# Safe Work Method Statement Form

* **Job Site for Safe Work Method Statement: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Completed By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_**

**Period of Work at this Job Site – From: \_\_/\_\_/\_\_ To: \_\_/\_\_/\_\_ Supervisor in Charge of Site: \_\_\_\_\_\_\_\_\_\_\_**

**General Personal Protective Equipment (PPE) Requirements for this Job**

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| * **Eye Protection**
 | * **Hearing Protection**  Mandatory Hearing Protection
 | * Mandatory Safety Footwear Must Be Worn**Steel Capped Safety Boots**
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| * **Safety Vest** Mandatory Signs
 | * **Dust Mask** ﷟ Mandatory Dusk Maskhttp://safesigns.com.au/product\_info.php?cPath=144\_151\_191&products\_id=79
 | * **Gloves**
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| **Print Name** | **Position/Qualifications** | **Signature****(I have read and understand this SWMS)** | **Date** |
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# Task: Mowing/Trimming Lawns

| **Personal Protective Equipment Required:** the minimum PPE required when cleaning gutters is * Safety Glasses
* Sturdy gloves such as leather riggers gloves or gardening gloves
* Steel Capped Safety Boots – definitely NO bare feet or open toed shoes/sandals
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| **Activity –** List the tasks required to perform the activity in the sequence they are carried out. | **Hazards –** Against each task, list the hazards that could cause injury when the task is performed. | **Risk Control Measures –** List the control measures required to eliminate or minimise the risk of injury arising from the identified hazard. Control methods must follow the Control Hierarchy Procedure  |
| Lifting mowers and other equipment off trailer | Manual Handling - potential sprains/strains, injuries to back, shoulders, muscles | * Use ramps and other purpose built devices on the trailer to remove mowers rather than lifting them off and on
* Make sure you have all the necessary tools and equipment when carrying them on site to minimise double handling and going back and forth
* Only carry what is a comfortable weight and do not overload yourself
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| Working near busy roads or pedestrian pathways | Objects ejecting from the mower causing injury to drivers/pedestrians or damage to vehicles | * Mow during quiet hours. Never mow when children are playing in the grounds around the mowers.
* Set up safety signage and barriers where necessary to prevent pedestrians from coming too close to mowers - pedestrians should be at least 15 metres away from equipment when in use
* If pedestrians or motorists come in the vicinity of the mowing, stop until they have passed and are a safe distance away before continuing
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| Coming on to work site with equipment | Trips / Slips | * Examine pathways and access ways before coming on to site and remove any obstacles or debris before bringing mowers and equipment on to site
* Keep pathways clear of trip hazards

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| Working Outdoors | UV Radiation – skin cancers | * Avoid working outdoors during the heat of the day where possible (work early in the morning)
* Wear appropriate protective equipment and clothing such as wide brimmed hats, long-sleeved tops, and sunglasses, which conform to Australian Standard 1337.
* Apply SPF 30+ sunscreen at the beginning of the day and reapply every 2 hours when working outdoors
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| Filling mower with fuel | * Leaking fuel causing damage to the environment
* Fire/explosion from leaking fuel
* Damage to eyes, skin from contact with fuel
 | * NEVER refuel where people are smoking, using naked flames or near sources of heat
* Ensure the fuel to be used is the correct type of fuel and only use purpose-built fuel containers in good condition
* Wear correct protective equipment as per the manufacturer’s instructions and at least gloves and chemical splash goggles
* Always add fuel to mower before beginning to mow
* Never remove the mower fuel cap or attempt to add fuel while the mower engine is running
* Always refuel and lubricate the mower in a well-ventilated area outside
* Clean up any fuel spillages immediately with old rags
* Replace fuel cap securely
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| Mowing lawn | Lacerations, puncture wounds, and possible eye injuries caused by objects being ejected from mower | * Complete pre-inspection of all areas looking for loose stones, pieces of metal and any other object that may get caught in the mower or be ejected from under it
* Always use a catcher with the mower
* When mowing in long grass DO NOT tie the safety catch flap up to the mower, use a side ejecting catcher instead
* Ensure there is an adequate safe working distance between workers where there are 2 or more workers in the same area. Where they must cross over, there must be adequate protection for both of them – one or both should stop the task that they are involved in until the other has passed
* Never cut the grass whilst walking backwards, and only ever walk with the mower, do not run
* Keep hands and feet well clear of the rotating blades when starting and operating the mower
* Ensure the area to be mowed is relatively even and stable. If the area is highly uneven or sloping, use a whipper snipper instead
* Only mow during daylight hours
* Always stop the engine when you leave the mower unattended and when crossing roads, footpaths or gravel driveways
* Ensure all equipment is in good order with no obvious signs of structural damage
* Ensure all users are competently trained in how to use the equipment safely
* Always wear the correct protective equipment – safety eyewear, boots, and hearing protection as a minimum
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| Removing objects, obstructions from the mower | Severe cuts and lacerations, and possible loss of fingers/hands | * NEVER ATTEMPT TO REMOVE ANYTHING FROM UNDERNEATH THE MOWER WHILST IT IS STILL RUNNING
* Turn the mower off, disconnect the sparkplug, and shut off the fuel valve before examining under the mower for obstructions
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| Moving bags of grass clippings from the site on to the trailer | Manual Handling - potential sprains/strains, injuries to back, shoulders, muscles | * Never overload the grass clipping bags when filling them. As a general rule no more than 3 cuts of wet grass per bag and no more than 4-5 cuts of dry grass per bag
* Do not carry more than is comfortable and use 2 people to lift any bag on to the trailer that is not easy to lift by yourself, or remove some of the contents before lifting on to the trailer
* Bend and lift from your legs and not your back – remember to bend your knees when lifting and not your back
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| Use of a Ride-On Mower | Cutting by mower blades, inhalation of fumes and run-away mower | * Ensure mower is on stable ground and clear of obstructions.
* Ensure adequate ventilation.
* Ensure brakes are applied and transmission is in neutral.
* Ensure power take off (PTO) is disengaged where fitted.
* Ensure driver is seated on the seat (safety seat switch operated).
* Ensure interlock switches (if fitted) are working
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| Use of a Ride-On Mower | Cutting by mower blades, impact by flying debris, noise | * Ensure all guards and warning labels are in place.
* Ensure appropriate PPE is used (e.g. protection for eyes, hearing and footwear).
* Ensure operating area is free of obstacles and obstructions (including overhead clearance)
* Do not carry passengers on mower or attachment
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| Using a Ride-On Mower on inclined surfaces | Crushing from tip over of mower on steep gradient | * Ensure the mower operate in a level ground and do not exceed the specified gradient (e.g. 100 slope).
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| Using a Ride-On Mower - Stopping & Dismounting | Cutting and entanglement from run down time of blades, PTOs, and moving parts | * Ensure the machine is parked on stable and level ground.
* Ensure transmissions are in neutral position and brakes are applied.
* Lower attachments, if applicable and switch off engine before dismounting.
* Ensure blade run down time is minimised by proper adjustment. Where a blade braking system is fitted, it must be properly adjusted and effective in reducing the run down time
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| Using a Cylinder Mower | Cutting by mower blades, impact by flying debris, noise | * Ensure all controls are followed as per push mowers
* Ensure all clutches are disengaged (drive and cutting levers are in neutral) before starting the engine
* Before using, check that bolts are secure and the cutter assembly is not worn or damaged
* Ensure all guards and warning labels are in place.
* Ensure appropriate PPE is used (e.g. protection for eyes, hearing and steel capped safety boots).
* Ensure operating area is free of obstacles and obstructions
* Do not change the engine governor settings or overspeed the engine
* When starting the engine ensure that the mower is on level ground
* Do not start the engine when standing in front of the cutting reel
* NEVER perform maintenance on the cylinder mower or attempt to remove obstacles from the cylinders whilst the mower is in operation. Turn it off, and remove the spark plugs before examining it or repairing it.
* Always disengage the cylinder when not cutting grass. Even short periods, such as emptying the catcher, can scorch the grass from the heat generated between the blades.
* Care should be taken when mowing down steep inclines with mowers fitted with split rear rollers of the ratchet type. They tend to freewheel under these conditions.
* The cutting cylinder clutch lever should only be operated when the mower is on the grassed area and you are ready to cut the grass
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# Task: General gardening such as using blowers, hedge trimming, using whipper snippers, pruners, chainsaws, brushcutters & spray units

| **Personal Protective Equipment Required:** the minimum PPE required when undertaking general gardening such as using blowers, hedge trimming, using whipper snippers, pruners, chainsaws, brushcutters & spray units is * Safety Glasses
* Hearing protection
* Steel Capped Safety Boots – definitely NO bare feet or open toed shoes/sandals
* Long Pants
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| **Activity –** List the tasks required to perform the activity in the sequence they are carried out. | **Hazards –** Against each task, list the hazards that could cause injury when the task is performed. | **Risk Control Measures –** List the control measures required to eliminate or minimise the risk of injury arising from the identified hazard. Control methods must follow the Control Hierarchy Procedure  |
| Filling whipper snippers, hedge trimmers chainsaws and other equipment with fuel | * Leaking fuel causing damage to the environment
* Fire/explosion from leaking fuel
* Damage to eyes, skin from contact with fuel
 | * NEVER refuel where people are smoking, using naked flames or near sources of heat
* Ensure the fuel to be used is the correct type of fuel and only use purpose-built fuel cans in good condition
* Wear correct protective equipment as per the manufacturer’s instructions and at least gloves and chemical splash goggles
* Always add fuel to equipment before starting it up
* Never remove the equipment fuel cap or attempt to add fuel while the engine is running
* Always refuel and lubricate the equipment in a well-ventilated area outside
* Clean up any fuel spillages immediately with old rags
* Replace fuel cap securely
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| Using equipment such as whipper snippers, hedge trimmers, chainsaws and other equipment in close proximity to other workers and pedestrians | Lacerations, puncture wounds, and possible eye injuries caused by objects being ejected or coming into contact with rotating cutting devices | * Ensure there is an adequate safe working distance between workers where there are 2 or more workers in the same area. Where they must cross over, there must be adequate protection for both of them – one or both should stop the task that they are involved in until the other has passed
* Set up safety signage and barriers where necessary to prevent pedestrians from coming too close to powered tools and equipment. Pedestrians should be kept at least 15 metres away from equipment whilst in use. If pedestrians come in the vicinity of the work, stop until they have passed and are a safe distance away before continuing
* Keep hands and feet well clear of the rotating blades/parts when starting and operating the equipment
* Never operate equipment near electrical wiring or leads, and metal objects such as fencing as the rotating parts/blades can get caught and kick back
* Only operate powered tools and equipment during daylight hours
* Always stop the engine of equipment when you leave them unattended and when crossing roads, footpaths etc.
* Ensure that all equipment is turned off and spark plug is disconnected when checking for faults, changing the blades, cutting cord etc.
* Ensure all equipment is in good order with no obvious signs of structural damage
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| Using equipment such as whipper snippers, hedge trimmers, chainsaws and other equipment in close proximity to other workers and pedestrians | Lacerations, puncture wounds, and possible eye injuries caused by objects being ejected or coming into contact with rotating cutting devices | * Volunteers must be instructed in how to use the tools safely as per the manufacturer’s specifications and through their induction training
* All volunteers must be wearing correct safety eye wear, hearing protection and any other Personal Protective Equipment as recommended by the manufacturer of the equipment– safety eyewear, boots, and hearing protection as a minimum – for chainsaw use, protective chaps should also be worn
* When using the equipment, loose fitting clothing, and exposed jewellery should not be worn in case it becomes entangled in the rotating equipment
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| Using a chainsaw | Chainsaw kickback causing serious injuries | * Avoid the upper quadrant of the chainsaw coming into contact with any obstacle
* Maintain firm grip, good footing and chainsaw close to body
* Cutting at peak revs increases chance of cutting through an obstruction
* Use correct boring techniques
* Avoid limbing with upper section of bar nose
* Sharpen chain correctly
* Tension chain correctly
* Ensure correct depth gauge setting
* Keep front of depth gauge well rounded
* Ensure chain brake is functioning correctly
* Use reduced kick back chain and kick back bars
* Stand to the side of the cutting path of the chainsaw
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| Exposure to herbicides, pesticides, fungicides through Spay Units | Central nervous system effects, eye irritation, respiratory tract irritation, liver or brain damage  | * Select non-dangerous, and non-hazardous alternatives if available
* Ensure good natural ventilation is present at all times
* Determine safety precautions for the substance via the manufacturer’s Safety Data Sheet and ensure people working with the substance follow the precautions.
* Ensure personal protective equipment including half face respirator, chemical splash goggles and gloves are suitable for the substance and are worn correctly.
* Dispose of excess substance correctly as per the Safety Data Sheet and Environmental Protection Authority requirements.
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