

<p><b>RISK RATING</b></p> <p><b>1 HIGH</b></p> <p><b>2 MEDIUM</b></p> <p><b>3 LOW</b></p>	<p><b>SAFE WORK METHOD STATEMENT</b></p> <p>Title: : Traineeship</p> <p>Ref No: 1</p>	<p>I approve the use of this Safe Work Method Statement:</p> <p><b>NAME:</b> _____ <b>POSITION:</b> Department Manager</p> <p><b>SIGNATURE:</b> _____ <b>DATE:</b> ___/___/___</p>
		<p><b>Work Site/Project/Depot:</b></p>
<p><b>Critical Steps in this Activity:</b></p> <ul style="list-style-type: none"> <li>• <b>MANUAL HANDLING</b></li> <li>• Stacking/storing</li> <li>• Frequent bending/twisting posture</li> <li>• Repetitive movement</li> <li>• Slips/trips/falls</li> <li>• Concealed Holes</li> <li>• Unsuitable/uneven/soft ground</li> <li>• Hand held/portable power tools</li> <li>• Use of hand tools</li> <li>• Manual Handling</li> <li>• <b>MEDIUM</b></li> </ul>	<p><b>Potential Hazards:</b></p> <ul style="list-style-type: none"> <li>• Poor work posture</li> <li>• Use of excessive force</li> <li>• Repetitive movement</li> <li>• Protruding objects on site</li> </ul>	<p><b>Safety Controls:</b></p> <ul style="list-style-type: none"> <li>• Use sufficient personnel to lift heavier materials on trucks</li> <li>• Implementation of job rotation in workforce</li> <li>• Work area try and keep clear of all materials by raking debris to one side</li> <li>• Be aware of concealed holes in undergrowth watchful when walking</li> <li>• Correct footwear to be worn for slippery surfaces</li> <li>• When doing maintenance you will be working on ground that is soft or uneven, make sure your footing is stable before starting work</li> <li>• Item of plant can cause serious injury always use as per instructions and be watchful of other staff members</li> <li>• Always use hand tools in correct manner and damaged tools report to supervisor</li> <li>• Practice solid lifting/bending technique when performing task</li> </ul>

<ul style="list-style-type: none"> <li>• <b>TRAFFIC &amp; SIGNS</b></li> <li>• Traffic management</li> <li>• Records</li> <li>• Pedestrians &amp; Cyclist</li> <li>• Removal of signs</li> <li>• Roadwork's</li> <li>• MOC</li> <li>• Nominated Staff</li> <li>• Communication</li> <li>• Heavy traffic area's</li> <li>• <b>HIGH</b></li> </ul>	<ul style="list-style-type: none"> <li>• Working in close proximity to roads</li> <li>• Moving plant or reversing vehicles in worksite</li> <li>• Operating plant</li> </ul>	<ul style="list-style-type: none"> <li>• A traffic management plan will be done for each job works commence</li> <li>• Fill out all records in case of any future claims</li> <li>• All pedestrian &amp; Cyclist movement will be included on traffic plan</li> <li>• No person will remove any signs while carrying out works if so replace straight away</li> <li>• Be aware of traffic, tourist when working on roads</li> <li>• Only trained staff are to place speed restriction signs up</li> <li>• When reducing speed signs you will require a MOC from Vic roads</li> <li>• Check all radio's are in good working order before leaving depot</li> </ul>
<ul style="list-style-type: none"> <li>• <b>WEATHER</b></li> <li>• Fatigue</li> <li>• Fog</li> <li>• Working outdoors</li> <li>• Extreme of temperature</li> <li>• Rainfall/floods</li> <li>• Hail/serve storms</li> <li>• <b>LOW</b></li> </ul>	<ul style="list-style-type: none"> <li>• Traffic</li> <li>• Wind blown debris</li> <li>• Sunburn</li> </ul>	<ul style="list-style-type: none"> <li>• Carry water when working in case of hot weather for fatigue</li> <li>• Never work on roads when there is fog as this can cause a serious injury</li> <li>• The shire supply sunscreen, sunglasses, hats, lip protection please wear and use</li> <li>• Speak to supervisor in these conditions as this could cause serious injury to staff</li> <li>• Wet weather issue's are supplied in these conditions</li> <li>• Be aware at stages of year flooding can occur quickly listen to supervisor</li> <li>• Never work in area's when serve storms come through as this can be very dangerous</li> </ul>

<ul style="list-style-type: none"> <li>• <b>PPE ISSUES</b></li> <li>• Flying debris</li> <li>• Needles</li> <li>• Clothing</li> <li>• Sawdust</li> <li>• Sharp objects</li> <li>• PPE issues</li> <li>• <b>MEDIUM</b></li> </ul>	<ul style="list-style-type: none"> <li>• Needle sticks</li> <li>• Wind blown debris</li> <li>• Sunburn</li> </ul>	<ul style="list-style-type: none"> <li>• Use safety glasses to protect eyes from any flying debris</li> <li>• Use tongs and place needles in special sharps containers</li> <li>• All staff will wear high visibility clothing to work on roadsides</li> <li>• Wear safety glasses to stop sawdust in eye's, work up wind of tree's will help</li> <li>• Watch for discarded needles or broken glass. Dispose of it in approved special containers</li> <li>• PPE issues to be worn using chainsaws, polesaws including helmets, face guards, chaps, safety boots and hearing protection</li> </ul>
<ul style="list-style-type: none"> <li>• <b>SERVICES</b></li> <li>• Overhead services</li> <li>• Underground services</li> <li>• <b>MEDIUM</b></li> </ul>	<ul style="list-style-type: none"> <li>• Contact with overhead and underground services</li> </ul>	<ul style="list-style-type: none"> <li>• Always check when working that there is no overhead services in tree's</li> <li>• Sometimes underground services are laying in long grass never cut these and report to supervisor</li> <li>• All services should be located and the best way is to get Dial Before you Dig and locations</li> </ul>
<ul style="list-style-type: none"> <li>• <b>HEIGHTS</b></li> <li>• Falls of from heights</li> <li>• Falls of person from heights</li> <li>• Collapse of structure</li> <li>• <b>MEDIUM</b></li> </ul>	<ul style="list-style-type: none"> <li>• Not wearing appropriate PPE</li> <li>• Wind blown debris</li> <li>• Falls from height</li> </ul>	<ul style="list-style-type: none"> <li>• Do not commence work if any person under work area</li> <li>• Do not try and trim two large pieces of branch at one time</li> <li>• Check likely direction of fall</li> <li>• Do not work from ladder or equipment unless within 1,5 metre of ground and work can be preformed safely</li> <li>• Always have a escape route when cutting branches as at times a limb could collapse</li> </ul>
<ul style="list-style-type: none"> <li>• <b>ENVIRONMENTAL</b></li> <li>• Chemicals</li> <li>• Refueling technique</li> <li>• Flora &amp; Fauna</li> <li>• Use of hazardous chemicals</li> <li>• Environmental pollution</li> <li>• MSDS's</li> <li>• <b>LOW</b></li> </ul>	<ul style="list-style-type: none"> <li>• Exposure to chemicals</li> <li>• Not wearing correct PPE</li> <li>• In correct storage</li> <li>• Lack of information</li> </ul>	<ul style="list-style-type: none"> <li>• Always wear PPE issue's when spraying chemicals</li> <li>• Always carry spill kit when refueling equipment for minor spills</li> <li>• Check with environmental staff of identified protected area's where work cannot be done</li> <li>• Check MSDS for instructions on use of chemicals</li> <li>• Never throw rubbish on ground always place your rubbish in a plastic bag and dispose back at depot</li> <li>• A copy of current MSDS sheet must be kept in vehicle while spraying chemicals</li> </ul>

<ul style="list-style-type: none"> <li>• <b>EQUIPMENT</b></li> <li>• Workshop type machinery</li> <li>• Entanglement</li> <li>• Operation of vehicle</li> <li>• Hydraulic systems</li> <li>• Accidents</li> <li>• Chipper</li> <li>• Plant management</li> <li>• Vibration</li> <li>• Fumes</li> <li>• Turning vehicles</li> <li>• Guarding</li> <li>• Chainsaws/pole saws</li> <li>• <b>MEDIUM</b></li> </ul>	<ul style="list-style-type: none"> <li>• Moving plant or reversing vehicles</li> <li>• Injury to body</li> <li>• Noisy plant &amp; equipment</li> <li>• Burst hose lines</li> </ul>	<ul style="list-style-type: none"> <li>• Only licensed and appropriately trained drivers should be in charge of vehicles and plant</li> <li>• Never work any equipment which has had guards removed this can cause serious injury</li> <li>• All employees should wear seat belts when travelling</li> <li>• All equipment should always be securely stowed to stop items being propelled through cabin in case of a accident</li> <li>• When a accident or incident occur always report to team leader and fill correct forms out</li> <li>• All employees should have training to ensure proper use of equipment</li> <li>• For vibration reduce exposure time to crew by rotation</li> <li>• Operator's to wear hearing protection when working near noisy plant &amp; equipment</li> <li>• Cut up wind to stop fumes near face, eyes and nose</li> <li>• All guarding to be in natural position before using equipment</li> <li>• Wear PPE issue's to avoid cuts</li> <li>• Ensure saws are kept sharp</li> </ul>
<ul style="list-style-type: none"> <li>• <b>OTHERS</b></li> <li>• Inexperienced staff involvement</li> <li>• Violence</li> <li>• Explosion</li> <li>• Private property</li> <li>• Harassment</li> <li>• Bites/Stings</li> <li>• Animal attacks</li> <li>• <b>LOW</b></li> </ul>	<ul style="list-style-type: none"> <li>• Injury</li> <li>• Damage</li> <li>• Burns</li> </ul>	<ul style="list-style-type: none"> <li>• Before starting any work a full site induction is to be held for staff members on work instructions, procedures also SWMS</li> <li>• Never use violence at the workplace if you have a issue always speak to team leader</li> <li>• Do not smoke or store fuel near any ignition sources</li> <li>• Report any damage to supervisor you cause to private property</li> <li>• You may get harassed by people always refer to supervisor</li> <li>• Be aware of different bites/stings always carry first aid kit in vehicles</li> <li>• Never enter private property because animal attacks may occur</li> </ul>

<b>License/Training</b>		<b>List Plant-Equipment</b>	
Drivers License Work Activity Induction	Red Card	<i>EUP Truck, 5mTruck, Woodchipper, light Truck, Ute, Chainsaws, Polesaws, files, rakes, shovels</i>	
<b>List: /Personal Protective Equipment required for this Activity</b>	<b>List Equipment Maintenance Checks required for this Activity</b>	<b>Engineering Certificates</b>	<b>Hazardous Substance</b>
<i>Hi visibility clothing</i> <i>Ear Protection</i> <i>Chaps</i> <i>Sunscreen</i> <i>Combination Helmet</i> <i>Safety Boots</i>	<i>Daily equipment checks</i> <i>Plant Pre-start up check list</i> <i>Lock out tags</i>	<b>Type</b> <i>Traffic Management Plan</i> <i>MOC</i>	<b>Type</b>
<b>Duties &amp; Responsibilities</b>			
To ensure the safety of co-workers and general public. To report all incidents and near misses to team leader. Ensure equipment is in safe working order. Perform safety checks of equipment			

