

# SAFE WORK METHOD STATEMENT

*Sydney Tree Removals*



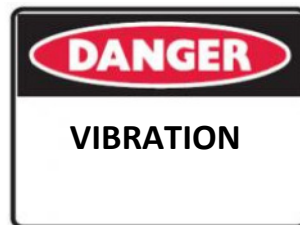
SWMS No.: SWMS-SG01

WORK ACTIVITY DESCRIPTION:

Stump Grinding

HIGH RISK ACTIVITY:

Yes



This summary page is a non-exhaustive list of hazards and is not a substitute for reading the entire SWMS.

## Personal Protective Equipment



Head Protection



High Visibility



Foot Protection



Long Sleeve Clothing



Hearing Protection



Eye Protection

**SAFE**

Project Details			
<b>Client:</b>	Sample Client	<b>Project:</b>	123 Fake St, Burwood NSW
<b>Project Start Date:</b>	01/01/2012	<b>Expected Finish Date:</b>	04/01/2011
<b>Project Specific Requirements:</b>	Project General Induction Job Hazard Assessment (JSA) to be completed prior to work commencement		

Activity Requirements	
<b>Plant and Equipment Required for this Activity:</b>	Stump Grinder
<b>Plant and Equipment Inspections Required:</b>	Daily Plant Inspections to be completed. All electrical equipment to be tested and tagged.
<b>MSDS(s) Required:</b>	Unleaded Petrol
<b>Legislation, Australian Standards &amp; Codes of Practice Consulted in the Development of this SWMS:</b>	NSW Occupational Health and Safety Act 2004 NSW Consolidated Occupational Health and Safety Regulations 2007
<b>Personnel Qualifications &amp; Training Required for this Activity:</b>	Work Cover General Induction Card Manual handling training Stump grinder training

Revision Details			
<b>Company:</b>	Sydney Tree Removals	<b>ABN:</b>	77 226 987 577
<b>Business Address:</b>	Concord Rd North Strathfield NSW 2137	<b>Senior Employer Representative:</b>	Geoff Ashton (Mob: 0488 222 296)
<b>Business Phone:</b>	0488 222 296	<b>Business Email:</b>	geoff@sydneytreeremovals.com.au
<b>Personnel Responsible for Monitoring this Activity</b>	Supervisor	<b>Personnel Consulted on Development of SWMS:</b>	Brad Patten
<b>SWMS Approval Date:</b>	01/01/2012	<b>To Be Reviewed By:</b>	01/07/2012

SWMS Review			
Acceptance	Position	Signature	Date
<i>We hereby accept the controls as detailed in this SWMS and confirm / controls will be implemented &amp; complied with.</i>	<b>Personnel Name:</b>		
<i>Accepted &amp; Approved by Sydney Tree Removals Representative.</i>	<b>Managing Director</b> Geoff Ashton		

Review No.	1	2	3	4	5	6	7	8	9	10
<b>Name &amp; Initials</b>	BP									
<b>Date</b>	01/01/12									

### Hierarchy of Control:

Highest level of Control

Lowest Level of Control



The Hierarchy of Control is a list of control measures, in priority order, that can be used to eliminate or minimise exposure to the hazard. Consider elimination before all other options. Be careful to assess any new hazards that are created by eliminating other hazards.

### Risk Matrix

How severely could it hurt someone or how ill could it make someone?	How likely is it to occur?			
	<b>Very Likely</b> Could happen anytime	<b>Likely</b> Could happen sometime	<b>Unlikely</b> Could happen but very rarely	<b>Very unlikely</b> Could happen, but probably not
<b>Catastrophic</b> Permanent disability or illness	3 / High	3 / High	3 / High	2 / Medium
<b>Major</b> Extensive injuries or long term illness	3 / High	3 / High	2 / Medium	2 / Medium
<b>Moderate</b> Medical treatment and several days off work	3 / High	2 / Medium	2 / Medium	1 / Low
<b>Minor</b> First aid treatment needed only	2 / Medium	2 / Medium	1 / Low	1 / Low

### Risk Score

Score	Action Required
3 / High	Do something to immediately minimise the risks. Highest management decision is required to continue work.
2 / Medium	Follow management instructions & control measures in place.
1 / Low	OK for now. Review if equipment, material, work processes or procedures change.

Procedure (in steps)	Potential Hazards	Risk Before	Control Measures	Risk After	Person Responsible
<b>Step 1</b> Complete Job Hazard Assessment, SWMS, & Daily Plant Inspection	Unknown hazards  Incorrect procedures  Incorrect protective equipment	3/H	All personnel working are to sign onto the relevant Job Hazard Assessment on a daily basis. JHA to be used to identify and control hazards that arise as a result of the change to the process or hazards that are identified during the course of the work and not covered in the SWMS  All personnel to be briefed by supervisor on SWMS's for the works and workers to sign on to confirm that they have read and understand the works and controls.  Check that everyone's PPE is in good working condition and complies with both site & company policy. Check that everyone holds the correct certificates & competencies to carry out their work safely.	1/L	Supervisor
<b>Step 2</b> Planning	Personal Injury: electric shock being hit my moving object slips, trips, falls being hit by ejected materials laceration/amputation	3/H	Inspect intended work area: <ul style="list-style-type: none"> <li>• Check for pits, gradients, uneven terrain</li> <li>• Clear loose wood, stones, wire, or other solid objects from area (including buried impediments)</li> <li>• Contact Dial before you Dig – determine presence of underground utilities.</li> <li>• Develop traffic management plan if required (ie: working in close proximity to mobile plant or roadside work)</li> </ul>	2/M	Supervisor
<b>Step 3</b> Preparation	Personal Injury: Manual handling being hit by ejected materials laceration/amputation	3/H	Ensure: <ul style="list-style-type: none"> <li>• adequate lighting (daylight only)</li> <li>• operator not fatigued or under influence of drugs/alcohol</li> <li>• hair tied back, no loose clothing or jewellery</li> <li>• operator able to handle force/weight of unit</li> <li>• weather conditions suitable (e.g.: strong winds may</li> </ul>	2/M	Supervisor Work Crew

			<p>increase risk of dust and wood chips being flown at operator)</p> <p>Establish an exclusion zone of 6m minimum in all directions from machine – install protective screens to protect others in area if required.</p>		
<p><b>Step 4</b> Transport</p>	<p>Personal Injury: manual handling slips, trips, falls laceration/amputation</p>	2/M	<p>Ensure tow/transport vehicle and ramps are suitable (ie: within SWL)</p> <p>Apply handbrake and block tow/transport vehicle wheels if required.</p> <p>Lock ramps in place, use locking pin/clips if required.</p> <p>Secure:</p> <ul style="list-style-type: none"> <li>• use suitably rated tie-down chains/hooks</li> <li>• fasten tie-down chains (use tie-down points on plant if provided)</li> </ul> <p>Check that lights and brakes on tow vehicle are working. Use mechanical lifting aids or two-person lift as required.</p>	2/M	Supervisor
<p><b>Step 5</b> Pre-operational inspection</p>	<p>Personal Injury: manual handling hit by ejected materials laceration/amputation</p>	3/H	<p>Conduct visual inspection. Check:</p> <ul style="list-style-type: none"> <li>• all controls are labelled and working</li> <li>• safety decals attached and legible</li> <li>• all shield, guards and curtains are present and in good condition</li> <li>• cutting wheel is undamaged/ no missing teeth</li> <li>• operator presence bar working (engine should stop when released)</li> <li>• fuel/oil levels ok</li> <li>• no fuel/oil leaks</li> <li>• no loose/missing bolts on cutting wheel</li> </ul> <p>Do not use if any part is missing or damaged.</p>	1/L	Supervisor
<p><b>Step 6</b></p>	<p>Personal Injury:</p>	3/H	<p>Position next to stump in cutting position (cutting wheel</p>	2/M	Supervisor

<p>Operation</p>	<p>manual handling hit by ejected materials laceration/amputation slips, trips, falls</p>	<p>near top edge of stump)</p> <ul style="list-style-type: none"> <li>• Start-up as per manufacturer’s instructions. General:</li> <li>• Switch engine to “ON”</li> <li>• Throttle in “SLOW” position</li> <li>• If engine cold – set choke level to closed</li> <li>• Depress operator-presence bar</li> <li>• Raise cutter wheel off ground approx 4.5 inches by pushing down on control handle.</li> <li>• Hold raised position</li> <li>• Pull starter rope briskly</li> <li>• Move choke to “OPEN”</li> <li>• Move throttle to “FAST”</li> <li>• If cold – allow engine to idle for a few minutes first.</li> <li>• Lock brake.</li> </ul> <p><b>Root Removal:</b></p> <p>Swing cutting wheel to one side and lower it approx 1inch into roots at foot of stump</p> <p>Swing across roots, lowering wheel approx 1inch before each sweep</p> <p><b>Stump Removal:</b></p> <p>Raise cutting wheel until centre of wheel is above top of stump.</p> <p>Slowly lower until cutting wheel contact stump – direct wheel against near-side, top corner and sweep across stump left to right. Cut approx ½ inch each sweep.</p> <p>Roll machine forward and back as required – remember to reapply lock brake when in position.</p> <p>Do not undercut stump or use bottom of wheel to cut – use front, lower portion.</p>	<p>Work Crew</p>
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			<p>Never leave unattended when running and keep body parts away from wheel.</p> <p>Cut flush with ground first, then go back to cut to desired depth.</p> <p>Note: Tyres can roll into the cut hole, prevent this by moving to another side or fill the hole with chips.</p> <p>If chip build-up is excessive, stop machine, wait until cutting wheel has stopped and rake excess chips. Avoid creating a tripping hazard from cut debris.</p> <p>Do not operate on slopes of more than 15 degrees.</p> <p>When on slope, cut from side-to-side, (not up or downhill of machine as it can shift unexpectedly)</p> <p>Shut down:</p> <ul style="list-style-type: none"> <li>• Lower engine speed to "LOW"</li> <li>• Release operator presence lever</li> <li>• Stand at controls until cutting wheel has stopped</li> <li>• Set brake and turn engine off.</li> </ul> <p>Emergency shut-down: Release operator presence lever.</p>		
<p><b>Step 7</b> Refuelling</p>	<p>Personal Injury: fire/explosion burns</p>	<p>2/M</p>	<p>Shut off unit and allow to cool before refuelling. Never refuel while motor running.</p> <p>Do not smoke and ensure refuelling is undertaken in well ventilated area (outside, and clear of ignition sources)</p> <p>Remove cap slowly.</p> <p>Fill tank and wipe away excess. Ensure cap replaced securely. Check for leaks.</p> <p>Move at least 3m from refuelling site before starting unit.</p>	<p>1/L</p>	<p>Supervisor Work Crew</p>



<p><b>Step 8</b> Maintenance and Clean-Up</p>	<p>Personal Injury: manual handling hit by ejected materials laceration/amputation</p>	<p>2/M</p>	<p>Wash off mud/dirt and remove any weeds, wire or rope that may have been caught around cutting wheel.</p> <p>Check for any damage, missing parts or loose bolts around cutting head. If detected, remove from service.</p> <p>Follow lock out/tag out procedures.</p> <p>Remove spark plug before commencing any maintenance.</p> <p>Follow manufacturer's instructions for service and maintenance requirements.</p>	<p>1/L</p>	<p>Supervisor Work Crew</p>
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SAMPLE

## SWMS Sign-On

We, the undersigned, confirm that we have read this Safe Work Method Statement and understood its contents. We also confirm that we are qualified to carry out the works identified in this SWMS. We understand that the controls in this SWMS must be applied as documented; otherwise work is to cease immediately.

Name	Signature	Date	Time	Employer

