



<b>RISK RATING</b>  <b>1 HIGH</b>  <b>2 MEDIUM</b>  <b>3 LOW</b>	<b>SAFE WORK METHOD STATEMENT</b>  <b>Title: : Tree Planting &amp; Mulching</b>  <b>Ref No: 1</b>	I approve the use of this Safe Work Method Statement:  <b>NAME:</b> _____ <b>POSITION:</b> Department <b>Manager</b>  <b>SIGNATURE:</b> _____ <b>DATE:</b> ___/___/___
		<b>/Project: PLANTING AND MULCHING TREE”S</b>
<b>Critical Steps in this Activity:</b>	<b>Potential Hazards:</b>	<b>Safety Controls:</b>
<ul style="list-style-type: none"> <li>• Preparation</li> <li>• <b>MEDIUM</b></li> </ul>	<ul style="list-style-type: none"> <li>• Inadequate planning</li> <li>• Incorrect tools</li> </ul>	<ul style="list-style-type: none"> <li>• Identify people, equipment, PPE, potential hazards and safety controls prior to commencement of works</li> <li>• Site induction for all employee’s to know role for tree planting 7 mulching</li> <li>• Always select correct tools never use short handles when long handles are better</li> <li>• All relevant signs to be placed on vehicle</li> </ul>
<ul style="list-style-type: none"> <li>• Mulch site</li> <li>• <b>LOW</b></li> </ul>	<ul style="list-style-type: none"> <li>• Dangerous materials in mulch EG:rocks, timber, nails, needles etc</li> <li>• Flying objects</li> <li>• Dust</li> </ul>	<ul style="list-style-type: none"> <li>• Always inspect mulch before placing on ground and remove hazards. Always wear protection on hands when carrying out this duty</li> <li>• Never over fill garden beds as this may cause objects to fly and cause serious injury to pedestrians when cutting grass</li> <li>• When placing mulch always try and work up wind of pile and dust mask worn if required</li> </ul>
<ul style="list-style-type: none"> <li>• Layout Plants</li> <li>• <b>LOW</b></li> </ul>	<ul style="list-style-type: none"> <li>• Incorrect placement e.g.: in paths or service corridors</li> <li>• Trips &amp; Falls</li> </ul>	<ul style="list-style-type: none"> <li>• Lay out plant prior to planting, paths, overhead wires, underground facilities then can be located</li> <li>• Ensure there is adequate room for plants to grow</li> <li>• Lay out plants from centre to edges working back off the site</li> </ul>

<ul style="list-style-type: none"> <li>• Making the Hole (MANUAL )</li> <li>• <b>MEDIUM</b></li> </ul>	<ul style="list-style-type: none"> <li>• Manual Handling</li> <li>• Services</li> </ul>	<ul style="list-style-type: none"> <li>• Always be aware when digging holes of back strains. Rest breaks should be taken</li> <li>• Before digging holes be aware of underground services Dial Before You Dig for locations</li> </ul>
<ul style="list-style-type: none"> <li>• Making the hole (MACHINE )</li> <li>• <b>MEDIUM</b></li> </ul>	<ul style="list-style-type: none"> <li>• People</li> <li>• Services</li> <li>• Hearing Damage</li> </ul>	<ul style="list-style-type: none"> <li>• Always barricade area where hole is to be dug.</li> <li>• All employee's to wear PPE when working around equipment</li> <li>• Before digging holes be aware of underground services Dial Before You Dig for locations</li> <li>• Ear protection for employee's which are working around equipment</li> </ul>
<ul style="list-style-type: none"> <li>• Removing plant from pot</li> <li>• <b>LOW</b></li> </ul>	<ul style="list-style-type: none"> <li>• Hand injuries</li> <li>• Back injuries</li> <li>• Skin Rash</li> </ul>	<ul style="list-style-type: none"> <li>• Always wear gloves when removing plants from pots as sharp edges may cause cuts to hands</li> <li>• Be comfortable about which size pots you can lift ( big pots ) team lift is necessary</li> <li>• Gloves should be worn when coming into contact with soil. Always wash hands before eating or having a meal break.</li> </ul>
<ul style="list-style-type: none"> <li>• Planting Plant</li> <li>• <b>LOW</b></li> </ul>	<ul style="list-style-type: none"> <li>• Back injuries</li> <li>• Trips</li> </ul>	<ul style="list-style-type: none"> <li>• Be comfortable about which size pots you can lift (big pots ) team lift is necessary</li> <li>• Ensure the root mass of the tree is in contact with the soil and not in the mulch as the tree grows roots become bigger and may cause trips</li> </ul>
<ul style="list-style-type: none"> <li>• Back filling</li> <li>• <b>LOW</b></li> </ul>	<ul style="list-style-type: none"> <li>• Manual Handling</li> </ul>	<ul style="list-style-type: none"> <li>• When backfilling soil beware of bending and twisting as this may cause strains</li> </ul>
<ul style="list-style-type: none"> <li>• Watering plants</li> <li>• <b>LOW</b></li> </ul>	<ul style="list-style-type: none"> <li>• Trip hazards</li> </ul>	<ul style="list-style-type: none"> <li>• Care should be taken when watering new plants with placement of hose. Never water with a hose which is in a mess</li> </ul>
<ul style="list-style-type: none"> <li>• Install tree guards</li> <li>• <b>LOW</b></li> </ul>	<ul style="list-style-type: none"> <li>• Hand &amp; eye injuries</li> <li>• Environmental</li> </ul>	<ul style="list-style-type: none"> <li>• Always wear PPE when placing stakes. Check for splitters in stakes</li> <li>• If working with tree's near creeks, lake, foreshore no plastic guards should be used</li> </ul>

<b>License/Training</b>		<b>List Plant-Equipment</b>	
<i>Induction by team leader Red Card</i>		<i>Ute, Backhoe, Rake, Shovel, Hammer, Pick, Power Auger, Spade</i>	
<b>List: /Personal Protective Equipment required for this Activity</b>	<b>List Equipment Maintenance Checks required for this Activity</b>	<b>Engineering Certificate</b>	<b>Hazardous Substance</b>
<i>Hi visibility clothing Ear Protection, Gloves Broad Brimmed Hat Sunscreen Goggles, Hard Hats Safety Boots</i>	<i>Daily equipment checks Plant Pre-start up check list</i>	<b>Type</b>	<b>Type</b>
<b>Duties &amp; Responsibilities</b>			
To ensue the safety of co-workers and general public. To report all incidents and near misses to team leader. Ensure equipment is in a safe working order. Perform safety checks of equipment			

