



SAFE WORK METHOD STATEMENT

Task / Job description:	General Gardening Works	Company Name: JR'S Property Services	
Training Required to complete work:		List any Hazardous Substances / Dangerous Goods to be used in the task?	Unleaded Petrol
Plant/ equipment to be used:	Various Power, Motorized and Handtools. Ladder	WHS Legislation - Codes of Practice - AUS/NZS Standards	OHS Act 2004 and Regulations 2007, EPA Act 1970. Compliance Codes: Workplace Amenities and Environment. Code of Practice: Manual Handling
First Aid / Emergency Equipment requirements	Basic First Kit. Either Level 2 Workplace First Aid and/or Building to have Level 2 trained personnel available at a minimum.	Minimum number of workers required to perform the task safely	1 (in most cases)- to be re-assessed depending on task.
Other job-specific requirements		Additional PPE / Safety Equipment required (not listed below)	
Permit to work required?	Licence and certification requirements	Communications requirements?	Mobile Phone
			1



ITEM NO.	JOB STEPS the job steps of the task	HAZARD(S) the job process/ plant/equipment/environment that has the POTENTIAL TO CAUSE HARM/DAMAGE	POTENTIAL CONSEQUENCES what could happen if controls are either missing or inadequate?	CONTROLS What actions are required eliminate/minimise the risk of harm? *** Apply the HIERARCHY OF CONTROLS ***
1	Assess the work area for potential hazards prior to commencement of task (perform visual risk assessment and list the hazards e.g. other contractors working in area, bad weather etc.) <i>hazards not identified here will need to be listed and assessed in section 6 below</i>	Extreme climatic conditions Working in areas where the public, tenants or other workers may be	Medical treatment required. First aid to be applied. Time off work to recover from injury Pedestrians tripping. Items falling on pedestrians. Collisions.	Elimination: works to cease if extreme weather exists (too hot, too cold, too windy etc (dependant on task being completed)) Administration: alternative works to occur and/or action plan to be developed and SWMS adjusted as required. Use clearly displayed signage. Barricade areas off. Use spotter if required.
2	Identify the potential impacts that the works could have on others (Identify and list the possible impacts that performing the works could have on others (tenants, workers, public) e.g. creating dust/noise/vibration/fumes etc.)	Projectiles, fumes, burns, noise, body parts getting caught in rotating parts Works creating slippery surfaces	Medical treatment required. First aid to be applied. Time off work to recover from injury Medical treatment required. First aid to be applied. Time off work to recover from injury	Use clearly displayed signage. Barricade areas off. Use spotter if required. Ensure that all equipment is serviced and in good working condition. All safety guards in place. Work to be done after hours if required. Notify tenants. Use clearly displayed signage. Barricade areas off. Use spotter if required. Work to be done after hours if required.
3	Make the work area / equipment / plant safe prior to commencement of works (i.e. isolations, barricades, obtain permit to work etc.)	Pedestrians or workers tripping Equipment faulty causing injury to user, worker or pedestrians	Medical treatment required. First aid to be applied. Time off work to recover from injury Medical treatment required. First aid to be applied. Time off work to recover from injury	Use clearly displayed signage. Barricade areas off. Use spotter if required. Ensure that all equipment is serviced and in good working condition. Undergo an equipment pre-check before use making sure nothing is loose and all safety guards in place. Work to be done after hours if required
4	Perform Task (Identify and list the inherent hazards associated with performing this task e.g. use of power tools, manual handling, noise etc.)	Pruning - Use of Motorized Hedge Trimmers, Chain Saws Use of Pruning Loppers and Secateurs Mowing and Edging Lawns - Use of Motorized Lawn Edger and Push Mower Refuelling Machinery Removal of leaves, weeds, general rubbish like plastic bags, bottles, and assorted objects and put into garden bags	Projectiles from rotating blades/cable causing injury to operator or pedestrians and damage to property. Body parts caught in rotating cable/blades causing injury to self and pedestrians. Projectiles from rotating blades/cable causing injury to operator or pedestrians and damage to property. Body parts caught in rotating cable/blades causing injury to self and pedestrians. Naked flame or smoking when refuelling causing explosion. Inhaling fumes. Equipment running when refuelling and hot engine causing fire/explosion. Fuel Container left out exposed to the sun causing it to expand and pressure to build up inside container causing fuel to spill out when fuel container is opened. Injury caused by cutting hands from sharp objects like broken glass, open tin cans. Body pierced by syringe. Injury caused by incorrect lifting technique	PPE applied. Disengage rotating head/blades on equipment when pedestrians are close by. Turn off machine whilst unattended. PPE applied. Disengage rotating head/blades on equipment when pedestrians are close by. Turn machine off to change blades/cable nad to clean. Turn off machine whilst unattended. No Naked flames or smoking when re fuelling machinery. PPE to be applied. Engine is to be turned off when re-fuelling. Re fuelling to be done in a well ventilated area. Do not leave Fuel Container Exposed to sun or heat source. Make sure the MSDS sheet is available. PPE to be applied. Use rubbish claw as much as possible to pick rubbish up. Syringes to be picked up using claw and discarded in needle disposal containers. Do not lift any weight over 50kg. Plan ahead before lifting. Lift close to your body, feet shoulder width apart, bend your knees and keep your back straight, tighten your stomach muscles, lift with your legs.
5	Complete the task (Identify and list the hazards that need to be addressed prior to completing/leaving the work area e.g. leaving tidy, taking away rubbish, removing locks/tags etc.)	Sweep up pruning's and put into garden bags Use of Motorized Blower blowing leaves and other debris off paths.	Personal injury from lifting of heavy garden bags Injuring operator and pedestrians from projectiles. Burns from hot engines. Inhaling of fumes from exhaust. Blower causing dust causing respiratory problems to operator and others.	Do not lift any weight over 50kg. Do not over fill garden bags. Plan ahead before lifting, lift close to your body, feet shoulder width apart, bend your knees and keep your back straight, tighten your stomach muscles, lift with your legs. PPE applied. Do not blow debris into pedestrians. Keep clear of pedestrians while using the blower. Turn off blower when not using
6	Other Hazards Identified (additional hazards identified that require specific listing and controls applied i.e. site-specific hazards not detailed above)	Pruning Standard Ficus Trees using a ladder Working In Raised Stepped Garden Beds corner of Russel and Little Collins street	Fall from height. Dropping tools on pedestrians or workers below. Fall from height. Dropping tools on pedestrians or workers below.	PPE to be applied. Platform Ladder with handrail to be used. Ensure Ladder feet are on a flat surface and all ladder feet are fully supported. Harness/Fall Arrest Kit to be used at all times whilst working in this area .PPE to be applied. Another Person to be assigned as a spotter looking for any potential hazards.

Prepared By: Joel Redford *To be reviewed within one year of acceptance date.* Review date: ___/___/_____ Accepted In Principle By: _____
Date ___/___/_____