

SWMS - Task Specific Risk Assessment

JOB NO:	PROJECT:	DATE:
SWMS NO: SWMS 001	PREPARED BY:	REVISED BY:
ACTIVITY: TREE REMOVAL & PRUNING	SIGNED BY:	REVISION DATE: July 2019

SWMS

MINIMUM PERSONAL PROTECTIVE EQUIPMENT (PPE) REQUIREMENTS



HIGH VISIBILITY
CLOTHING



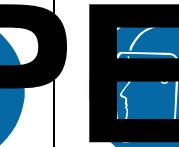
STEEL CAP
SAFETY BOOTS



GLOVES



EAR
PROTECTION



SAFETY
FACE
MASK



SAFETY HARNESS
SAFETY HARNESS
(slings)



SAFETY HARNESS
SAFETY HARNESS
SAFETY HARNESS



EYE
PROTECTION

RISK ASSESSMENT

MAJOR HAZARDS

DANGER

WORK AT
HEIGHTS

DANGER

FALLING
OBJECTS

DANGER

MANUAL
HANDLING

DANGER

CHAINSAW
& CHIPPER

DANGER

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 readied (minor 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 minimum First Aid level 2

SWMS

TASK SPECIFIC

RISK CLASSIFICATION

RISK	DESCRIPTION
L	<ul style="list-style-type: none"> Little risk with potential for personal injury or plant damage being assessed as very unlikely.
M	<ul style="list-style-type: none"> Moderate risk with the potential for minor injuries requiring first aid treatment or temporary disability. Possible minor structural damage to plant.
H	<ul style="list-style-type: none"> 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. 	L	<ul style="list-style-type: none"> - Crew to adhere to speed limits - Produce toolbox reports re: site - Site in to contractors register at Reception - Sign on to SWMS - Sign on to permits and pre-task briefing 		Supervisor Crew Leader Crew members
B	Contractors leave site	<ul style="list-style-type: none"> - Cause distress to staff in the office - Leaving the site without notification 	L	<ul style="list-style-type: none"> - Sign off Permits - Sign in to Work Log on completion of tasks - Sign out of Contractors register 		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 List 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"> Review & 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-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 if required. Adhere to speed limits if required. Inspect site thoroughly & identify where light poles are located. 		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"> Conduct hazard identification assessment and control form (HAC). 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

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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 hierarchy of control	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 work site hazard controls as per JSA's. Implement traffic management plan. Issue all required PPE to relevant staff e.g boots, hi-vis jackets, ear muffs, helmets, gloves, long sleeves and long pants. Identify escape routes. Install barriers to prevent unauthorized persons entering work site. 	L	Crew Leader Crew members
4	Conduct all required equipment and have 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 manual handling tasks in accordance with appropriate process. Ensure all PPE e.g. boots, hi-vis jackets, ear muffs, helmets, glasses, long sleeves and long pants in good condition, issued to all staff and being worn correctly. Remove / control all potential hazards within work site. Spill kit for fuel or oil spills. Deploy safety observer to monitor movements of vehicle and pedestrians. 	L	Crew Leader Crew members

**SWMS
TASK SPECIFIC
RISK ASSESSMENT
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 list method 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. Vehicle and earth movement. Entanglement, 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 fitted correctly, is fitted to all staff and drivers 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. As per list on page 9 	L	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
6	<p>6 / to enter and leave the work site with all safety equipment and conduct tree pruning/ removal activities.</p>	<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. Tool damage, crush injuries and burns. Machinery and equipment failure. Vehicle / pedestrian movement. Personnel and equipment fall from height. Tree not dismantling in anticipated manner. Unanticipated height loads and felling directions. Bites and stinging animals and insects. Tree condition of worse condition than anticipated. Environmental conditions 		<ul style="list-style-type: none"> Individually brief members in site hazards and work plan. Conduct all manual handling tasks in accordance with appropriate process. Ensure all PPE e.g boots, hi-vis vests, protective clothing, hard hats, safety glasses, gloves and headgear, issued to all staff and being worn correctly. Employ safety observers to monitor movements of vehicle and pedestrians. Operate all equipment in accordance with manufacturer's operator's manuals. Spill kit for fuel or oil spills. Ensure all staff have appropriate training and experience to perform task. All equipment and materials to be stored to stop objects falling from heights. (per Job Safety Alert). Rest and rehydrate as required. Utilise effective methods of communication between all crew members. Ensure equipment and personnel required at heights are properly secured. Conduct works in accordance with company procedures and policies and industry best practice. Identify weather conditions are suitable for required tasks. Ensure appropriate felling, pruning, rigging and lowering techniques are implemented. Constantly look for animals and insects within the work site. 		<p>Crew Leader Crew members</p>

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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 hierarchy of control	Residual Risk Score	Responsible Persons
7	Wood / branch support, debris removal and site clean up.	<ul style="list-style-type: none"> Strains, sprains and crush injuries. Cuts, grazes and burns. Slips, trips and falls. Tiredness and dehydration. Eye and ear damage. Entanglement, crush injuries and burns. Machinery and equipment failure. Vehicle and pedestrian movements. Personnel and objects falling from height. Heavy lifting / dragging. Projectiles from power. Bites and stings from animals and insects. Stick injuries. 		<ul style="list-style-type: none"> Conduct all manual handling tasks in accordance with appropriate process. Ensure all PPE e.g boots, hi-vis vests, protective clothing, ear muffs, helmets, glasses, etc are in good condition, issued to all staff and being worn correctly. Employ safety observers to monitor movements of vehicle and pedestrians. Operate all equipment in accordance with manufacturer's operator's manuals. Ensure staff have appropriate training and experience to perform tasks. Resist and rehydrate as required. Utilise effective methods of communication between all team members. Conduct works in accordance with company procedures and policies and industry best practice. Identify weather conditions will be suitable for required task. Observe for biting, stinging and stinging insects within the work site. Employ good site preparation to remove potential trip and stick injury hazards as they are observed. 		crew leader crew members

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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 hierarchy of control	Residual Risk Score	Responsible Persons
8	Cutting of trunk wood and transporting to wood chipper.	<ul style="list-style-type: none"> Strains, sprains and crush injuries. Cuts, grazes and projectiles. Slips, trips and falls. Fatigue and dehydration. Eye and ear damage. Heavy lifting / dragging. Projectiles from chipper. 	H	<ul style="list-style-type: none"> Conduct all manual handling tasks in accordance with appropriate process. Ensure all PPE e.g boots, hi-vis vests, protective clothing, ear muffs, helmets, glasses is of good condition, issued to staff and being worn correctly. Operate all equipment in accordance with manufacturer's instructions. Rest and rehydrate as required. Use appropriate numbers of personnel or mechanical aids for heavy lifting tasks. Reduce debris weight and group size where possible. 	L	Crew Leader Crew members
9	Site cleanup and retrieval of equipment	<ul style="list-style-type: none"> Strains, sprains and crush injuries. Cuts, grazes and projectiles. Slips, trips and falls. Fatigue and dehydration. Eye and ear damage. Heavy lifting / dragging. 	M	<ul style="list-style-type: none"> Conduct all manual handling tasks in accordance with appropriate process. Ensure all PPE e.g boots, hi-vis vests, protective clothing, ear muffs, helmets, glasses is of good condition, issued to staff and being worn correctly. Store equipment in appropriate location. Reduce debris weight loads through size reduction. All employees to make sure debris left in a safe condition. All surplus material and rubbish to be cleaned up and put into trailer. 	L	Crew Leader Crew members

PLANT & EQUIPMENT

SWMS

PLANT & EQUIPMENT REQUIRED
Tipper / Chipper unit, EWP, utility, chainsaws, blowers, hedgers, climbing spurs and harness, climbing equipment hardware (karabiners, pulleys, ascenders, melliions, prusick loops, etc), ropes, lowering devices, hand held tools, traffic control devices, PPE, roll out. Fire and oil fire extinguisher
All equipment checked on a regular basis

TRAINING & COMPETENCE

TASK SPECIFIC

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.

All crews to have minimum of 2 staff with first aid training (minimum level)

HAZARDOUS MATERIALS

RISK ASSESSMENT

HAZARDOUS MATERIAL

SAMPLE

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 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 types 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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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

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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
Tree Services - CREW LEADER	SWMS		
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
RISK ASSESSMENT			
Tree Services			

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