

SWMS - Task Specific Risk Assessment

Tree Service
 ABN: 49 114 555 777
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JOB NO:	PROJECT:	DATE:
SWMS NO: <i>SWMS 002</i>	PREPARED BY:	REVISED BY:
ACTIVITY: <i>STUMP REMOVAL</i>	SIGNED BY:	REVISION DATE: <i>July 2019</i>

SWMS

MINIMUM PERSONAL PROTECTIVE EQUIPMENT (PPE) REQUIREMENTS

						
HIGH VISIBILITY CLOTHING	STEEL CAP SAFETY BOOTS	GLOVES	EAR PROTECTION	SAFETY HARNESS	SAFETY FACE MASK (sawyers)	EYE PROTECTION

TASK SPECIFIC RISK ASSESSMENT

PERSONAL PROTECTIVE EQUIPMENT TO BE USED

JOB HAZARDS			
			
FLYING OBJECTS	MANUAL HANDLING	CHAINSAW & STUMP GRINDER	EXCESSIVE NOISE

SAMPLE

EMERGENCY PROCEDURE

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

RISK CLASSIFICATION

RISK LEVEL	DESCRIPTION
	Very High Risk with potential for personal injury or plant damage being assessed as very unlikely
M	Moderate risk with the potential for minor injuries requiring first aid treatment or temporary disability. Possible minor structural damage to plant.
H	High Risk with the potential for death, permanent disability or injuries requiring medical attention. Possibility of major structural damage to plant.

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SITE SPECIFIC REQUIREMENTS

Steps	Process List the sequence of steps needed to complete the activity	Potential Hazards For each step list the actual and potential hazard(s).	Initial Risk Score	Proposed Action Control Measure Use hierarchy of control	Residual Risk Score	Responsible Persons
A	Contractors arrived on site	<ul style="list-style-type: none"> Lack of consultation with all stakeholders. Lack of understanding of the site. Unknown hazards. 	M	<ul style="list-style-type: none"> Crew to adhere to speed limits Induction of all workers Sign into contractors register and Reception Sign off SWMS Sign off permits and pre start meeting 	L	Supervisor Crew Leader Crew members
B	Contractors leave site	<ul style="list-style-type: none"> Cause distress to staff if leaving the site without notification 	M	<ul style="list-style-type: none"> Sign off Permits Sign out of Contractors register Sign out of SWMS Sign out of pre start meeting 	L	Supervisor Crew leader Crew members

SAMPLE

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HAZARD IDENTIFICATION, RISK ASSESSMENT & CONTROL

Steps	Process List the sequence of steps needed to complete the activity	Potential Hazard For each step list the actual and potential hazard(s).	Initial Risk Score	Proposed Action Control Measure The hierarchy of control	Residual Risk Score	Responsible Persons
1	Consultation and task assessment.	<ul style="list-style-type: none"> Lack of consultation with all stakeholders. Lack of understanding of the required task. Unknown hazard. Incorrect personal protective equipment (PPE). Crew not trained or maintaining appropriate experience to perform task. 	M	<ul style="list-style-type: none"> Crew to complete hazard identification and control form for work task. Review all requirements of the OHS. Regs. (2007) High-risk work. Identify task hazard and risks. Identify and implement control in accordance with the hierarchy of controls. Identify appropriate PPE requirements e.g. boots, hi-vests, protective clothing, ear muffs, helmets, glasses. Ensure staff have appropriate training and experience to perform task. Provide appropriate training prior to commencing work. 	L	Supervisor Crew Leader Crew members
2	Check the work site for hazards and plan work task.	<ul style="list-style-type: none"> Slips, trips and falls. Hanging branches and other debris. Poor housekeeping. Vehicle and pedestrian movements. Environmental conditions (wind, rain, heat, etc). Residents, cars, light poles 	M	<ul style="list-style-type: none"> Adhere to speed limit on site. Inspect site thoroughly & identify where light poles are located. Conduct hazard identification assessment and control form (Hazard ID). Identify traffic management requirements and establish traffic management plan if required. Install barricades to restrict unauthorised persons or residents entering worksite. Residents may require to shift vehicles to prevent obstruction to work site. Obtain appropriate PPE requirements e.g. boots, hi-vis vests, protective clothing, ear muffs, helmets, glasses. Identify weather conditions will be suitable for required tasks. 	L	Crew Leader Crew members

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3	Establish and secure worksite.	<ul style="list-style-type: none"> Slips, trips and falls. Hanging branches and other debris. Poor housekeeping. Vehicle and pedestrian movements. 	M	<ul style="list-style-type: none"> Implement on-site hazard controls as per JSA's Implement traffic management plan. Issue all required PPE to relevant staff e.g boots, hi-vis vests, protective clothing, ear muffs, helmets, glasses. . Identify escape routes. Install barriers to prevent unauthorized personnel from entering work site. 	L	Crew Leader Crew members
4	Remove all required equipment and move to work site.	<ul style="list-style-type: none"> Strains, sprains and crush injuries. Cuts, grazes and bruises. Slips, trips and falls. Oil and oil spills. Vehicle and pedestrian movements. 	M	<ul style="list-style-type: none"> Conduct all lifting and moving tasks in accordance with appropriate process. Ensure all PPE e.g boots, hi-vis vests, protective clothing, ear muffs, helmets, glasses, long sleeves and long pants are in good condition, issued to all staff and being worn. Control / remove / control all potential hazards at the worksite. Spill kit for fuel or oil spills. Deploy safety observer to monitor movements of vehicle and pedestrians. 		Crew leader Crew members

SAMPLE

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HAZARD IDENTIFICATION, RISK ASSESSMENT & CONTROL

Steps	Process List the sequence of steps needed to complete the activity	Potential Hazard For each step list the actual and potential hazard(s).	Initial Risk Score	Proposed Action Control Measure Use the hierarchy of control	Residual Risk Score	Responsible Persons
5	Inspect and start all equipment.	<ul style="list-style-type: none"> Strains, sprains and crush injuries. Cuts, grazes and bruises. Slips, trips and falls. Fuel and oil spills. Eye and ear damage. Potential for crush injuries and burns. Machinery and equipment failure. Vehicle / pedestrian movement. Crew not trained / experienced to perform require task. 	M	<ul style="list-style-type: none"> Conduct all manual handling tasks in accordance with appropriate process. Ensure all PPE is of good condition, issued to all staff and being worn correctly. Spill kit for fuel or oil spills. Employ safety observer to monitor movements of vehicle and pedestrians. Barriers to area when working near roads. Complete all pre start equipment and machine checks. Remove any faulty equipment or machine from service. Install and operate all equipment in accordance with manufacturer's operator's manuals. Ensure staff have appropriate training and experience to perform task. 	L	Crew Leader Crew members
6	Remove stump grinding equipment from back of truck and move to work site.	<ul style="list-style-type: none"> Strains, sprains and crush injuries. Cuts, grazes and bruises. Slips, trips and falls. Fuel and oil spills. Vehicle and pedestrian movements. Machine roll overs. 	H	<ul style="list-style-type: none"> Conduct all manual handling tasks in accordance with appropriate process. Ensure all PPE is of good condition, issued to all staff and being worn correctly. Remove or control all potential hazards within work site. Ensure ramps positioned correctly, on level surface and stable. 	L	Crew members

HAZARD IDENTIFICATION, RISK ASSESSMENT & CONTROL

Steps	Process List the sequence of steps needed to complete the activity	Potential Hazard For each step list the actual and potential hazard(s).	Initial Risk Control Measure	Proposed Action Control Measure Use hierarchy of control	Residual Risk Score	Responsible Persons
7	Using the stump grinder cutting disc and chisel to stump for removal.	<ul style="list-style-type: none"> Strains, sprains and crush injuries. Cuts, grazes and bruises. Slips, trips and falls. Fatigue and dehydration. Fuel and oil spills. Eye and ear damage. Entanglement, crush injuries and burns. Machinery and equipment failure. Vehicle and pedestrian movements. Being struck by projectiles. Hitting underground services. Bites and stinging animals and insects. Hard objects embedded in stump. Environmental conditions (wind, rain, heat, etc). Train movement Danger zones 		<ul style="list-style-type: none"> Induct all crew members into site hazards and work plan. Conduct all manual handling tasks in accordance with company procedures. Ensure all PPE is of good condition and suitable to all staff and being worn correctly. Maintain regular observation of site to maintain security. Operate all equipment in accordance with manufacturer's operator's manuals. Ensure staff have appropriate training and experience to perform task. Utilise effective methods of communication between crew members. Remove any debris from work site to prevent them becoming projectiles. Inspect stump and site for embedded objects. Remove if detected. Conduct work in accordance with company procedures and policies and industry best practice. Identify weather conditions will be suitable for required tasks. Ensure appropriate stump removal techniques are implemented. Take regular breaks and rehydrate as required. Constantly look for animals and insects within the work site. Ensure TFPC on site and safe zones are clear 		Crew members

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Steps	Process List the sequence of steps needed to complete the activity	Potential Hazard For each step list the actual and potential hazard(s).	Initial Risk Score	Proposed Action Control Measure Use hierarchy of control	Residual Risk Score	Responsible Persons
8	Load stump grinder and other required equipment onto back of truck	<ul style="list-style-type: none"> Strains, sprains and crush injuries. Cuts, grazes and lacerations. Slips, trips and falls. Spilled oil spills. Vehicle and pedestrian movements. Machine roll overs. 	H	<ul style="list-style-type: none"> Conduct all manual handling tasks in accordance with appropriate process. Ensure all PPE is of good condition, issued to all staff and being worn correctly. Remove or control all potential hazards within work site. Ensure ramps positioned correctly, on level surface and stable. 	L	Crew members
9	Site cleanup and retrieval of equipment	<ul style="list-style-type: none"> Strains, sprains and crush injuries. Cuts, grazes and lacerations. Slips, trips and falls. Fatigue and dehydration. Eye and ear damage. Train movement Danger zones 	M	<ul style="list-style-type: none"> Conduct all manual handling tasks in accordance with appropriate process. Ensure all PPE is of good condition, issued to all staff and being worn correctly. Use skid plate on wheel with mulch to remove trip hazard. Store equipment in appropriate location. Reduce debris weight loads through size reduction. All employees to make sure work area are left in a safe condition. All surplus material and rubbish to be cleaned up and put into back of truck. 	L	Crew members

PLANT & EQUIPMENT

PLANT & EQUIPMENT REQUIRED
Stump grinder, chainsaws, blowers, hand held tools, traffic control cones, PPE

TRAINING & COMPETENCE

TRAINING / COMPETENCE REQUIRED
All personnel to be suitably trained, experienced or inducted into the safe operation and maintenance of all plant and equipment used for the undertaking of daily work tasks to the satisfaction of Team Leader and General Manager.

HAZARDOUS MATERIALS

HAZARDOUS MATERIAL	MSDS ON FILE
Diesel	✓
Two Stroke Oil	✓
Unleaded Petrol	✓
Hydraulic Oil	✓
Bar Oil	✓

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HIERARCHY OF CONTROL

ACTION	DESCRIPTION
✓ Elimination	✓ This is the desired option when controlling risk, and is elimination of the hazard so further control is required.
✓ Substitution	✓ This option includes such actions as substituting a hazardous substance or chemical for a less hazardous one
✓ Isolation	✓ This option includes such actions as lock out tag out procedure
✓ Engineering	✓ This option includes such actions as the placement of a barrier or guard to protect workers from a process
✓ Administration	✓ This option is concerned with use of warning signs, training and procedures and is usually included in all of the above more desirable actions to control hazards
✓ PPE	✓ This option is not commonly used of all HAZARD CONTROL METHODS. IT IS THE LEAST DESIRED as it does not remove the hazard and it requires the worker to

SAFETY LEVEL SCORE

Probability	Consequence					Probability Key					Consequence Key				
	1	2	3	4	5	A = Common					1 = Fatality				
A	High	High	High	Medium	Medium	B = Has Happened					2 = Permanent Disability				
B	High	High	Medium	Medium	Low	C = May Happen					3 = Major Injury				
C	High	High	Medium	Medium	Low	D = Not Likely					4 = Medical Treatment				
D	High	Medium	Low	Low	Low	E = Almost Impossible					5 = First Aid				
E	Medium	Medium	Low	Low	Low										

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EMPLOYEE SIGN OFF

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

EMPLOYER	EMPLOYEE	SIGNATURE	DATE
- CREW LEADER			
Tree Services			

SAFETY SUPERVISOR SIGN OFF

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

EMPLOYER	EMPLOYEE	SIGNATURE	DATE
Tree Services			

LEGISLATION, CODES OF PRACTICE & STANDARDS

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