, in or adjacent to a road, railway, shipping lane or other traffic corridor that is in use by traffic other than pedestrians*
- *Work in or near water or other liquid that involves a risk of drowning"*[2]

[1] https://www.safework.nsw.gov.au/your-industry/construction/construction/general-requirements-accordians/prepare-safe-work-method-statement

[2] https://www.safework.nsw.gov.au/your-industry/construction/construction

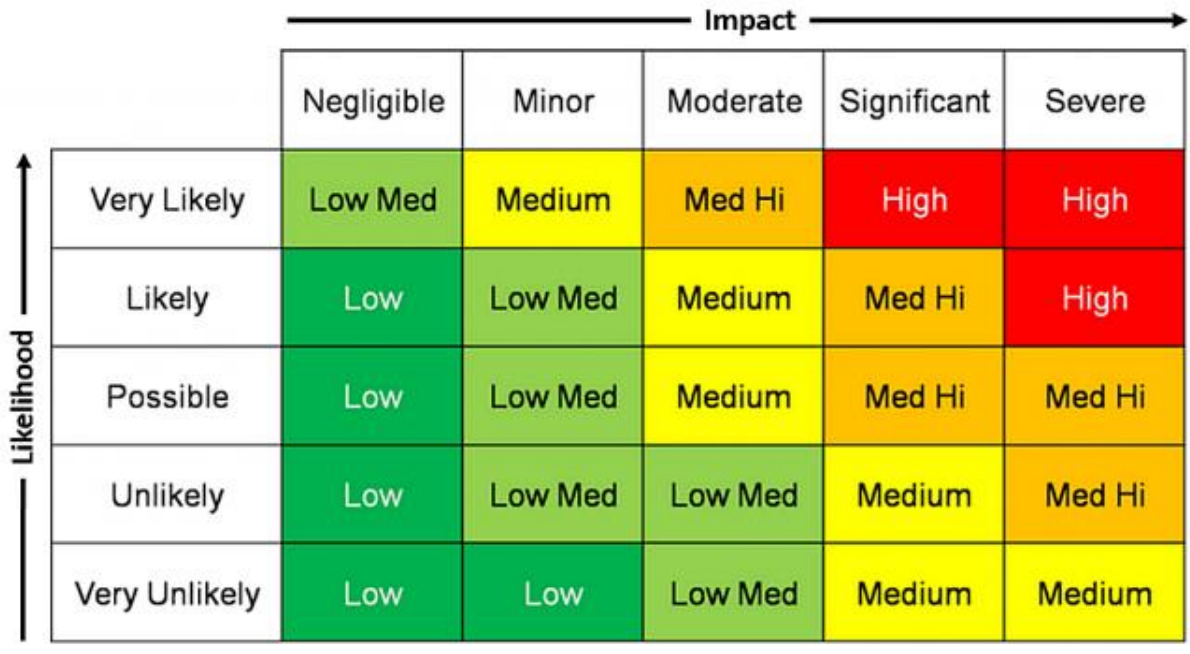
Template - Type SMWS name here

Provided by Greater Sydney Landcare			
Safe Work Method Statement (SWMS)			
Type SMWS name here			
Organisation name:		**Organisation Address:**	
SWMS approved by (Name and signature)	**Person responsible for ensuring Competency and compliance with SWMS**	**SWMS Issue Date**	**SWMS Version**
			1

Required or recommended Personal Protective Equipment (PPE)			
☐ **Gloves**	☐ **Eye Protection**	☐ **Long sleeve Shirt**	☐ **Long Pants**
☐ **Closed in Boots**	☐ **Hearing Protection**	☐ **Helmet**	☐ **Respirator (Herbicide use)**
☐ **Chemical protection gloves**	☐	☐	☐
☐	☐	☐	☐

- This Safe Work Method Statement is prepared in consultation with relevant staff and will be updated to reflect any new or site specific hazards, control measures implemented, and the new version re-signed before works can continue.
- Regular team meetings will continue to inform site and task specific safety and risk mitigation, and works are to cease immediately if a change in site conditions present a hazard, or risk to health and safety which cannot be controlled or eliminated.
- Prior to commencing works on site, all staff and subcontractors must undergo site specific induction to be conducted by the relevant GSL representative or client organisation. This induction will cover site specific emergency response procedures as well as hazards present on, local amenities and emergency services.
- All GSL staff performing relevant works will hold a current General Construction Induction Training Card (White Card) and will be provided with all appropriate PPE and Tools required to safely complete necessary tasks.
- All necessary Safety Data Sheets (SDS) and chemical labels will be available for reference on site.
- A First aid kit must be available in the form of a mobile or vehicle bound first aid kit, with qualified first aiders present on site.

Risk Matrix



Hierarchy of Controls

- Eradication: The hazard is removed altogether.
- Substitution: The activity or task is substituted with a less hazardous option.
- Engineering: A design is implemented which isolates or guards from the hazard.
- Administration: This will include signage and task rotation, as well as training.
- Personal Protective Equipment (PPE): participants are required to wear PPE that is assessed as necessary for a task or activity.

What are the tasks involved?	**What are the hazards and risks?** (What is the problem?)	**What are the control measures?** (Describe the control measures and how they will be used)	**Resulting Risk Rating** (After instating control measures)
Think about the workplace and each stage of the work, including preparation and clean-up.	Identify the hazards and risks that may cause harm to workers or the public.	Describe what will be done to control the risk. What will you do to make the activity as safe as possible?	High Moderate Low

By signing, workers and contractors: declare the following:

I have been consulted in the development of this SWMS.

I have been given the opportunity to comment on the content of this SWMS.

I have read and understood how I am to carry out the activities listed in this SWMS.

I have been supplied with the Personal Protective Equipment identified on this SWMS and I have been given training in the safe use of this equipment.

Date	Name	Position	White Card Number	Signature

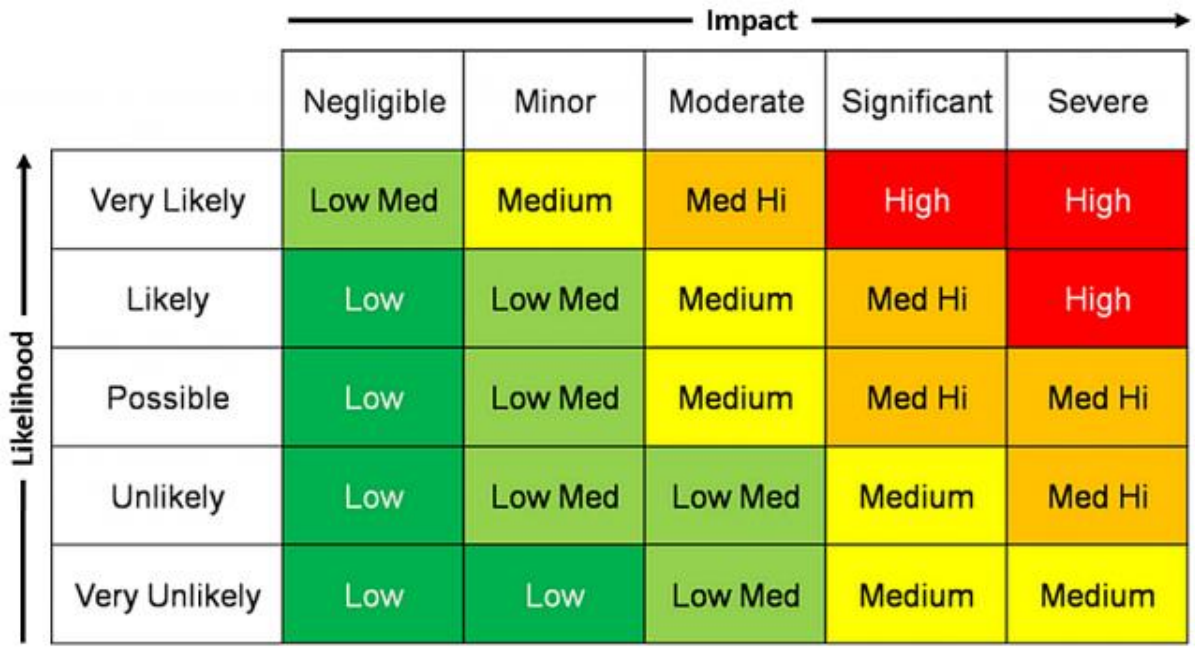
Accessing Hydrants & Using Stand Pipes

Provided by Greater Sydney Landcare			
Safe Work Method Statement (SWMS)			
Accessing Hydrants & Using Stand Pipes			
Organisation name:		**Organisation Address:**	
SWMS approved by (Name and signature)	**Person responsible for ensuring Competency and compliance with SWMS**	**SWMS Issue Date**	**SWMS Version**

Required or recommended Personal Protective Equipment (PPE)			
☒ **Gloves**	☐ **Eye Protection**	☒ **Long sleeve Shirt**	☒ **Long Pants**
☒ **Closed in Boots**	☐ **Hearing Protection**	☐ **Helmet**	☐ **Respirator (Herbicide use)**
☐ **Chemical protection gloves**	☐	☐	☐
☐	☐	☐	☐

- This Safe Work Method Statement is prepared in consultation with relevant staff and will be updated to reflect any new or site specific hazards, control measures implemented, and the new version re-signed before works can continue.
- Regular team meetings will continue to inform site and task specific safety and risk mitigation, and works are to cease immediately if a change in site conditions present a hazard, or risk to health and safety which cannot be controlled or eliminated.
- Prior to commencing works on site, all staff and subcontractors must undergo site specific induction to be conducted by the relevant GSL representative or client organisation. This induction will cover site specific emergency response procedures as well as hazards present on, local amenities and emergency services.
- All GSL staff performing relevant works will hold a current General Construction Induction Training Card (White Card) and will be provided with all appropriate PPE and Tools required to safely complete necessary tasks.
- All necessary Safety Data Sheets (SDS) and chemical labels will be available for reference on site.
- A First aid kit must be available in the form of a mobile or vehicle bound first aid kit, with qualified first aiders present on site.

Risk Matrix



Hierarchy of Controls

- Eradication: The hazard is removed altogether.
- Substitution: The activity or task is substituted with a less hazardous option.
- Engineering: A design is implemented which isolates or guards from the hazard.
- Administration: This will include signage and task rotation, as well as training.
- Personal Protective Equipment (PPE): participants are required to wear PPE that is assessed as necessary for a task or activity.

What are the tasks involved?	**What are the hazards and risks?** (What is the problem?)	**What are the control measures?** (Describe the control measures and how they will be used)	**Resulting Risk Rating** (After instating control measures)
Think about the workplace and each stage of the work, including preparation and clean-up.	Identify the hazards and risks that may cause harm to workers or the public.	Describe what will be done to control the risk. What will you do to make the activity as safe as possible?	High Moderate Low
Locating the Hydrant alongside roads	Vehicles and pedestrians	Wear appropriate PPE (e.g. high visibility clothing/reflective safety vest) where necessary. • Be aware of traffic conditions.	

		• Never put yourself in a vulnerable situation. • Ensure "Hydrant Markers" are interpreted correctly. • Locate a hydrant from the safest angle - do not obstruct traffic OR where stand pipe use will impede traffic flow use safety cones/bollards to provide adequate notice for drivers/riders to take evasive action. Install warning sign, marker, and barrier around the standpipe if the hydrant is likely to obstruct pedestrian path or any other traffic(s).	
Cleaning the hydrant	Snakes, spiders, glass, syringes, contaminated soil	• Wear gloves and remove all foreign matters from the hydrant valve. • Survey area for any hazardous items. • Ensure that the ball-valve (mushroom) is clean and the surrounding 'seat' is clean. • Make sure it is a clean seal (remove any debris-see above) • Check standpipes are in good working order, gaskets not missing or perished and thread is not burred	
Secure standpipe to hydrant	High pressure jet of water might lift the standpipe into the users head-(potentially fatal)	Ensure hydrant tap is in the fully 'up' position. i.e. Fully anti-clockwise Spin the locating nut and lug clockwise to the bottom of the standpipe. Place standpipe on top of the ball valve. Do not attach hose to hydrant yet.	

		Don't position any of your body over the standpipe.	
Turning standpipe on	High pressure jet of water might lift the standpipe into the user	Don't position any of your body over the standpipe. Allow air to be released as the tap is turned. (Do not turn on too quickly.) Depress the hydrant tap very slowly until the contact with the ball valve/ mushroom is felt. Once contact has been made – DO NOT turn the tap more than 720˚ (2 turns). Allow dirty water to flush out of water-main	
DO NOT connect hoses until the following has been checked. Checking the ball-valve closes (turning the standpipe off)	Ball valve will not turn off & rash efforts to remove standpipe could cause injury (high pressure jet of water	Turning the standpipe off. Checking no water is running through the meter. If the ball valve remains open- YOU MUST CALL SYDNEY WATER IMMEDIATELY (13 20 90), DO NOT turn the tap so that the mushroom valve is further depressed.	
Attach hose, turn on hydrant and use water	N/A if above controls have been followed	Ensure standpipe is turned off. Check condition of hoses. Attach hoses and make sure that connection is secure. Place hose in desired location for use such as high volume spray tank prior to turning standpipe on. Gently turn standpipe on - Depress the hydrant tap very slowly until the contact with the ball valve/ mushroom is felt. Once contact has been made – DO NOT turn the tap more than 720˚ (2 turns). Don't position	

		any of your body over the standpipe.	
Turning off the stand pipe.	pipe. Ball valve will not turn off & rash efforts to remove standpipe could cause injury (high pressure jet of water)	Gently turn off standpipe tap in anticlockwise direction until water flow ceases and the tap is in the fully 'off position'. Disconnect hose and allow any residual water to drain in a direction and location that is suitable. Not a roadway or pedestrian walkway.	
Detaching the standpipe	Ball valve will not turn off & rash efforts to remove standpipe could cause injury (high pressure jet of water)	Turn the standpipe in an anticlockwise direction to detach the standpipe from the hydrant. Return hydrant hatch to the correct position. Don't position any of your body over the standpipe	

By signing, workers and contractors: declare the following:

I have been consulted in the development of this SWMS.

I have been given the opportunity to comment on the content of this SWMS.

I have read and understood how I am to carry out the activities listed in this SWMS.

I have been supplied with the Personal Protective Equipment identified on this SWMS and I have been given training in the safe use of this equipment.

Date	Name	Position	White Card Number	Signature

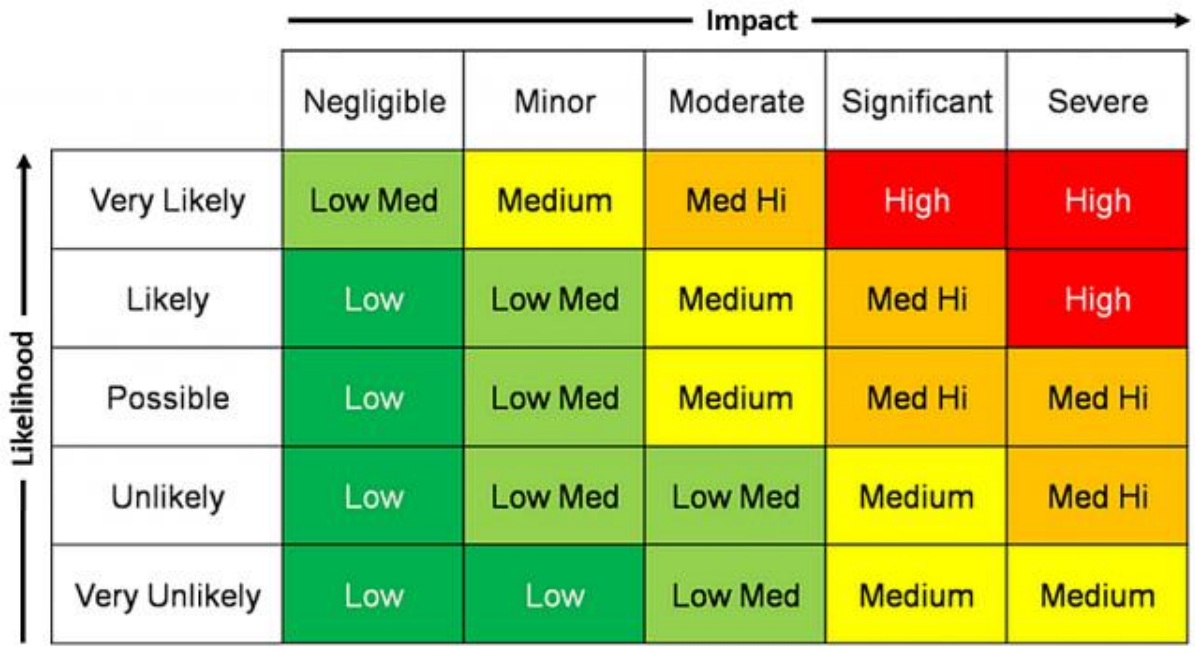
Asbestos Identified on Site

Provided by Greater Sydney Landcare			
Safe Work Method Statement (SWMS)			
Asbestos Identified on Site			
Organisation name:		**Organisation Address:**	
SWMS approved by (Name and signature)	**Person responsible for ensuring Competency and compliance with SWMS**	**SWMS Issue Date**	**SWMS Version**

Required or recommended Personal Protective Equipment (PPE)			
☒ **Gloves**	☒ **Eye Protection**	☒ **Long sleeve Shirt**	☒ **Long Pants**
☒ **Closed in Boots**	☐ **Hearing Protection**	☐ **Helmet**	☒ **Respirator (Herbicide use)**
☒ **Chemical protection gloves**	☐	☐	☐
☐	☐	☐	☐

- This Safe Work Method Statement is prepared in consultation with relevant staff and will be updated to reflect any new or site specific hazards, control measures implemented, and the new version re-signed before works can continue.
- Regular team meetings will continue to inform site and task specific safety and risk mitigation, and works are to cease immediately if a change in site conditions present a hazard, or risk to health and safety which cannot be controlled or eliminated.
- Prior to commencing works on site, all staff and subcontractors must undergo site specific induction to be conducted by the relevant GSL representative or client organisation. This induction will cover site specific emergency response procedures as well as hazards present on, local amenities and emergency services.
- All GSL staff performing relevant works will hold a current General Construction Induction Training Card (White Card) and will be provided with all appropriate PPE and Tools required to safely complete necessary tasks.
- All necessary Safety Data Sheets (SDS) and chemical labels will be available for reference on site.
- A First aid kit must be available in the form of a mobile or vehicle bound first aid kit, with qualified first aiders present on site.

Risk Matrix



Hierarchy of Controls

- Eradication: The hazard is removed altogether.
- Substitution: The activity or task is substituted with a less hazardous option.
- Engineering: A design is implemented which isolates or guards from the hazard.
- Administration: This will include signage and task rotation, as well as training.
- Personal Protective Equipment (PPE): participants are required to wear PPE that is assessed as necessary for a task or activity.

What are the tasks involved?	**What are the hazards and risks?** (What is the problem?)	**What are the control measures?** (Describe the control measures and how they will be used)	**Resulting Risk Rating** (After instating control measures)
Think about the workplace and each stage of the work, including preparation and clean-up.	Identify the hazards and risks that may cause harm to workers or the public.	Describe what will be done to control the risk. What will you do to make the activity as safe as possible?	High Moderate Low
Hand weeding	Occasional fibro asbestos pieces found on bushland worksite.	• Conduct site induction and risk assessment. Slowly and systematically work through site. If no asbestos found in immediate area then hand weeding,	

		planting and other maintenance activities are permitted • If asbestos is found, stop hand weeding, planting or digging. Spot spay application of approved herbicides only. • Conduct tool box talk to discuss location of asbestos if identified • Broadcast of native seed, rather than planting if required • Notify council's representative immediately of location of asbestos.	
Asbestos found when Brush cutting/Line trimming	Exposure to friable asbestos in fibro pieces, asbestos related diseases.	• Stop brush/line cutting immediately • Notify site supervisor of location of asbestos • Site supervisor to conduct tool box talk to discuss location of asbestos with ground staff. • Mark off area and keep all staff out of area. • No brush cutting, line trimming, No hand weeding, planting or digging. • Spot spraying allowed • Notify council's representative immediately of location of asbestos.	
Bush regeneration activities Not sure if substance/material is asbestos	Staff might be inadvertently exposed to friable asbestos in fibro	• Stop all work in area immediately • Notify site supervisor	

	pieces, asbestos related diseases.	of location of potential asbestos • Notify council's representative immediately of location of asbestos to confirm identification of material. • If positive identification, supervisor to conduct tool box talk to discuss location of asbestos with ground staff. • If positive identification mark off area and keep all staff out of area. • If positive identification, No brush cutting, line trimming, No hand weeding, planting or digging.	
Removing vegetation or vines growing on or clinging to asbestos walls.	Staff might be inadvertently exposed to friable asbestos in fibro pieces, asbestos related diseases	• Spot spray only do not disturb asbestos. • If spray won't work do not attempt to physically remove, must be discussed in a management meeting at higher level. • No field staff are permitted to make a decision to remove vegetation growing over or clinging to asbestos without higher level risk assessment. • Never attempt to pull away weeds or other vegetation clinging to asbestos as it will disturb the asbestos.	

By signing, workers and contractors: declare the following:

I have been consulted in the development of this SWMS.

I have been given the opportunity to comment on the content of this SWMS.

I have read and understood how I am to carry out the activities listed in this SWMS.

I have been supplied with the Personal Protective Equipment identified on this SWMS and I have been given training in the safe use of this equipment.

Date	Name	Position	White Card Number	Signature

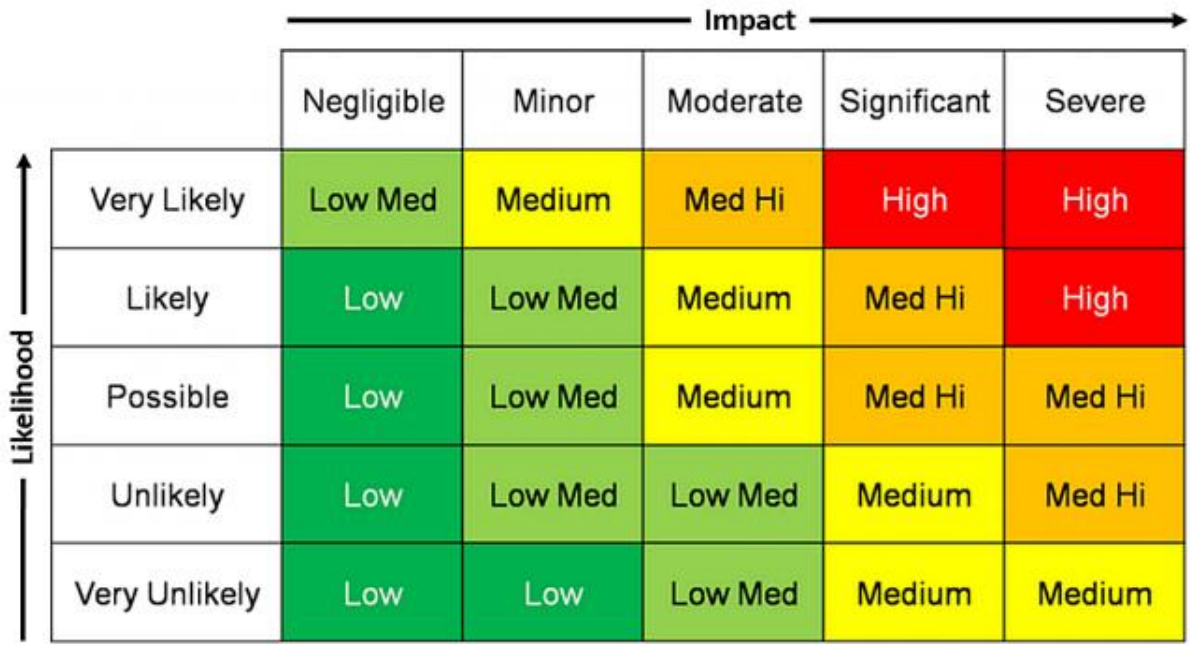
Work Where Biting and Stinging Fauna are Present

Provided by Greater Sydney Landcare			
Safe Work Method Statement (SWMS)			
Work Where Biting and Stinging Fauna are Present			
Organisation name:		**Organisation Address:**	
SWMS approved by (Name and signature)	**Person responsible for ensuring Competency and compliance with SWMS**	**SWMS Issue Date**	**SWMS Version**

Required or recommended Personal Protective Equipment (PPE)			
☒ **Gloves**	☒ **Eye Protection**	☒ **Long sleeve Shirt**	☒ **Long Pants**
☒ **Closed in Boots**	☐ **Hearing Protection**	☐ **Helmet**	☐ **Respirator (Herbicide use)**
☐ **Chemical protection gloves**	☒ **Hat**	☒ **Sunscreen**	☒ **Insect Repellent**
☐	☐	☐	☐

- This Safe Work Method Statement is prepared in consultation with relevant staff and will be updated to reflect any new or site specific hazards, control measures implemented, and the new version re-signed before works can continue.
- Regular team meetings will continue to inform site and task specific safety and risk mitigation, and works are to cease immediately if a change in site conditions present a hazard, or risk to health and safety which cannot be controlled or eliminated.
- Prior to commencing works on site, all staff and subcontractors must undergo site specific induction to be conducted by the relevant GSL representative or client organisation. This induction will cover site specific emergency response procedures as well as hazards present on, local amenities and emergency services.
- All GSL staff performing relevant works will hold a current General Construction Induction Training Card (White Card) and will be provided with all appropriate PPE and Tools required to safely complete necessary tasks.
- All necessary Safety Data Sheets (SDS) and chemical labels will be available for reference on site.
- A First aid kit must be available in the form of a mobile or vehicle bound first aid kit, with qualified first aiders present on site.

Risk Matrix



Likelihood	Negligible	Minor	Moderate	Significant	Severe
Very Likely	Low Med	Medium	Med Hi	High	High
Likely	Low	Low Med	Medium	Med Hi	High
Possible	Low	Low Med	Medium	Med Hi	Med Hi
Unlikely	Low	Low Med	Low Med	Medium	Med Hi
Very Unlikely	Low	Low	Low Med	Medium	Medium

Hierarchy of Controls

- Eradication: The hazard is removed altogether.
- Substitution: The activity or task is substituted with a less hazardous option.
- Engineering: A design is implemented which isolates or guards from the hazard.
- Administration: This will include signage and task rotation, as well as training.
- Personal Protective Equipment (PPE): participants are required to wear PPE that is assessed as necessary for a task or activity.

What are the tasks involved?	**What are the hazards and risks?** (What is the problem?)	**What are the control measures?** (Describe the control measures and how they will be used)	**Resulting Risk Rating** (After instating control measures)
Think about the workplace and each stage of the work, including preparation and clean-up.	Identify the hazards and risks that may cause harm to workers or the public.	Describe what will be done to control the risk. What will you do to make the activity as safe as possible?	High Moderate Low
Working on a New Site	• Stings / bites from insects and or reptiles	• Supervisor to walk site & check hazards. • Conduct hazard / risk assessment.	

		• Conduct site induction for all new staff to site.	
Normal Operations	• Stings / bites from insects and or reptiles	• Increased awareness and alertness are the best protections. • Work in teams of 2 (minimum) • Ensure all staff are aware of snake / insect bite and first aid emergency procedures. • Let other staff members know the location of a reptile or insect nest etc. • Mark out nests with flagging tape to raise awareness and encourage caution. • Stop working in that area immediately in case of bite and or sting. • Ensure qualified first aider is always on site. • Have first aid kit on site and close by. • Wear long sleeved shirt, long pants, gloves, and sun hat for protection from plants, insects, other bites, stings, and hazards. • Have mobile phone available in case of emergency. • Ensure use of PPE, including appropriate clothing are used by all staff – e.g. gloves/long pants.	

		• Keep access routes, including public paths & steps, clear. • Be alert for snake habitat. • Check area prior to commencement of work. • Care should be taken and stay alert when entering properties or climbing under structures not to be bitten by dogs, spiders, snake etc. • If bitten, seek prompt medical attention. • Be aware that different spiders require different treatment methods.	
Anaphylactic Shock		• In cases of severe allergic reaction, the whole body can react within minutes to the bite or sting which can lead to anaphylactic shock. • Anaphylactic shock is very serious and can be fatal. • Symptoms of anaphylactic shock may include: 1. Difficult or noisy breathing 2. Difficulty talking and/or hoarse voice 3. Swollen tongue 4. Persistent dizziness or collapse 5. Swelling or tightness in the throat 6. Pale and floppy (young children) 7. Wheeze or persistent cough	

		8. Abdominal pain or vomiting • Call triple zero (000) for an ambulance. If the person has a 'personal action plan' to manage a known severe allergy, they may need assistance to follow their plan. This may include administering adrenaline to the person via an autoinjector (such as an EpiPen®) if one is available.	
Bites from Specific Dangerous Insects – Spiders		• Big black spiders are funnel web spiders and any large black-looking spiders that may be a funnel-web spider. If you've been bitten by a big black spider, you need to treat it as a medical emergency. • Bites from a funnel-web or mouse spider can be very dangerous. Provide emergency care including cardiopulmonary resuscitation (CPR) if needed. • Calm the person and call triple zero (000) for an ambulance. • Steps to take if someone gets bitten: 1. Apply a pressure immobilisation bandage 2. Keep the victim from moving around 3. Keep the bitten limb elevation down	

		4. Bandage the limb from the area of the bite to the hand or foot, then back up to the body 5. Immobilise the limb by splinting if possible 6. Tell the victim to keep calm 7. Do not move them at all 8. Wait for the ambulance • For all other spider bites, including from Redbacked spiders, apply a cold compress or ice pack directly over the bite site for 15 minutes to help relieve the pain and reapply as needed. Seek medical assistance if further symptoms or signs of infection develop.	
Bites from Specific Dangerous Reptiles – Snakes		• Conduct daily toolbox meeting to reinforce any potential risks • Conduct emergency response simulation relating to snake bites. • If you know snakes might be in the area make noise when working in the area. • If bitten by a snake immediately refer to the Snake Bite Module and follow the instructions provided. • With a broad (minimum 7.5cm wide) elastic bandage such as setopress, start at the toes (or hand if bitten on the arm) and wrap the	

		bandage very firmly up the entire limb. • If the bandage does not cover the entire limb, start with a new bandage at the point the last bandaged finished until the entire limb is covered. The movement. For bites to the leg, this can be achieved by strapping the legs together using slings or other suitable material. • Bites to the arm can be supported in a sling or splinted. Do not remove the bandage once applied. • Make the victim comfortable and continue to provide reassurance until the arrival of emergency services. • Bring transport to the victim if possible. • Leave the bandage and splint on untilmedical care is reached. • Compression bandage should be firm enough to reduce lymphatic movement but not constrict blood flow. Ensure you leave the tips of the toes/fingers out to monitor circulation. • Once the entire limb has been covered, mark the bite site	

		with a pen or some dirt from the ground. • This is helpful for emergency services personnel. • Keep the limb and the victim as still as possible. Splint the limb (including joints) to prevent movement. For bites to the leg, this can be achieved by strapping the legs together using slings or other suitable material. • Bites to the arm can be supported in a sling or splinted. Do not remove the bandage once applied. • Bring transport to the victim if possible. • Leave the bandage and splint on until medical care is reached.	

<u>By signing, workers and contractors: declare the following:</u>

I have been consulted in the development of this SWMS.

I have been given the opportunity to comment on the content of this SWMS.

I have read and understood how I am to carry out the activities listed in this SWMS.

I have been supplied with the Personal Protective Equipment identified on this SWMS and I have been given training in the safe use of this equipment.

Date	Name	Position	White Card Number	Signature

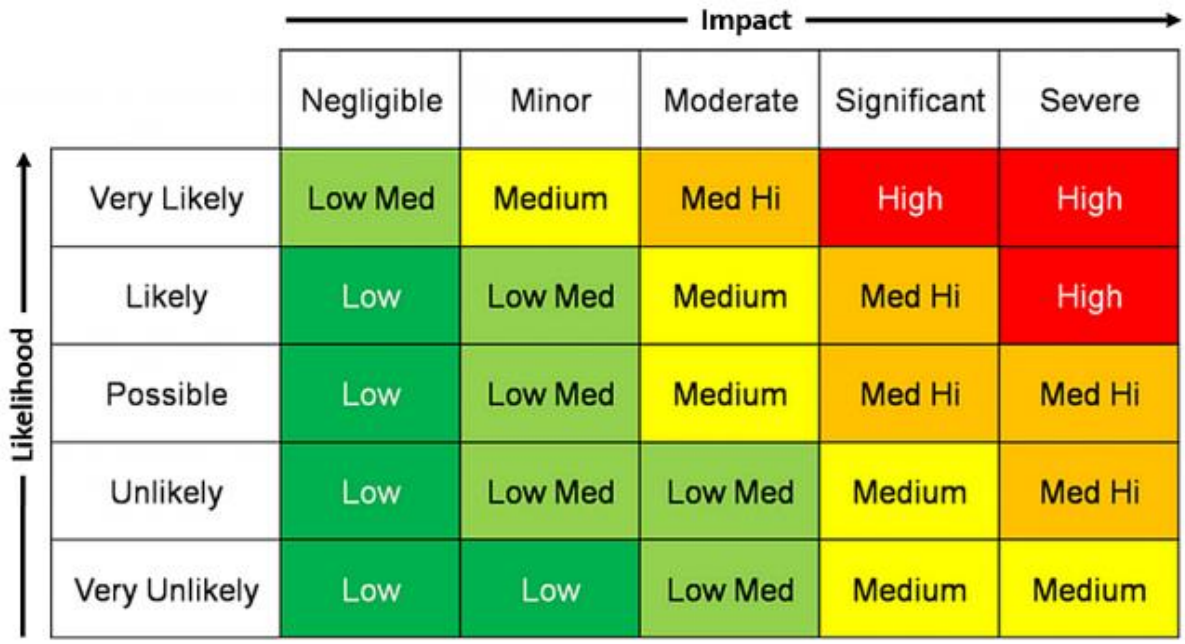
Brushcutting

Provided by Greater Sydney Landcare			
Safe Work Method Statement (SWMS)			
Brushcutting			
Organisation name:		**Organisation Address:**	
SWMS approved by (Name and signature)	**Person responsible for ensuring Competency and compliance with SWMS**	**SWMS Issue Date**	**SWMS Version**

Required or recommended Personal Protective Equipment (PPE)			
☒ **Gloves**	☒ **Eye Protection**	☒ **Long sleeve Shirt**	☒ **Long Pants**
☒ **Closed in Boots**	☒ **Hearing Protection**	☒ **Helmet**	☐ **Respirator (Herbicide use)**
☐ **Chemical protection gloves**	☐	☐	☐
☐	☐	☐	☐

- This Safe Work Method Statement is prepared in consultation with relevant staff and will be updated to reflect any new or site specific hazards, control measures implemented, and the new version re-signed before works can continue.
- Regular team meetings will continue to inform site and task specific safety and risk mitigation, and works are to cease immediately if a change in site conditions present a hazard, or risk to health and safety which cannot be controlled or eliminated.
- Prior to commencing works on site, all staff and subcontractors must undergo site specific induction to be conducted by the relevant GSL representative or client organisation. This induction will cover site specific emergency response procedures as well as hazards present on, local amenities and emergency services.
- All GSL staff performing relevant works will hold a current General Construction Induction Training Card (White Card) and will be provided with all appropriate PPE and Tools required to safely complete necessary tasks.
- All necessary Safety Data Sheets (SDS) and chemical labels will be available for reference on site.
- A First aid kit must be available in the form of a mobile or vehicle bound first aid kit, with qualified first aiders present on site.

Risk Matrix



Hierarchy of Controls

- Eradication: The hazard is removed altogether.
- Substitution: The activity or task is substituted with a less hazardous option.
- Engineering: A design is implemented which isolates or guards from the hazard.
- Administration: This will include signage and task rotation, as well as training.
- Personal Protective Equipment (PPE): participants are required to wear PPE that is assessed as necessary for a task or activity.

What are the tasks involved?	**What are the hazards and risks?** (What is the problem?)	**What are the control measures?** (Describe the control measures and how they will be used)	**Resulting Risk Rating** (After instating control measures)
Think about the workplace and each stage of the work, including preparation and clean-up.	Identify the hazards and risks that may cause harm to workers or the public.	Describe what will be done to control the risk. What will you do to make the activity as safe as possible?	High Moderate Low
Transport & Storage of Brush Cutter	• Flammable fuel • Vehicle contamination	• On route to site, ensure machinery is stored and secured to utility vehicle.	

		• Store fuel safely: label fuel container, check for leaks, ensure cap is secure, keep away from excess heat, and ensure adequate ventilation.	
Daily Operations	• Personal injury	• Have first aid kit on site. • Have mobile phone available if possible. • Ensure qualified first aider is on team. • Don't operate brushcutter without wearing PPE specified for brushcutting – see list above	
Carrying on Site	• Slips, trips, and falls • Injury to self or others	• Start at a safe distance from others and away from obstacles. • Start on ground or as recommended by manufacturer with blade safety switch in 'on' position. • Allow brushcutter to idle on floor for a couple of minutes before using.	
Operation	• Vibration injury • Fatigue • Eye and other injury from objects, stones, sticks etc. • Back Injury • Fire	• Use harness correctly as per manufactures recommendations. • Ensure correct PPE is worn at all times when operating this machinery (see PPE above) • Keep safe distance (20 m) from others & from obstacles when in operation • Take regular breaks • Do not use for more than 3 hours per day without a minimum 1-hour break	

		• First, put on the shoulder strap and attach the hook to the carrying ring on the machine. The hook should be about a hand's width below your right hip. • Adjust the handles and push the carrying ring along the shaft until the brushcutter is balanced. The cutting attachment should be just above the ground. The optimum cutting angle is automatically achieved when the machine is balanced. • The correct brushcutter position is with your arms slightly bent and your wrists straight. Please refer to your product's Instruction Manual for specific tips on using the circular saw blade • Always hold the trimmer / brushcutter with both hands. Your left hand should be on the loop handle and your right hand on the shaft handle. • Allow motor to cool if overheating. • Never place brushcutters on the ground in high fuel load areas when hot. • Operation of this equipment may create sparks that can start fires around dry vegetation. Always be alert of	

		potential fires during operation.	
Human Behaviour – Complacency	• Repetitive functions on a continual basis without incident. • Overconfidence can cause accidents through complacency. • Focus on production and not safety (shortcuts, risky behaviours. • The company does not review each accident/behaviour and so cannot correct bad habits	• Ensure more than one staff member is trained and gets a chance to operate a brush cutter/trimmer each day. • Share the load with all staff members. • Ensure staff are reminded about safety before they operate brushcutter/trimmer each day • All accident regardless of how serious must be reported in the corrective actions register. • Stop someone who is acting recklessly before an incident occurs. • Change up routine when possible.	
Human Behaviour – Fatigue	• Reduced decision-making ability. • Reduced ability to do complex planning. • Reduced communication skills. • Reduced productivity or performance. • Reduced attention and vigilance • Reduced ability to handle stress on the job. • Reduced reaction time - both in speed and thought.	• Assess your own fitness for work before starting. • Monitor your level of alertness and concentration while you're at work. • Look out for signs of fatigue in the people you work with. • In consultation with your supervisor take steps to manage fatigue, for example take a break or drink water, do some stretching or physical exercise. • Talk to your supervisor if you think	

	• Loss of memory or the ability to recall details. • Failure to respond to changes in surroundings or information provided. • Unable to stay awake (e.g., falling asleep while operating machinery or driving a vehicle) • Increased tendency for risk-taking, Increased forgetfulness, Increased errors in judgement, Increased incident rates.	you're at risk of fatigue. • Talk to your supervisor if you have consumed alcohol or drugs (including medication) recently and are still feeling the effects. Do not operate or work near machinery.	

By signing, workers and contractors: declare the following:

I have been consulted in the development of this SWMS.

I have been given the opportunity to comment on the content of this SWMS.

I have read and understood how I am to carry out the activities listed in this SWMS.

I have been supplied with the Personal Protective Equipment identified on this SWMS and I have been given training in the safe use of this equipment

Date	Name	Position	White Card Number	Signature

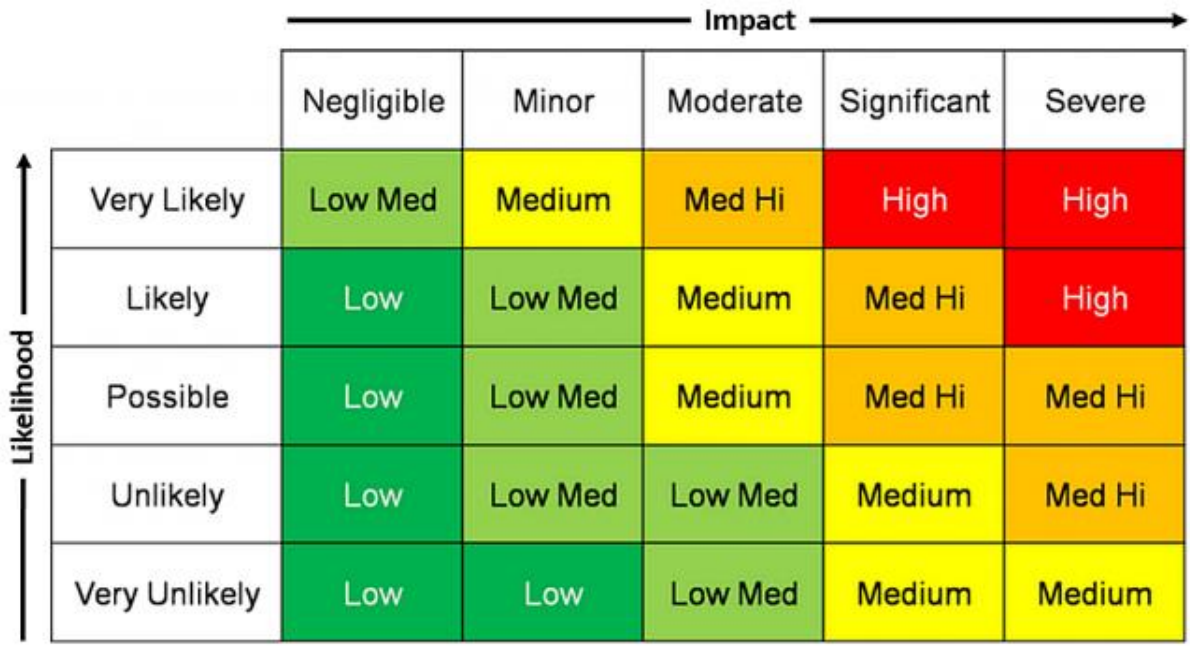
Bush Regeneration Works

Provided by Greater Sydney Landcare			
Safe Work Method Statement (SWMS)			
Bush Regeneration Works			
Organisation name:		**Organisation Address:**	
SWMS approved by (Name and signature)	**Person responsible for ensuring Competency and compliance with SWMS**	**SWMS Issue Date**	**SWMS Version**

Required or recommended Personal Protective Equipment (PPE)			
☒ **Gloves**	☒ **Eye Protection**	☒ **Long sleeve Shirt**	☒ **Long Pants**
☒ **Closed in Boots**	☐ **Hearing Protection**	☐ **Helmet**	☒ **Respirator (Herbicide use)**
☒ **Chemical protection gloves**	☐	☐	☐
☐	☐	☐	☐

- This Safe Work Method Statement is prepared in consultation with relevant staff and will be updated to reflect any new or site specific hazards, control measures implemented, and the new version re-signed before works can continue.
- Regular team meetings will continue to inform site and task specific safety and risk mitigation, and works are to cease immediately if a change in site conditions present a hazard, or risk to health and safety which cannot be controlled or eliminated.
- Prior to commencing works on site, all staff and subcontractors must undergo site specific induction to be conducted by the relevant GSL representative or client organisation. This induction will cover site specific emergency response procedures as well as hazards present on, local amenities and emergency services.
- All GSL staff performing relevant works will hold a current General Construction Induction Training Card (White Card) and will be provided with all appropriate PPE and Tools required to safely complete necessary tasks.
- All necessary Safety Data Sheets (SDS) and chemical labels will be available for reference on site.
- A First aid kit must be available in the form of a mobile or vehicle bound first aid kit, with qualified first aiders present on site.

Risk Matrix



Hierarchy of Controls

- Eradication: The hazard is removed altogether.
- Substitution: The activity or task is substituted with a less hazardous option.
- Engineering: A design is implemented which isolates or guards from the hazard.
- Administration: This will include signage and task rotation, as well as training.
- Personal Protective Equipment (PPE): participants are required to wear PPE that is assessed as necessary for a task or activity.

What are the tasks involved?	**What are the hazards and risks?** (What is the problem?)	**What are the control measures?** (Describe the control measures and how they will be used)	**Resulting Risk Rating** (After instating control measures)
Think about the workplace and each stage of the work, including preparation and clean-up.	Identify the hazards and risks that may cause harm to workers or the public.	Describe what will be done to control the risk. What will you do to make the activity as safe as possible?	High Moderate Low
Starting new site	• Site hazards – general • Fire	• Supervisor and staff to walk site & check hazards	

		• Complete emergency response plan • Check and record location of nearest hospital, fire, and police station • Conduct hazard/risk assessment in conjunction with field staff • Conduct site induction for all staff	
Daily operations	• Sun exposure - sunburn • Heat, not enough water to drink - dehydration • Protrusions - eye stick injuries • Insects, snakes - stings, bites • Awkward topography - strains • Obstacles – tripping, injuries • Needles - needle stick injuries • Obstruction - tripping , fall hazard • Fire	• Have first aid kit & sunscreen on site • Have mobile phone available • Ensure qualified first-aider is on team • Ensure PPE including safety/sun glasses are being used • Keep access routes, including public paths & steps, clear • Be alert for hidden obstacles & other environmental hazards • Ensure sharps container is on site and observe Management of sharps - Needles & Syringes	
Cont. Daily operations	• Poorly maintained equipment, knives, loppers etc • Sharp tools left unattended • Poor practice for use of tools • Lack of task rotation leading to over repetition of tasks	• Ensure no drilling/frilling of large woody weeds where they may later fall across a road or track • Ensure all the cut ends face the roadway and the pile is stable with no	

		branches protruding when piling material to be collected by others • Construct burn piles clear from canopy, stumps or logs. Stack material so that the pile is stable. Piles to be in accordance with RFS guidelines (see Area Coordinator for details, Piles should not be greater than 2 m in length or width, and 1.5 m in height. Larger piles will produce more intense heat, will burn for longer and will be more difficult to manage safely.).	
General work practice	• Poorly maintained equipment, knives, loppers etc • Sharp tools left unattended • Poor practice for use of tools • Lack of task rotation leading to over repetition of tasks	• Check all equipment is in good condition & carry out maintenance when necessary • Keep small tools in tool pouch when not in use • Vary tasks to avoid repetition strain & fatigue • Keep safe distance from other workers when using sharp implements • Use the right tool for the job	
Cut / frill & paint with herbicide	• Leaking applicator bottles • Incorrect use of herbicide • Lost poison bottles	• Ensure applicator bottles are labelled & clean • Read herbicide label & off-label permit to confirm correct procedure • Use correct technique	

		• Count applicator bottles at beginning & end of session • Record all details on herbicide manifest • Sharpen knife & chisel with sharpening stone after use • Observe spraying of herbicides & neat application SWMS	
Use of bowsaws	• Sharp/broken tools - Cuts, other injuries	• Ensure you are wearing the correct PPE • Hold the lever end of the saw frame with one hand & the piece of timber with the other, not too close to the blade • Carry saw by your side, with blade facing down • When not in use, protect blade with a guard or wrap in piece of cloth • Replace blade if it is bent, dull or any teeth are missing	
Use of loppers or secateurs	• Trip hazards • Sharp/broken tools - Cuts, other injuries • Strain from over use	• Ensure you are wearing the correct PPE • Be careful of branches or debris falling near your face. (wear safety /sun glasses) • Position loppers to cut straight across grain of wood • Do not exceed cutting capacity of tools • Clean blades regularly, especially	

		after using with toxic plants • Oil regularly with light machine oil • Sharpen regularly as required	
Use of rakes / McLeod tool	• Trip hazards - Falls • Injury to self or others • Strain from over use	• Work from a balanced position & be careful of footing • Check wooden handles are without splits or cracks • Watch for other people working nearby • If leaving rake on the ground, leave prongs pointing down • Carry rakes by your side, with prongs pointed down & away • Keep back straight; use arms & legs to do the pulling	
Use of sharpening stone and knife	• Cuts from knife • Personal and public injury • Cuts and abrasions • Cuts from sharpening tool	• Never wave knife around or use knife for any other purpose than weeding as per 'best practise' bush regeneration techniques. • Always ensure knife is sharp and the correct tool to be used for the job • Always store knife in utilities belt when not in use, especially when negotiating difficult terrain. • Never throw knife around • When using Knife maintain at least a one (1) meter distance from work colleagues or the public.	

		• Always wear gloves when handling the knife • Wear gloves when sharpening hand tools • Apply small amount of machine oil and sharpen with circular motions on stone with blade facing away from you • Use same angle as previously sharpened • Use piece of paper or leaf to check sharpness. Never use any part of the body	
Lifting & carrying materials	• Tripping • Strains, other injuries	• Use correct lifting technique to avoid back injury – Observe Manual Handling SWMS • Share loads or make multiple trips to avoid lifting excessive weights • Use suitable tools e.g. mulch forks, tarps • Utilise machinery where possible to lift heavy object or equipment	
Steep slope work & work near cliffs	• Falls, slipping • Rock fall • Major injury, possibly fatal	• Approach a slope from the bottom up wherever possible • If necessary, leave task for suitably trained workers with ropes experience • Use footwear with gripping tread • Keep safe distance, e.g. 2 meters length, from cliff edges • Ensure regular communication and	

		checking up on staff when working near steep slopes of cliffs • If you are concerned of the risk of falling stop working in the area immediately and discuss alternative methods for treatment with client or management staff. • If working at the bottom of a slope be aware of falling rocks, material etc.	
Work near roadside	• Poor visibility • vehicle accident	• Wear approved safety vests • Work in pairs & be alert for traffic • Place safety cones along work area • Use traffic control when necessary	
Work near sewage soaks or creek lines	• Disease/infection • Drowning • Contamination from pollutants eg. Heavy metals	• Avoid contact with water • Wear extra PPE eg gumboots, waders, rubber gloves • Work in pairs or in sight of others • If permanent work – get Hep Immunization • Always wash hands before eating or drinking • Never submerge head below water	
Working in areas with potential rough sleepers (homelessness)	• Violence • Assault • Verbal or physical aggression	• Aggressive behaviour(s) should be politely avoided whilst seeking out the supervisor for support • Employees should not engage in any way with anyone	

		exhibiting aggressive behaviour • If one must do so, only in a polite and calm voice. If the situation does not resolve immediately, the police should be called and shelter should be sought (eg in car, building) until the matter is resolved. • If a rough sleeper is sleeping in an area you are working, stop working in that area and find a new location to work in • Never attempt to remove items that look like they belong to a rough sleeper. Leave items alone and notify the council representative if visual amenity is a concern	
Working in off leash dogs reserves	• Animal attack	• If wild dogs or other aggressive animals are encountered during field work: • Keep your hands by your side. • Stay quiet, try not to make any noise • Avoid eye contact with the dog, look at the ground. • Speak softly and gently to calm the dog. • Once the dog has lost interest, slowly back away. • Never approach a dog that is barking, growling, snarling,	

		sleeping, eating, or nursing her pups. • If the dog persists Call for help / sound emergency alarm • Supervisor to gather all employees together and seek shelter (e.g. cars) • When possible, the police should be called to alert of any threat. • If you are attacked by the dog, curl up in a ball and protect your face, neck, and head. • If any injuries occur as a result of an attack, the first aid officer is to be called and the attacked employee is to be taken to the nominated medical facility.	
Working within an area with the potential for falling trees and/or branches.	• Falling trees, branches. • Injury	• Conduct tree inspection prior to conducting any works. • Removal of dangerous limbs as required. • Do not work in conditions of high wind occurrence.	
Manoeuvring material on site to designated area e.g. mulch and gravel.	• Sprains/strains, back and joint injuries, cuts and abrasions, eye injury, inhalation of dust and pathogens.	• Wear appropriate PPE. • Plan/design work activities in ways that minimise risks. • Use mechanical aids where possible eg a wheelbarrow. • Use tools where they can be of assistance – ensure they are used	

		correctly, eg pitchfork or litter grabber. • Use team work to move heavy/awkward items. • Wear disposable particulate masks, or wet mulch before spreading. • Always use respirators when handling mulch to avoid inhalation of dust. • Read Manual Handling SWMS for correct lifting techniques	
Storage and transport of equipment	• Lost equipment • Injuries • Unsecured objects loose in vehicles • Chemical spills	• Carry loppers, saws etc with blade facing downwards & enclosed in a bag if provided • Ensure herbicide is stored in an approved container (HDPE for Glyphosate) with product label • Ensure water is available in case of herbicide spillage • Store herbicide applicator bottles upright in a sealed container.	
Human behaviour Complacency	• Repetitive functions on a continual basis without incident. Overconfidence can cause accidents through complacency • Focus on production and not safety (shortcuts, risky behaviours)	• Change up activities throughout the day as much as possible • Ensure everyone is trained on correct manual handling procedures prior to undertaking extensive manual handling type work	

	• The company does not review each accident/behaviour and so cannot correct bad habits	• Change up routine when possible	
Human behaviour Fatigue	• Reduced decision making ability, • Reduced ability to do complex planning, • Reduced communication skills, • Reduced productivity or performance, • Reduced attention and vigilance, • Reduced ability to handle stress on the job • Reduced reaction time - both in speed and thought, • Loss of memory or the ability to recall details, • Failure to respond to changes in surroundings or information provided, • Unable to stay awake (e.g., falling asleep while operating machinery or driving a vehicle), • Increased tendency for risk-taking, • Increased forgetfulness, • Increased errors in judgement, • Increased incident rates.	• Assess your own fitness for work before starting. • Monitor your level of alertness and concentration while you're at work. • Look out for signs of fatigue in the people you work with. • In consultation with your supervisor take steps to manage fatigue, for example take a break or drink water, do some stretching or physical exercise. • Talk to your supervisor if you think you're at risk of fatigue. • Talk to your supervisor if you have consumed alcohol or drugs (including medication) recently and are still feeling the effects. Do not operate or work near machinery.	

By signing, workers and contractors: declare the following:

I have been consulted in the development of this SWMS.

I have been given the opportunity to comment on the content of this SWMS.

I have read and understood how I am to carry out the activities listed in this SWMS.

I have been supplied with the Personal Protective Equipment identified on this SWMS and I have been given training in the safe use of this equipment.

Date	Name	Position	White Card Number	Signature

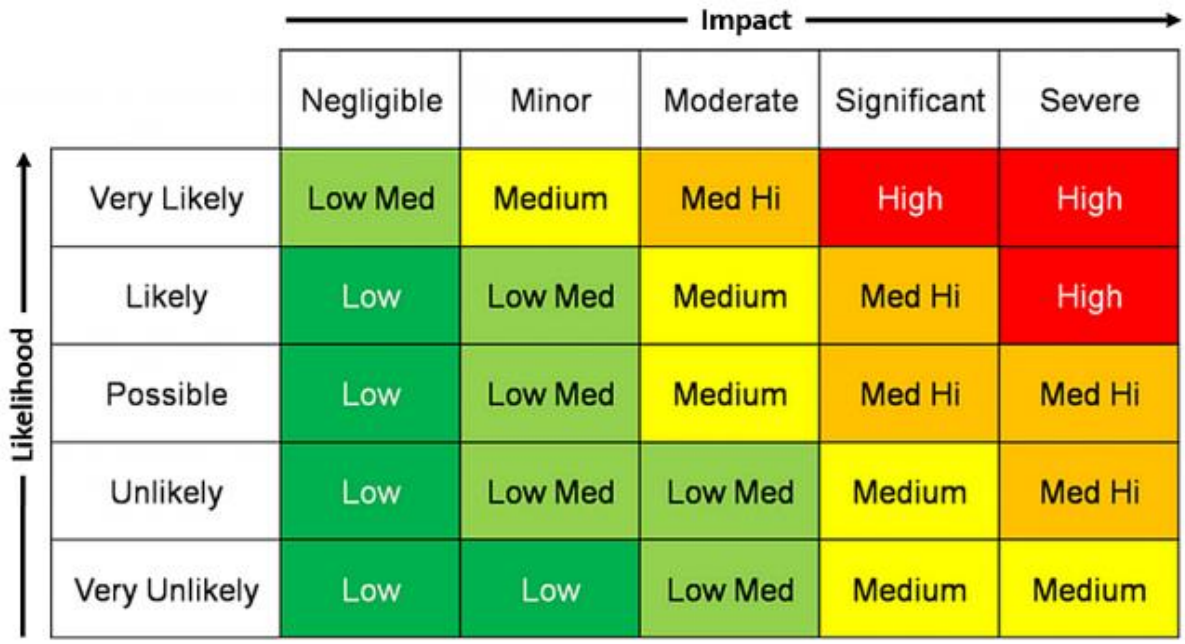
Chainsaw Use

Provided by Greater Sydney Landcare			
Safe Work Method Statement (SWMS)			
Chainsaw Use			
Organisation name:		**Organisation Address:**	
SWMS approved by (Name and signature)	**Person responsible for ensuring Competency and compliance with SWMS**	**SWMS Issue Date**	**SWMS Version**

Required or recommended Personal Protective Equipment (PPE)			
☒ **Gloves**	☒ **Eye Protection**	☒ **Long sleeve Shirt**	☒ **Long Pants**
☒ **Closed in Boots**	☒ **Hearing Protection**	☒ **Helmet**	☐ **Respirator (Herbicide use)**
☐ **Chemical protection gloves**	☐	☐	☐
☐	☐	☐	☐

- This Safe Work Method Statement is prepared in consultation with relevant staff and will be updated to reflect any new or site specific hazards, control measures implemented, and the new version re-signed before works can continue.
- Regular team meetings will continue to inform site and task specific safety and risk mitigation, and works are to cease immediately if a change in site conditions present a hazard, or risk to health and safety which cannot be controlled or eliminated.
- Prior to commencing works on site, all staff and subcontractors must undergo site specific induction to be conducted by the relevant GSL representative or client organisation. This induction will cover site specific emergency response procedures as well as hazards present on, local amenities and emergency services.
- All GSL staff performing relevant works will hold a current General Construction Induction Training Card (White Card) and will be provided with all appropriate PPE and Tools required to safely complete necessary tasks.
- All necessary Safety Data Sheets (SDS) and chemical labels will be available for reference on site.
- A First aid kit must be available in the form of a mobile or vehicle bound first aid kit, with qualified first aiders present on site.

Risk Matrix



Hierarchy of Controls

- Eradication: The hazard is removed altogether.
- Substitution: The activity or task is substituted with a less hazardous option.
- Engineering: A design is implemented which isolates or guards from the hazard.
- Administration: This will include signage and task rotation, as well as training.
- Personal Protective Equipment (PPE): participants are required to wear PPE that is assessed as necessary for a task or activity.

What are the tasks involved?	**What are the hazards and risks?** (What is the problem?)	**What are the control measures?** (Describe the control measures and how they will be used)	**Resulting Risk Rating** (After instating control measures)
Think about the workplace and each stage of the work, including preparation and clean-up.	Identify the hazards and risks that may cause harm to workers or the public.	Describe what will be done to control the risk. What will you do to make the activity as safe as possible?	High Moderate Low
Transport & storage	• Flying objects in vehicle • Leaking fuel • Flammable fuel	• On route to site, have stored in secure fashion eg	

	• poisoning	car boot, strapped to try in tool box. • Store fuel safely: label fuel container, check for leaks, ensure cap is secure, keep away from excess heat, sparks and ensure adequate ventilation	
Daily Operations	• injury	• Have first aid kit on site • Have mobile phone available if possible • Ensure qualified first-aider is on team • Wear PPE specified for chainsawing – see list above	
Carrying on site	• Trip hazard • injury	• Carry to the side of the body & with saw blade to the rear • Keep safe distance from others	
Pre-use check	• Poorly functioning equipment • Injuries eg. Cuts,	• Locate features of chainsaw if unfamiliar with particular model. Check for adequate safety features: chain brake, chain catcher, rear hand guard, anti-vibration protection, on-off switch • Carry out maintenance check: bar & housing (clean), air filter (clean), chain (correct tension), depth gauges	

		(appropriate height), teeth (sharp), brake mechanism (working)	
Fuelling	• Flammable fuel • Contamination	• Use correct fuel & oil (2 stroke) • Keep away from naked flame • Wipe / soak up any spills • Refuel away from native vegetation	
Before use	• Injury	• Do site risk assessment • Plan work method • Prepare an escape route • Establish protection zone 2.5 times height of tree if tree-felling	
Starting	• Trip hazard	• Operator to check & apply the chain brake, • Restrain chainsaw firmly on the ground when starting • Ensure the guide bar tip free from obstacles	
During use	• Tripping, falling • Injury to self or others • Lack of concentration/distraction • Fatigue • Repetitive strain	• Start saw on ground • Keep both feet on the ground when cutting • Keep worksite clear • Keep open space around you • Be aware of other people around you • Give clear notification of intent to cut • Keep balanced, comfortable stance	

		& hold chainsaw correctly • Appropriate cutting sequence (scarf cut, back cut, holding wood) • Keep steady work pace & concentrate at all times • Take regular breaks • Use correct position of bar for cutting, keep bar clear of obstacles & clear of ground • Avoid kickback by always cutting at full rev, bringing saw to full revs before contacting timber & never cutting with front quadrant • Don't overreach & never cut above shoulder height • Be cautious when entering a previous cut • Don't cut along the grain • Do not use for more than 5 hours per day	
Human behaviour Complacency	• Repetitive functions on a continual basis without incident. Overconfidence can cause accidents through complacency • Focus on production and not safety (shortcuts, risky behaviours) • The company does not review each accident/behaviour and so cannot correct bad habits	• Change up activities throughout the day as much as possible • Ensure everyone is trained on correct manual handling procedures prior to undertaking extensive manual handling type work	

		• Change up routine when possible	
Human behaviour Fatigue	• Reduced decision making ability, • Reduced ability to do complex planning, • Reduced communication skills, • Reduced productivity or performance, • Reduced attention and vigilance, • Reduced ability to handle stress on the job • Reduced reaction time - both in speed and thought, • Loss of memory or the ability to recall details, • Failure to respond to changes in surroundings or information provided, • Unable to stay awake (e.g., falling asleep while operating machinery or driving a vehicle), • Increased tendency for risk-taking, • Increased forgetfulness, • Increased errors in judgement, • Increased incident rates.	• Assess your own fitness for work before starting. • Monitor your level of alertness and concentration while you're at work. • Look out for signs of fatigue in the people you work with. • In consultation with your supervisor take steps to manage fatigue, for example take a break or drink water, do some stretching or physical exercise. • Talk to your supervisor if you think you're at risk of fatigue. • Talk to your supervisor if you have consumed alcohol or drugs (including medication) recently and are still feeling the effects. Do not operate or work near machinery.	

By signing, workers and contractors: declare the following:

I have been consulted in the development of this SWMS.

I have been given the opportunity to comment on the content of this SWMS.

I have read and understood how I am to carry out the activities listed in this SWMS.

I have been supplied with the Personal Protective Equipment identified on this SWMS and I have been given training in the safe use of this equipment.

Date	Name	Position	White Card Number	Signature

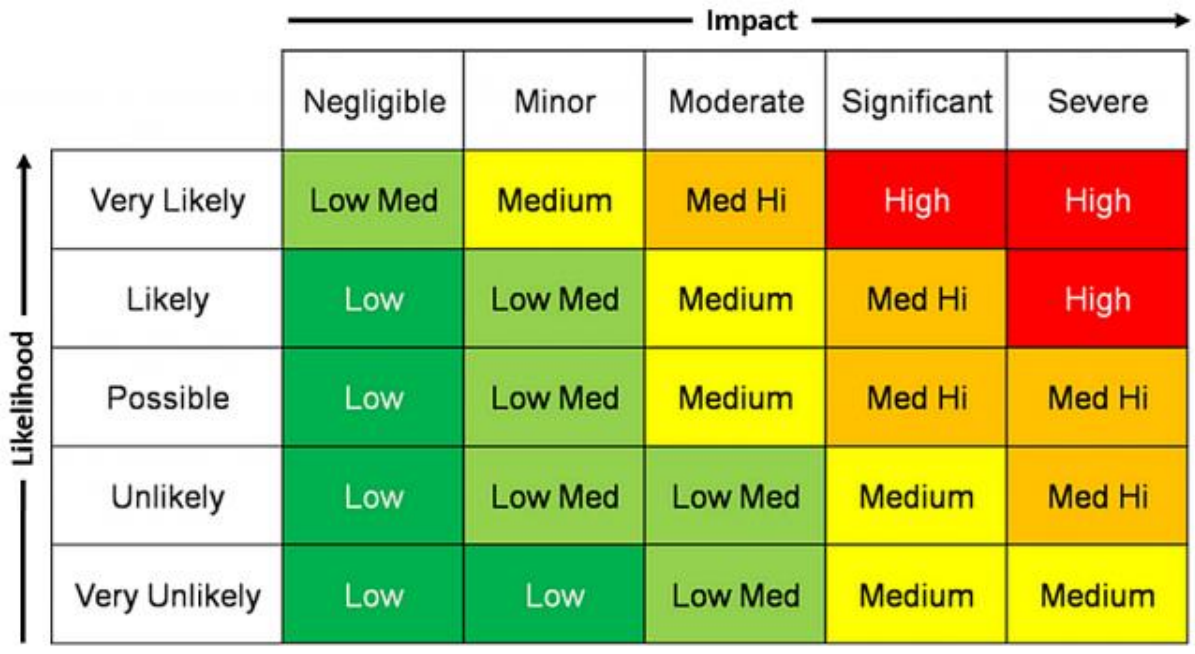
Cordless Drill Use

Provided by Greater Sydney Landcare			
Safe Work Method Statement (SWMS)			
Cordless Drill Use			
Organisation name:		**Organisation Address:**	
SWMS approved by (Name and signature)	**Person responsible for ensuring Competency and compliance with SWMS**	**SWMS Issue Date**	**SWMS Version**

Required or recommended Personal Protective Equipment (PPE)			
☒ **Gloves**	☐ **Eye Protection**	☒ **Long sleeve Shirt**	☒ **Long Pants**
☒ **Closed in Boots**	☐ **Hearing Protection**	☐ **Helmet**	☐ **Respirator (Herbicide use)**
☐ **Chemical protection gloves**	☐	☐	☐
☐	☐	☐	☐

- This Safe Work Method Statement is prepared in consultation with relevant staff and will be updated to reflect any new or site specific hazards, control measures implemented, and the new version re-signed before works can continue.
- Regular team meetings will continue to inform site and task specific safety and risk mitigation, and works are to cease immediately if a change in site conditions present a hazard, or risk to health and safety which cannot be controlled or eliminated.
- Prior to commencing works on site, all staff and subcontractors must undergo site specific induction to be conducted by the relevant GSL representative or client organisation. This induction will cover site specific emergency response procedures as well as hazards present on, local amenities and emergency services.
- All GSL staff performing relevant works will hold a current General Construction Induction Training Card (White Card) and will be provided with all appropriate PPE and Tools required to safely complete necessary tasks.
- All necessary Safety Data Sheets (SDS) and chemical labels will be available for reference on site.
- A First aid kit must be available in the form of a mobile or vehicle bound first aid kit, with qualified first aiders present on site.

Risk Matrix



Likelihood \ Impact	Negligible	Minor	Moderate	Significant	Severe
Very Likely	Low Med	Medium	Med Hi	High	High
Likely	Low	Low Med	Medium	Med Hi	High
Possible	Low	Low Med	Medium	Med Hi	Med Hi
Unlikely	Low	Low Med	Low Med	Medium	Med Hi
Very Unlikely	Low	Low	Low Med	Medium	Medium

Hierarchy of Controls

- Eradication: The hazard is removed altogether.
- Substitution: The activity or task is substituted with a less hazardous option.
- Engineering: A design is implemented which isolates or guards from the hazard.
- Administration: This will include signage and task rotation, as well as training.
- Personal Protective Equipment (PPE): participants are required to wear PPE that is assessed as necessary for a task or activity.

What are the tasks involved?	**What are the hazards and risks?** (What is the problem?)	**What are the control measures?** (Describe the control measures and how they will be used)	**Resulting Risk Rating** (After instating control measures)
Think about the workplace and each stage of the work, including preparation and clean-up.	Identify the hazards and risks that may cause harm to workers or the public.	Describe what will be done to control the risk. What will you do to make the activity as safe as possible?	High Moderate Low
Drilling into trees to apply herbicide	• Tripping & falling hazards • Vibration injury • Injury to self or others	• Before starting to drill into a tree, clear away leaf litter and trim any low	

		branches while being alert for any stinging insects in the leaf litter. Move around the tree trunk, rather than stretching across. • The drill bit is designed to drive itself - do not use force. • Always balance yourself and keep proper footing. • Ensure key-less chuck is not over tightened • Hold the machine firmly. • Report any faults or damage to supervisor. • Always return the switch to the 'off' position when not in use, being transported or changing batteries. • Stay alert and take a break if you are tired. • Do not attempt to force the battery into the drill – if it does not slide easily into place, it is not being inserted properly	
General Operations	• Personal injury	• Have first aid kit on site • Have mobile phone available if possible • Know who the qualified first-aider is on team is. • Always wear correct PPE • Ensure you operate within the	

		boundaries of your own capabilities and skills as a bush regenerator and respect the machinery.	
Standby & charging	• Batteries could explode & cause fire • Electric shock	• Never leave batteries in direct sunlight or where they can heat up • Always turn of mains power and power point before inserting charger plug • Stop using batteries if they look swollen or have changed shape. If so arrange appropriate disposal and replacement of batteries with you supervisor. • Always allow batteries 10min to cool down prior to charging • When charging always ensure fire extinguisher is close by in event of fire	
Human behaviour Complacency	• Repetitive functions on a continual basis without incident. Overconfidence can cause accidents through complacency • Focus on production and not safety (shortcuts, risky behaviours) • The company does not review each accident/behaviour and so cannot correct bad habits	• Change up activities throughout the day as much as possible • Ensure everyone is trained on correct manual handling procedures prior to undertaking extensive manual handling type work • Change up routine when possible	
Human behaviour Fatigue	• Reduced decision making ability,	• Assess your own fitness for work	

	• Reduced ability to do complex planning, • Reduced communication skills, • Reduced productivity or performance, • Reduced attention and vigilance, • Reduced ability to handle stress on the job • Reduced reaction time - both in speed and thought, • Loss of memory or the ability to recall details, • Failure to respond to changes in surroundings or information provided, • Unable to stay awake (e.g., falling asleep while operating machinery or driving a vehicle), • Increased tendency for risk-taking, • Increased forgetfulness, • Increased errors in judgement, • Increased incident rates.	before starting. • Monitor your level of alertness and concentration while you're at work. • Look out for signs of fatigue in the people you work with. • In consultation with your supervisor take steps to manage fatigue, for example take a break or drink water, do some stretching or physical exercise. • Talk to your supervisor if you think you're at risk of fatigue. • Talk to your supervisor if you have consumed alcohol or drugs (including medication) recently and are still feeling the effects. Do not operate or work near machinery.	

<u>By signing, workers and contractors: declare the following:</u>

I have been consulted in the development of this SWMS.

I have been given the opportunity to comment on the content of this SWMS.

I have read and understood how I am to carry out the activities listed in this SWMS.

I have been supplied with the Personal Protective Equipment identified on this SWMS and I have been given training in the safe use of this equipment.

Date	Name	Position	White Card Number	Signature

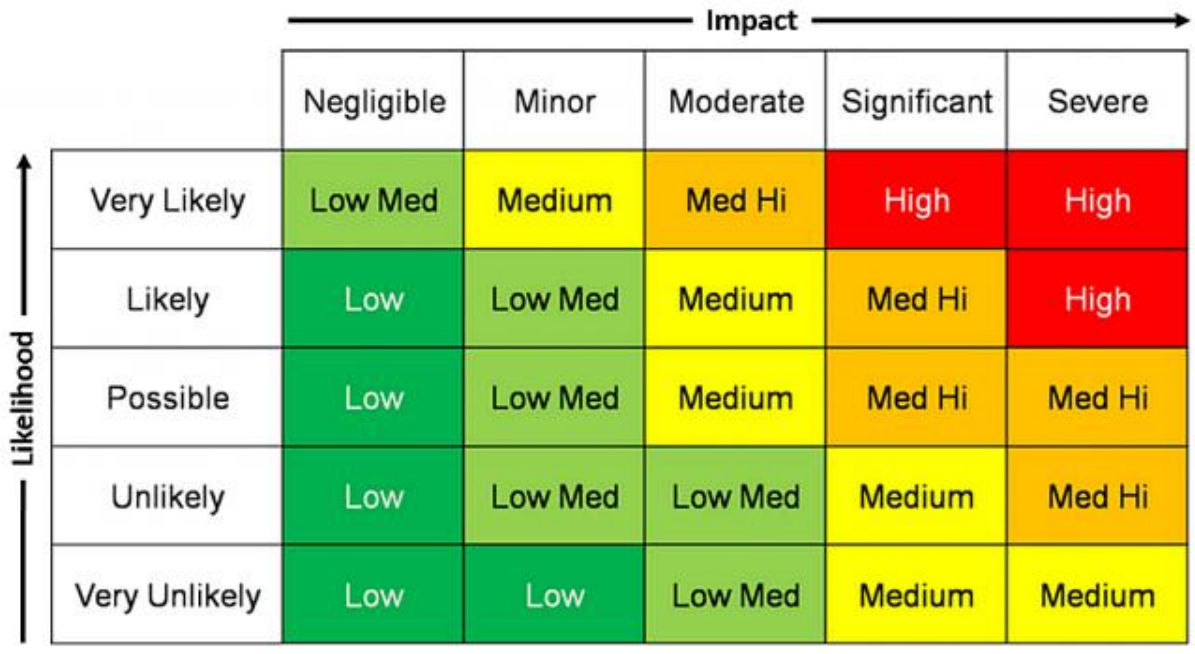
High Volume Spray Unit

Provided by Greater Sydney Landcare			
Safe Work Method Statement (SWMS)			
High Volume Spray Unit			
Organisation name:		**Organisation Address:**	
SWMS approved by (Name and signature)	**Person responsible for ensuring Competency and compliance with SWMS**	**SWMS Issue Date**	**SWMS Version**

Required or recommended Personal Protective Equipment (PPE)			
☒ **Gloves**	☒ **Eye Protection**	☒ **Long sleeve Shirt**	☒ **Long Pants**
☒ **Closed in Boots**	☒ **Hearing Protection**	☐ **Helmet**	☒ **Respirator (Herbicide use)**
☒ **Chemical protection gloves**	☐	☐	
☐	☐	☐	☐

- This Safe Work Method Statement is prepared in consultation with relevant staff and will be updated to reflect any new or site specific hazards, control measures implemented, and the new version re-signed before works can continue.
- Regular team meetings will continue to inform site and task specific safety and risk mitigation, and works are to cease immediately if a change in site conditions present a hazard, or risk to health and safety which cannot be controlled or eliminated.
- Prior to commencing works on site, all staff and subcontractors must undergo site specific induction to be conducted by the relevant GSL representative or client organisation. This induction will cover site specific emergency response procedures as well as hazards present on, local amenities and emergency services.
- All GSL staff performing relevant works will hold a current General Construction Induction Training Card (White Card) and will be provided with all appropriate PPE and Tools required to safely complete necessary tasks.
- All necessary Safety Data Sheets (SDS) and chemical labels will be available for reference on site.
- A First aid kit must be available in the form of a mobile or vehicle bound first aid kit, with qualified first aiders present on site.

Risk Matrix



Hierarchy of Controls

- Eradication: The hazard is removed altogether.
- Substitution: The activity or task is substituted with a less hazardous option.
- Engineering: A design is implemented which isolates or guards from the hazard.
- Administration: This will include signage and task rotation, as well as training.
- Personal Protective Equipment (PPE): participants are required to wear PPE that is assessed as necessary for a task or activity.

What are the tasks involved?	**What are the hazards and risks?** (What is the problem?)	**What are the control measures?** (Describe the control measures and how they will be used)	**Resulting Risk Rating** (After instating control measures)
Think about the workplace and each stage of the work, including preparation and clean-up.	Identify the hazards and risks that may cause harm to workers or the public.	Describe what will be done to control the risk. What will you do to make the activity as safe as possible?	High Moderate Low
Transport & storage (General)	• Back or other strain/injury	• Minimise transferring equipment from vehicle to storage area or vice versa • Always use adequate number of 'buddies' to help lift	

		when transferring equipment from vehicle to storage area or vice versa	
Transport & storage (spray tank)	• Tank or accessories dislodge from moorings while on vehicle causing general traffic incident or damage to vehicle & driver	• Only use with supplied equipment & accessories • Check straps are secure & in good condition • Check tank components working properly • Drive vehicle at safe speed when transporting filled/semi filled tank • Minimize distance from water supply to work site when possible.	
Transport & storage (Engine)	• Flammable fuel • Vehicle contamination • Air quality in garage, carbon monoxide poisoning • Burns from hot engine parts • Injury from moving parts	• Only use with supplied equipment & accessories • Store engine fuel securely on route to site, • Store engine fuel safely: ensure fuel container is labelled, check container & engine for leaks, ensure fuel cap is secure, • Keep all spark, open flames, smoking materials away from fuel. • Keep away from excess heat, ensure adequate ventilation. • Do not run engine in confined space • Let engine cool before touching • Do not run engine unless instructed to do so	

Transport & storage (Pump)	• Vehicle contamination • Personal contamination • injury	• Only use with supplied equipment & accessories • Carry out preliminary checks • Check all pipes are closed or connected - All pipes must be fixed with clamps to relevant connectors • Do not overcome maximum value of inflating pressure indicated in operating manual • Do not connect to drinking water network • Do not dismantle pump – must only be done by qualified personnel.	
Pre-use check	• Damaged or misused equipment unsafe	• Observe safety messages & damage prevention messages on equipment • Check ground is approximately level before starting engine • Check condition of equipment • Read instructions for use of equipment & adhere to operating manual procedures	
Fuelling	• Fire • Contamination • Poisoning • Injury to operator from damaged engine	• Use correct fuel only (4 stroke) • Ensure engine is adequately oiled • Keep fuel away from naked flame • Wipe / soak up any spills immediately	
Typical operations	• Injury, contamination	• Have first aid kit on site • Ensure qualified first-aider is on team	

		• Wear PPE specified for using herbicides – see list above	
Using on site	• Trip, fall hazard • Injury to self or others • Chemical contamination	• Ensure hoses away from paths & roadways • Keep safe distance from staff & public • Always ensure use of spray signs when spraying • Check spill kit is maintained • Ensure familiarity with chemical labels & SDS	
Starting	• Injury to self & others • Strains	• Start at a safe distance from others & away from obstacles • Start as recommended by manufacturer with safety switch in 'on' position	
In operation	• Hoses as trip hazard • Fatigue • Herbicide contamination	• Keep vehicle & hoses at safe distance from others • Take regular breaks • Only people who have AQF 3 (Chemcert) certification are permitted to mix and spray herbicides. • Allow motor to cool if overheating • Ensure you are spraying from level ground as much as possible • Always use correct PPE including spray suit, respirator, gloves, glasses and a hat when applying herbicide via hi volume spray unit.	

		• Be aware of the hoses • Be aware of traffic both pedestrian and vehicle	
Human behaviour Complacency	• Repetitive functions on a continual basis without incident. Overconfidence can cause accidents through complacency • Focus on production and not safety (shortcuts, risky behaviours) • The company does not review each accident/behaviour and so cannot correct bad habits	• Change up activities throughout the day as much as possible • Ensure everyone is trained on correct manual handling procedures prior to undertaking extensive manual handling type work • Change up routine when possible	
Human behaviour Fatigue	• Reduced decision making ability, • Reduced ability to do complex planning, • Reduced communication skills, • Reduced productivity or performance, • Reduced attention and vigilance, • Reduced ability to handle stress on the job • Reduced reaction time - both in speed and thought, • Loss of memory or the ability to recall details, • Failure to respond to changes in surroundings or information provided, • Unable to stay awake (e.g., falling asleep while operating machinery or driving a vehicle), • Increased tendency for risk-taking, • Increased forgetfulness, • Increased errors in judgement,	• Assess your own fitness for work before starting. • Monitor your level of alertness and concentration while you're at work. • Look out for signs of fatigue in the people you work with. • In consultation with your supervisor take steps to manage fatigue, for example take a break or drink water, do some stretching or physical exercise. • Talk to your supervisor if you think you're at risk of fatigue. • Talk to your supervisor if you have consumed alcohol or drugs (including medication) recently	

	• Increased incident rates.	and are still feeling the effects. Do not operate or work near machinery.	

By signing, workers and contractors: declare the following:

I have been consulted in the development of this SWMS.

I have been given the opportunity to comment on the content of this SWMS.

I have read and understood how I am to carry out the activities listed in this SWMS.

I have been supplied with the Personal Protective Equipment identified on this SWMS and I have been given training in the safe use of this equipment.

Date	Name	Position	White Card Number	Signature

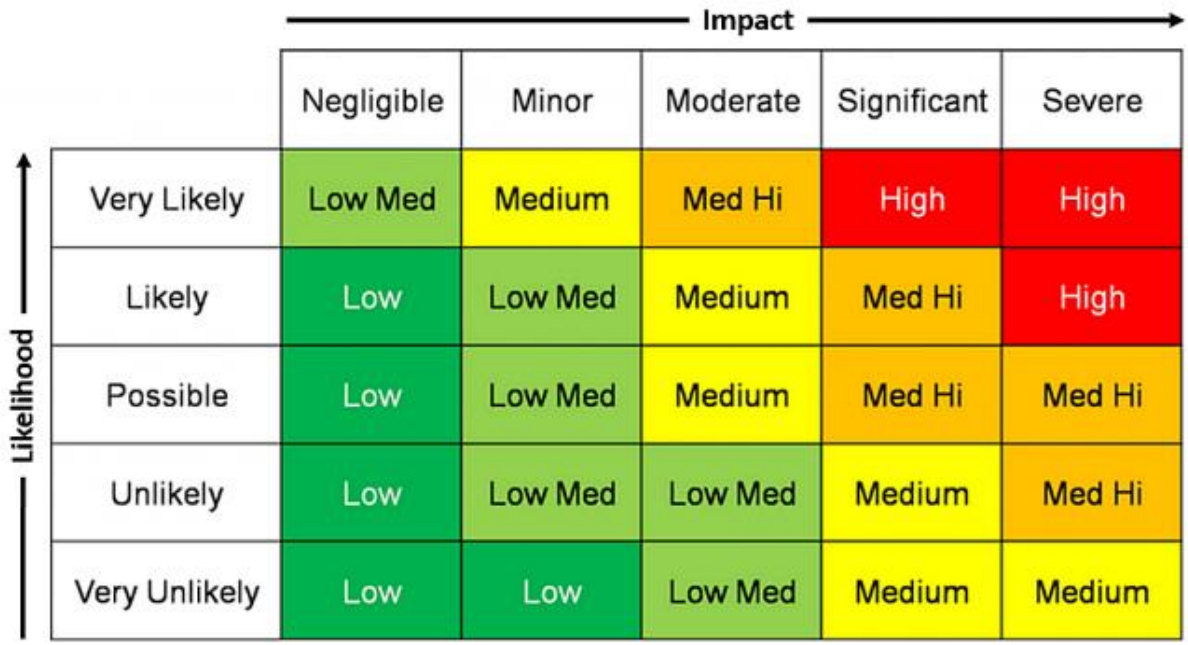
Management of Sharps – Needles and Syringes

Provided by Greater Sydney Landcare			
Safe Work Method Statement (SWMS)			
Management of Sharps – Needles and Syringes			
Organisation name:		**Organisation Address:**	
SWMS approved by (Name and signature)	**Person responsible for ensuring Competency and compliance with SWMS**	**SWMS Issue Date**	**SWMS Version**

Required or recommended Personal Protective Equipment (PPE)			
☒ **Gloves**	☐ **Eye Protection**	☒ **Long sleeve Shirt**	☒ **Long Pants**
☒ **Closed in Boots**	☐ **Hearing Protection**	☐ **Helmet**	☐ **Respirator (Herbicide use)**
☒ **Chemical protection gloves**	☐	☐	☐
☐	☐	☐	☐

- This Safe Work Method Statement is prepared in consultation with relevant staff and will be updated to reflect any new or site specific hazards, control measures implemented, and the new version re-signed before works can continue.
- Regular team meetings will continue to inform site and task specific safety and risk mitigation, and works are to cease immediately if a change in site conditions present a hazard, or risk to health and safety which cannot be controlled or eliminated.
- Prior to commencing works on site, all staff and subcontractors must undergo site specific induction to be conducted by the relevant GSL representative or client organisation. This induction will cover site specific emergency response procedures as well as hazards present on, local amenities and emergency services.
- All GSL staff performing relevant works will hold a current General Construction Induction Training Card (White Card) and will be provided with all appropriate PPE and Tools required to safely complete necessary tasks.
- All necessary Safety Data Sheets (SDS) and chemical labels will be available for reference on site.
- A First aid kit must be available in the form of a mobile or vehicle bound first aid kit, with qualified first aiders present on site.

Risk Matrix



Hierarchy of Controls

- Eradication: The hazard is removed altogether.
- Substitution: The activity or task is substituted with a less hazardous option.
- Engineering: A design is implemented which isolates or guards from the hazard.
- Administration: This will include signage and task rotation, as well as training.
- Personal Protective Equipment (PPE): participants are required to wear PPE that is assessed as necessary for a task or activity.

What are the tasks involved?	**What are the hazards and risks?** (What is the problem?)	**What are the control measures?** (Describe the control measures and how they will be used)	**Resulting Risk Rating** (After instating control measures)
Think about the workplace and each stage of the work, including preparation and clean-up.	Identify the hazards and risks that may cause harm to workers or the public.	Describe what will be done to control the risk. What will you do to make the activity as safe as possible?	High Moderate Low
General hand weeding Sharps (needles & syringes found)	Needle stick injury and/or exposure to blood and body substances Potential for physical injury and transmission of HIV,	AVOID NEEDLE STICK INJURY • Never put hands into holes or any hidden areas (eg drains, cavities or garbage bags) where the hands	

	hepatitis B, hepatitis C, or tetanus infection Secondary hazards may include manual handling, strains and sprains depending on location of sharps Public safety	or fingers cannot be seen. • Always use pick up tongs when picking up sharps • Never attempt to recap, break or bend needles, • Carry and use a sharp container for syringe and needle disposal, Processes to safely collect and dispose of sharps. 1. Take sharps container to the needle/syringe (do not carry needle/syringe to the container) 2. Open lid and place sharps container on ground or level surface next to needle/syringe 3. Use pick-up tool to grip the syringe barrel at the plunger end and place into container sharp end first • Never fill container more than ¾ full • Close lid and secure container in vehicle bracket or secure storage unit for later safe disposal • Clean pick-up tool with detergent and warm water (while wearing impermeable gloves) and if contaminated with blood or body substances treat with a suitable disinfectant solution • Wash hands with warm water and soap.	
Procedure for needle stick injury	Potential for transmission of HIV,	• Don't panic, stay calm – the risk of	

	hepatitis B, hepatitis C, or tetanus infection if the skin is penetrated Psychological stress	infection is extremely low • Do not squeeze the wound. If it bleeds allow it to bleed while you wash it (if no water use sterile wipes) • Wash the wound with domestic soap and water • Pat dry the wound with clean gauze or cotton wool and apply a sterile dressing such as an adhesive plaster. • Ensure the sharp involved in the injury is placed in a sharps container using the procedures listed above • Report the injury immediately to your supervisor and complete an incident form. • Seek medical advice from a registered health professional as soon as possible. • Advice and appropriate risk exposure treatment may be obtained through the Accident and Emergency Department of a public hospital, the employee's own doctor	
Disposal of sharps	Infection or disease Injury to self or others	• Ring a local council contact and find out where you can empty your sharps container • If necessary contact Needle Clean up Hotline to locate drop	

		off point (1800 633 353)	
Human behaviour Fatigue	• Reduced decision making ability, • Reduced ability to do complex planning, • Reduced communication skills, • Reduced productivity or performance, • Reduced attention and vigilance, • Reduced ability to handle stress on the job • Reduced reaction time - both in speed and thought, • Loss of memory or the ability to recall details, • Failure to respond to changes in surroundings or information provided, • Unable to stay awake (e.g., falling asleep while operating machinery or driving a vehicle), • Increased tendency for risk-taking, • Increased forgetfulness, • Increased errors in judgement, • Increased incident rates.	• Assess your own fitness for work before starting. • Monitor your level of alertness and concentration while you're at work. • Look out for signs of fatigue in the people you work with. • In consultation with your supervisor take steps to manage fatigue, for example take a break or drink water, do some stretching or physical exercise. • Talk to your supervisor if you think you're at risk of fatigue. • Talk to your supervisor if you have consumed alcohol or drugs (including medication) recently and are still feeling the effects. Do not operate or work near machinery.	

By signing, workers and contractors: declare the following:

I have been consulted in the development of this SWMS.

I have been given the opportunity to comment on the content of this SWMS.

I have read and understood how I am to carry out the activities listed in this SWMS.

I have been supplied with the Personal Protective Equipment identified on this SWMS and I have been given training in the safe use of this equipment.

Date	Name	Position	White Card Number	Signature

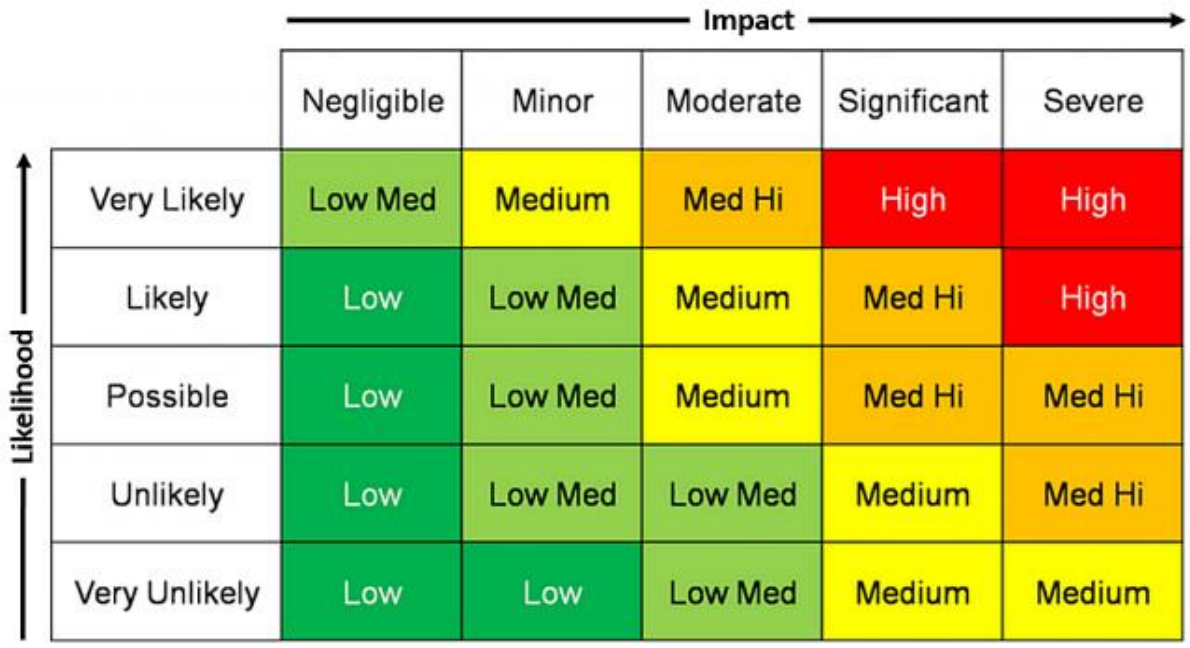
Manual Handling

Provided by Greater Sydney Landcare			
Safe Work Method Statement (SWMS)			
Manual Handling			
Organisation name:		**Organisation Address:**	
SWMS approved by (Name and signature)	**Person responsible for ensuring Competency and compliance with SWMS**	**SWMS Issue Date**	**SWMS Version**

Required or recommended Personal Protective Equipment (PPE)			
☒ **Gloves**	☐ **Eye Protection**	☐ **Long sleeve Shirt**	☐ **Long Pants**
☒ **Closed in Boots**	☐ **Hearing Protection**	☐ **Helmet**	☐ **Respirator (Herbicide use)**
☐ **Chemical protection gloves**	☐	☐	
☐	☐	☐	☐

- This Safe Work Method Statement is prepared in consultation with relevant staff and will be updated to reflect any new or site specific hazards, control measures implemented, and the new version re-signed before works can continue.
- Regular team meetings will continue to inform site and task specific safety and risk mitigation, and works are to cease immediately if a change in site conditions present a hazard, or risk to health and safety which cannot be controlled or eliminated.
- Prior to commencing works on site, all staff and subcontractors must undergo site specific induction to be conducted by the relevant GSL representative or client organisation. This induction will cover site specific emergency response procedures as well as hazards present on, local amenities and emergency services.
- All GSL staff performing relevant works will hold a current General Construction Induction Training Card (White Card) and will be provided with all appropriate PPE and Tools required to safely complete necessary tasks.
- All necessary Safety Data Sheets (SDS) and chemical labels will be available for reference on site.
- A First aid kit must be available in the form of a mobile or vehicle bound first aid kit, with qualified first aiders present on site.

Risk Matrix



Hierarchy of Controls

- Eradication: The hazard is removed altogether.
- Substitution: The activity or task is substituted with a less hazardous option.
- Engineering: A design is implemented which isolates or guards from the hazard.
- Administration: This will include signage and task rotation, as well as training.
- Personal Protective Equipment (PPE): participants are required to wear PPE that is assessed as necessary for a task or activity.

What are the tasks involved?	**What are the hazards and risks?** (What is the problem?)	**What are the control measures?** (Describe the control measures and how they will be used)	**Resulting Risk Rating** (After instating control measures)
Think about the workplace and each stage of the work, including preparation and clean-up.	Identify the hazards and risks that may cause harm to workers or the public.	Describe what will be done to control the risk. What will you do to make the activity as safe as possible?	High Moderate Low
Lifting Techniques	• Strain the spine & back muscles • Stress on the back & limbs • Slips, trips and falls • Fatigue & stress	CORRECT LIFTING PROCEDURES: • Keep a wide base of support. Your feet should be shoulder-width apart, with one foot slightly ahead of the other (karate stance).	

		• Squat down, bending at the hips and knees only. If needed, put one knee to the floor and your other knee in front of you, bent at a right angle (half kneeling). • Keep good posture. Look straight ahead, and keep your back straight, your chest out, and your shoulders back. This helps keep your upper back straight while having a slight arch in your lower back. • Slowly lift by straightening your hips and knees (not your back). Keep your back straight, and don't twist as you lift. • Hold the load as close to your body as possible, at the level of your belly button. • Use your feet to change direction, taking small steps. • Lead with your hips as you change direction. Keep your shoulders in line with your hips as you move. • Set down your load carefully, squatting with the knees and hips only. • Allow room for your fingers • Do not attempt to lift by bending forward. Bend your hips and knees to squat down to your load, keep it close to	

		your body, and straighten your legs to lift. • Never lift a heavy object above shoulder level. • Avoid turning or twisting your body while lifting or holding a heavy object.	
Preparation: Assess workflow and work area prior to lifting	• Slips, trips & falls • Fatigue & stress	•Eliminate unnecessary manual handling • Allow for frequent rest periods & job rotation. • Organise a smooth work flow • Provide sufficient staff numbers • Train in safe team lifting procedures & use only when other means are not available	
Lift & carry objects	• Strain the spine & back muscles • Stress on back & limbs • Slips, trips & falls • Fatigue & stress • Lacerations & abrasions •Fractures and crush injuries	•Use mechanical aids where available • Get help to lift loads heavy loads or when carrying across on uneven terrain. • Hold loads close to the body • Vary work tasks during day or take regular breaks • Ensure new workers are supervised adequately • Perform all movements in a controlled, balanced, comfortable position. • Minimise repetitive bending, twisting and overreaching movements Use correct lifting	

		techniques as per manual handling techniques above • Stand close to the load with feet apart for good balance • Place one foot beside the object & one behind • Bend your knees • Keep your back straight as possible • Ensure a comfortable grip of the object • Lift gradually – straighten your knees & stand • Use your leg muscles • Avoid quick jerky movements • Ensure the object does not obscure your vision or interfere with normal walking • Avoid twisting your body – move your feet to change direction • Support the object to change your grip	
Lower & stack objects	• Strain the spine & back muscles • Stress on back & limbs • Slips, trips & falls • Fatigue & stress • Lacerations & abrasions • Fractures & crush injuries	• Ensure your feet & body face the spot the object is to be placed. • Bend your knees, keep your back straight & hold the object close to • Allow room for your fingers • Ensure the object is secure when put down • Store loads where possible between knee & shoulder height & as close to the location to where	

		they will be used • Provide adequate space to facilitate ease of loading.	
Human behaviour Complacency	• Repetitive functions on a continual basis without incident. Overconfidence can cause accidents through complacency • Focus on production and not safety (shortcuts, risky behaviours) • The company does not review each accident/behaviour and so cannot correct bad habits	• Change up activities throughout the day as much as possible • Ensure everyone is trained on correct manual handling procedures prior to undertaking extensive manual handling type work • Ensure staff are reminded about safety before works starts each day • There is a fine line with being content and becoming complacent. Therefore, each person controls whether or not complacency creeps into your work life. The focus should be colleagues observing each other's actions and ensuring they stop someone who is acting recklessly before an incident occurs • Change up routine when possible	
Human behaviour Fatigue	• Reduced decision making ability, • Reduced ability to do complex planning, • Reduced communication skills, • Reduced productivity or performance, • Reduced attention and vigilance, • Reduced ability to	• Assess your own fitness for work before starting. • Monitor your level of alertness and concentration while you're at work. • Look out for signs of fatigue in the people you work with. • In consultation with	

	handle stress on the job • Reduced reaction time - both in speed and thought, • Loss of memory or the ability to recall details, • Failure to respond to changes in surroundings or information provided, • Unable to stay awake (e.g., falling asleep while operating machinery or driving a vehicle), • Increased tendency for risk-taking, • Increased forgetfulness, • Increased errors in judgement, • Increased incident rates.	your supervisor take steps to manage fatigue, for example take a break or drink water, do some stretching or physical exercise. • Talk to your supervisor if you think you're at risk of fatigue. • Talk to your supervisor if you have consumed alcohol or drugs (including medication) recently and are still feeling the effects. Do not operate or work near machinery.	

By signing, workers and contractors: declare the following:

I have been consulted in the development of this SWMS.

I have been given the opportunity to comment on the content of this SWMS.

I have read and understood how I am to carry out the activities listed in this SWMS.

I have been supplied with the Personal Protective Equipment identified on this SWMS and I have been given training in the safe use of this equipment.

Date	Name	Position	White Card Number	Signature

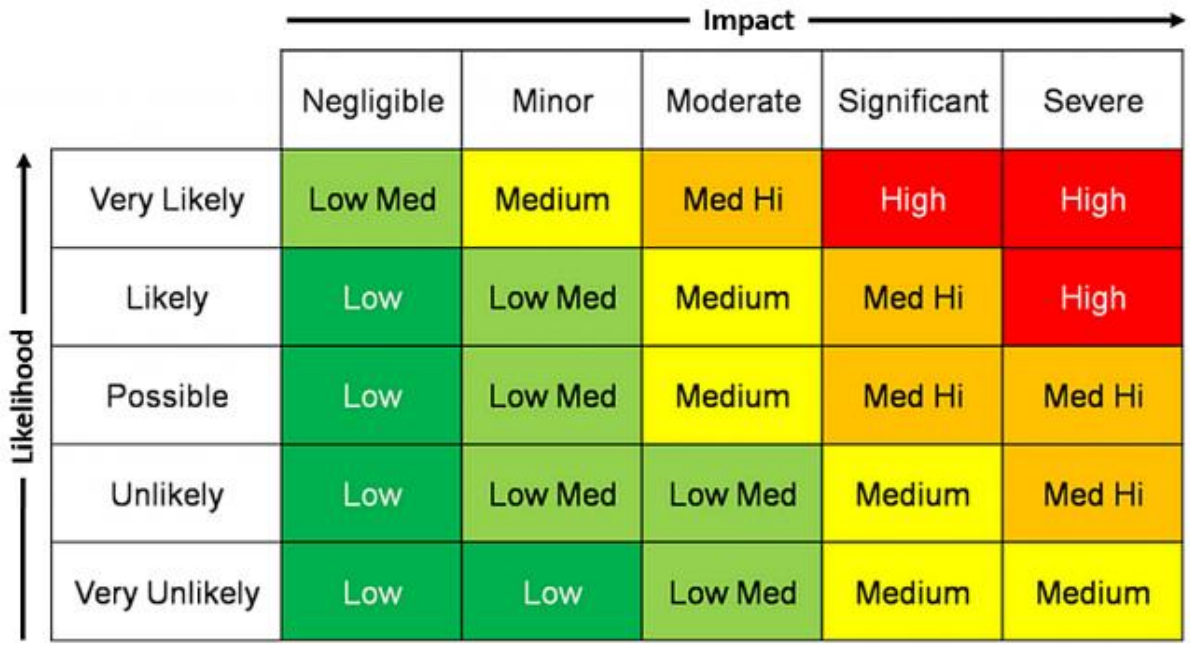
Small, Unpowered Boat Operations

Provided by Greater Sydney Landcare			
Safe Work Method Statement (SWMS)			
Small, Unpowered Boat Operations			
Organisation name:		**Organisation Address:**	
SWMS approved by (Name and signature)	**Person responsible for ensuring Competency and compliance with SWMS**	**SWMS Issue Date**	**SWMS Version**

Required or recommended Personal Protective Equipment (PPE)			
☐ **Gloves**	☒ **Eye Protection**	☒ **Long sleeve Shirt**	☒ **Long Pants**
☒ **Closed in Boots**	☐ **Hearing Protection**	☐ **Helmet**	☐ **Respirator (Herbicide use)**
☐ **Chemical protection gloves**	☐	☐	☐
☐	☐	☐	☐

- This Safe Work Method Statement is prepared in consultation with relevant staff and will be updated to reflect any new or site specific hazards, control measures implemented, and the new version re-signed before works can continue.
- Regular team meetings will continue to inform site and task specific safety and risk mitigation, and works are to cease immediately if a change in site conditions present a hazard, or risk to health and safety which cannot be controlled or eliminated.
- Prior to commencing works on site, all staff and subcontractors must undergo site specific induction to be conducted by the relevant GSL representative or client organisation. This induction will cover site specific emergency response procedures as well as hazards present on, local amenities and emergency services.
- All GSL staff performing relevant works will hold a current General Construction Induction Training Card (White Card) and will be provided with all appropriate PPE and Tools required to safely complete necessary tasks.
- All necessary Safety Data Sheets (SDS) and chemical labels will be available for reference on site.
- A First aid kit must be available in the form of a mobile or vehicle bound first aid kit, with qualified first aiders present on site.

Risk Matrix



Hierarchy of Controls

- Eradication: The hazard is removed altogether.
- Substitution: The activity or task is substituted with a less hazardous option.
- Engineering: A design is implemented which isolates or guards from the hazard.
- Administration: This will include signage and task rotation, as well as training.
- Personal Protective Equipment (PPE): participants are required to wear PPE that is assessed as necessary for a task or activity.

What are the tasks involved?	**What are the hazards and risks?** (What is the problem?)	**What are the control measures?** (Describe the control measures and how they will be used)	**Resulting Risk Rating** (After instating control measures)
Think about the workplace and each stage of the work, including preparation and clean-up.	Identify the hazards and risks that may cause harm to workers or the public.	Describe what will be done to control the risk. What will you do to make the activity as safe as possible?	High Moderate Low
Transport	• Flying objects in dinghy • Dingy becoming free from utility	• Secure dinghy contents (tray contents and cabin contents)	

		• Secure Dingy to utility with appropriately rated ratchet straps or rope. • After securing test for movement by shaking dingy. If lose resecure prior to setting off.	
Carrying on site	• Trip, fall hazard • Injury to self or others	• Ensure minimum two people carry dingy to water's edge • While carrying keep safe distance from others	
Preparation for boating operations – check: • Vessel & equipment • PPE • Communication equipment • Food & water • Weather • First aid kit	• Manual handling Crush injuries Strains/Sprains • Cuts/abrasions/superficial Slips/Trips/Falls • Fatigue • Hazardous chemicals	• Vessel to be suitable for response/area of operation eg size/ bouncy • PPE required: protective non-slip footwear. • Day work PPE - hat, sunscreen, long sleeve shirt, sun glasses. • Cold/wet exposure PPE – gloves, jacket, wet weather gear • Lifejackets for all persons on board • PPE for task e.g. disposable overalls, gloves • Carry adequate food & water for task • Check communication equipment is working and suitable for the area of operation and incident • Plan for task to be conducted (including weather check, safety equipment check). Do not carry	

		out enclosed water boating operations if weather exceeds 1m swell height and/or wind speed >20 knots. • Ensure certified first aid officer on board	
Prepare vessel for launching • Park at launch site • Check conditions	• Slips/Trips/Falls • Vehicle impact injuries – crush injuries Vessel impact injuries – crush injuries Strains & sprains • Cuts, abrasions & scratches Drowning • Stings • Boat inundated with water	• Observe correct manual handling techniques • Wear appropriate PPE e.g. non slip footwear, life jacket • Ensure bungs in place • Lower/slide dinghy into water slowly	
Loading & equipment and passengers	• Slips/trips/falls • Dinghy impact injuries • Strains and sprains • Cuts, abrasions, scratches. • Vessel impact injuries • Drowning • Seasickness • Hazardous chemicals • Fall from dinghy • Dinghy inundated with water	• Observe correct manual handling techniques • Only two (2) people are permitted to be on board dingy at one time. • Follow correct first aid for sea sickness • Wear appropriate PPE e.g. non slip footwear, life jacket • Have appropriate PPE for potential oil/chemicals in water • Ensure passengers and crew are stable and secure for trip • Conduct toolbox talk and prepare plan - briefing • Ensure equipment and chemicals are bunded and secure • Maintain 3 points of contact if climbing in/out of dinghy • Ensure bungs in place	

Vessel operation • Travel to task location • Task conduct	• Slips/Trips/Falls • Vessel impact injuries – crush injuries Strains & sprains • Cuts, abrasions & scratches Drowning • Seasickness •Submerged objects • Oil/chemical spill – hazardous chemical • Boat inundated with water/overturned • Contact with propeller • Collision with other vessels Fall from boat • Mechanical failure/marooning Hypothermia • Sunburn • Wave impact	• Use correct manual handling techniques. • Follow correct first aid procedures for seasickness. • Have appropriate PPE for potential oil/chemicals in water – refer to incident SDS • Only enter areas permitted by Management. Maintain communication with land contact (eg supervisor,) • Pilot to select safe route and speed and keep proper watch for hazards • Ensure crew/passengers/ cargo stable and secure for entire trip. • Slow down when travelling in turbulent water • Ensure contingency plan exists in case of marooning. • Travel speeds to be consistent with hazardous areas of operation eg submerged objects, oil/chemical in water	
Landing • Return to launch site • Landing on shore • Secure vessel to access point	• Slips/Trips/Falls • Vessel impact injuries – crush injuries • Strains & sprains • Cuts, abrasions & scratches • Drowning • Submerged objects • Oil/chemical spill – hazardous chemical • Boat inundated with water/overturned	• Occupants positioned safely. • Ensure all on board maintain firm handhold. • To ensure a safe landing spot ID and survey landing site prior to approach. • Keep a proper lookout for hazards	

	• Collision with other vessels/wharf • Fall from boat • Hypothermia • Sunburn • Wave impact	(eg submerged objects) • Check landing area for obstacles and hazards. • Approach at slow speed (<=4 knots) • Prior to approaching shore, observe landing conditions (currents, behaviour for at least 5 minutes. • Approach to land only when safe. • Take care with hand placement when tying lines • Pilot to instruct all on board of landing procedure. • Do not place limbs/appendages between rope and boat/mooring • Ensure anchor rope is attached to both boat and anchor • Use appropriate anchor type for conditions	
Unloading vessel	• Slips/trips/falls • Dinghy impact injuries • Strains and sprains • Cuts, abrasions, scratches. • Vessel impact injuries • Drowning • Collision • Fall from dinghy • Dinghy inundated with water	• Notify on-land contact (eg supervisor,) of return (as per task plan) including any incidents • Ensure vessel secure and stable before unloading. • Disembark only after approval from pilot. • Maintain 3 points of contact with either boat or shore • Disembarking - 1 crew member to hold	

		and stabilise boat and 1 to receive cargo from boat to shore • Do not disembark carrying a load or luggage – pass loads to shore and disembark unencumbered. • Do not wear packs or heavy clothing while transferring between boat and shore • Ensure secure footing when lifting weights • Do not carry awkward / heavy weights on wet surfaces. • Do not disembark when boat is mobile • Do not remain between boat and shore • Ensure personal and safety equipment travel with crew	
Completion of task Return to take off point – load dinghy onto ute; secure dinghy	• Slips/trips/falls • Dinghy impact injuries • Strains and sprains • Cuts, abrasions, scratches. • Vessel impact injuries • Drowning • Collision • Fall from dinghy • Dinghy inundated with water Flying objects in dinghy • Leaking/volatile herbicides (chemicals)	• Observe correct manual handling techniques • Wear appropriate PPE e.g. non slip footwear, life jacket • Have appropriate PPE for potential oil/chemicals in water • Ensure equipment and chemicals are bunded and secure • Maintain 3 points of contact if climbing in/out of dinghy • Secure dinghy to Ute with ratchet	

		straps or rope as required for safe journey.	
Human behaviour Complacency	• Repetitive functions on a continual basis without incident. Overconfidence can cause accidents through complacency • Focus on production and not safety (shortcuts, risky behaviours) • The company does not review each accident/behaviour and so cannot correct bad habits	• Change up activities throughout the day as much as possible • Ensure everyone is trained on correct manual handling procedures prior to undertaking extensive manual handling type work • Change up routine when possible	
Human behaviour Fatigue	• Reduced decision making ability, • Reduced ability to do complex planning, • Reduced communication skills, • Reduced productivity or performance, • Reduced attention and vigilance, • Reduced ability to handle stress on the job • Reduced reaction time - both in speed and thought, • Loss of memory or the ability to recall details, • Failure to respond to changes in surroundings or information provided, • Unable to stay awake (e.g., falling asleep while operating machinery or driving a vehicle), • Increased tendency for risk-taking, • Increased forgetfulness, • Increased errors in judgement, • Increased incident rates.	• Assess your own fitness for work before starting. • Monitor your level of alertness and concentration while you're at work. • Look out for signs of fatigue in the people you work with. • In consultation with your supervisor take steps to manage fatigue, for example take a break or drink water, do some stretching or physical exercise. • Talk to your supervisor if you think you're at risk of fatigue. • Talk to your supervisor if you have consumed alcohol or drugs (including medication) recently and are still feeling the effects. Do not operate or work near machinery.	

By signing, workers and contractors: declare the following:

I have been consulted in the development of this SWMS.

I have been given the opportunity to comment on the content of this SWMS.

I have read and understood how I am to carry out the activities listed in this SWMS.

I have been supplied with the Personal Protective Equipment identified on this SWMS and I have been given training in the safe use of this equipment.

Date	Name	Position	White Card Number	Signature

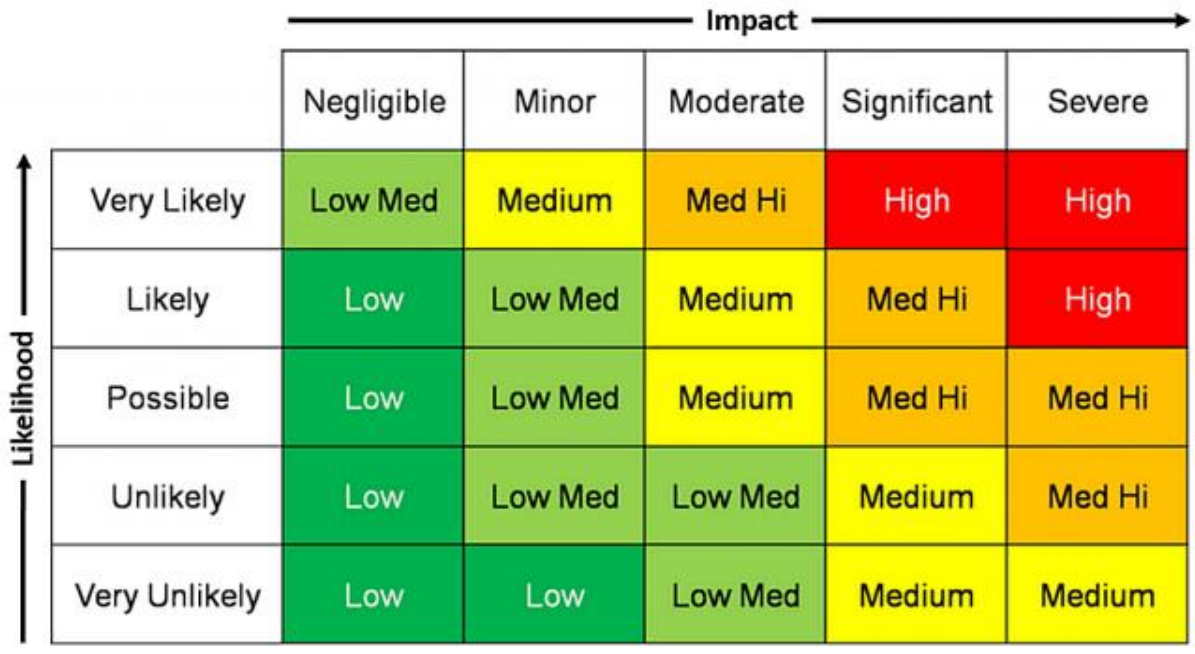
Spraying of Herbicides and Neat Application

Provided by Greater Sydney Landcare			
Safe Work Method Statement (SWMS)			
Spraying of Herbicides and Neat Application			
Organisation name:		**Organisation Address:**	
SWMS approved by (Name and signature)	**Person responsible for ensuring Competency and compliance with SWMS**	**SWMS Issue Date**	**SWMS Version**

Required or recommended Personal Protective Equipment (PPE)			
☐ **Gloves**	☒ **Eye Protection**	☒ **Long sleeve Shirt**	☒ **Long Pants**
☒ **Closed in Boots**	☐ **Hearing Protection**	☐ **Helmet**	☒ **Respirator (Herbicide use)**
☒ **Chemical protection gloves**	☐	☐	☐
☐	☐	☐	☐

- This Safe Work Method Statement is prepared in consultation with relevant staff and will be updated to reflect any new or site specific hazards, control measures implemented, and the new version re-signed before works can continue.
- Regular team meetings will continue to inform site and task specific safety and risk mitigation, and works are to cease immediately if a change in site conditions present a hazard, or risk to health and safety which cannot be controlled or eliminated.
- Prior to commencing works on site, all staff and subcontractors must undergo site specific induction to be conducted by the relevant GSL representative or client organisation. This induction will cover site specific emergency response procedures as well as hazards present on, local amenities and emergency services.
- All GSL staff performing relevant works will hold a current General Construction Induction Training Card (White Card) and will be provided with all appropriate PPE and Tools required to safely complete necessary tasks.
- All necessary Safety Data Sheets (SDS) and chemical labels will be available for reference on site.
- A First aid kit must be available in the form of a mobile or vehicle bound first aid kit, with qualified first aiders present on site.

Risk Matrix



Hierarchy of Controls

- Eradication: The hazard is removed altogether.
- Substitution: The activity or task is substituted with a less hazardous option.
- Engineering: A design is implemented which isolates or guards from the hazard.
- Administration: This will include signage and task rotation, as well as training.
- Personal Protective Equipment (PPE): participants are required to wear PPE that is assessed as necessary for a task or activity.

What are the tasks involved?	**What are the hazards and risks?** (What is the problem?)	**What are the control measures?** (Describe the control measures and how they will be used)	**Resulting Risk Rating** (After instating control measures)
Think about the workplace and each stage of the work, including preparation and clean-up.	Identify the hazards and risks that may cause harm to workers or the public.	Describe what will be done to control the risk. What will you do to make the activity as safe as possible?	High Moderate Low
Pre spraying	• Chemical spills • Contamination of clothing, equipment, person • Poisoning	• Wear all required PPE prior to handling chemical.	

	• Public entering spray area	• Check spray unit is clean & in operating condition. • Read herbicide label, SDS & (if applicable) Minor Use Permit to confirm correct procedure. • Only people who have AQF 3 certification are permitted to mix and spray herbicides. • Only mix and use herbicide in accordance with label or Minor Use Permit • Ensure spill kit is available in case of herbicide spillage. • Mix prescribed dye with herbicide • Ensure use of spray signs prior to spraying. • Only use herbicides that have been approved by the APVMA	
During spraying	• Chemical spills • Contamination of clothing, equipment, person • Poisoning • Public entering spray area • Sore back from long spray knapsack spray sessions • Slips, trips and falls	• Only people who have AQF 3 certification are permitted to mix and spray herbicides. • You must always use a P3 respirator when applying herbicide through a knapsack sprayer or high-volume spray unit. • Do not spray in excessive winds. • Do not over pressurise spray unit. • Adjust nozzle to desired spray pattern	

		to avoid overspray and wind drift. • Apply as per 'best practice' e.g. don't spray in heat of day, strong winds or if rain is likely. • Do not spray near or on waterways unless using approved herbicide as outlined on the label (ie. bioactive) • Do not spray with additives like surfactant and penetrant near or on waterways. • Keep safe distance from other workers & public. • Do not spray continuously without regular breaks or rotation of duties with other staff to share the load. • Never load more than 10L per pack. • Approach a slope from the bottom up. • Use appropriate footwear with tread in good condition. • Keep safe distance, e.g. 2 meters length, from cliff edges. • Ensure regular communication and checking up on staff when working in areas where there is uneven ground, slopes, or along creek. • If you are concerned of the risk of falling stop working in the area	

		immediately and discuss alternative methods for treatment with client or management staff.	
After spraying	• Poorly functioning equipment • Contaminated clothes, equipment • Cross contamination • Spills • poisoning	• Depressurise spray unit before opening. • Dispose of excess in accordance with label directions. • Rinse spray unit thoroughly & allow to dry before long term storage. • Remove & rinse any contaminated protective clothing. • After herbicide spraying and mixing is completed, remove disposable overalls and other protective clothing and place in a plastic bag away from any other tools. • After using chemicals, wash gloves, face shield or safety glasses and contaminated clothing. Wash hands, arms and face thoroughly before eating, drinking or smoking. • Record all details relating to herbicide application on herbicide register	
Storage and transport	• Contamination of vehicle	• Ensure herbicide is stored in an approved container (HDPE for glyphosate) with product label. • Store all herbicide in secure place away from sunlight. (Tool Box)	

		• Store chemical within a sealed bunded container that is larger than the total chemical stored within that container. • Return empty herbicide containers to National Trust depot for reuse or disposal. • Always have a spill kit nearby to chemical storage areas.	
Cutting / Scrapping and Painting	• Poorly functioning equipment • Contaminated clothes, equipment • Contamination of skin • Spills • Poisoning	• Only use applied herbicides when supervised by a staff member certified in AFQ3 or above. • Apply herbicide immediately to flat cut stump or stem scrape. • Be carefully not to apply to much herbicide to cut or scrap as it will only travel down to the ground and do nothing to improve the results. Only use enough herbicide to wet the area. • Only use full nitrile gloves when applying neat herbicide to weeds. (nitrile completely covers fingers and palm) • Wear safety glasses to protect eyes from splashing chemicals. • Only use applicator bottles with adjustable screw top lid to manage flow rate of application. Adjust flow rate by	

		opening or tightening screw cap. • Return applicator bottle to supervisor immediately if nozzle is damaged or bottle begins to leak. • Do not use applicator bottle if herbicide label isn't attached. • Make sure screw top is completely fastened (closed) after application and before moving to new area or returning to your utility belt. • Change clothing or dilute herbicide with water immediately if neat herbicide is spilled onto your clothing or utility belt. • Always use gloves and funnel when decanting herbicide into applicator bottle. • Have spill kit ready in case of spillage during the decanting process. Always decanter herbicide over a containment container with absorbent material inside. • Always return any leftover herbicide in applicator bottle to labelled storage container after use. • Field staff must return applicator bottles to supervisor for storage after use.	
Human behaviour Complacency	• Repetitive functions on a continual basis without incident. Overconfidence can	• Change up activities throughout the day as much as possible.	

	cause accidents through complacency. • Focus on production and not safety (shortcuts, risky behaviours) • The company does not review each accident/behaviour and so cannot correct bad habits	• Ensure staff are reminded about safety before works starts each day • All accident regardless of how serious must be reported in the corrective actions register. • There is a fine line with being content and becoming complacent. Therefore, each person controls whether or not complacency creeps into your work life. The focus should be colleagues observing each other's actions and ensuring you stop someone who is acting recklessly before an incident occurs • Change up routine when possible	
Human behaviour Fatigue	• Reduced decision-making ability. • Reduced ability to do complex planning, • Reduced communication skills, • Reduced productivity or performance, • Reduced attention and vigilance, • Reduced ability to handle stress on the job, • Reduced reaction time - both in speed and thought, • Loss of memory or the ability to recall details, • Failure to respond to changes in	• Assess your own fitness for work before starting. • Monitor your level of alertness and concentration while you're at work. • Look out for signs of fatigue in the people you work with. • In consultation with your supervisor take steps to manage fatigue, for example take a break or drink water, do some stretching or physical exercise. • Talk to your supervisor if you think you're at risk of fatigue.	

	surroundings or information provided, • Unable to stay awake (e.g., falling asleep while operating machinery or driving a vehicle), • Increased tendency for risk-taking, • Increased forgetfulness, • Increased errors in judgement, • Increased incident rates.	• Talk to your supervisor if you have consumed alcohol or drugs (including medication) recently and are still feeling the effects. Do not operate or work near machinery.	

By signing, workers and contractors: declare the following:

I have been consulted in the development of this SWMS.

I have been given the opportunity to comment on the content of this SWMS.

I have read and understood how I am to carry out the activities listed in this SWMS.

I have been supplied with the Personal Protective Equipment identified on this SWMS and I have been given training in the safe use of this equipment.

Date	Name	Position	White Card Number	Signature

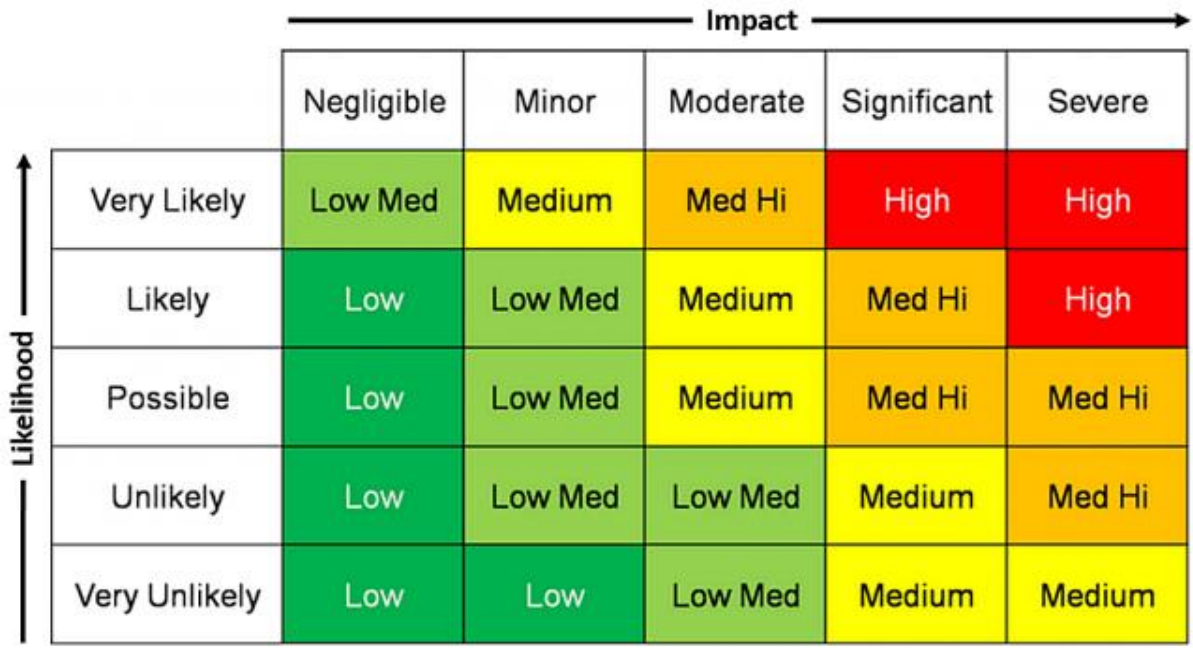
Use of Petrol-Powered Auger

Provided by Greater Sydney Landcare			
Safe Work Method Statement (SWMS)			
Use of petrol-powered auger			
Organisation name:		**Organisation Address:**	
SWMS approved by (Name and signature)	**Person responsible for ensuring Competency and compliance with SWMS**	**SWMS Issue Date**	**SWMS Version**

Required or recommended Personal Protective Equipment (PPE)			
☐ **Gloves**	☒ **Eye Protection**	☒ **Long sleeve Shirt**	☒ **Long Pants**
☒ **Closed in Boots**	☒ **Hearing Protection**	☒ **Helmet**	☐ **Respirator (Herbicide use)**
☐ **Chemical protection gloves**	☒ **Hat**	☒ **Sunscreen**	☐
☐	☐	☐	☐

- This Safe Work Method Statement is prepared in consultation with relevant staff and will be updated to reflect any new or site specific hazards, control measures implemented, and the new version re-signed before works can continue.
- Regular team meetings will continue to inform site and task specific safety and risk mitigation, and works are to cease immediately if a change in site conditions present a hazard, or risk to health and safety which cannot be controlled or eliminated.
- Prior to commencing works on site, all staff and subcontractors must undergo site specific induction to be conducted by the relevant GSL representative or client organisation. This induction will cover site specific emergency response procedures as well as hazards present on, local amenities and emergency services.
- All GSL staff performing relevant works will hold a current General Construction Induction Training Card (White Card) and will be provided with all appropriate PPE and Tools required to safely complete necessary tasks.
- All necessary Safety Data Sheets (SDS) and chemical labels will be available for reference on site.
- A First aid kit must be available in the form of a mobile or vehicle bound first aid kit, with qualified first aiders present on site.

Risk Matrix



Hierarchy of Controls

- Eradication: The hazard is removed altogether.
- Substitution: The activity or task is substituted with a less hazardous option.
- Engineering: A design is implemented which isolates or guards from the hazard.
- Administration: This will include signage and task rotation, as well as training.
- Personal Protective Equipment (PPE): participants are required to wear PPE that is assessed as necessary for a task or activity.

What are the tasks involved?	**What are the hazards and risks?** (What is the problem?)	**What are the control measures?** (Describe the control measures and how they will be used)	**Resulting Risk Rating** (After instating control measures)
Think about the workplace and each stage of the work, including preparation and clean-up.	Identify the hazards and risks that may cause harm to workers or the public.	Describe what will be done to control the risk. What will you do to make the activity as safe as possible?	High Moderate Low
Transport	• Injury, strain • contamination from leaking fuel	• Secure auger to utility with straps / rope when transporting. • Bund fuel in containers that meet EPA	

		regulations, and ASTM International (ASTM) standards only. • Always carry a spill kit when using and transporting fuel and fuel-based tools. • Clean up fuel spill in accordance with the spill kit.	
Lifting	• Injury, strain	• Lift & carry auger by bending at the knees as per the manual handling SWMS • Keep safe distance from others (Observe SWMS for Working near Plant)	
Preparation	• Fire/explosion • Burns from flammable fuel • Inhalation of vapours • cuts • Irritation from contact with skin	• Identify above ground and below ground hazards with a site visit and Dial before you dig to locate underground services before starting. • Secure loose clothing and long hair • Keep away from naked flame. • Before refuelling ensure machine is turned off, cool and no fuel leaks. • Use correct fuel (2 stroke) • If spillage has occurred before starting the Auger, wipe any spilled fuel off the unit and wash hands. • Check all controls are operating correctly, leads are connected securely and starter rope is not frayed. • Check handle grips and auger bit are secure, not worn or cracked. If cracked do not use until bit is replaced.	

		• Check that correct shear pin is properly fitted. • Check that the auger blade or tooth is in good condition. Do not use if the auger blade or tooth is not in good condition • Set gearbox to neutral and engage auger brake • Check muffler not worn, broken or missing.	
Operation	• Injury, strain • Cuts • Eye Injury • Hearing loss • Burns • Fire/explosion • White finger disease (triggered by continuous use of vibrating handheld machinery) or carpel tunnel syndrome. • Falls • Electrocution • Excessive cartage of equipment over site • Gas inhalation/electrocution/ injury from unseen underground infrastructure/services	• Ensure project planning has information regarding underground infrastructure/services from “Dial before you dig” before commencing work. • Before using read manufacturers operating manual and safety decals on machine • Ensure all PPE is worn including safety goggles, ear, and hand and feet protection. • Use correctly as per training. • Move machine at least 3 metres away from refuelling place before starting. • Operate at least 5m away from bystanders. • Work within calling distance from another person • Ensure bit does not turn while engine is idling. • Always keep 2 hands on machine and maintain firm grip and solid footing to prevent machine tipping over. • If bit jams, engage brake.	

		• Set engine to idle and engage brake when transporting to next drill spot. • Allow engine to cool for 5 minutes before refuelling. • When refuelling, always check the auger blade is in good condition, and if it is starting to wear then swap it over. • Do not operate for longer than 2 hours at a time with adequate breaks between work sessions. • Ensure work area is clear of obstructions (branches, vines, etc.) • Operated under supervision of site supervisor or assistant supervisor (no working alone) • Make sure auger is switched off when clearing soil, twigs, grass etc. • Plan sequence of use across work site	
Mechanical function	• Malfunction causes injury, strain	• Stop use. • Report all malfunctions to supervisor for repair, tag off equipment. • Report all injuries to supervisor and complete incident report form	
Human behaviour Complacency	• Repetitive functions on a continual basis without incident. Overconfidence can cause accidents through complacency. • Focus on production and not safety (shortcuts, risky behaviours)	• Change up activities throughout the day as much as possible. • Ensure staff are reminded about safety before works starts each day • All accident regardless of how	

	• The company does not review each accident/behaviour and so cannot correct bad habits	serious must be reported in the corrective actions register. • There is a fine line with being content and becoming complacent. Therefore, each person controls whether or not complacency creeps into your work life. The focus should be colleagues observing each other's actions and ensuring you stop someone who is acting recklessly before an incident occurs • Change up routine when possible	
Human behaviour Fatigue	• Reduced decision-making ability. • Reduced ability to do complex planning, • Reduced communication skills, • Reduced productivity or performance, • Reduced attention and vigilance, • Reduced ability to handle stress on the job, • Reduced reaction time - both in speed and thought, • Loss of memory or the ability to recall details, • Failure to respond to changes in surroundings or information provided, • Unable to stay awake (e.g., falling asleep while operating machinery or driving a vehicle), • Increased tendency for risk-taking, • Increased forgetfulness, • Increased errors in judgement,	• Assess your own fitness for work before starting. • Monitor your level of alertness and concentration while you're at work. • Look out for signs of fatigue in the people you work with. • In consultation with your supervisor take steps to manage fatigue, for example take a break or drink water, do some stretching or physical exercise. • Talk to your supervisor if you think you're at risk of fatigue. • Talk to your supervisor if you have consumed alcohol or drugs (including medication) recently and are still feeling the effects. Do not operate or work near machinery.	

	• Increased incident rates.		

By signing, workers and contractors: declare the following:

I have been consulted in the development of this SWMS.

I have been given the opportunity to comment on the content of this SWMS.

I have read and understood how I am to carry out the activities listed in this SWMS.

I have been supplied with the Personal Protective Equipment identified on this SWMS and I have been given training in the safe use of this equipment.

Date	Name	Position	White Card Number	Signature

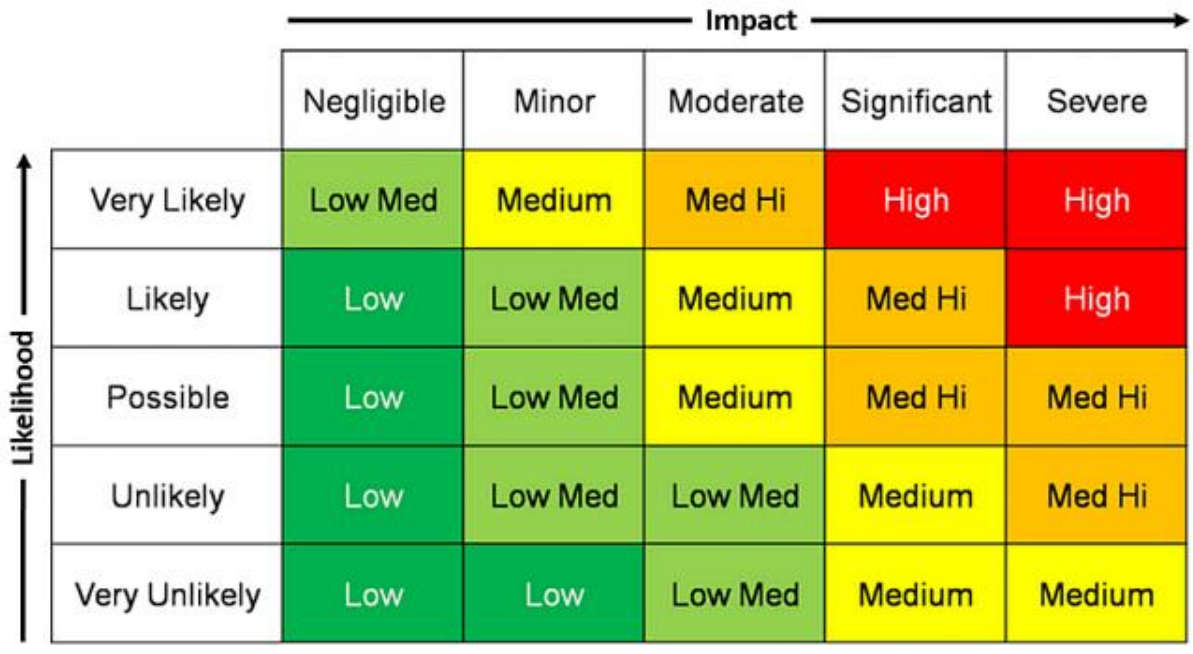
Use of Trailer

Provided by Greater Sydney Landcare			
Safe Work Method Statement (SWMS)			
Use of Trailer			
Organisation name:		**Organisation Address:**	
SWMS approved by (Name and signature)	**Person responsible for ensuring Competency and compliance with SWMS**	**SWMS Issue Date**	**SWMS Version**

Required or recommended Personal Protective Equipment (PPE)			
☒ **Gloves**	☐ **Eye Protection**	☒ **Long sleeve Shirt**	☒ **Long Pants**
☒ **Closed in Boots**	☐ **Hearing Protection**	☐ **Helmet**	☐ **Respirator (Herbicide use)**
☐ **Chemical protection gloves**	☐	☐	☐
☐	☐	☐	☐

- This Safe Work Method Statement is prepared in consultation with relevant staff and will be updated to reflect any new or site specific hazards, control measures implemented, and the new version re-signed before works can continue.
- Regular team meetings will continue to inform site and task specific safety and risk mitigation, and works are to cease immediately if a change in site conditions present a hazard, or risk to health and safety which cannot be controlled or eliminated.
- Prior to commencing works on site, all staff and subcontractors must undergo site specific induction to be conducted by the relevant GSL representative or client organisation. This induction will cover site specific emergency response procedures as well as hazards present on, local amenities and emergency services.
- All GSL staff performing relevant works will hold a current General Construction Induction Training Card (White Card) and will be provided with all appropriate PPE and Tools required to safely complete necessary tasks.
- All necessary Safety Data Sheets (SDS) and chemical labels will be available for reference on site.
- A First aid kit must be available in the form of a mobile or vehicle bound first aid kit, with qualified first aiders present on site.

Risk Matrix



Hierarchy of Controls

- Eradication: The hazard is removed altogether.
- Substitution: The activity or task is substituted with a less hazardous option.
- Engineering: A design is implemented which isolates or guards from the hazard.
- Administration: This will include signage and task rotation, as well as training.
- Personal Protective Equipment (PPE): participants are required to wear PPE that is assessed as necessary for a task or activity.

What are the tasks involved?	**What are the hazards and risks?** (What is the problem?)	**What are the control measures?** (Describe the control measures and how they will be used)	**Resulting Risk Rating** (After instating control measures)
Think about the workplace and each stage of the work, including preparation and clean-up.	Identify the hazards and risks that may cause harm to workers or the public.	Describe what will be done to control the risk. What will you do to make the activity as safe as possible?	High Moderate Low
Connecting/Disconnecting Trailer to/from Vehicle	• Crush Injuries to operators	• Ensure trailer is connected	

	• Injuries to others • Striking knuckles • Lights not working	properly to tow bar including Electrics, Jockey wheel and safety chain/s. • The trailer is lowered onto the hook by a geared mechanism with rotating handle. Wear protective gloves to avoid abrasions if knuckles strike the tow bar or tray. • Make sure trailer brake is engaged when connecting to vehicle. • Ensure safety chains and light leads do not drag on the ground. • Always obtain help when manually lifting and moving the unit. • Make sure chock wheel and brakes are activated when disconnecting trailer from vehicle. • Check tow vehicle electrical circuitry for faults (fuses, socket wiring, loom connections) • Check light globes are not damaged or are blown. • Check signalling lights are working prior to setting off.	

		• Check tyres are properly inflated. • Disengaged trailer brake after checks and before use.	
Travelling With Trailer	• Loss of load causing traffic Accident	• Distribute weight over axles with approximately 60% toward front of Trailer and 40% towards rear of Trailer. • Load and Unload on flat surfaces • All loads must be tied down safely, and rubbish covered. • Ensure you know the load limit of the trailer. • Never overload trailers. • Loads must not project more than 150mm beyond trailers width or be more than 2.5m overall, whichever is less. • Always check people have cleared trailer prior to moving off.	
Site access with trailer	• Injury to self or others	• Ensure that you have clear access and egress to the work area whilst on the job. • Ensure you have your hazard lights on when driving off road in public areas	

Select trailer parking location	• Struck by other vehicles	• All personnel must always wear approved high visibility clothing when working near trailer. • Select location to park trailer that is clear of the works to be performed, as far out of traffic lanes as can be reasonably achieved and can be clearly seen by approaching vehicles. • Place traffic cones to guide pedestrians as required	
During work	• Poor visibility • Vehicle accident • Injury to self or others • Works creating particulates in nearby environment. • Distraction by loud noise from vehicles/plant	•Work in alternative area if there is risk of proximity to plant e.g. Bobcat (directed by Site Supervisor) • Wear PPE – Hi vis always when working near mobile plant. • Keep plant in clear view. • Keep adequate open space between plant and team members (Min 5 meters) • Stay alert and be aware of mobile plant around you. • Give clear notification to colleagues if plant equipment is approaching.	

		• Never walk behind mobile plant without signalling operator of your intention to do so. Ensure drivers response before moving behind mobile plant. • Wear a P2 respirator mask when working with or nearby to machinery that is working with materials that easily move through the environment as particulates like dust.	
Human behaviour Complacency	• Repetitive functions on a continual basis without incident. Overconfidence can cause accidents through complacency. • Focus on production and not safety (shortcuts, risky behaviours) • The company does not review each accident/behaviour and so cannot correct bad habits	• Change up activities throughout the day as much as possible. • Ensure staff are reminded about safety before works starts each day • All accident regardless of how serious must be reported in the corrective actions register. • There is a fine line with being content and becoming complacent. Therefore, each person controls whether or not complacency creeps into your work life. The focus should be colleagues	

		observing each other's actions and ensuring you stop someone who is acting recklessly before an incident occurs • Change up routine when possible	

By signing, workers and contractors: declare the following:

I have been consulted in the development of this SWMS.

I have been given the opportunity to comment on the content of this SWMS.

I have read and understood how I am to carry out the activities listed in this SWMS.

I have been supplied with the Personal Protective Equipment identified on this SWMS and I have been given training in the safe use of this equipment.

Date	Name	Position	White Card Number	Signature

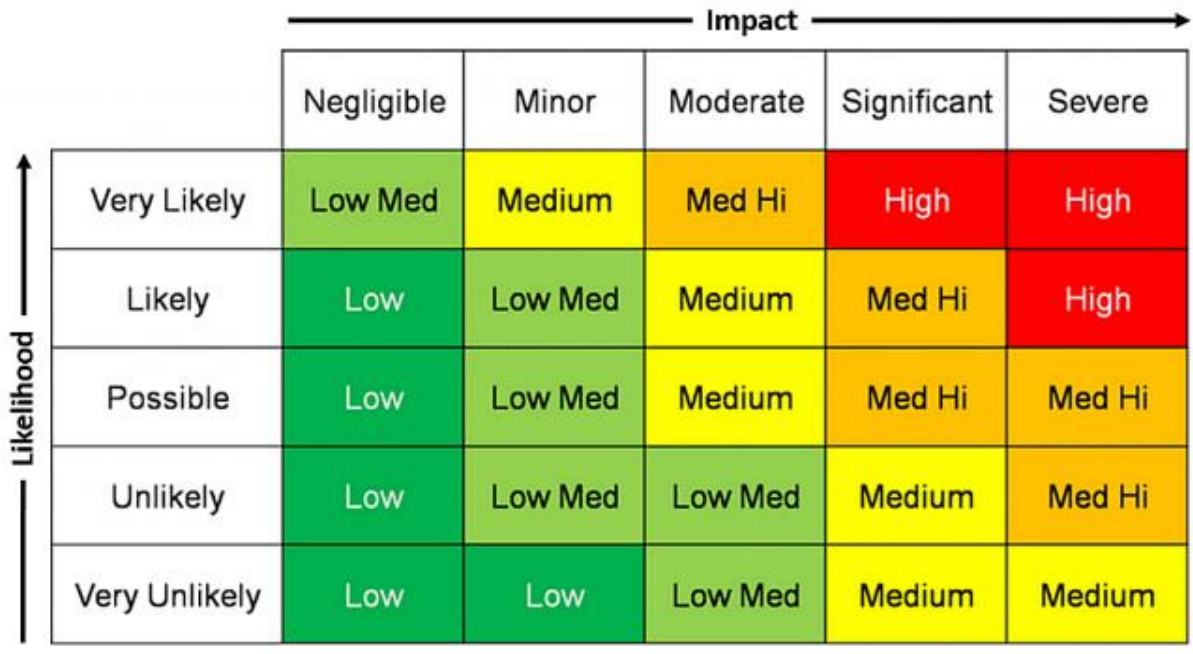
Use of Utility Vehicle

Provided by Greater Sydney Landcare			
Safe Work Method Statement (SWMS)			
Use of Utility Vehicle			
Organisation name:		**Organisation Address:**	
SWMS approved by (Name and signature)	**Person responsible for ensuring Competency and compliance with SWMS**	**SWMS Issue Date**	**SWMS Version**

Required or recommended Personal Protective Equipment (PPE)			
☒ **Gloves**	☐ **Eye Protection**	☒ **Long sleeve Shirt**	☒ **Long Pants**
☒ **Closed in Boots**	☐ **Hearing Protection**	☐ **Helmet**	☐ **Respirator (Herbicide use)**
☐ **Chemical protection gloves**	☐	☐	☐
☐	☐	☐	☐

- This Safe Work Method Statement is prepared in consultation with relevant staff and will be updated to reflect any new or site specific hazards, control measures implemented, and the new version re-signed before works can continue.
- Regular team meetings will continue to inform site and task specific safety and risk mitigation, and works are to cease immediately if a change in site conditions present a hazard, or risk to health and safety which cannot be controlled or eliminated.
- Prior to commencing works on site, all staff and subcontractors must undergo site specific induction to be conducted by the relevant GSL representative or client organisation. This induction will cover site specific emergency response procedures as well as hazards present on, local amenities and emergency services.
- All GSL staff performing relevant works will hold a current General Construction Induction Training Card (White Card) and will be provided with all appropriate PPE and Tools required to safely complete necessary tasks.
- All necessary Safety Data Sheets (SDS) and chemical labels will be available for reference on site.
- A First aid kit must be available in the form of a mobile or vehicle bound first aid kit, with qualified first aiders present on site.

Risk Matrix



Hierarchy of Controls

- Eradication: The hazard is removed altogether.
- Substitution: The activity or task is substituted with a less hazardous option.
- Engineering: A design is implemented which isolates or guards from the hazard.
- Administration: This will include signage and task rotation, as well as training.
- Personal Protective Equipment (PPE): participants are required to wear PPE that is assessed as necessary for a task or activity.

What are the tasks involved?	**What are the hazards and risks?** (What is the problem?)	**What are the control measures?** (Describe the control measures and how they will be used)	**Resulting Risk Rating** (After instating control measures)
Think about the workplace and each stage of the work, including preparation and clean-up.	Identify the hazards and risks that may cause harm to workers or the public.	Describe what will be done to control the risk. What will you do to make the activity as safe as possible?	High Moderate Low
Transport prior to set off	• Flying objects in vehicle • Objects falling from vehicle Leaking /	• Ensure vehicle contents are secured (tray contents and cabin	

	volatile herbicides (chemicals)	contents) with provided materials (ropes, ratchet straps, storage box). • Ensure tray sides securely fastened. • Ensure all liquids & secure in storage box.	
Travelling With Trailer	• Loss of load causing traffic accident	• Distribute weight over axles with approximately 60% toward front of vehicle and 40% towards rear of vehicle. • Load and Unload on flat surfaces. • All loads must be tied down safely, and rubbish covered. • Always use cargo net. • Know the load limit of the trailer prior to use. • Never overload trailers. • Loads must not project more than 150mm beyond trailers width or be more than 2.5m overall, whichever is less. • Always check people have cleared trailer prior to moving off.	
Loading & Packing Materials onto Tray	• Injury to self or others. • Heavy and awkward to handle objects.	• Lift & carry items as per manual handling SWMS. • Keep safe distance from others. • Lower tray sides when loading/unloading.	

		• Wear safety vest if unloading near roadways. • Display warning signs if loading/unloading near heavily used pedestrian access ways or cycle ways. • Wear PPE including gloves, long pants and sleeves when loading or packing materials on tray.	
Reversing Trailer	• Reverse into pedestrians or other staff. • Reverse into nearby objects. • Crush pedestrian or field staff between utility and trailer	• Spotter to control movement of pedestrians in vicinity of utility and trailer whilst hitching trailer to Ute. • Spotter in place to warn driver or hitting potential objects. • Spotter to always remain visible to driver when reversing. • If the driver is unable to see spotter, reversing must stop immediately until able to do so. • Apply parking brake, engage low gear and stop engine when in position. • Engage hazards if driving off road. • View 0009 National Trust SWMS - Use of Trailer	
Towing prior to setting off	Load loosens & poses threat to people & property	• Ensure tow bar is secure	

		• Ensure chain is engaged • Ensure lights are operational and signalling correctly • Ensure load does not exceed recommended chassis & tow bar weights	
Mechanical function	Overheated vehicle, fume leakage, rough drive, slippery tyres etc.	• If overheating stop vehicle immediately • Report all malfunctions for repair to BMS team leader immediately • Use company account to call NRMA road side if required.	
Human Behaviour – Complacency	• Repetitive functions on a continual basis without incident. Overconfidence can cause accidents through complacency • Focus on production and not safety (shortcuts, risky behaviours) • The company does not review each accident/behaviour and so cannot correct bad habits	• Assess your own fitness for work before starting. • Monitor your level of alertness and concentration while you're at work. • Look out for signs of fatigue in the people you work with. • In consultation with your supervisor take steps to manage fatigue, for example take a break or drink water, do some stretching or physical exercise. • Talk to your supervisor if you think you're at risk of fatigue.	

		• Talk to your supervisor if you have consumed alcohol or drugs • Change up activities throughout the day as much as possible • Ensure staff are reminded about safety before works starts each day • **All accident regardless of how serious must be reported**	
Human Behaviour – Fatigue	• Repetitive functions on a continual basis without incident. Overconfidence can cause accidents through complacency • Focus on production and not safety (shortcuts, risky behaviours) • The company does not review each accident/behaviour and so cannot correct bad habits	• Assess your own fitness for work • before starting. • Monitor your level of alertness and concentration while you're at work. • Look out for signs of fatigue in the people you work with. • In consultation with your supervisor take steps to manage fatigue, for example take a break or drink water, do some stretching or physical exercise. • Talk to your supervisor if you think you're at risk of fatigue. • Talk to your supervisor if you have consumed alcohol or drugs	

		• Change up activities throughout the day as much as possible • Ensure staff are reminded about safety before works starts each day • **All accident regardless of how serious must be reported**	

By signing, workers and contractors: declare the following:

I have been consulted in the development of this SWMS.

I have been given the opportunity to comment on the content of this SWMS.

I have read and understood how I am to carry out the activities listed in this SWMS.

I have been supplied with the Personal Protective Equipment identified on this SWMS and I have been given training in the safe use of this equipment.

Date	Name	Position	White Card Number	Signature

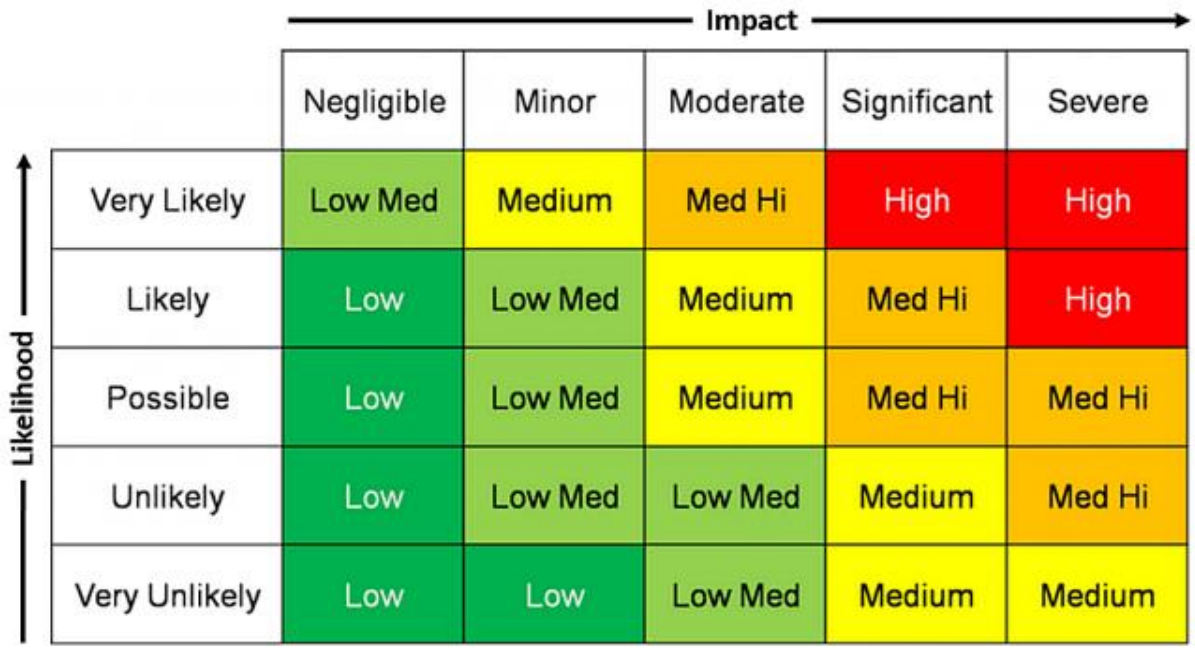
Use of Wood Chipper

Provided by Greater Sydney Landcare			
Safe Work Method Statement (SWMS)			
Use of Wood Chipper			
Organisation name:		**Organisation Address:**	
SWMS approved by (Name and signature)	**Person responsible for ensuring Competency and compliance with SWMS**	**SWMS Issue Date**	**SWMS Version**

Required or recommended Personal Protective Equipment (PPE)			
☒ **Gloves**	☒ **Eye Protection**	☒ **Long sleeve Shirt**	☒ **Long Pants**
☒ **Closed in Boots**	☒ **Hearing Protection**	☒ **Helmet**	☐ **Respirator (Herbicide use)**
☐ **Chemical protection gloves**	☐	☐	☐
☐	☐	☐	☐

- This Safe Work Method Statement is prepared in consultation with relevant staff and will be updated to reflect any new or site specific hazards, control measures implemented, and the new version re-signed before works can continue.
- Regular team meetings will continue to inform site and task specific safety and risk mitigation, and works are to cease immediately if a change in site conditions present a hazard, or risk to health and safety which cannot be controlled or eliminated.
- Prior to commencing works on site, all staff and subcontractors must undergo site specific induction to be conducted by the relevant GSL representative or client organisation. This induction will cover site specific emergency response procedures as well as hazards present on, local amenities and emergency services.
- All GSL staff performing relevant works will hold a current General Construction Induction Training Card (White Card) and will be provided with all appropriate PPE and Tools required to safely complete necessary tasks.
- All necessary Safety Data Sheets (SDS) and chemical labels will be available for reference on site.
- A First aid kit must be available in the form of a mobile or vehicle bound first aid kit, with qualified first aiders present on site.

Risk Matrix



Hierarchy of Controls

- Eradication: The hazard is removed altogether.
- Substitution: The activity or task is substituted with a less hazardous option.
- Engineering: A design is implemented which isolates or guards from the hazard.
- Administration: This will include signage and task rotation, as well as training.
- Personal Protective Equipment (PPE): participants are required to wear PPE that is assessed as necessary for a task or activity.

What are the tasks involved?	**What are the hazards and risks?** (What is the problem?)	**What are the control measures?** (Describe the control measures and how they will be used)	**Resulting Risk Rating** (After instating control measures)
Think about the workplace and each stage of the work, including preparation and clean-up.	Identify the hazards and risks that may cause harm to workers or the public.	Describe what will be done to control the risk. What will you do to make the activity as safe as possible?	High Moderate Low
Checking woodchipper prior to commencement	• Faulty/Damaged equipment, Unknown hazards • Incorrect procedures	• All personnel working are to sign onto the relevant Job Hazard Assessment. Identify and control	

	• Incorrect protective equipment	hazards that arise during the course of the work and not covered in the SWMS • All personnel to be briefed by supervisor on SWMS's for the works and workers to sign on to confirm that they have read and understand the works and controls. • Check that everyone's PPE is in good working condition and complies with both site & company policy. Check that everyone holds the correct certificates & competencies to carry out their work safely. intended worksite to ensure: • Sufficient space around chipper • Ground is firm and suitable (not muddy or slippery) • Placement of the wood chipper will not cause traffic congestion • Adequate lighting (day operations only) • Develop site/task specific safe work method statement. • Ensure sufficient workers (operators should not work alone). • Note: Examine chipper disc for signs of welding and establish whether the thickness of metal ligament is less than 30mm (if so – consult	

		with manufacturer). The disc has been known to disintegrate and be ejected during operations, causing fatalities. • Ensure suitable capacity chipper is used for job. • Ensure operating manual will be available at work location	
Preparation	• Personal Injury: being struck by moving object • Entanglement • Slips, trips, falls • Struck by projectile	Prepare intended work site: • Clear debris, wire, waste, tools or other potential tripping hazards • Establish exclusion zone and place barricades/signs as required • develop site specific traffic management plan for • Roadside works (including barricades, warning signs witches hats, high visibility clothing etc) • Provide safe travel for pedestrians if required. Ensure pedestrians are not diverted onto roads • Locate vehicle and chipper in suitable location away from edge of road and other obstacles, such as chainsaw operators. • Ensure discharge site does not pose risks (lower visibility, tripping hazards). Ensure operator complies with the following for safe operations:	

		• Has no loose clothing or jewellery has hair tied back • Has snug fitting PPE with no cuffs or strings • Has clothing tucked in where applicable • Not fatigued or under influence of drugs/alcohol	
Pre-operational inspection	• Personal Injury: being struck by moving object • Entanglement • Slips, trips, falls • Struck by projectile	Conduct inspection of chipper. Check: • in-feed guards are in place and in good condition • Interlocked guards are working (if applicable) • Emergency stops are present, undamaged and functional • Hood latches, pins and hinges are not damaged/worn or cracked. • Hood is able to be locked closed • Chutes are clear of obstacles • Tyre pressure suitable • Hydraulic hoses are not cracked, deformed • No oil leaks • Sufficient fuel/oil levels • All controls are labelled and working • Safety decals in place and legible • Bolts are tight and secure • Forward and reverse movement of feed rollers functional • Start chipper at lowest speed available and listen for noises that indicate	

		loose parts. If detected, do not use. Do not use chipper if defects found or guards not in place/working.	
Operation	• Personal Injury: being struck by moving object • Entanglement • Slips, trips, falls • Struck by projectile • Burns • Fire	• Operate as per manufacturer's instruction, traffic management plan and site/task specific safe work method statement. • Use speed (RPM) as directed by manufacturer. Do not exceed. • Ensure material to be chipped is clear of metal, stones, plastic, fauna, pests, diseases, rope or other contamination. • Ensure material of suitable size for chipper. De-limb/cut as required. • Do not load small twigs, leaves etc into chipper, rake and bag separately. • Load materials from side of in-feed chute. Do not stand in front during loading. • Place butt-end first. Push short stubs through with longer branches. Lay shorter branches of top of longer ones. • Do not place hands or body parts into in-feed chute • Once in-feed grabs material, step back from chipper	

		• Do not use force to push materials through. • Be aware of different feed rates for different wood • Rotate branches with strong bark slowly when feeding. • This can prevent overheating of bearing as the bark can wrap around it. Note: Do not feed palm leaves into chipper. Bearing can overheat and cause a fire/damage equipment. • Ensure discharge chute pointed downwards (reduce dust). • Clear away discharge regularly. • Do not leave operators alone. • Do not leave chipper unattended when in use. • If chipper begins to vibrate or shake violently, stop work immediately and stop machine. • Always stop machine, wait for moving parts to stop and lock out power to chipper before removing any blockages. • Do not climb or stand on chipper/in-feed	
Refuelling	• Personal injury: • Manual handling • Hit by ejected materials • Laceration/amputation	• Shut off unit and allow to cool before refuelling. • Never refuel while motor running. • Do	

		not smoke and ensure refuelling is undertaken in well • Ventilated area (outside, and clear of ignition sources) • Remove cap slowly. • Fill tank and wipe away excess. • Ensure cap replaced securely. Check for leaks. • Move at least 3m from refuelling site before starting unit.	
Maintenance and Clean-Up	• Personal injury: • Manual handling • Hit by ejected materials • Laceration/amputation	• Clean chipper thoroughly. • Conduct regular maintenance as recommended by manufacturer. • Clean/replace air filters as required. • Check hoses/components for leaks, damage or defects. • Ensure bolts secured. • Open access cover to cutting wheel. Inspect knives and correct/rotate or replace damaged knives as required. • Wear gloves when handling knives.	
Human behaviour Complacency	• Repetitive functions on a continual basis without incident. Overconfidence can cause accidents through complacency • Focus on production and not safety (shortcuts, risky behaviours) • The company does not review each accident/behaviour and	• Change up activities throughout the day as much as possible • Ensure everyone is trained on correct manual handling procedures prior to undertaking extensive manual handling type work • Change up routine when possible	

	so cannot correct bad habits		
Human behaviour Fatigue	• Reduced decision making ability, • Reduced ability to do complex planning, • Reduced communication skills, • Reduced productivity or performance, • Reduced attention and vigilance, • Reduced ability to handle stress on the job • Reduced reaction time - both in speed and thought, • Loss of memory or the ability to recall details, • Failure to respond to changes in surroundings or information provided, • Unable to stay awake (e.g., falling asleep while operating machinery or driving a vehicle), • Increased tendency for risk-taking, • Increased forgetfulness, • Increased errors in judgement, • Increased incident rates.	• Assess your own fitness for work before starting. • Monitor your level of alertness and concentration while you're at work. • Look out for signs of fatigue in the people you work with. • In consultation with your supervisor take steps to manage fatigue, for example take a break or drink water, do some stretching or physical exercise. • Talk to your supervisor if you think you're at risk of fatigue. • Talk to your supervisor if you have consumed alcohol or drugs (including medication) recently and are still feeling the effects. Do not operate or work near machinery.	

<u>By signing, workers and contractors: declare the following:</u>

I have been consulted in the development of this SWMS.

I have been given the opportunity to comment on the content of this SWMS.

I have read and understood how I am to carry out the activities listed in this SWMS.

I have been supplied with the Personal Protective Equipment identified on this SWMS and I have been given training in the safe use of this equipment.

Date	Name	Position	White Card Number	Signature

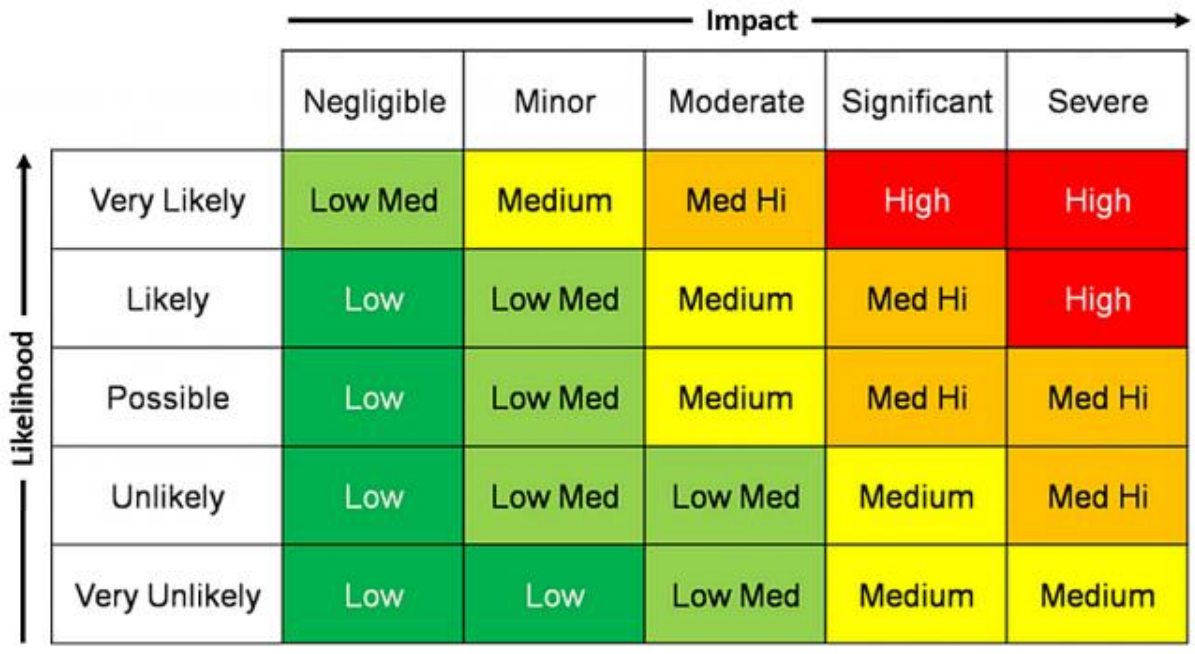
Waste Removal

Provided by Greater Sydney Landcare			
Safe Work Method Statement (SWMS)			
Waste Removal			
Organisation name:		**Organisation Address:**	
SWMS approved by (Name and signature)	**Person responsible for ensuring Competency and compliance with SWMS**	**SWMS Issue Date**	**SWMS Version**

Required or recommended Personal Protective Equipment (PPE)			
☒ **Gloves**	☒ **Eye Protection**	☒ **Long sleeve Shirt**	☒ **Long Pants**
☒ **Closed in Boots**	☐ **Hearing Protection**	☐ **Helmet**	☐ **Respirator (Herbicide use)**
☐ **Chemical protection gloves**	☒ **High Visibility Clothing**	☐	☐
☐	☐	☐	☐

- This Safe Work Method Statement is prepared in consultation with relevant staff and will be updated to reflect any new or site specific hazards, control measures implemented, and the new version re-signed before works can continue.
- Regular team meetings will continue to inform site and task specific safety and risk mitigation, and works are to cease immediately if a change in site conditions present a hazard, or risk to health and safety which cannot be controlled or eliminated.
- Prior to commencing works on site, all staff and subcontractors must undergo site specific induction to be conducted by the relevant GSL representative or client organisation. This induction will cover site specific emergency response procedures as well as hazards present on, local amenities and emergency services.
- All GSL staff performing relevant works will hold a current General Construction Induction Training Card (White Card) and will be provided with all appropriate PPE and Tools required to safely complete necessary tasks.
- All necessary Safety Data Sheets (SDS) and chemical labels will be available for reference on site.
- A First aid kit must be available in the form of a mobile or vehicle bound first aid kit, with qualified first aiders present on site.

Risk Matrix



Hierarchy of Controls

- Eradication: The hazard is removed altogether.
- Substitution: The activity or task is substituted with a less hazardous option.
- Engineering: A design is implemented which isolates or guards from the hazard.
- Administration: This will include signage and task rotation, as well as training.
- Personal Protective Equipment (PPE): participants are required to wear PPE that is assessed as necessary for a task or activity.

What are the tasks involved?	**What are the hazards and risks?** (What is the problem?)	**What are the control measures?** (Describe the control measures and how they will be used)	**Resulting Risk Rating** (After instating control measures)
Think about the workplace and each stage of the work, including preparation and clean-up.	Identify the hazards and risks that may cause harm to workers or the public.	Describe what will be done to control the risk. What will you do to make the activity as safe as possible?	High Moderate Low
Separation of Waste at Source	• Waste disposed of incorrectly (contamination) • Injury or disease from materials • causing injury e.g. hypodermics, dead animals	•Use appropriate vehicle and •an approved tipping site •Separate waste where •possible •Wear gloves	

	• Asbestos contamination • Back Strain	•Use tongs when collecting hypodermic needles & put into a Sharps Container (see SWMS 00010 National Trust Management of sharps -Needles & Syringes). •**DO NOT HANDLE OR MOVE asbestos containing material** •Use correct Manual Handling •Techniques (see SWMS 0004 National Trust Manual Handling)	
Storage of Waste on Site	• Trip Hazard	• Make sure waste is left in a designated spot on site. • No bags are to be left in a place where they can cause a trip hazard i.e. Rights of Ways, Public pathway.	
Waste Collection	• Back strain • Contamination from waste	• Tie bags up adequately • Don't fill up bags to full capacity • Only carry what you can manage • Use a team member to aid in lifting • Use caution and use of safety cones where access might be difficult to define work area.	
Securing Green Waste	• Load falling off vehicle • Risk of obscuring vehicle drivers view – traffic hazard, injury/death	• Use a cover (eg. net, tarps, ropes) and tie down straps to secure load. • Only carry capacity for vehicle.	

		• Do not restrict view of the road from rear vision & side mirrors i.e. causing blind spots by overloading / poor packing.	
Delivery to Designated Rubbish Waste Management Facility & Unloading	• Risk of traffic hazard, injury/death from third parties e.g. Tractors, Lorries etc	• Wear a high visibility vest to • ensure visibility to other parties • Drive Slowly and carefully on site • Unload rubbish with consideration to weight of items, contamination, cuts, etc and injury to other people • Unloading at approved waste management facility should be undertaken by two (2) staff members where possible.	
Human Behaviour – Complacency	• Repetitive functions on a continual basis without incident. Overconfidence can cause accidents through complacency • Focus on production and not safety (shortcuts, risky behaviours) • The company does not review each accident/behaviour and so cannot correct bad habits	• Assess your own fitness for work before starting. • Monitor your level of alertness and concentration while you're at work. • Look out for signs of fatigue in the people you work with. • In consultation with your supervisor take steps to manage fatigue, for example take a break or drink water, do some stretching or physical exercise. • Talk to your supervisor if you think you're at risk of fatigue. • Talk to your supervisor if you	

		have consumed alcohol or drugs • Change up activities throughout the day as much as possible • Ensure staff are reminded about safety before works starts each day • **All accident regardless of how serious must be reported**	
Human Behaviour – Fatigue	• Reduced decision making ability. • Reduced complex planning ability. • Reduced communication skills. • Reduced productivity or performance. • Reduced attention and vigilance. • Reduced ability to handle stress on the job. • Reduced reaction time - both in speed and thought. • Loss of memory or the ability to recall details. • Failure to respond to changes in surroundings or information provided. • Inability to stay awake (e.g., falling asleep while operating machinery	• Assess your own fitness for work before starting. • Monitor your level of alertness and concentration while you're at work. • Look out for signs of fatigue in the people you work with. • In consultation with your supervisor take steps to manage fatigue, for example take a break, drink water, or do stretching or physical exercise. • Talk to your supervisor if you think you're at risk of fatigue. • Talk to your supervisor if you have consumed alcohol or drugs (including medication) recently and are still feeling the effects. • Do not operate or work near machinery.	

By signing, workers and contractors: declare the following:

I have been consulted in the development of this SWMS.

I have been given the opportunity to comment on the content of this SWMS.

I have read and understood how I am to carry out the activities listed in this SWMS.

I have been supplied with the Personal Protective Equipment identified on this SWMS and I have been given training in the safe use of this equipment.

Date	Name	Position	White Card Number	Signature

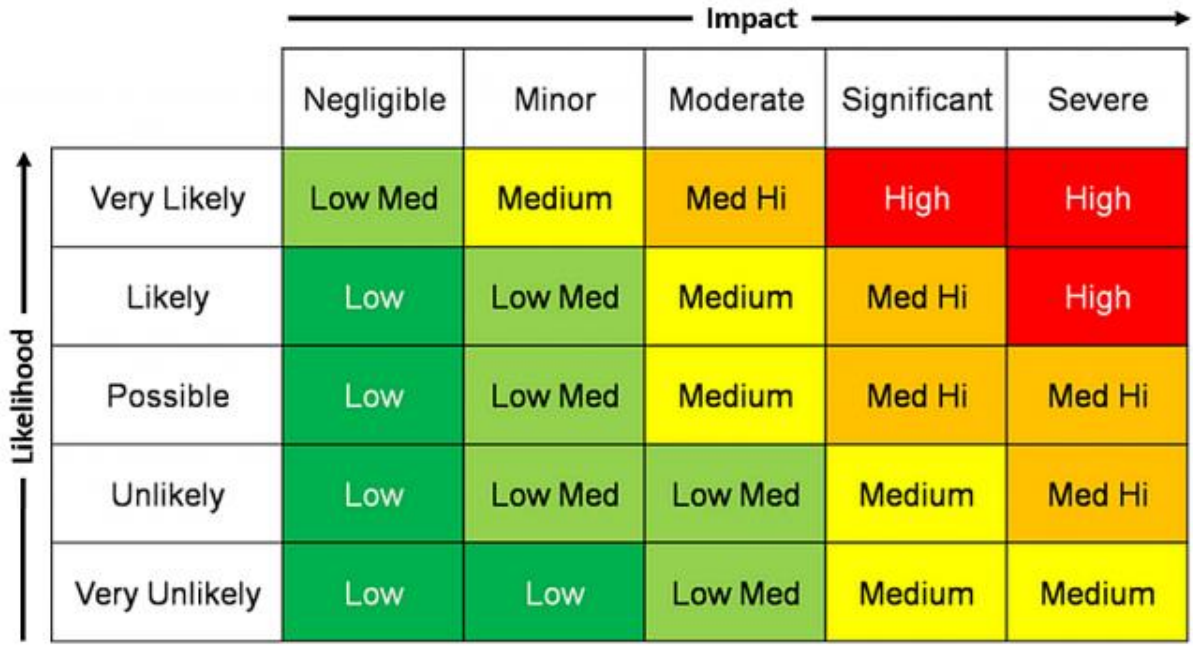
Working in Remote Areas or as Individuals in the Field

Provided by Greater Sydney Landcare			
Safe Work Method Statement (SWMS)			
Working in Remote Areas or as Individuals in the Field			
Organisation name:		**Organisation Address:**	
SWMS approved by (Name and signature)	**Person responsible for ensuring Competency and compliance with SWMS**	**SWMS Issue Date**	**SWMS Version**

Required or recommended Personal Protective Equipment (PPE)			
☒ **Gloves**	☒ **Eye Protection**	☒ **Long sleeve Shirt**	☒ **Long Pants**
☒ **Closed in Boots**	☐ **Hearing Protection**	☐ **Helmet**	☒ **Respirator (Herbicide use)**
☒ **Chemical protection gloves**	☐	☐	☐
☐	☐	☐	☐

- This Safe Work Method Statement is prepared in consultation with relevant staff and will be updated to reflect any new or site specific hazards, control measures implemented, and the new version re-signed before works can continue.
- Regular team meetings will continue to inform site and task specific safety and risk mitigation, and works are to cease immediately if a change in site conditions present a hazard, or risk to health and safety which cannot be controlled or eliminated.
- Prior to commencing works on site, all staff and subcontractors must undergo site specific induction to be conducted by the relevant GSL representative or client organisation. This induction will cover site specific emergency response procedures as well as hazards present on, local amenities and emergency services.
- All GSL staff performing relevant works will hold a current General Construction Induction Training Card (White Card) and will be provided with all appropriate PPE and Tools required to safely complete necessary tasks.
- All necessary Safety Data Sheets (SDS) and chemical labels will be available for reference on site.
- A First aid kit must be available in the form of a mobile or vehicle bound first aid kit, with qualified first aiders present on site.

Risk Matrix



Hierarchy of Controls

- Eradication: The hazard is removed altogether.
- Substitution: The activity or task is substituted with a less hazardous option.
- Engineering: A design is implemented which isolates or guards from the hazard.
- Administration: This will include signage and task rotation, as well as training.
- Personal Protective Equipment (PPE): participants are required to wear PPE that is assessed as necessary for a task or activity.

What are the tasks involved?	**What are the hazards and risks?** (What is the problem?)	**What are the control measures?** (Describe the control measures and how they will be used)	**Resulting Risk Rating** (After instating control measures)
Think about the workplace and each stage of the work, including preparation and clean-up.	Identify the hazards and risks that may cause harm to workers or the public.	Describe what will be done to control the risk. What will you do to make the activity as safe as possible?	High Moderate Low
All natural area restoration works in remote location or as individual in the field.	• Becoming lost. • Dehydration • Loss of commutation • Difficult to get immediate rescue or attendance of emergency services.	• Ensure all staff are familiar with site and have communication devices available for emergences • Ensure plenty of drinking water available and is close by. Ensure minimum 3L per person for an 8 hour shift.	

	• Emergency plans	• Consult with emergency services about possible rescue scenarios and what would be involved. • Provide vehicles, equipment, tools and communications equipment suitable for use in the terrain • Workers will ensure that all necessary safety equipment is on hand prior to starting work, including a portable first aid kit with a pressure bandage. • Source suitable back-up power sources for the location. (generator) • Conduct toolbox talk in the morning to review emergency plan	
Working Alone	• Potential injury • Steep slopes • Communication • Animals, insects or reptile bites • Personnel security • Fatigue • First Aid	• Workers will assess each identified hazard for associated risks and implement all possible action to complete activities safely prior to proceeding with NRM activities. • Establish what a reasonable time is for the crew to be alone given the circumstances. • Workers will implement a process for notification of planned field activities with a colleague or other associate, including notification of site location and planned time of return to their base. • Avoid work at risky times of day (such as when the circadian rhythm wants the body to sleep). • Avoid work at certain times relating to climatic conditions (such as heat, cold, storms). Where possible avoid these conditions.	

		• Ensure machinery/tools/equipment are maintained to manufacturers' specifications. • It may be necessary to provide accommodation for workers to rest before embarking on a long journey. • Changes to routine or timing when transporting valuables or when undertaking routine and scheduled activities	
Environmental Considerations	• Exposure to extreme hot or cold environments • Heat stress and dehydration in hot climates and the risk of hypothermia in cold climates. • Conditions change rapidly such as storms, snow storms, sand storms, flooding	• Workers will check prevailing and expected weather conditions prior to leaving their base, and remain alert to changing weather conditions in the field. • Plan and manage field work to limit exposure to extremes of UV radiation, weather and temperature. • Consider scheduling outdoor work for early morning and late afternoons in harsh environments, where appropriate. • Take frequent breaks when working in extreme temperatures. • Dress appropriately for the conditions. Obtain weather forecasts to see what the chances are of irregular weather • Cease field activities and proceed to a safe area if bushfire, electrical storm, wind or heavy rain threatens.	
While away Accommodation	• Hazards at the workplace likely to adversely affect the health and safety of a worker using the accommodation • Bad hygiene	• Accommodation facilities should: • Be lockable, with safe entry and exit • Meet all relevant structural and stability requirements • Meet fire safety standards	

	• Personnel security • Fatigue	• have a supply of drinking water • Have appropriate toilets, washing and laundry facilities • Be regularly cleaned and have rubbish collected • Be provided with suitable sleeping quarters shielded from noise and vibration • Have adequate lighting, heating, cooling and ventilation	
Human behaviour Fatigue	• Reduced decision making ability, • Reduced ability to do complex planning, • Reduced communication skills, • Reduced productivity or performance, • Reduced attention and vigilance, • Reduced ability to handle stress on the job, • Reduced reaction time - both in speed and thought, • Loss of memory or the ability to recall details, • Failure to respond to changes in surroundings or information provided, • Unable to stay awake (e.g., falling asleep while operating machinery or driving a vehicle), • Increased tendency for risk-	• Assess your own fitness for work before starting. • Monitor your level of alertness and concentration while you're at work. • Look out for signs of fatigue in the people you work with. • In consultation with your supervisor take steps to manage fatigue, for example take a break or drink water, do some stretching or physical exercise. • Talk to your supervisor if you think you're at risk of fatigue. • Talk to your supervisor if you have consumed alcohol or drugs (including medication) recently and are still feeling the effects. Do not operate or work near machinery.	

	taking, • Increased forgetfulness, • Increased errors in judgement, • Increased incident rates.		

By signing, workers and contractors: declare the following:

I have been consulted in the development of this SWMS.

I have been given the opportunity to comment on the content of this SWMS.

I have read and understood how I am to carry out the activities listed in this SWMS.

I have been supplied with the Personal Protective Equipment identified on this SWMS and I have been given training in the safe use of this equipment.

Date	Name	Position	White Card Number	Signature

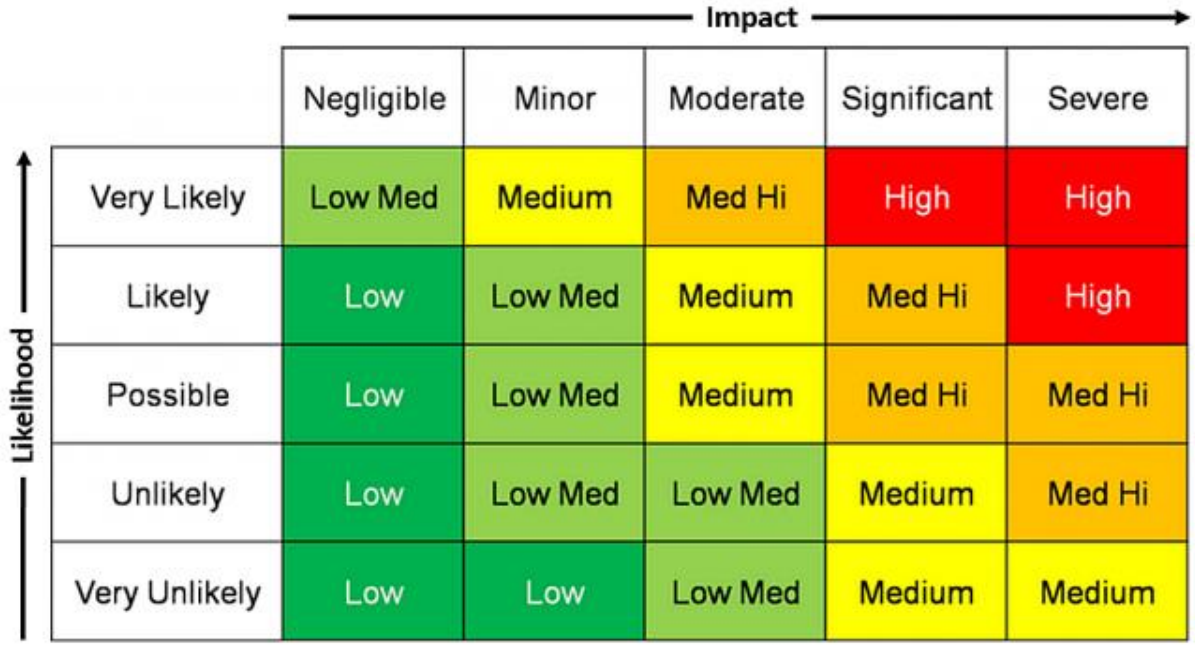
Working in Tick Prone Areas

Provided by Greater Sydney Landcare			
Safe Work Method Statement (SWMS)			
Working in Tick Prone Areas			
Organisation name:		**Organisation Address:**	
SWMS approved by (Name and signature)	**Person responsible for ensuring Competency and compliance with SWMS**	**SWMS Issue Date**	**SWMS Version**

Required or recommended Personal Protective Equipment (PPE)			
☒ **Gloves**	☐ **Eye Protection**	☒ **Long sleeve Shirt**	☒ **Long Pants**
☒ **Closed in Boots**	☐ **Hearing Protection**	☐ **Helmet**	☐ **Respirator (Herbicide use)**
☐ **Chemical protection gloves**	☐	☐	☐
☐	☐	☐	☐

- This Safe Work Method Statement is prepared in consultation with relevant staff and will be updated to reflect any new or site specific hazards, control measures implemented, and the new version re-signed before works can continue.
- Regular team meetings will continue to inform site and task specific safety and risk mitigation, and works are to cease immediately if a change in site conditions present a hazard, or risk to health and safety which cannot be controlled or eliminated.
- Prior to commencing works on site, all staff and subcontractors must undergo site specific induction to be conducted by the relevant GSL representative or client organisation. This induction will cover site specific emergency response procedures as well as hazards present on, local amenities and emergency services.
- All GSL staff performing relevant works will hold a current General Construction Induction Training Card (White Card) and will be provided with all appropriate PPE and Tools required to safely complete necessary tasks.
- All necessary Safety Data Sheets (SDS) and chemical labels will be available for reference on site.
- A First aid kit must be available in the form of a mobile or vehicle bound first aid kit, with qualified first aiders present on site.

Risk Matrix



Hierarchy of Controls

- Eradication: The hazard is removed altogether.
- Substitution: The activity or task is substituted with a less hazardous option.
- Engineering: A design is implemented which isolates or guards from the hazard.
- Administration: This will include signage and task rotation, as well as training.
- Personal Protective Equipment (PPE): participants are required to wear PPE that is assessed as necessary for a task or activity.

What are the tasks involved?	**What are the hazards and risks?** (What is the problem?)	**What are the control measures?** (Describe the control measures and how they will be used)	**Resulting Risk Rating** (After instating control measures)
Think about the workplace and each stage of the work, including preparation and clean-up.	Identify the hazards and risks that may cause harm to workers or the public.	Describe what will be done to control the risk. What will you do to make the activity as safe as possible?	High Moderate Low
Bush regeneration activities in Tick prone areas like: • Working amongst long grasses and in bushland provide	• Being bitten by ticks both juvenile (nymphs) and mature • The Paralysis Tick will crawl up the	• Ensure you wear a long sleeved shirt. • Ensure you wear long pants	

ideal environments for ticks • Working in moist, humid coastal areas with abundant native animals that serve as hosts for the tick.	stems of grasses or along branches and 'perch' ready to latch on to a passing animal, including humans. • After landing on a person or animal they can walk up the body and attach to the head area	• Tuck your shirt into trousers and trousers into long socks • Light coloured clothing will help make it easier to see ticks on clothes before they attach to the skin. • Before entering possible tick infected environments apply an insect repellent containing diethylmeta-toluamide (DEET) or picaridin to the skin or clothing. Be sure to include boots and socks tucked into boots and around waist of shirt tucked into pants amongst other areas including hat. • Permethrin wash kits for treating clothes can be obtained from outdoor recreational stores and it is important to follow the label directions. Permethrin-treated clothing is considered the most effective means of preventing tick bite in tick infested areas. Washing clothes with tea tree oil may also work in this manner. • All clothing should be removed after working in tick infested areas and placed into a hot dryer for 20 minutes to kill any tick that	

		could still be on the clothing. • The entire body should be then checked for ticks of all sizes and stages, paying particular attention to areas behind the ears and the back of the head or neck, underarms and the groin area. • Staff working in tick prone areas should check one another for ticks at morning tea, lunch and prior to going home for the day.	
Bush regeneration activities during the different season: Ticks have a distinct seasonality; the larval stage is most active during the autumn months, the nymph during winter and the adult during the spring.	• Tick Bite	• Ensure you wear all required PPE and protect yourself as with control measures stated above especially during winter and spring. • Avoid working in humid areas and during periods of high humidity, especially after rain. • Avoid working in tall grass when possible during winter and spring.	
Environmental Considerations likely to sustain ticks: • Ticks are most active during periods of high humidity, especially after rain, and this is when you should take particular care to avoid tick bites. • Ticks have a distinct seasonality; the larval stage is most active during the autumn	• Tick Bite	• Ensure you wear all required PPE and protect yourself as per control measures stated above, especially during winter and spring. • Avoid working in humid areas and during periods of high humidity, especially after rain. • Avoid working in tall grass after heavy rain.	

months, the nymph during winter and the adult during the spring. • Long grasses and bushland provide ideal environments for ticks • Moist, humid coastal areas with abundant native animals that serve as hosts for the tick.			
If you are bitten	• Most tick bites pose no medical problems apart from some localised swelling and redness at the bite site if the tick is removed promptly. • Paralysis Tick, the saliva may be highly toxic to some animals and, potentially, humans. • Tick paralysis is a condition caused by neurotoxins in the saliva of ticks – this is rare in humans, and most cases are seen in children however, adults can also be affected. • Allergic reactions to red meat and gelatine can develop months after tick bites from the paralysis tick. This is known as tick-induced mammalian meat allergy.	MATURE TICKS • If working in a tick affected area never scratch anything you can't see. • If you have a tick on you, don't disturbed the tick to avoid it squirting allergens. • If you suffer from allergic reactions to Ticks, only attempt to remove a Tick whilst at a medical facility such as an Emergency Department. • PRIOR TO REMOVAL OF A MATURE TICK, spray the tick with an ether-containing spray to kill the tick by freezing it. (see first aid kit 'WART OFF FREEZE') • Place nozzle over tick and spray 5 times to make sure it's dead. • Once dead, use fine tipped forceps to pluck the tick by the head in one movement and avoid squeezing the body of the tick.	

		• NEVER USE HOUSEHOLD TWEEEZERS, they are tick squeezers!! • If you are not confident in following the removal steps above, seek medical advice. • If the tick is located near your eyes or genitals seek medical advice. • ALWAYS REMEMBER: for mature ticks 'FREEZE DON'T SQUEEZE'!! NYMPHS (small juvenile ticks) • Nymphs can squirt allergens into the body similar to mature Ticks • Nymphs should be dabbed with a cream containing Permethrin chemical. • Squeeze a small blob of Lyclear cream or similar onto your finger. • Carefully dab the cream on the nymph leaving a thick coat on top. Be careful not to squash the nymph. • Leave the cream on for 2 to 3 hours until the nymph has died. • Once dead you should be able to brush the nymphs off • ALWAYS REMEMBER: for nymphs 'DAB DON'T GRAB'!!	

<u>By signing, workers and contractors: declare the following:</u>

I have been consulted in the development of this SWMS.

I have been given the opportunity to comment on the content of this SWMS.

I have read and understood how I am to carry out the activities listed in this SWMS.

I have been supplied with the Personal Protective Equipment identified on this SWMS and I have been given training in the safe use of this equipment.

Date	Name	Position	White Card Number	Signature

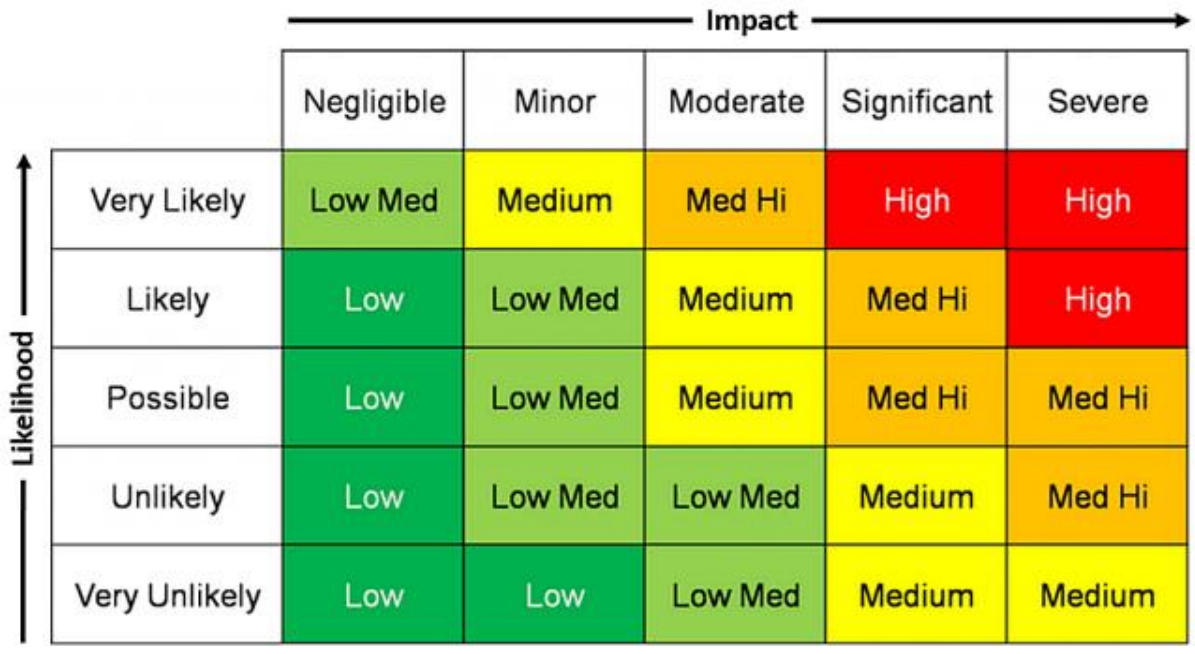
Working Near Mobile Plant or Heavy Machinery

Provided by Greater Sydney Landcare			
Safe Work Method Statement (SWMS)			
Working near mobile plant or heavy machinery			
Organisation name:		**Organisation Address:**	
SWMS approved by (Name and signature)	**Person responsible for ensuring Competency and compliance with SWMS**	**SWMS Issue Date**	**SWMS Version**

Required or recommended Personal Protective Equipment (PPE)			
☒ **Gloves**	☒ **Eye Protection**	☒ **Long sleeve Shirt**	☒ **Long Pants**
☒ **Closed in Boots**	☒ **Hearing Protection**	☒ **Helmet**	☐ **Respirator (Particulate)**
☐ **Chemical protection gloves**	☒ **Safety Vest / Hi-Vis**	☐	☐
☐	☐	☐	☐

- This Safe Work Method Statement is prepared in consultation with relevant staff and will be updated to reflect any new or site specific hazards, control measures implemented, and the new version re-signed before works can continue.
- Regular team meetings will continue to inform site and task specific safety and risk mitigation, and works are to cease immediately if a change in site conditions present a hazard, or risk to health and safety which cannot be controlled or eliminated.
- Prior to commencing works on site, all staff and subcontractors must undergo site specific induction to be conducted by the relevant GSL representative or client organisation. This induction will cover site specific emergency response procedures as well as hazards present on, local amenities and emergency services.
- All GSL staff performing relevant works will hold a current General Construction Induction Training Card (White Card) and will be provided with all appropriate PPE and Tools required to safely complete necessary tasks.
- All necessary Safety Data Sheets (SDS) and chemical labels will be available for reference on site.
- A First aid kit must be available in the form of a mobile or vehicle bound first aid kit, with qualified first aiders present on site.

Risk Matrix



Hierarchy of Controls

- Eradication: The hazard is removed altogether.
- Substitution: The activity or task is substituted with a less hazardous option.
- Engineering: A design is implemented which isolates or guards from the hazard.
- Administration: This will include signage and task rotation, as well as training.
- Personal Protective Equipment (PPE): participants are required to wear PPE that is assessed as necessary for a task or activity.

What are the tasks involved?	**What are the hazards and risks?** (What is the problem?)	**What are the control measures?** (Describe the control measures and how they will be used)	**Resulting Risk Rating** (After instating control measures)
Think about the workplace and each stage of the work, including preparation and clean-up.	Identify the hazards and risks that may cause harm to workers or the public.	Describe what will be done to control the risk. What will you do to make the activity as safe as possible?	High Moderate Low
Identify and isolate construction area/ area with plant	• Workers being struck by powered mobile plant including delivery vehicle/excavator and	• No personnel to be standing on float whilst plant is being moved.	

	Bobcat during loading and unloading. • Failure of plant during operation	• Spotter must be standing outside the overall extended height of the plant and always have eye contact with the operator. • Hand signals to be identified prior to activity commencing. • Ensure that area is identified by site supervisor to ensure that the no go zone areas are not encroached	
Excavator entering and exiting during construction etc.	• Slips, trips and falls • Uncontrolled plant movement • Crush injury	• Ensure contactors mobile plant is fitted with a flashing light and reversing beepers. If none are fitted cancel the day's work immediately. • Do not continue to work near mobile plant till they are fitted. • Always maintain distance of 5 meters from Mobile plant	
Loading & packing materials onto tray	• Injury to self or others • Heavy/awkward objects • Crush injury	• Lift & carry items as per manual handling SWMS. • Wear safety vest if unloading near roadways. • Display warning signs if loading/unloading near heavily used pedestrian access ways or cycle ways. • Wear PPE including gloves, hi vis and safety boots when loading	
During work	• Poor visibility • Vehicle accident • Injury to self or others	•Work in alternative area if there is risk of proximity to plant e.g.	

	• Works creating particulates in nearby environment. • Distraction by loud noise from vehicles/plant	Bobcat (directed by Site Supervisor) • Wear PPE – Hi vis always when working near mobile plant. • Keep plant in clear view. • Keep adequate open space between plant and team members (Min 5 meters) • Stay alert and be aware of mobile plant around you. • Give clear notification to colleagues if plant equipment is approaching. • Never walk behind mobile plant without signalling operator of your intention to do so. Ensure drivers response before moving behind mobile plant. • Wear a P2 respirator mask when working with or nearby to machinery that is working with materials that easily move through the environment as particulates like dust.	
Human behaviour Complacency	• Repetitive functions on a continual basis without incident. Overconfidence can cause accidents through complacency. • Focus on production and not safety (shortcuts, risky behaviours) • The company does not review each accident/behaviour and	• Change up activities throughout the day as much as possible. • Ensure staff are reminded about safety before works starts each day • All accident regardless of how serious must be reported in the corrective actions register.	

	so cannot correct bad habits	• There is a fine line with being content and becoming complacent. Therefore, each person controls whether or not complacency creeps into your work life. The focus should be colleagues observing each other's actions and ensuring you stop someone who is acting recklessly before an incident occurs • Change up routine when possible	
Human behaviour Fatigue	• Reduced decision-making ability. • Reduced ability to do complex planning, • Reduced communication skills, • Reduced productivity or performance, • Reduced attention and vigilance, • Reduced ability to handle stress on the job, • Reduced reaction time - both in speed and thought, • Loss of memory or the ability to recall details, • Failure to respond to changes in surroundings or information provided, • Unable to stay awake (e.g., falling asleep while operating machinery or driving a vehicle), • Increased tendency for risk-taking, • Increased forgetfulness,	• Assess your own fitness for work before starting. • Monitor your level of alertness and concentration while you're at work. • Look out for signs of fatigue in the people you work with. • In consultation with your supervisor take steps to manage fatigue, for example take a break or drink water, do some stretching or physical exercise. • Talk to your supervisor if you think you're at risk of fatigue. • Talk to your supervisor if you have consumed alcohol or drugs (including medication) recently and are still feeling the effects. Do not operate or work near machinery.	

	• Increased errors in judgement, • Increased incident rates.		

By signing, workers and contractors: declare the following:

I have been consulted in the development of this SWMS.

I have been given the opportunity to comment on the content of this SWMS.

I have read and understood how I am to carry out the activities listed in this SWMS.

I have been supplied with the Personal Protective Equipment identified on this SWMS and I have been given training in the safe use of this equipment.

Date	Name	Position	White Card Number	Signature

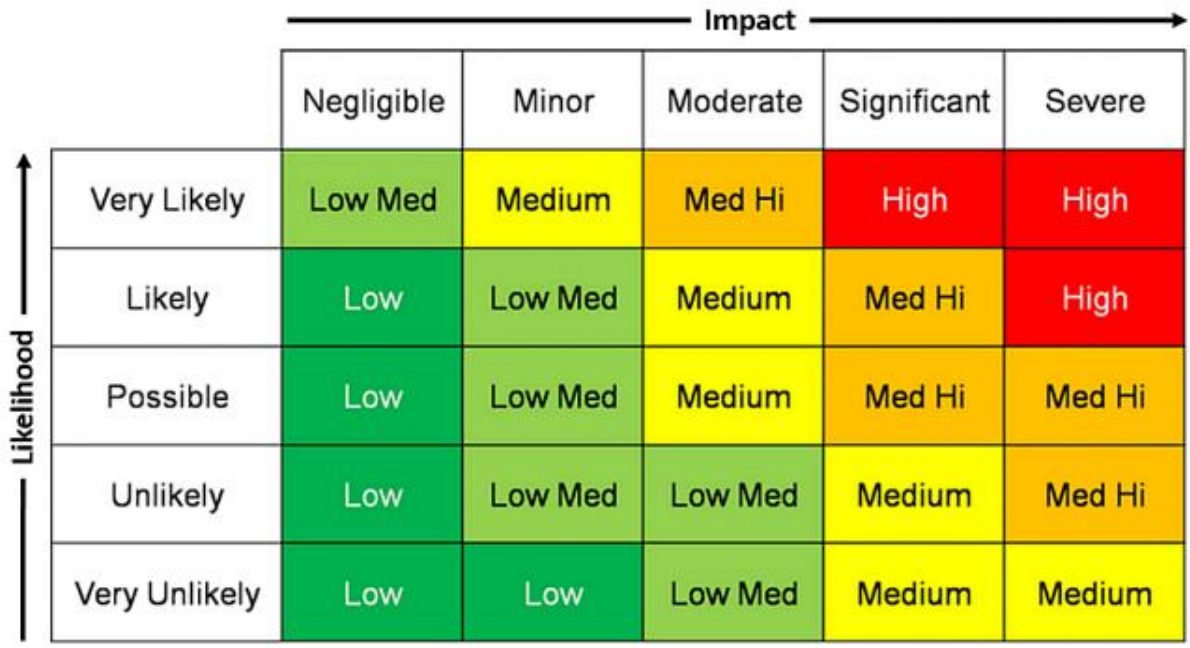
Working On or Around Water

Provided by Greater Sydney Landcare			
Safe Work Method Statement (SWMS)			
Working on or around water			
Organisation name:		**Organisation Address:**	
SWMS approved by (Name and signature)	**Person responsible for ensuring Competency and compliance with SWMS**	**SWMS Issue Date**	**SWMS Version**

Required or recommended Personal Protective Equipment (PPE)			
☒ **Gloves**	☒ **Eye Protection**	☒ **Long sleeve Shirt**	☒ **Long Pants**
☒ **Closed in Boots**	☐ **Hearing Protection**	☐ **Helmet**	☐ **Respirator (Herbicide use)**
☐ **Chemical protection gloves**	☒ **Gumboots**	☒ **Life Vest (If on a boat)**	☒ **Waders (as applicable)**
☒ **Long sleeve rubber gloves**	☐	☐	☐

- This Safe Work Method Statement is prepared in consultation with relevant staff and will be updated to reflect any new or site specific hazards, control measures implemented, and the new version re-signed before works can continue.
- Regular team meetings will continue to inform site and task specific safety and risk mitigation, and works are to cease immediately if a change in site conditions present a hazard, or risk to health and safety which cannot be controlled or eliminated.
- Prior to commencing works on site, all staff and subcontractors must undergo site specific induction to be conducted by the relevant GSL representative or client organisation. This induction will cover site specific emergency response procedures as well as hazards present on, local amenities and emergency services.
- All GSL staff performing relevant works will hold a current General Construction Induction Training Card (White Card) and will be provided with all appropriate PPE and Tools required to safely complete necessary tasks.
- All necessary Safety Data Sheets (SDS) and chemical labels will be available for reference on site.
- A First aid kit must be available in the form of a mobile or vehicle bound first aid kit, with qualified first aiders present on site.

Risk Matrix



Hierarchy of Controls

- Eradication: The hazard is removed altogether.
- Substitution: The activity or task is substituted with a less hazardous option.
- Engineering: A design is implemented which isolates or guards from the hazard.
- Administration: This will include signage and task rotation, as well as training.
- Personal Protective Equipment (PPE): participants are required to wear PPE that is assessed as necessary for a task or activity.

What are the tasks involved?	**What are the hazards and risks?** (What is the problem?)	**What are the control measures?** (Describe the control measures and how they will be used)	**Resulting Risk Rating** (After instating control measures)
Think about the workplace and each stage of the work, including preparation and clean-up.	Identify the hazards and risks that may cause harm to workers or the public.	Describe what will be done to control the risk. What will you do to make the activity as safe as possible?	High Moderate Low
Working on or around body of water	• Falling into water • Drowning • Trips/slips/falls submerged objects • Impact injury	• Always work with a partner or preferably a team when working in or around water.	

	• Floating or submerged debris • Propeller injury • Crushed by boat • Back injury/strain • Exposure to chemicals • Skin irritation • Hypothermia • Bites / stings • Exhaustion • Dehydration • Heat stress / sunburn • Entanglement	• Wear life jackets if work is undertaken on water or there is a possibility of falling into water • Always plan task to be undertaken around water to identify hazards and eliminate injury. Plan to include a medi-vac plan • Team to be briefed on tasks to be conducted on or around water during toolbox talk • Refer to SWMS Small boat Operations when boarding, disembarking and working on vessels. • Always only work in areas where the footing is stable. • Never attempt to stand in or cross swift moving water. • Always Keep a lookout for submerged or floating objects • Do not remain between any vessel and the shore • Never carry awkward/heavy objects on wet surfaces • Always wear suitable personal protection equipment – windproof and waterproof clothing/ wetsuits, eye protection, face masks, head gear, slip-proof footwear	

		• Wear insect repellent and long sleeved clothing • Monitor/rotate personnel and ensure regular rest, meal and hydration breaks • Wear sunscreen and suitable hat	
Standing and working in water ways Hand weeding in waterways. Hand weeding near storm water.	• Toxic algal blooms in waterways - may present a biological risk some types of blue-green algae produce toxins that can harm humans and animals when swallowed, inhaled or touched.	• For major toxic algal blooms out brakes do not work in water. Conduct other tasks for that day • During minor algal blooms outbreaks in moving/churning water ensure you wear an organic vapour particulate respirator when working near algae blooms to ensure you do not inhale bits of toxic algae. • Depending on water levels either wear rubber gum boot or waders provided to ensure you do not get wet feet or legs. • If water enters you boot or waders leave water immediately and flush/rinse area with clean water. If your cloths are wet change cloths before re-entering water. • Always wear long cuff rubber gloves when hand weeding in waterways or near storm water • Always wear safety glasses (eye protection) • Never drink water or allow water to be	

		ingested or come in contact with your mouth or eyes • Wash hands thoroughly with soap/water before eating, drinking or smoking • If water splashed onto your eye or mouth area leave the water immediately and flush/rinse with clean water.	
Working near storm water outflows	• Water borne diseases • potentially harmful to receiving waters fall into the categories listed below: • Solids • Oxygen-demanding substances • Nitrogen and phosphorus • Pathogens • Petroleum hydrocarbons • Metals • Synthetic organics. • Disease-causing microorganisms cause diarrhea, vomiting, respiratory, and other infections, hepatitis, dysentery, and other diseases	• Depending on water levels either wear rubber gum boot or waders provided to ensure you do not get wet feet or legs. • If water enters you boot or waders leave water immediately and flush/rinse area with clean water. If you cloths are wet change cloths before re-entering water. • Always wear long cuff rubber gloves when hand weeding near storm water outflows • Always wear safety glasses (eye protection) • Never drink water or allow water to be ingested or come in contact with your mouth or eyes • Wash hands thoroughly with soap/water before eating, drinking or smoking • If water splashed onto your eye or mouth area leave the	

		water immediately and flush/rinse with clean water.	
Using waders	• Drowning • Entanglement • Slips /trips/Falls • hypothermia	Check equipment: • Check waders for defects/ damage, holes, prior to putting on • All fasteners are functional • Ensure fasteners will slip off shoulders easily • Suitable equipment in first aid kit • Certified floatation devices - marked with compliance to Australian Standards if required. Sufficient strength and buoyancy • Practise removing straps from shoulders quickly and exiting waders prior to entering water. • Never enter water if water level is above waste line and may result in waders filling with water. • Move slowly through water always being careful of holes or submerged objects. If concerned leave water immediately • If waders begin to fill with water quickly remove shoulders straps and get out of waders • Ensure towel is available to dry off after leaving water. • Leave water immediately if waders	

		puncture or you feel cold • Leave water immediately if the weather changes and it begins to rain.	
Equipment Maintenance	• Drowning • hypothermia	• Ensure all equipment and PPE is maintained as per manufacturers and Australian Standard instructions. • If defects or damage observed on any equipment, do not use. Remove from service and notify you supervisor.	
Human behaviour Complacency	• Repetitive functions on a continual basis without incident. Overconfidence can cause accidents through complacency • Focus on production and not safety (shortcuts, risky behaviours) • The company does not review each accident/behaviour and so cannot correct bad habits	• Change up activities throughout the day as much as possible • Ensure staff are reminded about safety before works starts each day • All accident regardless of how serious must be reported in the corrective actions register • There is a fine line with being content and becoming complacent. Therefore, each person controls whether or not complacency creeps into your work life. The focus should be colleagues observing each other's actions and ensuring you stop someone who is acting recklessly before an incident occurs • Change up routine when possible	

Human behaviour Fatigue	• Reduced decision making ability, • Reduced ability to do complex planning, • Reduced communication skills, • Reduced productivity or performance, • Reduced attention and vigilance, • Reduced ability to handle stress on the job, • Reduced reaction time - both in speed and thought, • Loss of memory or the ability to recall details, • Failure to respond to changes in surroundings or information provided, • Unable to stay awake (e.g., falling asleep while operating machinery or driving a vehicle), • Increased tendency for risk-taking, • Increased forgetfulness, • Increased errors in judgement, • Increased incident rates.	• Assess your own fitness for work before starting. • Monitor your level of alertness and concentration while you're at work. • Look out for signs of fatigue in the people you work with. • In consultation with your supervisor take steps to manage fatigue, for example take a break or drink water, do some stretching or physical exercise. • Talk to your supervisor if you think you're at risk of fatigue. • Talk to your supervisor if you have consumed alcohol or drugs (including medication) recently and are still feeling the effects. Do not operate or work near machinery.	

<u>By signing, workers and contractors: declare the following:</u>

I have been consulted in the development of this SWMS.

I have been given the opportunity to comment on the content of this SWMS.

I have read and understood how I am to carry out the activities listed in this SWMS.

I have been supplied with the Personal Protective Equipment identified on this SWMS and I have been given training in the safe use of this equipment.

Date	Name	Position	White Card Number	Signature

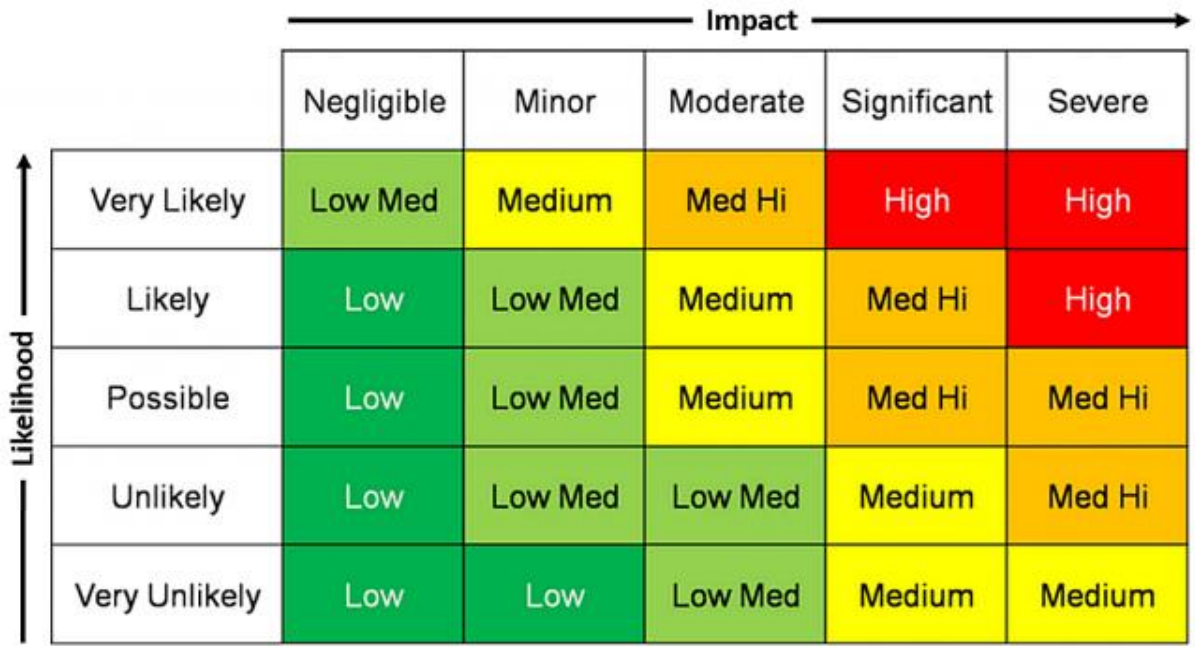
Working on Slopes

Provided by Greater Sydney Landcare			
Safe Work Method Statement (SWMS)			
Working on Slopes			
Organisation name:		**Organisation Address:**	
SWMS approved by (Name and signature)	**Person responsible for ensuring Competency and compliance with SWMS**	**SWMS Issue Date**	**SWMS Version**

Required or recommended Personal Protective Equipment (PPE)			
☒ **Gloves**	☐ **Eye Protection**	☒ **Long sleeve Shirt**	☒ **Long Pants**
☒ **Closed in Boots**	☐ **Hearing Protection**	☐ **Helmet**	☐ **Respirator (Herbicide use)**
☐ **Chemical protection gloves**	☐	☐	☐
☐	☐	☐	☐

- This Safe Work Method Statement is prepared in consultation with relevant staff and will be updated to reflect any new or site specific hazards, control measures implemented, and the new version re-signed before works can continue.
- Regular team meetings will continue to inform site and task specific safety and risk mitigation, and works are to cease immediately if a change in site conditions present a hazard, or risk to health and safety which cannot be controlled or eliminated.
- Prior to commencing works on site, all staff and subcontractors must undergo site specific induction to be conducted by the relevant GSL representative or client organisation. This induction will cover site specific emergency response procedures as well as hazards present on, local amenities and emergency services.
- All GSL staff performing relevant works will hold a current General Construction Induction Training Card (White Card) and will be provided with all appropriate PPE and Tools required to safely complete necessary tasks.
- All necessary Safety Data Sheets (SDS) and chemical labels will be available for reference on site.
- A First aid kit must be available in the form of a mobile or vehicle bound first aid kit, with qualified first aiders present on site.

Risk Matrix



Hierarchy of Controls

- Eradication: The hazard is removed altogether.
- Substitution: The activity or task is substituted with a less hazardous option.
- Engineering: A design is implemented which isolates or guards from the hazard.
- Administration: This will include signage and task rotation, as well as training.
- Personal Protective Equipment (PPE): participants are required to wear PPE that is assessed as necessary for a task or activity.

What are the tasks involved?	**What are the hazards and risks?** (What is the problem?)	**What are the control measures?** (Describe the control measures and how they will be used)	**Resulting Risk Rating** (After instating control measures)
Think about the workplace and each stage of the work, including preparation and clean-up.	Identify the hazards and risks that may cause harm to workers or the public.	Describe what will be done to control the risk. What will you do to make the activity as safe as possible?	High Moderate Low
Accessing sloped areas	- Slips and trips causing injury - Rolling from higher grounds severe injury	- Site supervisor to establish/define work areas prior work start - Wear correct PPE	

	- Falling objects possibly injuring persons below	– i.e., limbs and head protection and lace up steel cap boots - Only trained/competent personnel - Do not access these areas in wet conditions - Limit stepping on wet groundcover vegetation - Do not work alone - Wear corrective PPE – i.e., limbs and head protection and lace up steel cap boots - Only trained/competent personnel - Do not access in inclement weather conditions - First Aid Trained staff nearby and first aid equipment available	
Site Induction	Not inducting site staff to hazards - negligence potentially leading to serious injury/death and/or financial repercussions	- Instruct personnel onsite about work location, exclusion zones & risks involved if these SWMS are not followed. - Set up Exclusion Zones as directed by the Project Manager. - Obtain staff signatures acknowledging the hazard & this SWMS.	
Working and moving about on steep slopes and unstable fill slopes	- Slipping, tripping, falling causing body sprains, cuts or abrasions	- Maintain firm footing at all times - Access slope at area of lowest gradient. - Observe ground for instability and foreign objects (e.g.: broken glass, metal pipes etc.). Crew should move steadily and carefully to reduce the risk of slips and falls.	

		- Stay low to the ground to maintain balance.	
Manual handling of equipment	- Slips and trips causing injury - Rolling from higher grounds severe injury - Falling objects possibly injuring persons below	- Do not work alone - Wear corrective PPE – i.e., limbs and head protection and lace up steel cap boots - Only trained/competent personnel - Establish a No Go Zone below the area of manual handling preventing unauthorised access - Update with team members as work progresses the No Go Zone below the area of manual handling preventing unauthorised access - Avoid manual handling of equipment in inclement weather	
Using hand tools to remove/prune/cut/scrape plants	Cuts & abrasions caused by sharps	- Regularly check and maintain tools - Carry tools safely and securely to prevent injury and loss. - Use appropriate tools for the task at hand. All new crew members should be trained and assessed in general tool usage. - PPE - gloves, masks, eye protection, long sleeve shirts and long pants (face shield when required).	
Working with loads	-Injury - Property Damage	- Set up Exclusion Zones as directed by the Project Manager. - Only allow qualified staff to direct/work with loads	

		- Keep unauthorised personnel away from loads	
Working on Steep Slopes/Cliff Edges	- Fall over edges	- Make sure safety equipment is available where deemed appropriate and only those crew members trained in the safety procedures are working in these environments. - Works within 2m of all edges higher than 2m are not permitted.	
Working in Creek lines	Slippery, uneven and loose surface. Slip and trip hazards Hypothermia Possible health hazards	- Work in footwear that provides grip and support. - Wear clothing to provide protection, screening and warmth. - Crew members must be aware and be advised the chance of getting wet when working in creek. - Pay attention to personal body temperature to avoid hypothermia (i.e. get out of the creek if you feel wet and cold). - Crew to move steadily and carefully to reduce risk of slipping and falling. - Be aware of prevailing weather conditions (i.e. thunderstorm, and the chance of flash flooding). - Be aware of any obvious changes in water quality (i.e. stormwater/sewage overflow, effluent discharge).	

By signing, workers and contractors: declare the following:

I have been consulted in the development of this SWMS.

I have been given the opportunity to comment on the content of this SWMS.

I have read and understood how I am to carry out the activities listed in this SWMS.

I have been supplied with the Personal Protective Equipment identified on this SWMS and I have been given training in the safe use of this equipment.

Date	Name	Position	White Card Number	Signature

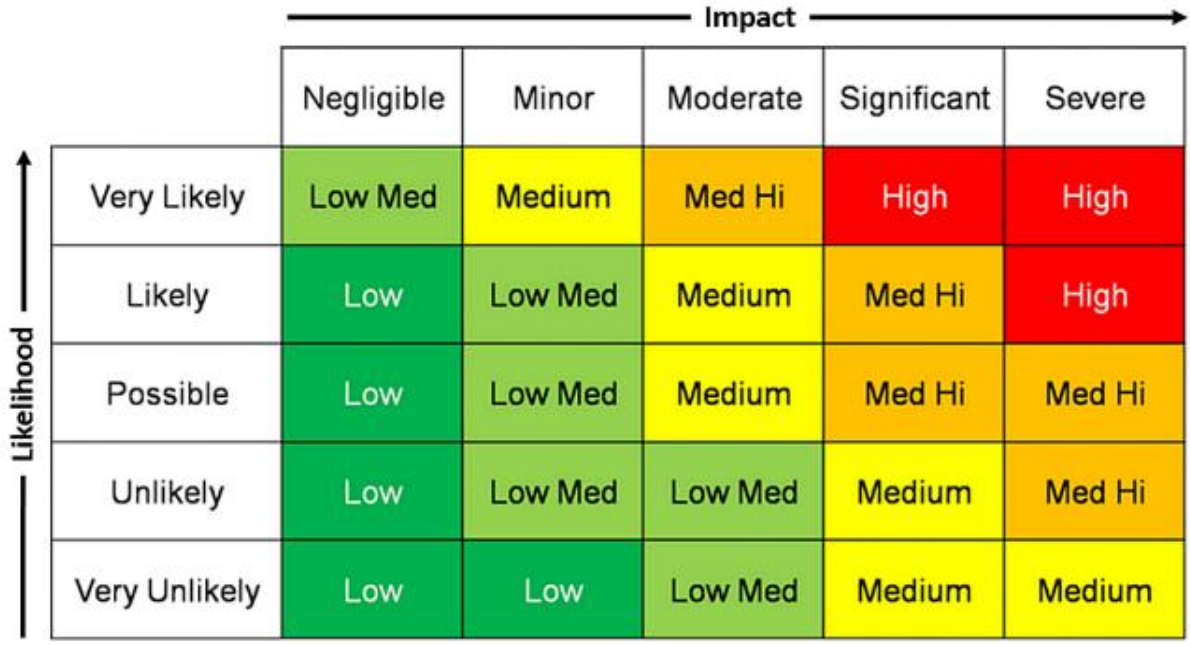
Working with Hazardous Materials

Provided by Greater Sydney Landcare			
Safe Work Method Statement (SWMS)			
Working with Hazardous Materials			
Organisation name:		**Organisation Address:**	
SWMS approved by (Name and signature)	**Person responsible for ensuring Competency and compliance with SWMS**	**SWMS Issue Date**	**SWMS Version**

Required or recommended Personal Protective Equipment (PPE)			
☒ **Gloves**	☒ **Eye Protection**	☒ **Long sleeve Shirt**	☒ **Long Pants**
☒ **Closed in Boots**	☐ **Hearing Protection**	☐ **Helmet**	☒ **Respirator (Herbicide use)**
☒ **Chemical protection gloves**	☐	☐	
☐	☐	☐	☐

- This Safe Work Method Statement is prepared in consultation with relevant staff and will be updated to reflect any new or site specific hazards, control measures implemented, and the new version re-signed before works can continue.
- Regular team meetings will continue to inform site and task specific safety and risk mitigation, and works are to cease immediately if a change in site conditions present a hazard, or risk to health and safety which cannot be controlled or eliminated.
- Prior to commencing works on site, all staff and subcontractors must undergo site specific induction to be conducted by the relevant GSL representative or client organisation. This induction will cover site specific emergency response procedures as well as hazards present on, local amenities and emergency services.
- All GSL staff performing relevant works will hold a current General Construction Induction Training Card (White Card) and will be provided with all appropriate PPE and Tools required to safely complete necessary tasks.
- All necessary Safety Data Sheets (SDS) and chemical labels will be available for reference on site.
- A First aid kit must be available in the form of a mobile or vehicle bound first aid kit, with qualified first aiders present on site.

Risk Matrix



Hierarchy of Controls

- Eradication: The hazard is removed altogether.
- Substitution: The activity or task is substituted with a less hazardous option.
- Engineering: A design is implemented which isolates or guards from the hazard.
- Administration: This will include signage and task rotation, as well as training.
- Personal Protective Equipment (PPE): participants are required to wear PPE that is assessed as necessary for a task or activity.

What are the tasks involved?	**What are the hazards and risks?** (What is the problem?)	**What are the control measures?** (Describe the control measures and how they will be used)	**Resulting Risk Rating** (After instating control measures)
Think about the workplace and each stage of the work, including preparation and clean-up.	Identify the hazards and risks that may cause harm to workers or the public.	Describe what will be done to control the risk. What will you do to make the activity as safe as possible?	High Moderate Low
Purchasing, risk Awareness	• Inadequate planning • Unsafe work site	• Employees and other persons purchasing or receiving hazardous chemicals, dangerous goods or other chemicals must check if a	

		Safety Data Sheet (SDS) has been provided by the supplier. • When purchasing new chemicals, dangerous goods or other chemicals, the purchases must check that the chemical is registered with the APVMA before purchasing • An SDS for each hazardous chemical, dangerous good or chemical must also be placed in the GSL chemical register • Always check that the hazardous chemicals, dangerous goods or other chemicals ordered are the correct ones received, that they are correctly labelled and containers are not leaking before signing the consignment note.	
Material Safety Data Sheet (MSDS)	• Being unaware of effects of chemicals and appropriate first aid/PPE • Chemical burns or poisoning	• Obtain the appropriate SDS and keep on site in company utility vehicle. • Ensure appropriate PPE, as per the requirement outlined on the SDS must be worn. • The SDS must be current (less than 5 years since last reviewed) • An SDS should be reviewed whenever there is:	

		• A change in formulation which affects the hazardous properties of the hazardous chemical, dangerous goods or other chemicals which alters the form or appearance or alters the mode of application of the chemical. • A change to the hazardous chemical, dangerous goods or other chemicals which alters the hazard or risk in regards to health and safety. • Where new health and safety information is provided on the hazardous chemical, dangerous goods or other chemicals.	
Storage	• Being unaware of effects of chemicals and appropriate first aid/PPE • Chemical burns or poisoning	• Ensure that the storage of a hazardous chemical, dangerous goods and other chemicals is in accordance with the SDS. • If appropriate storage facilities are not available, the chemicals, goods and chemicals should not be purchased unless the material can be stored at an alternative approved storage site. • Ensure that hazardous chemicals, dangerous goods	

		and other chemicals that are not compatible with other chemicals, goods or liquids, are stored separately. • Correct signage must also be displayed where hazardous chemicals, dangerous goods and other chemicals are stored. • No hazardous chemicals, dangerous goods or other chemicals are to be left lying around the site at any time. • Empty containers or drums that contained hazardous chemicals, dangerous goods or other chemicals are to be removed from site and disposed of according to the SDS.	
Labelling	• Being unaware of effects of chemicals and appropriate first aid/PPE • Chemical burns or poisoning	• Ensure that the correct original artwork for labels are fixed to all hazardous chemical, dangerous goods and chemical containers. • Ensure that warnings are given to employees or other persons about enclosed systems containing hazardous chemicals and chemicals. (e.g. fumes). • Where a label is too large for a container,	

		it can be fixed by other means to the container, (e.g. by a string or such around the neck or handle). • Labels are to be of sufficient colour contrast to the container to ensure that they stand out. • All fuel containers are to be labelled with the type of fuel they contain. • Batch numbers are to be attached to all chemical containers that have had chemicals decanted into them.	
Decanting a chemical or relabelling	• Being unaware of effects of chemicals and appropriate first aid/PPE • Chemical burns or poisoning	• When decanting a hazardous chemical, dangerous goods or other chemicals into a smaller container, ensure a label is affixed to the new chemical container decanted into. • Ensure Batch numbers are to be attached to the new chemical containers that have had chemicals decanted into them. The label must state: • The product name. • Relevant risk and safety phrases; (e.g. 'keep away from heat'). • Relevant warning signs / information. • Any container (original container or decanted portions) supplied for use at a workplace,	

		• If a container is not correctly labelled, it must not be accepted for use on site	
Using a Hazardous Chemical	• Being unaware of effects of chemicals and appropriate first aid/PPE • Chemical burns or poisoning	• Hazardous Chemicals, dangerous goods and other chemicals must be used in accordance with the SDS requirements for the chemical being used. • Always follow all instructions for use given by the manufacturer. • Employees and other persons using a hazardous chemical, dangerous goods or other chemicals must have a minimum AQF3 certification. • Appropriate washing facilities are to be provided on site to wash chemicals off the hands and skin when required.	
Disposal	• Being unaware of effects of chemicals and appropriate first aid/PPE • Chemical burns or poisoning	• Products no longer required must be disposed of in the approved manner. • The relevant SDS of each chemical, goods or chemical, identified for disposal should be reviewed to establish the appropriate disposal method. • Containers of hazardous chemicals, dangerous goods and other chemicals must be triple	

		washed in areas where there is no possibility of waste solution entering a storm water drain or natural water–course. Clean containers must be taken to 'Drumuster for disposal' • PPE must be worn to protect users from splash or in halation when disposing of any hazardous chemical, dangerous goods and other chemicals.	
Emergency	• Being unaware of effects of chemicals and appropriate first aid/PPE • Chemical burns or poisoning	• Ensure the provision of emergency equipment such as spill kits, eye wash, and clean water and first aid kits in the vicinity of areas where hazardous chemicals, dangerous goods and other chemicals are used. • Ensure that emergency procedures are maintained appropriate to the level of dangerous goods on site. • Emergency procedures are to be established and used if appropriate, to enable the source of release to be safely identified /monitored and repairs made. • All persons not directly concerned with the emergency are to be excluded	

		from the contamination area. • Emergency response plan is to be prepared in consultation with workers in conjunction with yearly emergency response simulations.	
On-going monitoring	• Being unaware of effects of chemicals and appropriate first aid/PPE • Chemical burns or poisoning	• Risk assessments are to be conducted prior to and during the project, reviewed if changes occur.	
Human behaviour Complacency	• Repetitive functions on a continual basis without incident. Overconfidence can cause accidents through complacency • Focus on production and not safety (shortcuts, risky behaviours) • The company does not review each accident/behaviour and so cannot correct bad habits	• Change up activities throughout the day as much as possible • Ensure everyone is trained on correct manual handling procedures prior to undertaking extensive manual handling type work • Ensure staff are reminded about safety before works starts each day • There is a fine line with being content and becoming complacent. Therefore, each person controls whether or not complacency creeps into your work life. The focus should be colleagues observing each other's actions and ensuring they stop someone who is acting recklessly before an incident occurs • Change up routine when possible	

Human behaviour Fatigue	• Reduced decision making ability, • Reduced ability to do complex planning, • Reduced communication skills, • Reduced productivity or performance, • Reduced attention and vigilance, • Reduced ability to handle stress on the job • Reduced reaction time - both in speed and thought, • Loss of memory or the ability to recall details, • Failure to respond to changes in surroundings or information provided, • Unable to stay awake (e.g., falling asleep while operating machinery or driving a vehicle), • Increased tendency for risk-taking, • Increased forgetfulness, • Increased errors in judgement, • Increased incident rates.	• Assess your own fitness for work before starting. • Monitor your level of alertness and concentration while you're at work. • Look out for signs of fatigue in the people you work with. • In consultation with your supervisor take steps to manage fatigue, for example take a break or drink water, do some stretching or physical exercise. • Talk to your supervisor if you think you're at risk of fatigue. • Talk to your supervisor if you have consumed alcohol or drugs (including medication) recently and are still feeling the effects. Do not operate or work near machinery.	

By signing, workers and contractors: declare the following:

I have been consulted in the development of this SWMS.

I have been given the opportunity to comment on the content of this SWMS.

I have read and understood how I am to carry out the activities listed in this SWMS.

I have been supplied with the Personal Protective Equipment identified on this SWMS and I have been given training in the safe use of this equipment.

Date	Name	Position	White Card Number	Signature

Chemicals

Hazardous Chemicals Register

HAZARDOUS CHEMICALS REGISTER

*This register must include all hazardous chemicals in the workplace with the exception of those in transit or if chemical is a consumer product in a quantity consistent with household use. All chemicals listed in the register must be accompanied by a safety data sheet (**SDS**). The SDS must be no more than five years old, and the register must be readily accessible to workers involved in the use, handling or storage of hazardous chemicals. The register must be updated whenever new chemicals are introduced or discontinued.*

Workplace/Worksite:	Date of last review:
Contact person:	Authorisation:

Name of chemical	Issue date of SDS (must be within five years)	Quantity	GHS class	Location of use	Comments

Hazardous Chemicals Risk Management Pack

HAZARDOUS CHEMICALS RISK MANAGEMENT PACK

This pack includes a guide to managing the risks associated with hazardous chemicals, a checklist to help identify the overall risk factors and a risk register to record the identified risks and agreed control measures

This document does not replace training in the correct handling, use and storage of hazardous chemicals or the management of risks related to them. It is provided as a guide to assist you in undertaking a risk assessment of your hazardous chemicals. You must also refer to the SDS applicable to the chemical to help ensure all factors are taken into consideration. Where necessary a task specific risk assessment should be undertaken.

1) HAZARDOUS CHEMICAL RISK ASSESSMENT GUIDE

Step 1: Identify hazardous chemical risks

Identify tasks with potential risk through:
• Identification of all chemicals used, handled, stored or generated at the workplace and ensure they are listed in an inventory to form a part of the hazardous chemicals register
• Determine the hazard classification and relevant routes of entry into the body for all chemicals identified. This can usually be identified from the labels or safety data sheets
• Identify which workers are at risk of exposure to hazardous chemicals
• Identify worker's tasks where exposure to hazardous chemicals is evident

Step 2: Prioritise tasks for each action

- Review the likelihood and severity of injury or illness that could be caused
- Prioritise tasks with exposure to hazardous chemicals based upon the nature of the chemical itself and the frequency and duration of exposure

Step 3: Assess hazardous chemical risks

- For each task indicate if the risk factors are present
- Prioritise the tasks for action by reviewing the likelihood of injury and severity or potential consequences of injury as per the table below
- Using the risk matrix below as a guide, write a priority rating low, medium, or high for each task in the hazardous chemical risk control register table. High being the highest priority

RISK RANK MATRIX		CONSEQUENCES				
		Marginal	Minor	Moderate	Major	Severe
LIKELIHOOD	Almost Certain	Medium	Medium	High	High	High
	Likely	Low	Medium	Medium	High	High
	Possible	Low	Low	Medium	Medium	High
	Unlikely	Low	Low	Low	Medium	Medium
	Rare	Low	Low	Low	Low	Medium

HIGH Risk

Immediate attention, response and treatment required to eliminate or control the risk prior to commencement or continuation of work. Do not recommence until effective controls are implemented and workers demonstrate competencies in new control measures

MEDIUM Risk

Only proceed with great care and only if essential. Current controls must be reviewed, revised, and documented as necessary to reduce the risk level before work recommences and workers have demonstrated competency in new control measures

LOW Risk

Manage by routine procedures and/or existing controls. Controls require a regular monitor and review process to ensure continued effectiveness. Further control measures should be implemented to reduce the risk to as low as reasonably practicable. Ensure all workers are effectively trained to undertake their job safely

Likelihood		Consequences	
Almost Certain	Expected to occur in most circumstances	**Marginal**	No injury or minor first aid treatment only
Likely	Has occurred before and will probably occur in most circumstances	**Minor**	First aid treatment or precautionary medical attention only, and person likely to immediately resume normal duties
Possible	Might occur occasionally and could happen	**Moderate**	Multiple injuries, and person unable to resume normal duties in the short-medium term
Unlikely	Could possibly occur at some time	**Major**	Hospitalisation with potential to result in permanent impairment
Rare	Is practically impossible but may occur in exceptional circumstances	**Severe**	Fatality or permanent injury or illness

Step 4: Control hazardous chemical risks

Eliminate the need to use, handle, store or generate the chemical risk by:

- Using a mechanical or physical process instead of a chemical process e.g. using ultrasound to clean equipment instead of a process involving chemicals
- Using clips/bolts or nails instead of adhesive

OR, in order of priority

Substitution:

- Substitute with a less volitile chemical

- Substitute a highly flammable chemical with a less flammable or combustable chemical
- Substitue multiple hazard class chemicals with a single hazard class chemical
- Substitute high hazard chemicals such as carcinogens with less hazardous chemicals
- Use diluted chemicals rather than concentrates
- Use products in either paste or pellet form rather than as a dust or powder
- Substitute with a safer form or process eg paint with a brush or apply with a roller instead of spraying

Isolation of workers from hazardous chemicals:

- Use of enclosures with exhaust extractions to remove contaminants
- Isolate operations and restrict access to properly protected personnel
- Place operators in positive presssure cabins that prevent entry of contaminants
- Distance workers from hazardous chemicals and any potential hazards generated by their use

Isolation of hazardous chemicals from other hazardous chemicals:

- Physically separate hazardous chemicals from chemicals or other things that may be incompatible through distance, barriers or a combination of both

Engineering controls:

- Use of local exhaust ventilation
- Use of ventilated spray booths or fume cupboards
- Use of intrinsically safe electrcal equipment in hazardous areas

Administrative controls: *(for use only when higher order controls are not practicable and/or in conjunction with higher order controls where the higher order controls alone did not control the risk)*

- Development and use of safe work procedures and safe work practices
- Control exposure time to hazardous chemicals
- Reduced storage quantities of hazardous chemicals
- Staffing – using only designated staff
- Prohibiting eating, drinking and smoking in potentially contaminated areas
- Provison of washing facilities for rinsing off chemicals (hand washing, safety showers, laundering)

Personal protective equipment (PPE): (*for use only where all other reasonably praticable control measures have been used and risk is still present or used as an interim measure only)*

- Must be suitable and appropriate for the nature of work and any associated hazards
- Must be effectively maintained
- Use must be supported with effective training and appropriate level of supervsion

Emergency planning:

- Develop and impliment suitable and effective emergency response plans that includes appropriate fire protection and fire fighting equipment and accounts for catastophic chemical or substance spills, leaks or chemical reactions
- Provide suitable, appropriate and effective first aid kit and spill containment systems in each part of the workplace where a hazardous chemical is used, handled, stored or generated
- Spill containment system procedures must describe how to contain, cleanup and dispose of spill or leak

Storage and disposal:

- Ensure hazardous chemicals are stored in accordance with the information contained on the safety data sheet in relation to chemical compatibility and classifications
- Ensure waste hazardous chemicals are disposed of appropriately and in accordance with safety data information and/or relavent regulations and codes

Overcoming barriers in controlling hazardous chemical risks:

- Put in short term suitable control measures whilst you are seeking funding or awaiting an action on long term controls
- Ensure the work group agrees with the planned controls and understand the supervisor has the responsibility to ensure the work is conducted safely
- Determine and notify the work group of consequences if safe work practices or controls are not used
- Confirm the level of funding you are able to authorise independently for control measures
- Where controls exceed your funding authority, provide this risk assessment checklist with your specific request for funds
- Senior managers take responsibility for authorising costs and the duty of care where the line manager has done all within their power to control risks
- For high priority risks, line managers should follow up weekly with senior managers for a decision
- Some controls may need significant future budget allocation or proposals submitted to executive management

2) HAZARDOUS CHEMICAL MANAGEMENT CHECKLIST

Description of hazardous chemical:		
Location:		
Assessor's name:		
Staff consulted:		
Date:		
Is licencing/permit required to use and/or store the hazardous chemical on site?	☐Yes	☐No
Risk factors present *(unless the factor is not applicable, answer 'No' to any of the following indicates the need to implement appropriate control measures, in consultation with relevant people)*		
Are all hazardous chemicals or substances in their original containers?	☐Yes	☐No
Are all hazardous chemical containers adequately labelled in accordance with the GHS (where relevant) and identified, including those contained in the pipework?	☐Yes	☐No
Have safety data sheets (**SDSs**) been obtained for all hazardous chemicals (or substances) in use and are they prepared in accordance with the GHS (where relevant) and made available to workers?	☐Yes	☐No
Are the SDSs continuously reviewed to ensure they are within the 5-year currency period?	☐Yes	☐No
Are all hazardous chemical containers safely stored in accordance with the SDS and GHS (where relevant)?	☐Yes	☐No

Does the workplace have an inventory of all hazardous chemical listing all chemicals used, handled, or stored at the workplace?	☐Yes	☐No
Has the assessment of the risks of exposure to hazardous chemicals been undertaken?	☐Yes	☐No
Are you aware of the workplace exposure standards for the chemicals being used, handled, generated, or stored at your workplace?	☐Yes	☐No
Have you undertaken air monitoring to determine airborne exposure to hazardous chemicals?	☐Yes	☐No
Have recommended control measures been documented?	☒Yes	☐No
Will control measures ensure that workers are not exposed to hazardous chemicals in excess of the relative workplace exposure standard?	☐Yes	☐No
Is appropriate and applicable safety/warning signage in place to identify hazardous chemicals at the workplace?	☐Yes	☐No
Where applicable, is appropriate and applicable signage in place to identify the quantity and location of hazardous chemicals?	☐Yes	☐No ☐N/A
Do controls include the use of personal protective equipment (**PPE**)?	☐Yes	☐No
If controls include the use of PPE, is the equipment appropriate for the work to be undertaken and is it in good working order?	☐Yes	☐No ☐N/A
If controls include the use of PPE, have relevant workers been trained in the correct use, handling, storage, maintenance, and disposal of the device?	☒Yes	☐No ☐N/A
Are there written procedures or processes for the use, handling, decanting, storage, and disposal of the chemical?	☐Yes	☐No
Are there written procedures for the introduction of new chemicals (or substances) to the workplace?	☐Yes	☐No
Where air monitoring has been scheduled, has a competent person been identified and appointed to do it?	☐Yes	☐No
Has a training program for people using hazardous chemicals been established?	☐Yes	☐No
Have all workers who should be trained under the training plan received current, applicable, and competency-based training?	☐Yes	☐No
Where applicable, have all confined spaces on site been identified and work procedures developed and documented, including the “permit to enter” procedure?	☐Yes	☐No ☐N/A
Is the work area and work environment suitable for the work to be undertaken e.g. is housekeeping, temperature control, lighting, ventilation, and air movement suitable?	☐Yes	☐No
Have workers who require health monitoring checks been identified?	☐Yes	☐No
Where required, have health monitoring checks been scheduled?	☐Yes	☐No ☐N/A
Are hazardous chemicals stored in accordance with information contained in the SDSs and applicable regulations and codes?	☐Yes	☐No
Have emergency procedures been established and documented that take into consideration all potential emergencies related to hazardous chemicals?	☐Yes	☐No
Do regular emergency response exercises take place and are they evaluated?	☐Yes	☐No
Are there appropriate first aid kits and facilities available on site?	☐Yes	☐No
Are there appropriate fire protection, firefighting equipment, and spill containment systems in place?	☐Yes	☐No
If required, has your emergency response plan be registered with emergency services?	☐Yes	☐No

			☐N/A
Are waste hazardous chemicals disposed of appropriately and according to written procedures?		☐Yes	☐No
Are records kept for disposal of hazardous chemicals?		☐Yes	☐No

Supervisor

Name:	**Signature**

Keep a record of this completed document to monitor and review items at a later date

3) HAZARDOUS CHEMICAL RISK CONTROL REGISTER

Description of activity of task	Frequency of task or use of hazardous chemical – circle		Level of Risk Rating – with no controls in place - circle	Controls required e.g. alternatives, ventilation, storage handling, procedures, personal protective equipment		Level of Risk Rating – with all controls in place - circle	Comments
Spraying/using chemicals	Hourly Daily Weekly Monthly Yearly	Likelihood score Consequence score ❐ ❐	High Medium Low	- Training of staff – chemical certificate - PPE worn when using chemicals - Ensure chemicals are stored safely and have appropriate ventilation - Use signage when using chemicals on site so bystanders know they are being used - Easy access to instructions for use of chemical and if spilled. - Bring spill kit when using chemicals	Likelihood score Consequence score ❐ ❐	High Medium Low	

	Hourly Daily Weekly Monthly Yearly	Likelihood score ❒ Consequence score ❒	High Medium Low		Likelihood score ❒ Consequence score ❒	High Medium Low	

Classification and labelling for workplace hazardous chemicals poster

Available from these locations:

https://www.safeworkaustralia.gov.au/system/files/documents/1702/classification_and_labelling_workplace_hazardous_chemicals_poster_-a4.pdf

https://www.safeworkaustralia.gov.au/sites/default/files/2021-04/classification_and_labelling_for_workplace_hazardous_chemicals_210412.pdf

Safe Operating Procedures – Tools and Chemicals

Personal Protective Equipment (PPE) Register

PERSONAL PROTECTIVE EQUIPMENT (PPE) REGISTER

*This register is used to track what Personal Protective Equipment (**PPE**) has been provided to the workers with and confirmation of training on how and when to use PPE.*

By signing the below document the worker confirms that all information provided is a true and accurate representation of the information contained within the table.

Worker's name	Date of issue	PPE issued	Confirmation of training & instruction in use, storage, and maintenance	PPE inspection date (if applicable)	Worker's signature
		Gloves, hearing protection, head protection, eye protection (glasses), full body clothing, respirator, high visibility apparel, face mask	☐ Yes ☐ No		
		Gloves, hearing protection, head protection, eye protection (glasses), full body clothing, respirator, high visibility apparel, face mask	☐ Yes ☐ No		
		Gloves, hearing protection, head protection, eye protection (glasses), full body clothing, respirator, high visibility apparel, face mask	☐ Yes ☐ No		
		Gloves, hearing protection, head protection, eye protection (glasses), full body clothing, respirator, high visibility apparel, face mask	☐ Yes ☐ No		

Plant and Equipment Risk Management Pack

PLANT AND EQUIPMENT RISK MANAGEMENT PACK

This pack includes a guide to managing the risks associated with plant and equipment, a checklist to help identify the overall risk factors and a risk register to record the identified risks and agreed control measures.

1) PLANT/EQUIPMENT RISK ASSESSMENT GUIDE

Step 1: Identify plant and equipment risks

Identify tasks with potential risk through:

- Identification of all plant and equipment used in the workplace and ensure they are listed in an inventory to form a part of the plant and equipment register
- Ensure all plant/equipment is clearly identifiable by having a suitable identifier such as an asset number
- Determine the hazards relating to plant and equipment identified. This can usually be identified from the manufacturer's manual or procedures, observation of the plant and equipment's operational procedures and consultation with operators or end users
- Identify which workers are at risk of plant and equipment
- Identify worker's tasks related to the use of plant and equipment is evident

Step 2: Prioritise tasks for each action

- Review the likelihood and severity of injury or illness that could be caused
- Prioritise tasks based upon the type of plant and equipment and the frequency and duration of use

Step 3: Assess plant and equipment risks

- For each task indicate if the risk factors are present
- Prioritise the tasks for action by reviewing the likelihood of injury and severity or potential consequences of injury as per the table below
- Using the risk matrix below as a guide, write a priority rating low, medium, or high for each task in the plant/equipment risk control register table. High being the highest priority

RISK RANK MATRIX		**CONSEQUENCES**				
		Marginal	Minor	Moderate	Major	Severe
LIKELIHOOD	Almost Certain	Medium	Medium	High	High	High
	Likely	Low	Medium	Medium	High	High
	Possible	Low	Low	Medium	Medium	High
	Unlikely	Low	Low	Low	Medium	Medium
	Rare	Low	Low	Low	Low	Medium

HIGH Risk	MEDIUM Risk	LOW Risk
Immediate attention, response and treatment required to eliminate or control the risk prior to commencement or continuation of work. Do not recommence until effective controls are implemented and workers demonstrate competencies in new control measures	Only proceed with great care and only if essential. Current controls must be reviewed, revised and documented as necessary to reduce the risk level before work recommences and workers have demonstrated competency in new control measures	Manage by routine procedures and/or existing controls. Controls require a regular monitor and review process to ensure continued effectiveness. Further control measures should be implemented to reduce the risk to as low as reasonably practicable. Ensure all workers are effectively trained to undertake their job safely

Likelihood		Consequences	
Almost Certain	Expected to occur in most circumstances	**Marginal**	No injury or minor first aid treatment only
Likely	Has occurred before and will probably occur in most circumstances	**Minor**	First aid treatment or precautionary medical attention only, and person likely to immediately resume normal duties
Possible	Might occur occasionally and could happen	**Moderate**	Multiple injuries, and person unable to resume normal duties in the short-medium term
Unlikely	Could possibly occur at some time	**Major**	Hospitalisation with potential to result in permanent impairment
Rare	Is practically impossible but may occur in exceptional circumstances	**Severe**	Fatality or permanent injury or illness

Step 4: Control plant and equipment risks

Eliminate the need to use plant/equipment risk **OR,** in order of priority
Substitution:
• Substitute with a lower powered plant or equipment
Isolation of workers from plant/equipment:
• Place plant/equipment in an authorised access only area
• Isolate operations and restrict access to properly protected personnel
• Distance workers from the plant/equipment and any potential hazards generated by their use
Isolation of plant/equipment from other plant/equipment:
• Physically separate plant/equipment from plant/equipment or other things that may be incompatible through distance, barriers or a combination of both
Engineering controls:
• Use of guarding or interlock switches
• Use of beacon and motion alarm alert others in the area that the plant/equipment is in use
• Use of axle extensions and outrigger pads to improve stability of mobile plant/equipment operating in a static position

- Ensure an effective and appropriate pro active maintenance schedule is initiated for all plant/equipment

Administrative controls: *(for use only when higher order controls are not practicable and/or in conjunction with higher order controls where the higher order controls alone did not control the risk)*

- Development and use of safe work procedures and safe work practices
- On-going training and instruction of operators and end users in safe procedures
- Control exposure time to using plant/equipment at the workplace
- Reduce the number of plant/equipment in the workplace
- Staffing – using only designated staff
- Prohibiting eating, drinking and smoking in plant/equipment area

Personal protective equipment (PPE): (*for use only where all other reasonably praticable control measures have been used and risk is still present or used as an interim measure only)*

- Must be suitable and appropriate for the nature of work and any associated hazards
- Must be effectively maintained
- Use must be supported with effective training and appropriate level of supervsion

Emergency planning:

- Develop and impliment suitable and effective emergency response plans that includes appropriate fire protection and fire fighting equipment and accounts for catastophic plant/equipment failure
- Provide suitable, appropriate and effective first aid kit or other means in each part of the workplace where a plant/equipment is used

Storage and disposal:

- Ensure plant/equipment is stored in accordance with the information provided by the manufacturer or supplier
- Ensure plant/equipment is disposed of appropriately and in accordance with manufacturer's written instructions or procedures

Overcoming barriers in controlling plant and equipment risks:

- Put in short term suitable control measures whilst you are seeking funding or awaiting an action on long term controls
- Ensure the work group agrees with the planned controls and understand the supervisor has the responsibility to ensure the work is conducted safely
- Determine and notify the work group of consequences if safe work practices or controls are not used
- Confirm the level of funding you are able to authorise independently for control measures
- Where controls exceed your funding authority, provide this risk assessment checklist with your specific request for funds
- Senior managers take responsibility for authorising costs and the duty of care where the line manager has done all within their power to control risks
- For high priority risks, line managers should follow up weekly with senior managers for a decision
- Some controls may need significant future budget allocation or proposals submitted to executive management

1) PLANT/EQUIPMENT HAZARD MANAGEMENT CHECKLIST

Description of plant/equipment: Auger, Brush cutter, Chainsaw

Location of plant/equipment:		
Assessor's name:		
Staff consulted:		
Date:		
Does the plant require licencing?	■ Yes	■ No
Does the plant require registration? If yes, registration number:	■ Yes	■ No

Risk factors present *(answer 'No' to any of the following indicates the need to implement appropriate control measures, in consultation with relevant people)*

Is the plant/equipment in its original condition and has not been modified?	■ Yes	■ No
Is the plant/equipment in good working order?	■ Yes	■ No
Does the plant/equipment and its attachment have all required markings? Includes: • make, model and serial number • rated capacity or safe working load (**SWL**) of the machine and its attachments • operator controls inside the car clearly marked • emergency controls and warning devices (eg reversing alarm, flashing light)	■ Yes	■ No
Is the plant/equipment protected from any hair, clothing, gloves, jewellery, brushes, rags or other materials becoming entangled with moving parts?	■ Yes	■ No
Has the risk of crushing from parts of plant/equipment falling off, or uncontrolled or unexpected movement of plant such as tipping or rolling over, been addressed?	■ Yes	■ No
Has the risk of being cut, stabbed or punctured due to contact with moving parts, or materials loaded into or taken out or ejected, been addressed?	■ Yes	■ No
Has the risk of being injured from shearing (caught between moving parts), friction or being struck been addressed?	■ Yes	■ No
Has the risk of being in contact with fluids, gases or high pressure or temperature due to failure or misuse of the plant been addressed?	■ Yes	■ No
Is the plant/equipment protected from contact with electricity, heat, explosion, steam, hydraulic fluid and toxic substances?	■ Yes	■ No
Is the plant/equipment protected from contact with overhead or underground power lines and public authority services?	■ Yes	■ No
Does the area to the plant/equipment have safe access and egress provisions, including good housekeeping and lighting?	■ Yes	■ No
Has the risks associated with the plant/equipment when it is not in use or when undergoing maintenance have been addressed?	■ Yes	■ No
Are the controls, including emergency suitably identified and conveniently located?	■ Yes	■ No
Can the controls be locked off and power disconnected when not in use?	■ Yes	■ No
Is the guarding adequate for the type of plant/equipment and the work being undertaken, and is not removed or modified?	■ Yes	■ No
Are regular inspections and maintenance programs being undertaken as scheduled (including electrical testing)?	■ Yes	■ No
Does the plant/equipment have appropriate isolation systems so it cannot be unintentionally started or operated when not attended?	■ Yes	■ No

Is a high risk work licence or certificate of competency required? If so, has it been obtained?	■ Yes	■ No
Is training required for operation? If so, have operators been trained?	■ Yes	■ No
Are operating instructions available and easily understood?	■ Yes	■ No
Is the work environment protected from contamination by vapour, fumes, noise, etc?	■ Yes	■ No
Has the discharge of hazardous substances been contained?	■ Yes	■ No
Has the plant/equipment been monitored for air emission controls where required?	■ Yes	■ No
Are safety data sheets available for any hazardous chemicals related to plant?	■ Yes	■ No
Are chemical containers labelled correctly and chemicals stored appropriately?	■ Yes	■ No
Has the risk with plant/equipment used for lifting people or materials been addressed?	■ Yes	■ No
Is the lifting capacity below the designated safe working load?	■ Yes	■ No
Are the loads protected if they are required to be suspended over people?	■ Yes	■ No
Is safe egress possible in the event of a plant/equipment failure?	■ Yes	■ No
Are there frequently used controls within easy access?	■ Yes	■ No
Can the plant/equipment be operated without excessive force?	■ Yes	■ No
Can the plant/equipment be operated without constrained or awkward work postures of the operators?	■ Yes	■ No
Can the plant/equipment be operated without the operators being exposed to vibration, or having to over-reach, stretch, lift, carry or bend in such a way that it may cause body strain?	■ Yes	■ No
Is there a register of all plant and equipment with up to date maintenance and testing records?	■ Yes	■ No
Has the operator undertaken a documented pre-start inspection on the plant or equipment prior to starting work?	■ Yes	■ No
Is the overall working environment suitable for the safe operation of the plant/equipment eg noise levels, lighting, workplace layout and design, general housekeeping	■ Yes	■ No
If the plant/equipment's log book reveals any outstanding faults or safety issues, has the plant/equipment been assessed and appropriate action undertaken and recorded by a competent person prior to being put back in to service?	■ Yes	■ No
Does the plant/equipment require PPE for its safe operation? If so, is the operator and all workers wearing the required PPE?	■ Yes	■ No
Does the plant/equipment meet current standards and relevant regulations?	■ Yes	■ No
Has an emergency response plan been established, implemented and tested?	■ Yes	■ No
Is the plant/equipment stored and disposed of appropriately and according to written procedures?	■ Yes	■ No

Supervisor

Name:	**Signature**	**Date of assessment:**

Keep a record of this completed assessment to monitor and review items at a later date

PLANT/EQUIPMENT RISK CONTROL REGISTER

Description of plant/equipment	Frequency of task or use of plant or equipment - circle		Level of Risk Rating – with no controls in place - circle	Controls required eg alternatives, engineering, barriers, procedures, personal protective equipment		Level of Risk Rating – with all controls in place - circle	Comments
Auger	Hourly Daily Weekly Monthly Yearly	Likelihood score Consequence score ❒ ❒	High Medium Low	• PPE must be worn when using auger. • Check digging area for rough surfaces • Do not use in close proximity to other by standers • Take regular breaks	Likelihood score Consequence score ❒ ❒	High Medium Low	

Chainsaw	Hourly Daily Weekly Monthly Yearly	Likelihood score Consequence score ❒ ❒	High Medium Low	• PPE must be worn when using chainsaw • Check area is safe before using chainsaw • Ensure chainsaw has no faults and is regularly maintained before using.	Likelihood score Consequence score ❒ ❒	High Medium Low	
Brush cutter	Hourly Daily Weekly Monthly Yearly	Likelihood score ❒ Consequence score ❒	High Medium Low	• PPE must be worn when using brush cutter • Ensure there are no by standers in working area. • Ensure brush cutter has no faults and is regularly maintained before using.	Likelihood score Consequence score	High Medium Low	

Safe Operating Procedure – Auger

SAFE OPERATING PROCEDURE

Task/Equipment Description:

Potential Hazards and Risks:

- Vibration
- Wounds
- Hearing issues

DO NOT use this equipment unless you have been trained in its safe use and operation.

Required Personal Protective Equipment (PPE)

PPE ✓	Gloves	Hearing Protection	Head Protection	Eye Protection	Eye (UV) Protection	Safety Footwear	FaceVisor / Welding	Dust Mask	Half Face Mask (P2)	Breathing Appartus	Hi-Vis Apparel	Full Body Clothing	Harness
	☒	☒	☐	☒	☐	☒	☐	☐	☐	☐	☐	☒	☐

Other PPE

(describe): Tie up and confine long hair above your shoulders.

ALWAYS

Wear appropriate PPE for the task
Conduct a pre-start check before operating
Tag out damaged or faulty equipment

NEVER

Use the tool if damaged or unserviceable

Safe Operating Procedure:

1. Pre-Operation – Safety Checks:

Refuelling:

- Always shut the engine off before refuelling
- Do not fuel a hot engine – fuel may spill and cause a fire!
- Open the fuel cap carefully to allow any pressure build-up in the tank to release slowly and avoid fuel spillage.
- Only refuel the machine in a well-ventilated place. If fuel has been spilled, immediately clean the machine – do not allow your clothes to be splashed with fuel. If that happens change your clothes at once.
- After fuelling, tighten down the screw-type fuel cap as securely as possible.

Before starting:

- Check that your power tool is properly assembled and in good condition – refer to Instruction Manual for details.

2. Operation – Safety Procedure:

Starting the engine:

- Start the engine at least 3 meters form the fuelling spot, outdoors only.
- Place the power tool on level ground make sure you have secure footing.
- Engage the drill brake before starting. Otherwise, the drilling tool may begin to run, causing the user to lose control of the earth auger.
- The machine is operated only by a single person, do not allow any person o stay within the working area.
- To reduce risk of injury, avoid contact with the drilling tools.
- Do not drop start the engine, start it as described in the instructions for use.
- Check idle speed setting: The drilling took must not rotate when the engine is idling with the throttle trigger released.
- Keep easily combustible materials away from hot exhaust gases and the hot muffler surface – risk of fire!

While working:

- Make sure you always have good balance and secure footing.
- In the event of impending danger, turn off the machine immediately.
- Do not allow any other persons in the work area.
- Check for correct idling, so that the auger stops turning when the throttle trigger is released.
- Check and correct the idle speed setting at regular intervals. If the drilling tool continues to rotate when the engine is idling, have the machine checked by your servicing dealer.
- Take species care in slippery conditions.
- Watch out for obstacles: tree stumps, roots etc – risk of tripping!
- Take breaks when you start getting tired or feeling fatigued – risk of accidents!
- Work calmly and carefully in daylight conditions and only when visibility is good.
- As soon as machine is running, the power machine generates toxic exhaust gas. These are odourless and invisible and may contain unburned hydrocarbons and benzene. Never run the engine indoors or in poorly ventilated locations.
- To reduce risk of serious or fatal injury from breathing toxic fumes, ensure proper ventilation when working in trenches, hollows, or other confined locations.
- Stop work immediately if you start suffering from nausea, headaches, impaired vision, impaired breathing, dizziness, impaired concentration – these symptoms may possibly be the result of too high exhaust gas concentration. - risk of accidents!
- Operate your power tool so that is produces a minimum of noise and emissions – do not run the engine unnecessarily, accelerate the engine only when working.

- To reduce the risk of fire, do not smoke while operating or standing near your power tool. Combustible fuel vapor may escape from the fuel system.
- Dust, fumes, and smoke produced while working may be hazardous o your health. Wear respiratory protection in cause of heavy dust or smoke emission.
- See more details in Instruction Manual.

Vibrations

- Prolonged use of the power tool may result in vibration-induced circulation problems in the hand (whitefinger disease).
- See Instruction Manual

3. Post-Operation – Housekeeping:

- Service the machine regularly. Do not attempt any maintenance or repair work not described in the Instruction Manual.
- See Instruction Manual for more details.

I have read and understood this Safe Operating Procedure (**SOP**)

Name:	Signature:	Date:

Safe Operating Procedure – Brush Cutter

SAFE OPERATING PROCEDURE

Task/Equipment: **Brush cutter**
Description: **Efficient power tool used to cut grass, weeds and small bushes**

Potential Hazards and Risks:

- Wounds
- Flung debris.
- Back injuries
- Hearing issues
- Vibration causing hand and wrist injury

DO NOT use this equipment unless you have been trained in its safe use and operation.

Required Personal Protective Equipment (PPE)

PPE ✓	Gloves	Hearing Protection	Head Protection	Eye Protection	Eye (UV) Protection	Safety Footwear	FaceVisor / Welding	Dust Mask	Half Face Mask (P2)	Breathing Appartus	Hi-Vis Apparel	Full Body Clothing	Harness
	X	X	X	X		X	X					X	

Other PPE

(describe):

ALWAYS

- Wear appropriate PPE for the task
- Have appropriate training before first time use
- Read operating Manuel

- Maintain brush cutter regularly referring to Instruction manual
  Check the area is safe before
- Use warning signs when working near pedestrians
- Take consistent breaks
- Refuel

NEVER

Use the tool if damaged or unserviceable

Safe Operating Procedure:

4. Pre-Operation – Safety Checks:

- Check that your power tool is properly assembled and in good condition - refer to appropriate chapters in the instruction manual.
- Check the fuel system for leaks, paying special attention to visible parts such as the tank cap, hose connections and the manual fuel pump (on machines so equipped). If there are any leaks or damage, do not start the engine – risk of fire. Have your machine repaired by a servicing dealer before using it again. –
- Use only an approved combination of cutting attachment, deflector, handle and harness. All parts must be assembled properly and securely. –
- The stop switch / slide control must move freely. –
- Smooth action of choke knob, throttle trigger lockout and throttle trigger – the throttle trigger must return automatically to the idle position. The choke knob must spring back from the g position to the run position F when the throttle trigger lockout and throttle trigger are squeezed. –
- Check that the spark plug boot is secure – a loose boot may cause arcing that could ignite combustible fumes and cause a fire. –
- Check cutting tool or attachment for correct and secure assembly and good condition.
  - Blade
  - Cracks in blade protector
  - Overall engine faults etc.
  - Refuel before use

5. Operation – Safety Procedure:

- Make sure you always have good balance and secure footing. In the event of impending danger or in an emergency, shut off the engine immediately – move the stop switch / slide control in the direction of 0.
- The cutting attachment may catch and fling objects a great distance and cause injury - therefore, do not allow any other persons within a radius of 15 meters of your own position. To reduce the risk of damage to property, also maintain this distance from other objects (vehicles, windows). Even maintaining a distance of 15 meters or more cannot exclude the potential danger.
- The correct engine idle speed is important to ensure that the cutting attachment stops rotating when you let go of the throttle trigger.
- Check and correct the idle speed setting regularly. If the cutting attachment continues to rotate when the engine is idling, have the machine checked by your servicing dealer. STIHL recommends an authorized STIHL servicing dealer

- Take special care in slippery conditions (ice, wet ground, snow), on slopes or uneven ground.
- Watch out for obstacles: Roots and tree stumps which could cause you to trip or stumble.
- Always stand on the ground while working, never on a ladder, work platform or any other insecure support.
- Be particularly alert and cautious when wearing hearing protection because your ability to hear warnings (shouts, alarms, etc.) is restricted.
- To reduce the risk of accidents, take a break in good time to avoid tiredness or exhaustion.
- Work calmly and carefully – in daylight conditions and only when visibility is good. Stay alert so as not to endanger others.
-
- Wear all necessary PPE
- Check the area for safety concerns
- Warning signs or spotter present in high pedestrian areas

6. Post-Operation – Housekeeping:

- **Cleaning:**
- Clean plastic parts with a cloth. Harsh detergents can damage the plastic.
- Clean the dust and dirt off the machine – do not use any grease solvents for this purpose.
- Do not use high pressure cleaner to clean the machine. The hard jet of water can damage parts of the machine.
- **Storage:**
- When the machine is not in use it should be stored in such a way that no one is endangered.
- Secure machine against unauthorised use
- Store the machine in a safe and dry room.
- **Maintenance/repairs:**
- Always switch off the engine before any repair, cleaning or maintenance work.
- The machine must be serviced regularly.

I have read and understood this Safe Operating Procedure (**SOP**)

Name:	Signature:	Date:

Safe Operating Procedure - Chainsaw

SAFE OPERATING PROCEDURE

Task/Equipment Description:

Potential Hazards and Risks:

- Hearing issues
- Wounds
- Back injuries
- Vibration causing hand and wrist injury

DO NOT use this equipment unless you have been trained in its safe use and operation.

Required Personal Protective Equipment (PPE)

PPE ↘	Gloves	Hearing Protection	Head Protection	Eye Protection	Eye (UV) Protection	Safety Footwear	FaceVisor / Welding	Dust Mask	Half Face Mask (P2)	Breathing Appartus	Hi-Vis Apparel	Full Body Clothing	Harness
	Error! Bookmark not defined.	x☒	x☒	x☒	☐	x☒	☒	☒	☐	☐	OBJ	x☒	☐

Other PPE

(describe):

ALWAYS

Wear appropriate PPE for the task
Turn off the machine during transport,
Carry the chain saw by the handle – with the hot muffler away from the body
In vehicles: Properly secure your saw to prevent turnover, fuel spillage and damage.

NEVER

Use the tool if damaged or unserviceable
Do not use if you are under the influence of any substance (drugs, alcohol) which might impair vision, dexterity or judgement.
The machine may only be used to saw wood and wooden objects, do not use for any other purpose!
Modify the machine in any way – this may increase the risk of personal injury.

Safe Operating Procedure:

7. Pre-Operation – Safety Checks:

- Refuelling – Gasoline is an extremely flammable fuel – keep clear of naked flames and fire – do not spill any fuel – no smoking.
- Switch off engine before refuelling.
- Never refuel the machine while the engine is still hot – the fuel may spill over – risk of fire!
- Open the fuel filler cap carefully so that any excess pressure is relived gradually, and fuel does not splash out.
- The machine may only be refuelled in a well-ventilated place. Clean the machine immediately if fuel is spilled. Do not spill fuel over your clothing – contaminated clothing must be changed immediately.
- Check that your saw is properly assembled and in good condition – refer to instruction manual.

8. Operation – Safety Procedure:

Starting the chainsaw:

- Always work on a level surface. Ensure a firm and secure footing. Hold the machine securely – the chain must not touch any objects or the floor – danger of injury due to the rotating saw chain.
- Your chain is a one person saw. Do not allow other persons to be in the working area – not even while starting.
- Move at least 3 meters away from the place where the machine was refuelled and never start the motor in enclosed spaces.
- Lock the chain with the chain brake before starting – risk of injury due to rotating chain.
- Do not drop start the engine – start as described in the Instruction Manual.

During Operation:

- Ensure you always have a firm and safe footing and take extra care when wet.
- Always hold the chain saw firmly in both hands.
- Never let the machine run unattended.
- Exercise caution with slippery surfaces
- Use caution with tree stumps, roots, ditches – danger of stumbling!
- Do not work alone – keep within calling distance of others who are trained in emergency procedures and can provide help in an emergency.
- More care and attention are needed when wearing ear protection, as warning sounds cannot be heard properly.
- Take a break in good time to avoid tiredness or exhaustion -risk of accidents!
- Dust, fumes, and smoke provided while using the machine may be hazardous to health. If dust generated, wear a dust mask.
- No smoking when working with or near the chain saw.
- Examine the saw chain periodically at short intervals and as soon as you note any tangible changes: Switch off the engine, wait until the saw chain is stationary; Check condition and secure fitting; Check sharpness.
- Never touch the saw chain when the engine is running – risk of injury!
- Always turn off the engine before leaving unattended.

- To change saw chain, switch off the engine.
- Keep easily combustible materials away from hot exhaust gases and hot mufflers – risk of fire!
- Never work without chain lubrication – monitor the oil level in the oil tank – stop work immediately if the oil level is too low and top up. – Check Instruction manual
- Check the fuel system for leaks and make sure the safety devices are working properly. Never continue to use machine that is not in perfect working order. See servicing dealer.
- Check for correct idling, so that the saw chain stops moving when the throttle trigger is released. Check the idle setting regularly and correct when possible. Have the machine repaired by a STIL serving dealer if the saw chain continues to move during idling.
- Ensure proper ventilation when working in trenches, hollows, - risk of fatal injury from breathing toxic fumes!
- For dangers of Kickback, pushback and pull-in see Instruction Manual.

9. Post-Operation – Housekeeping:

Cleaning:

- Clean plastic parts with a cloth. Harsh detergents can damage the plastic.
- Clean the dust and dirt off the machine – do not use any grease solvents for this purpose.
- Do not use high pressure cleaner to clean the machine. The hard jet of water can damage parts of the machine.

Storage:

- When the machine is not in use it should be stored in such a way that no one is endangered.
- Secure machine against unauthorised use
- Store the machine in a safe and dry room.

Maintenance/repairs:

- Always switch off the engine before any repair, cleaning or maintenance work and any work on the chain – risk of injury!
- The machine must be serviced regularly.

See Instruction Manual for further details about maintenance

I have read and understood this Safe Operating Procedure (**SOP**)

Name:	Signature:	Date:

Safe Operating Procedure – Hand Tools

SAFE OPERATING PROCEDURE

Task / Equipment Description: Hand Tools

Potenital Hazards and Risks:

- Splinters, waste materials, sharp materials, burrs and swarf
- Sharp blades and tool edges
- Manual handling injuries
- Damaged, or defective tools
- Incorrect tool for the job activity or task
- Eye injuries, debris, dust
  Slips, trips and falls

DO NOT use this equipment unless you have been trained in its safe use and operation.

Required Personal Protective Equipment (PPE)

	Gloves	Hearing Protection	Head Protection	Eye Protection	Eye (UV) Protection	Safety Footwear	FaceVisor / Welding	Dust Mask	Half Face Mask (P2)	Breathing Appartus	Hi-Vis Apparel	Full Body Clothing	Harness
PPE ✓	Error! Bookmark not defined.	☐	☐	☐	☐	☒	☐	☐	☐	☐	☐	x☒	☐

Other PPE

(describe):

ALWAYS

Check the tool prior to use, do not use if damaged – tag it out of service and inform your supervisor
Choose the most appropriate tool for the task
Carry and transport tools safely, use appropriate tool belts when required
Ensure the work area is suitably clear of obstructions

NEVER

Leave tools lying around unsafely
Use a makeshift tool
Use tools which are loose or cracked
Use the tool unless you have been trained to use the tool safely

Safe Operating Procedure:

10. Pre-Operation – Safety Checks:
    - Ensure the work area is clear of obstructions and other people in the vicinity
    - Ensure equipment is in good repair and is suitable for the task to be completed
    - Always check the condition of tools before use.
    - Perform a visual check of all equipment to be used. Inspect for cracked and splintered handles
    - Wipe off greasy, wet slippery or dirty equipment prior to use
    - Ensure appropriate PPE is available and used

11. Operation – Safety Procedure:
    - Always use the tool in the way it is intended. E.g., never strike hardened metal with a metal hammer (this can cause the metal/s to shatter and results in very dangerous sharp high velocity projectiles)
    - Keep your balance and proper footing, being careful not to overreach
    - Always carry pointed tools by your side with the points and heavy ends down
    - Be aware of any sharp edges or cutting surfaces that could harm you
    - Always work away from the body
    - Ensure cutting edges are kept sharp
    - Do not lean or push on a tool with any more force than is necessary to maintain the required drive force contact within the screw or other tool
    - Use a vice or clamp to hold your work piece if it is small or likely to move easily
    - Do not leave tools on walkways, stairways, etc. whilst working

12. Post-Operation – Housekeeping:
    - Wipe off greasy, wet, slippery, and dirty equipment
    - Inspect the tool for apparent damage or wear prior to storing it away
    - Stow in the correct allocated place off the ground
    - Clean up work area and wipe down work benches and surfaces when work is completed
    - Ensure trip hazards minimised

I have read and understood this Safe Operating Procedure (**SOP**)

Name:	Signature:	Date:

Safe Operating Procedure – Manual Task (Preferred Lifting Techniques)

SAFE OPERATING PROCEDURE

Task / Equipment Description: **Manual Tasks/Handling – Preferred Lifting Techniques**

Potential Hazards and Risks:

- Crush injuries
- Equipment failure
- Musculoskeletal disorders
- Injuries from falling objects/items
- Slips, trips and falls
- Pinch and squash injuries

Required Personal Protective Equipment (PPE)

Appropriate footwear

Gloves

Other PPE (describe): As required, depending on environmental conditions

ALWAYS

- Complete a risk assessment for any manual tasks to determine if it is hazardous
- For hazardous manual tasks, consider and determine the most suitable control measure/s. Low order controls such as team handling should only be utilised as a temporary measure until higher order control measures can be designed, developed and implemented
- Ensure that the work area or task can be arranged to ensure that hazardous manual tasks can be eliminated or the risk of injury is minimised, such as being undertaken at waist level
- Determine which control measures can be implemented, for example a mechanical aid can be used (such as a forklift, trolley, etc.) to move or lift heavy items/objects. It is critical that the aid is in good condition and appropriately maintained

- Ensure that if the outcome of a risk assessment indicates that a lift is to be used, ensure that all lifting is undertaken in accordance with the SOP

Take regular rest breaks

Store heavy, bulky, and awkward items/objects as close as possible to waist height

Vary postures and tasks to ensure work is not performed above shoulder height or below knee height for prolonged periods

NEVER

Undertake any manual task without having conducted a risk assessment

Rush or take shortcuts

Walk with items stacked so high that your vision is obstructed

Stack items so they are unstable

Move items without knowing where the destination is

Safe Operating Procedure:

1. Pre-Operation – Safety Checks:
   - Before you undertake a manual task, plan your work in consulation with workers, where relevant
   - Reduce the number of times you have to move or lift the items
   - Know the weight, size and recommended lifting instructions for all relevant items
   - Avoid or reduce bending or reaching by ensuring items are stored at waist height
   - Ensure no slip/trip hazards are present in working space or walkways
   - Allow enough time to do the job
   - Assess the distance by understanding where the destination is
   - Ensure there are no obstructions and there is a clear pathway
   - Use a mechanical aid or automation where possible eg trolley, pallet jack, forklift, etc.
   - Ensure the mechanical aid or automation is in a suitable condition through regular maintenance and inspections
   - Report any damage or faults to the mechanical aid before processing with the task
   - Do not exceed the load capacity of lifting devices, containers or trolleys, etc.
   - Ensure you have a clear area in which to work
   - If possible, break down large and heavy loads into more manageable sizes and weights eg taking half the items out of a large heavy box
   - Ensure you are trained in relevant procedures and if lifting is required, move with your arms and elbows close to your body
   - Where team handling is required, ensure there are enough team members to undertake the task safely and the lift is carefully planned and executed
   - Where team handling is required, ensure the team members are matched taking into account the height, physical strength and capabilities
   - Incorporate job rotation where necessary
   - Wear non-slip, enclosed and supportive footwear (including laces done up)

2. Operation – Safety Procedure:

   Using trolleys:

   - Observe the load
   - Secure the load on the trolley

- Put your body weight behind it – push rather than pull (use your leg muscles to push the load)
- Never walk with items stacked so high that your vision is obstructed (trolleys should be labelled with weight capacity)
- Do not stack items so they are unstable
- When loading and unloading the trolley follow the principles of the standard lifting technique

- **Team handling / two-person lift:**
  - If possible, use a elevator (rather than stairs)
  - If possible, lift with people of similar height and capability
  - Ensure there are appropriate numbers of lifters for the weight and/or size of the load
  - Nominate one person as the leader for the lift – they will coordinate and direct the lift
  - Ensure all lifters know what the task is – how to lift, where to move, etc.
  - Ensure there is enough room for all the lifters to move as a group
  - Lift simultaneously – the leader should direct this
  - Walk in step and use direct routes, preferably not up or down slopes or stairs
  - Ensure a clear vision and path
  - Lower the load simultaneously
  - Take regular breaks or vary the work routine where necessary
-
- **If a lift has to be undertaken:**
  - Check the path is clear
  - Approach the load and size it up (weight, size and shape). Consider your ability to handle the load. If in doubt, get assistance and follow the team/two-person lift procedure
  - Wear proper foot protection and other necessary PPE as part of the assessment
  - Stand with feet shoulder width apart
  - Place feet close to the item to be lifted
  - Adopt a balanced position, one foot beside the load pointing in the direction of travel, the other behind the load
  - Bend knees to a comfortable degree and get a good handhold, keep your head upright and maintain normal spinal curves (don't arch your back)
  - Keep your back straight and stomach muscles tight
  - Pull the load close to your body and commence to lift the load keeping it close to the body (secure your grip on the load)
  - Use a smooth controlled motion to lift the load, using your leg muscles to do the work and allow the load to rest in fully extended arms (avoid twisting or turning your body when lifting)
  - With the load comfortably supported by the hands and arms, move off in the direction of travel (point your feet in the direction you are going)
  - Never walk with items stacked so high that your vision is obstructed
  - Do not stack items so they are unstable
  - To lower the load, stand with your feet apart and in a staggered stance
  - Get as close as possible to the area you will place the load
  - Keep the load close to your body
  - Bend your knees, keep your head upright and spine natural and lower the load by using your leg muscles
  - When the load is securely placed release your grip

---

3. Post-Operation:
   - Remove any rubbish to keep the work area clear of trip hazards
   - Return any mechanical aids to their storage location
   - Report any damage or faults to equipment to management for repairs/replacement

- Ensure that you take appropriate rest break after the task
- Ensure all items are secured and will not fall
- Never place items near emergency exists, in stairways, walkways and pathways before leaving the area

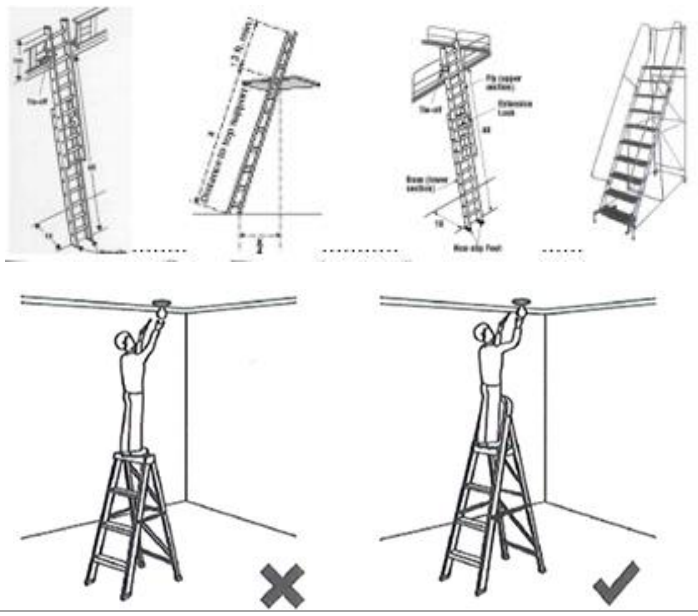
I have read and understood this Safe Operating Procedure (**SOP**)

Name:	Signature:	Date:

Safe Operating Procedure – Ladders

SAFE OPERATING PROCEDURE

Task/Equipment description: **Use of Ladders - General**



Potential Hazards and Risks:

- Falls from heights
- Slips and trips
- Falling objects
- Electrical hazards overhead
- Ladders knocked over by moving plant and vehicles
- Uneven ground
- Carrying inappropriate loads
- Awkward postures
- Duration of task
- Repetition of movement

Do NOT use this equipment unless you have been trained in its safe use and operation.

Required Personal Protective Equipment (PPE)

PPE ✓	Gloves	Hearing Protection	Head Protection	Eye Protection	Eye (UV) Protection	Safety Footwear	FaceVisor / Welding	Dust Mask	Half Face Mask (P2)	Breathing Appartus	Hi-Vis Apparel	Full Body Clothing	Harness
	☒	☐	☒	☐	☐	☒	☐	☐	☐	☐	☒	☐	☐

Other PPE (describe):

ALWAYS

Choose the right ladder for the job
Ensure the ladder is adjusted to the proper height
Check for overhead power lines and overhead hazards when setting up and transporting a ladder
Inspect the ladder for serviceability prior to use (rubber stops, joints, steps)

NEVER

Operate a ladder if affected by medication or a medical condition
Use the ladder in adverse weather conditions (eg strong winds)
Operate the ladder on unstable or uneven ground
Operate the ladder in the partially opened position
Have more than one person ascending or descending the ladder at a time

Safe Operating Procedure:

4. Pre-Operation – Safety Checks
   - Ensure that the ladder is in accordance to requirements under AS/NZS 1892 standard
   - If an extension or single ladder is going to be used as a means of access or egress ensure this is only for a short duration task – these are not suitable work ladders
   - When using a ladder for access or egress tie it off at a ladder tie off point, cross beam member or have another person to stabilise at the base
   - Choose a ladder that is suitable for your task – an A frame for tasks such as changing light bulbs
   - Platform ladders for the operation of tools requiring force, stock rooms, order picking and general materials handling
   - Ensure the ground surface is firm so the ladder won't settle when weight is applied.
   - Ensure the rungs are dry and clean
   - Perform a checklist safety inspection prior to use

5. Operation – Safety Procedure
   - Ensure your work area is clear of other people, or put up barriers to prevent access under the ladder
   - If you are working in an access area or doorway use a barrier or lock the door
   - Always climb on and off the ladder from the bottom step/rung
   - Always face the ladder when going up, down or working from it with your centre of gravity within the steps/rungs
   - Judge your work area and move the ladder when your work requires you to reach and place your body out of line with the steps/rungs
   - When working on a straight ladder ensure that there is 1 meter out at the base for every 4 meters of height
   - Power or hand tools that require a high degree of leverage force or 2 hands to operate, can only be used on a platform ladder
   - Do not have tools in your hands when climbing the ladder, use a tool belt for small tools
   - If you are retrieving materials to take down the ladder, either hand them down to another person or, if the height of the ladder allows, place them on the platform and only retrieve once you are on the ground

6. Post-Operation – Housekeeping
   - Ensure the ladder is clean and dry – chemical free
   - Return the ladder to storage ensuring it does not pose a trip hazard or is at risk of falling
   - If there is any damage to the ladder place an out of service tag on it and report this to your supervisor

I have read and understood this Safe Operating Procedure (**SOP**)

Name:	Signature:	Date:

Safe Operating Procedure – Retractable Blade

SAFE OPERATING PROCEDURE

Task/Equipment Description: **Retractable Blade**

Potential Hazards and Risks:

- Sharp edge
- Overuse of force
- Slipping
- Cuts/lacerations

DO NOT use this equipment unless you have been trained in its safe use and operation.

Required Personal Protective Equipment (PPE)

PPE ✓	Gloves	Hearing Protection	Head Protection	Eye Protection	Eye (UV) Protection	Safety Footwear	FaceVisor / Welding	Dust Mask	Half Face Mask (P2)	Breathing Appartus	Hi-Vis Apparel	Full Body Clothing	Harness
	☒	☐	☐	☒	☐	☒	☐	☐	☐	☐	☐	☐	☐

Other PPE

(describe):

ALWAYS

Make sure the blade is sharp
Keep body parts away from the blade
Retract blade before storing

NEVER

Look away or get distracted while cutting
Use a blade for any purpose it was not intended for (eg screwdriver)
Try to catch a falling blade
Remove any safety devices provided on the blade

Safe Operating Procedure:

13. Pre-Operation – Safety Checks:
    - Choose blades that are the right shape and size for the job
    - Check the blade for damage before using, no nicks, cracks, rust etc.
    - Make sure the blade is sharp and properly fixed in the handle
    - Make sure safety features are working

14. Operation – Safety Procedure:
    - Place the item to be cut on a flat, stable surface so that it will not move while cutting
    - Do not over extend the blade – only expose enough of the blade to do the job
    - If you are holding the item with your other hand, make sure that it is clear of the area being cut (around and underneath the cut)
    - Use a firm grip with your fingers wrapped around the handle and away from the blade
    - Place the tip of the blade on the item to be cut then run the blade along the item, position yourself so the blade is travelling in the opposite direction of your body
    - Do not cut too deep or you may damage the contents
    - Do not use more force than is necessary to cut the item if cutting through thick or tough materials, use shallow cuts to cut through
    - If you are using a guide for a straight cut (eg ruler) you should clamp or fix this to the item, if not possible then make sure that your hand and body are well clear of the blade

15. Post-Operation – Housekeeping:
    - When finished, retract the blade into the handle for safe storage
    - Keep blades in a safe place away from children
    - Dispose of blades in an appropriate sharps container – do not throw loose blades into the rubbish

I have read and understood this Safe Operating Procedure (**SOP**)

Name:	Signature:	Date:

Safe Operating Procedure – Safe Storage of Items

SAFE OPERATING PROCEDURE

Task / Equipment Description: **Safe Storage of Items**

Potential Hazards:

- Manual Handling
- Handling sharp items/edges
- Slips and Trips
- Working at heights

DO NOT use this equipment unless you have been trained in its safe use and operation

Required Personal Protective Equipment (PPE)

High visibility clothing	Appropriate footwear	Eye protection	Gloves	Hearing Protection	Face mask (specify type)
	X	☐	X	☐	☐

Other PPE (describe): As required, depending on load and environmental conditions

ALWAYS

Use all lighting in the direct storage area
Communicate to other workers if required to prevent collision from people entering the storage area
Clear direct walk area in front of storage space
Use an industrial strength ladder if required that workers can safely use with three points of contact
Wear gloves if required

NEVER

Work in the dark
Lift more than you're comfortable with by yourself
Commence storing items on shelves with direct clutter on the floor
Bend from the back

Safe Operating Procedure:

7. Pre-Operation – Safety Checks:

- Communicate to workers that may walk into direct storage area Place signage if required
- Switch on all lighting
- Wear gloves if required
- Clear direct floor space infront of shelves
- Identify items that will be regulalry used and items that will be stored long term
- Identify heavy items that require a second person to assist
- Identify if a ladder is required / check for damage to spreader bars, steps, rails and footers

8. Operation – Safety Procedure:

- Stand close to the item with legs shoulder width apart
- Keep the back straight and lower to pick up items by bending legs
- Tuck fingers under item and lift by using legs with keeping the back straight
- Look straight ahead as item is lifted to prevent the back from arching
- Store commonly used items at chest height to prevent workers needing to reach overhead regulalry
- Store heavy items no higher than shoulder level (generally if items require two people to remove)
- If a ladder is required, extend rails and lock spreader bars Place adder on flat surface and ensure three points of contact can be made by the worker

9. Post-Operation – Housekeeping:

- Ensure all items are placed securely without edges protruding beyond shelves
- Remove and store away gloves if used
- Remove any rubbish that may have resulted from storing items
- If ladder was used, unlock spreader bars and collapse rails together Store away from walkways/exit points in the building
- Switch off lights
- Communicate to workers that storage area is clear to use

I have read and understood this Safe Operating Procedure (**SOP**)

Name:	Signature:	Date:

Safe Operating Procedure – Chemicals

SAFE OPERATING PROCEDURE

Task description: Handling Hazardous Chemicals

Potential Hazards and Risks:

- Eye burn
- Skin burn
- Health/respiratory hazards

Do NOT use hazardous chemicals unless you have been trained in its safe use and operation.

Required Personal Protective Equipment (PPE)

High visibility clothing	Appropriate footwear	Eye protection	Gloves	Hearing protection	Face mask (specify type)
☐	☐	☐	☐	☐	☐

Other PPE (describe): As required, depending on quantity and environmental conditions

ALWAYS

Use appropriate PPE as outlined above and in the safety data sheet (**SDS**)
Consider substituting less hazardous and toxic chemicals/substances where appropriate
Use chemicals that have appropriate exposure controls present
Take care and use correct amounts for the task
Have a spill kit nearby
Where reasonably practicable retain chemicals in original packaging
Store as per requirements specified by the manufacturer/supplier on the container/SDS
Ensure first aid requirements, including supplies and training, are suitable for the chemicals used
Use the product in accordance with the available SDS as hazardous chemicals are dangerous

NEVER

Use hazardous chemicals without PPE
Leave a first aid kit or spill kit under stocked in case of emergency
Use a chemical unless you are familiar with the precautions in the SDS
Have a chemical container incorrectly labelled or unlabelled
Leave the chemical unattended
Store chemicals near food or beverages in storage areas, refrigerators or glassware

Safe Operating Procedure:

1. Pre-Operation – Safety Checks
   - Prior to using a hazardous chemical, undertake a risk assessment to assist in:
     - identifying which workers are at risk of exposure and what chemical can cause the risk if a hazardous chemical was to be used
     - identifying what kind of control measures should be implemented
   - checking the effectiveness of existing control measures Should a hazardous chemical be used for a task/job, revise and familiarise the SDS for additional precautions as necessary, including complying with exposure standards. Keep a copy of the SDS near where you are using the chemical Ensure all PPE outlined in the SDS are worn
   - Confine long hair and loose clothing. Remove jewellery as it can interfere with gloves and other protective clothing, or which could come into contact with electrical sources or react with chemicals
   - Prior to working with flammable chemicals, be certain that there are no sources of ignition near enough to cause a fire or explosion in the event of a vapor release or liquid spill
   - Ensure you are aware of appropriate procedures for emergencies, including evacuation routes, spill clean up procedures and proper waste disposal
   - Ensure work area is free of food, drink or other items where chemicals or other hazardous materials are present
   - Distance plant, equipment and people in the vicinity from hazardous chemicals where possible
2. Operation – Safety Procedure
   - Use the chemical with care and as prescribed for the task
   - Follow the precautions stated in the SDS
   - Avoid spills and if there is a spill ensure the chemical is cleaned up as prescribed in the SDS
   - Volatile chemicals must be used in well ventilated areas
3. Post-Operation – Housekeeping
   - Put all chemicals back in their correct storage location
   - Store chemicals as described in SDS and only with other compatible chemicals, where required
   - In an emergency and where necessary, call the Poisons Information Centre
   - In an emergency, implement the emergency procedure and seek medical help:
     - if you think someone is suffering ill effects from chemical exposure
     - if the victim has collapsed, stopped breathing, is fitting or is suffering an anaphylactic reaction, contact emergency services immediately
   - Inform the healthcare workers about what chemicals the person may have been exposed to (take the SDS)
   - Keep fire fighting equipment spill management kit available

Please sign here to show you have read the above information:

Full Name	Signature	Date

Maintenance

Plant and Equipment Register

PLANT AND EQUIPMENT REGISTER

This register is to be updated regularly to ensure that all plant and equipment assets are current and accounted for and to ensure that all required service, maintenance or calibration schedules are recorded.

Asset owner: Site: N/A

Manager/supervisor name: Manager/supervisor signature:

Asset No.	Serial number/ registration	Plant/Equipment description	Make	Model	Last service/maintenance date	Next service/maintenance date	Comments

Preventative Maintenance and Repair Log

PREVENTATIVE MAINTENANCE AND REPAIR LOG

The person with management control of plant must ensure that maintenance, inspection and (if necessary) testing is carried out by a competent person. Where applicable, all plant and equipment must be maintained according to the manufacturer's specifications.

Unless repaired immediately, any plant or equipment damage or failure must be recorded in this log. Damaged plant and equipment must be labelled and removed from use until repaired.

Equipment description & ID number	Scheduled Maintenance/Service	Defect/Fault	Reported By/Date	Service completed by/Date Repaired by/Date	Next Maintenance/ Service Due Date

Site Induction

Tool Box Talk Form

TOOL BOX TALK FORM

Tool box talk details

Workplace:

Date: Time:

Name of supervisor or presenter:

Persons present

Name	Signature	Name	Signature

Topics discussed and feedback

(The following are examples of potential subjects for a tool box talk: workplace specific risks such as manual handling outcomes from risk assessments, review of safe procedures, emergency protocols or other relevant issues)

Comments/Feedback

Corrective actions *(if any)*

Action	Responsible	Timeframe

Planting Day Toolbox and Site Induction

Planting Day Toolbox and Site Induction

Site Name: _____

Code: _____

LGA: _____

Date: _____

Site Introduction

Project host: _____

Name: _____

Trees to be planted: _____

Number of work areas/zones: _____

Comments:

Water crystals to be used: _____

Stakes and Guards to be used: _____

Any other activities to be carried out? _____

Comments:

Any other activities to be carried out? _____

Comments:

Safety

First aid kit location:

Closest amenities:

Emergency meeting point:

Emergency Contact:

Hazards (as identified in risk assessment)

Hazard	Yes	No	Can be Mitigated, avoided, removed or controlled? Please comment:	Yes	No
Falling branches					
Steep terrain					
Uneven terrain					
Slips, trips, and falls					
Bites and stings					
Sharp/scratching/stinging plants					
Water bodies (creek/river)					
Ticks					
Leeches					
Sharp Objects (barbed wire/glass/syringes)					
Anti-social behaviour (angry residents)					
Debris (rubbish or burn piles)					
Roadsides or cycle paths					
Use of power tools					
Mulching					
Lifting heavy objects					
Asbestos (eg. filled and capped)					

Skills, Fitness, Limitations of Participants

Volunteers will be required to bend and kneel to plant trees. Some fitness may be required to traverse the site both during access and planting.

PPE and Safety Equipment

All volunteers must be wearing:

- Appropriate enclosed footwear such as boots
- Long pants
- Long sleeved, collared shirt
- Hat
- Gloves
- Glasses/sunglasses (where needed)
- Sunscreen and insect repellent

There is some sunscreen and insect repellent available if required by volunteers. Tools where required will be provided by

Itinerary

Start Time: _____

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

Finish Time: _____

Risk Assessment Form

RISK ASSESSMENT FORM

Task identified for risk assessment

Date:			
Priority	■ Low	■ Medium	■ High
Assessor name:			
Workers consulted:			

Risk factors present

Current risk rating

Level	■ Low	■ Medium	■ High

Controls currently in place

Is further risk reduction possible?	■ Yes	■ No

Proposed controls to reduce risk

What actions are required to reduce the risk?

Action required	Person/s responsible	By when	Date completed

Residual risk rating

Level	■ Low	■ Medium	■ High

Supervisor

Name	Signature	Date of assessment

Where completed, checklists and inspection forms should be attached to the completed risk assessment.

RISK RANK MATRIX		CONSEQUENCES				
		Marginal	Minor	Moderate	Major	Severe
LIKELIHOOD	Almost Certain	Medium	Medium	High	High	High
	Likely	Low	Medium	Medium	High	High
	Possible	Low	Low	Medium	Medium	High
	Unlikely	Low	Low	Low	Medium	Medium
	Rare	Low	Low	Low	Low	Medium

HIGH Risk	MEDIUM Risk	LOW Risk
Immediate attention, response and treatment required to eliminate or control the risk prior to commencement or continuation of work. Do not recommence until effective controls are implemented and workers demonstrate competencies in new control measures	Only proceed with great care and only if essential. Current controls must be reviewed, revised and documented as necessary to reduce the risk level before work recommences and workers have demonstrated competency in new control measures	Manage by routine procedures and/or existing controls. Controls require a regular monitor and review process to ensure continued effectiveness. Further control measures should be implemented to reduce the risk to as low as reasonably practicable. Ensure all workers are effectively trained to undertake their job safely

Likelihood		Consequences	
Almost Certain	Expected to occur in most circumstances	**Marginal**	No injury or minor first aid treatment only
Likely	Has occurred before and will probably occur in most circumstances	**Minor**	First aid treatment or precautionary medical attention only, and person likely to immediately resume normal duties
Possible	Might occur occasionally and could happen	**Moderate**	Multiple injuries, and person unable to resume normal duties in the short-medium term
Unlikely	Could possibly occur at some time	**Major**	Hospitalisation with potential to result in permanent impairment
Rare	Is practically impossible but may occur in exceptional circumstances	**Severe**	Fatality or permanent injury or illness

Site Specific Risk Assessment

Site Specific Risk Assessment

Date: Time:

Site Name: _____

Address: _____

Project Coordinator: _____ Assessor (if different) : _____

Please confirm which hazards will apply to volunteers working on this site. The hazards only need apply to where the volunteers will be directly working or gaining access to the work area.

Hazard	Yes	No	Can be Mitigated, avoided, removed or controlled? Please comment:	Yes	No
Falling branches					
Steep terrain					
Uneven terrain					
Slips, trips and falls					
Bites and stings					
Sharp/scratching/stinging plants					
Water bodies (creek/river)					
Ticks					
Leeches					
Sharp Objects (barbed wire/glass/syringes)					
Anti-social behaviour (angry residents)					
Debris (rubbish or burn piles)					
Roadsides or cycle paths					
Use of power tools					
Mulching					
Lifting heavy objects					
Asbestos (eg. filled and capped)					

Health and Safety Induction Checklist – Volunteers

HEALTH AND SAFETY INDUCTION CHECKLIST - VOLUNTEERS

This checklist must be completed by the new volunteer during the site induction process.

Volunteer details

Surname:	First name(s):
Site: Russell Walker	
Site Manager/Inductor: Matt Keighery	
Date of induction: 29/03/2023	

Volunteer item checklist

		Volunteer checklist
Completed Health and Safety introduction and explained site hazards and risk assessment		☒
Shown the location of first aid equipment and facilities and first aid attendants		☒
Site evacuation and emergency response procedures explained:		
• Assembly point/s and evacuation route/s	○ N/A	☒
• Emergency response plans	○ N/A	☒
Shown toilets and drinking water		☒
Tour of work site provided		☒
Non-smoking policy explained		☒
Drug and alcohol policy explained		☒
Induction of planned activities and training in safe equipment use		☒
Hazardous chemicals/substances locations and procedures (including storage, spills, SDS, etc.)	○ N/A	☒
Issued protective equipment/safety gear (PPE)		
• Boots/enclosed shoes (brought from home)		☒
• Long sleeve shirt/pants (brought from home)		☒
• Gloves		☒
• Reflective vest	○ N/A	☐
• Safety glasses	○ N/A	☐
• Other:	○ N/A	☐
Training on use, storage, maintenance, and disposal of PPE provided	○ N/A	☒

Inductee introduced to:		
• Site manager/s	○ N/A	☒
• Supervisors	○ N/A	☒
Health and Safety Handbook issued	○ N/A	☒

Declaration

I acknowledge that I, the volunteer, have been advised on all of the above listed items and understand the points discussed. Where appropriate, I also undertake to use and have been instructed in the correct usage of Personal Protective Equipment (**PPE**). I accept that compliance to safe work practices is a condition of my continued access to the site and also a requirement under the health and safety legislation.

The inductor has reiterated the key points of this induction program and I understand the procedures involved.

Inductee's Name (Please print)

Signature

Date

Hazard and Incident Report Form

HAZARD AND INCIDENT REPORT FORM

This form must be completed to report any hazard or incident within the workplace to ensure an effective response and control measures are reviewed and revised as necessary.

***Note**: Death, serious illness or injury and dangerous incidents must be reported immediately to the health and safety regulator.*

Part A – To be completed by the person reporting

What are you reporting?

☐ Observed hazard ☐ Injury/illness ☐ Near miss ☐ Psychosocial ☐ Other

Details of the person reporting

Name:	Position:
Manager's name:	
Business address:	
Telephone number (landline):	Telephone number (mobile):
Email address:	

Details of the incident or hazard

Date of incident or hazard observed:	Time of incident or hazard observed:
Location/area of the incident or hazard:	
Work/activity being undertake at time of the incident (identify any plant, substance, equipment involved):	
Description of the incident or hazard: *(in your own words, what happened?)*	

Name of witnesses *(if any)*

Name:	Contact:
Name:	Contact:

Details of injuries sustained *(if applicable)*

Injured person's name:	Type of injury	Treatment received

Details of other persons involved *(if applicable)*

Did the incident involve any other person?	☐ Yes	☐ No
Name:	Contact:	
Name:	Contact:	

Details of property damage *(if applicable)*

Did any damage to property occur?	☐ Yes	☐ No
(If yes, provide details of the damage)		

Site security

Has the area been secured to prevent unauthorised access?	☐ Yes	☐ No
Are immediate corrective actions required to render the area safe or to eliminate or minimise an immediate risk?	☐ Yes	☐ No

Actions taken to make the area safe

What action was taken	Responsible person	Date for completion

Reported to ***(send Part A immediately to the supervisor or manager)***

Name	Signature	Date

Part B – To be completed by the supervisor or manager

Other details following an incident

Were the Police or other emergency services involved?	☐Yes	☐No
(If yes, provide details of the officers attending)		
Does the incident require notification to the health and safety regulator (eg SafeWork/WorkSafe)?	☐Yes	☐No
Was the health and safety regulator informed?	☐Yes	☐No
If the incident may result in lost time or a claim, was the workers' compensation insurer notified?	☐Yes	☐No
Has Employsure been informed? *(If no, contact Employsure as soon as possible)*	☐Yes	☐No
Were control measures reviewed and if necessary revised?	☐ Yes	☐ No

Workplace Injury Management and Return to Work Policy Statement

WORKPLACE INJURY MANAGEMENT AND RETURN TO WORK POLICY STATEMENT

The Organisation is committed to the prevention of illness and injury to its employees by providing a healthy and safe working environment. The purpose of this policy is to support our injury management program which provides a framework for a coordinated and integrated approach to workplace injury and illness. The Organisation recognises that management and workers have a social and economic interest in the promotion of a safe return to work for its employees.

Across all of the Organisation operations, we develop, implement and maintain effective Workplace Injury Management procedures that are compliant with our legislative requirements. This is achieved by:

- ensuring that the Organisation develops and implements a return to work program in consultation with employees
- ensuring that contact is made with the injured employee as soon as practicable after the injury
- ensuring that returning to work as soon as possible is the normal expectation, with an injury management plan created where required
- ensuring that participation in a return to work program does not disadvantage employees in any way
- providing access to accredited rehabilitation providers, where required, to ensure the provision of quality rehabilitation services. An employee may however choose their own rehabilitation provider
- consulting with employees and their representatives regarding the rehabilitation program
- cooperating with any onsite reporting and rehabilitation requirements, and
- appointing a workplace based return to work coordinator or recovery at work co-ordinator where required.

Director

on behalf of **Greater Sydney Landcare**

Date:

Review date:

Register of Injuries

REGISTER OF INJURIES

The First aider/First aid officer is to complete the following details when they provide first aid to a worker or contractor.

Injury details

Surname:	First name(s):	DOB:
Address:		
Telephone number (landline):	Telephone number (mobile):	
Email address:		
Occupation:	Industry:	
Date of injury:	Time of injury:	
Nature of injury:		
Location of injury:		
Cause of injury:		
Treatment given:		
Is further medical attention recommended or required? *(If yes, ensure the Incident Report Form is completed as soon as possible)*	○ Yes	○ No
First aider/First aid officer's name:		
First aider/First aid officer's signature:		

Injury details

Surname:	First name(s):	DOB:
Address:		
Telephone number (landline):	Telephone number (mobile):	
Email address:		
Occupation:	Industry:	
Date of injury:	Time of injury:	
Nature of injury:		
Cause of injury:		
Location of injury:		
Treatment given:		
Is further medical attention recommended or required? *(If yes, ensure the Incident Report Form is completed as soon as possible)*	○ Yes	○ No
First aider/First aid officer's name:		
First aider/First aid officer's signature:		

Injury details

Surname:	First name(s):	DOB:
Address:		
Telephone number (landline):	Telephone number (mobile):	
Email address:		
Occupation:	Industry:	
Date of injury:	Time of injury:	
Nature of injury:		
Location of injury:		
Cause of injury:		
Treatment given:		
Is further medical attention recommended or required? ○ Yes ○ No *(If yes, ensure the Incident Report Form is completed as soon as possible)*		
First aider/First aid officer's name:		
First aider/First aid officer's signature:		