

SWMS - Task Specific Risk Assessment

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JOB NO:	PROJECT:	DATE:
SWMS NO: <i>SWMS 001</i>	PREPARED BY:	REVISED BY:
ACTIVITY: <i>TREE REMOVAL & PRUNING</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 HELMET	SAFETY FACE SHIELD (stoppers)	CHAIN SAW PANTS	SAFETY HARNESS WHEN WORKING AT HEIGHTS	EYE PROTECTION

RISK ASSESSMENT

PERSONAL PROTECTIVE EQUIPMENT TO BE USED

MAJOR HAZARDS

				
WORK AT HEIGHTS	FALLING OBJECTS	MANUAL HANDLING	CHAINSAW & CHIPPER	EXCESSIVE NOISE

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 hung down and red flags (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	DESCRIPTION
L	✓ Little 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. 	Low	<ul style="list-style-type: none"> Crew to adhere to speed limits Inducted into toolbox talks Sign into contractors register and Reception Sign off SWMS Sign off permits and pre start meeting 	Low	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 	Low	<ul style="list-style-type: none"> Sign off Permits Sign out of site Sign out of Contractors register 	Low	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 relevant 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 if required. 	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 limits in residential areas. Inspect site thoroughly & identify where light poles are located. Conduct hazard identification assessment and control form (HIA). 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. 		<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 Establish and control vehicle and pedestrian movements. Identify escape routes. Install barricades to prevent unauthorized personnel entering work site. 		Crew Leader Crew members
4	Deploy all required equipment and move to work site.	<ul style="list-style-type: none"> Strains, sprains and crush injuries. Cuts, grazes and abrasions. Slips, trips and falls. Fuel and oil spills. Vehicle and pedestrian movements. 		<ul style="list-style-type: none"> Conduct all manual handling tasks in accordance with appropriate process. Ensure all PPE is issued, hi-vis vest, protective clothing, ear muffs, helmet, glasses, knee sleeve and long pants. Ensure all equipment is of good condition, issued to all staff and being correctly used. 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. 		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 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. Start-up, 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 worn, boots, hi-vests, protective clothing, ear muffs, helmets, glasses, long sleeves and long pants. First aid kit, fire extinguisher, spill kit, issued to all staff and used 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. As per list on page 9 	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 Describe the way of control	Residual Risk Score	Responsible Persons
6	<p>1. Climb / tower and crew to engage tree 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. Staircase, crush injuries and burns. Machinery and equipment failure. Vehicle / pedestrian movement. Personnel and equipment falling from height. Tree not dismantling in anticipated manner. Unanticipated weight 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"> Induct all new 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, gloves, eye protection, earplugs, and if good condition, issued to all staff and being worn correctly. Deploy safety observer 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 tasks. Store all equipment and materials to be used in a safe place to prevent falling from heights, not on the Edge 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 in the best interests of the business. 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 Control Measure	Proposed Action Control Measure Use hierarchy of control	Residual Risk Score	Responsible Persons
7	Wood / branch limbing, debris removal and site cleanup.	<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. Entanglement, crush injuries and burns. Machinery and equipment failure. Vehicle and pedestrian movements. Personnel and objects falling from height. Heavy lifting / dragging. Projectiles from machinery. Bites and stings from animals and insects. Stick injuries. 	<p>Low</p>	<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. of good condition, fitted to all staff and being worn correctly. Employ safety observer 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 task. Rest and rehydration 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 hanging, nesting and insects within the work site. Employ good site cleanup to remove potential trip and stick injury hazards as they are observed. 		<p>Tree Leader Crew members</p>

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8	Cutting of trunk wood and transporting to wood chipper.	<ul style="list-style-type: none"> Strains, sprains and crush injuries. Cuts, grazes and bruising. 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 all staff and being worn correctly. Operate all equipment in accordance with manufacturer's manuals. Rest and rehydrate as required. Use appropriate numbers of personnel or mechanical aids for heavy lifting tasks. Reduce debris weight loads through size reduction. 	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 bruising. 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 all staff and being worn correctly. Use appropriate numbers of personnel or mechanical aids for heavy lifting tasks. Reduce debris weight loads through size reduction. All employees to make sure rubbish is 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

PLANT & EQUIPMENT REQUIRED
Tipper / Chipper unit, EWP, utility, chainsaws, blowers, hedgers, climbing spurs and ladders, climbing equipment hardware (karabiners, pulleys, ascenders, mellions, prussic loops, etc), ropes, lowering devices, hand held radio traffic control devices, P.E. bollard, 10kg oil fire extinguisher All equipment checked on a regular basis

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. All crews to have minimum of 2 staff with first aid training (min 1 level 1)

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 substitution of hazardous substances or 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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[illegible]

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