

JOB NO:	PROJECT:	DATE:
SWMS NO: SWMS 002	PREPARED BY:	REVISED BY:
ACTIVITY: STUMP REMOVAL	SIGNED BY:	REVISION DATE: July 2019

SWMS

MINIMUM PERSONAL PROTECTIVE EQUIPMENT (PPE) REQUIREMENTS



HIGH VISIBILITY
CLOTHING

TASK SPECIFIC

STEEL CAP
SAFETY BOOTS

GLOVES

EAR
PROTECTION

SAFETY
HARD HAT

SAFETY FACE
HELMET
(sunglasses)



EYE
PROTECTION

RISK ASSESSMENT

PERSONAL PROTECTIVE EQUIPMENT TO BE USED

SAMPLE

WORKING ZONE

DANGER

FLYING
OBJECTS

DANGER

MANUAL
HANDLING

DANGER

CHAINSAW
& STUMP
GRINDER

DANGER

EXCESSIVE
NOISE

SWMS - Task Specific Risk Assessment

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 shutdown and made safe (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 minimise First Aid level 2

SWMS

TASK SPECIFIC

RISK CLASSIFICATION

RISK LEVEL	DESCRIPTION
L	Low 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.

SAMPLE

SWMS - Task Specific Risk Assessment

SITE SPECIFIC REQUIREMENTS

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
A	Contractors arrive on site	<ul style="list-style-type: none"> - Lack of consultation with all stakeholders. - Lack of understanding of the task. - Unknown hazards. 	M	<ul style="list-style-type: none"> - Crew to adhere to speed limits - Reduce speed to 10km/h on site areas - Sign into contractor's register at Reception - Sign on to SWMS - Sign off permits and pre-task briefing 		Supervisor Crew Leader Crew members
B	Contractors leave the site	<ul style="list-style-type: none"> - Cause distress to staff in the office by leaving the site without notice or notification. 	M	<ul style="list-style-type: none"> - Sign off Permits - Sign out to Manager on completion of tasks - Sign out of Contractor's register 		Supervisor Crew Leader Crew members

SAMPLE

SWMS - Task Specific Risk Assessment

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 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"> Review completed 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-vis vests, protective clothing, ear muffs, helmets, glasses. Ensure staff have appropriate training and experience to perform task. Provide appropriate training prior to commencement of work required. Adhere to speed limit on site. 		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"> Inspect site thoroughly & identify where light poles are located. Conduct hazard identification assessment and control (HASC) (Hazard Assessment and Control). Identify traffic management requirements and establish traffic management plan if required. Install barricades to prevent unauthorized 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

SWMS - Task Specific Risk Assessment

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 L=Low, M=Medium, H=High	Residual Risk Score	Responsible Persons
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 site specific 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. Stand barrier zones to prevent unauthorized persons entering worksite. 	L	Crew Leader Crew members
4	Install required equipment and materials 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. 	M	<ul style="list-style-type: none"> Conduct all work and other 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 in good condition, issued to all staff in work environment. Identify / control all potential hazards on the worksite. Spill kit for fuel oil spills. Deploy safety observer to monitor movements of vehicle and pedestrians. 		Crew Leader Crew members

SAMPLE

SWMS - Task Specific Risk Assessment

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 R to show level 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 vehicle, 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 such as, hi-vis vests, protective clothing, ear muffs, helmets, glasses, long sleeves and long pants are 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. Barrier tape when working near roads. Complete all pre-start equipment and machine checks. Remove any faulty equipment or machine from service. Start 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

SWMS - Task Specific Risk Assessment

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 hierarchy of control	Residual Risk Score	Responsible Persons
7	Using the stump grinder to cut the disc and reduce the 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 stings from 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, suited to all staff and being worn correctly. · Maintain regular observation on 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 the 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 which 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

SWMS - Task Specific Risk Assessment

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 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 injuries. ✓ 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 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 injuries. ✓ 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. ✓ Backfill any holes with material 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 BEING USED
SWMS

Stump grinder, chainsaws, blowers, hand held tools, traffic control bollards, PPE

TRAINING & COMPETENCE

TRAINING & COMPETENCE REQUIRED
TASK SPECIFIC

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

RISK ASSESSMENT

HAZARDOUS MATERIAL

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

SAMPLE

SWMS - Task Specific Risk Assessment

HIERARCHY OF CONTROL

ACTION	DESCRIPTION
✓ Elimination	✓ This is the desired option when controlling risk, and elimination is the first choice if 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 the use of warning signs, training and procedures and is usually included in all of the above more desirable actions to control a hazard
✓ PPE	✓ This option is the least commonly used of all HIERARCHY OF CONTROL as it does not remove the hazard and only requires the worker to

SAFETY LEVEL SCORE

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

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HAZARD IDENTIFICATION, RISK ASSESSMENT & CONTROL

Process <small>List the sequence of steps needed to complete the activity</small>	Potential Hazard <small>For each step list the actual and potential hazard(s).</small>	Initial Risk Score <small>Example</small>	Proposed Action <small>Control Measure Use hierarchy of control</small>	Residual Risk Score <small>Example</small>	Responsible Persons <small>Example</small>
<i>Example</i>	<i>Example</i>	<i>Example</i>	<i>Example</i>	<i>Example</i>	<i>Example</i>
Working in the Rail Corridor	Live tracks – running trains – Struck by train	H	Work as per Melbourne Trains SWMS and SOP under supervision of Melbourne Trains Staff	I	Crew Leader Crew members

SAMPLE

SWMS - Task Specific Risk Assessment

Tree Service
ABN: 49 114 555 777
Mobile: 0448 714 714
Email: info@trees.com.au

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	SWMS		

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	RISK ASSESSMENT		

LEGISLATION, CODES OF PRACTICE & STANDARDS

SAMPLE

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 Wealth and Safety at Work – Principles and Practices · AS 4970-2009 Protection of Trees on Development Sites