

SAFE WORK METHOD STATEMENT

Sydney Tree Removals



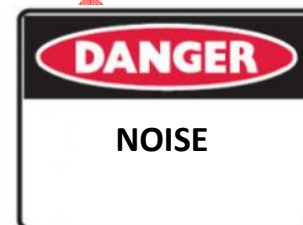
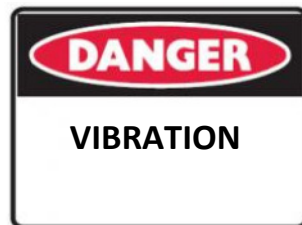
SWMS No.: SWMS-WC01

WORK ACTIVITY DESCRIPTION:

Wood Chipping

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

| Activity Requirements | |
|---|---|
| Plant and Equipment Required for this Activity: | Wood Chipper |
| Plant and Equipment Inspections Required: | Daily Plant Inspections to be completed. All electrical equipment to be tested and tagged. |
| MSDS(s) Required: | Unleaded Petrol, Hydraulic Oil |
| Legislation, Australian Standards & Codes of Practice Consulted in the Development of this SWMS: | NSW Occupational Health and Safety Act 2004 NSW Consolidated Occupational Health and Safety Regulations 2007 |
| Personnel Qualifications & Training Required for this Activity: | Work Cover General Induction Card Manual handling training Wood chipper training |

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

| Review No. | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
|----------------------------|----------|---|---|---|---|---|---|---|---|----|
| Name & Initials | BP | | | | | | | | | |
| Date | 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? | | | |
|--|--|--|---|--|
| | Very Likely Could happen anytime | Likely Could happen sometime | Unlikely Could happen but very rarely | Very unlikely Could happen, but probably not |
| Catastrophic Permanent disability or illness | 3 / High | 3 / High | 3 / High | 2 / Medium |
| Major Extensive injuries or long term illness | 3 / High | 3 / High | 2 / Medium | 2 / Medium |
| Moderate Medical treatment and several days off work | 3 / High | 2 / Medium | 2 / Medium | 1 / Low |
| Minor 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 |
|---|---|-------------|--|------------|--------------------|
| Step 1 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 |
| Step 2 Planning | Personal Injury: being struck by moving object entanglement struck by projectile | 3/H | Conduct an inspection of the intended worksite to ensure: <ul style="list-style-type: none"> • sufficient space • ground is firm and suitable (not muddy or slippery) • the placement will not cause traffic congestion • adequate lighting (day operations only) Develop site/task specific safe work method statement. Ensure sufficient workers (operators should not work alone). Note: Examine chipper disc for signs of welding and establish whether the thickness of metal ligament is less than 30mm (if so – consult with manufacturer). The disc has been known to disintegrate and be ejected during operations, causing fatalities. Ensure suitable capacity chipper is used for job. Ensure operating manual will be available at work | 1/L | Supervisor |

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| | | | location. | | |
| Step 3 Preparation | Personal Injury: being struck by moving object entanglement slips, trips, falls struck by projectile | 3/H | Prepare intended work site: <ul style="list-style-type: none"> clear debris, wire, waste, tools or other potential tripping hazards establish exclusion zone and place barricades/signs as required develop site specific traffic management plan for roadside works (including barricades, warning signs, warden hats, high visibility clothing etc) provide safe travel for pedestrians if required. Ensure pedestrians are not diverted onto roads Locate vehicle and chipper in suitable location away from edge of road and other obstacles, such as chainsaw operators. Ensure discharge site does not pose risks (lower visibility, tripping hazards). Ensure operator: <ul style="list-style-type: none"> has no loose clothing or jewellery has hair tied back has snug fitting PPE with no cuffs or strings has clothing tucked in where applicable not fatigued or under influence of drugs/alcohol | 1/L | Supervisor Work Crew |
| Step 4 Pre-operational inspection | Personal Injury: being struck by moving object entanglement struck by projectile | 3/H | Conduct inspection of chipper. Check: <ul style="list-style-type: none"> in-feed guards are in place and in good condition interlocked guards are working (if applicable) emergency stops are present, undamaged and functional hood latches, pins and hinges are not damaged/worn or cracked. hood is able to be locked closed chutes are clear of obstacles tyre pressure suitable hydraulic hoses are not cracked, deformed | 1/L | Supervisor Work Crew |

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|------------------------------------|--|-----|---|-----|-------------------------|
| | | | <ul style="list-style-type: none"> • no oil leaks • sufficient fuel/oil levels • all controls are labelled and working • safety decals in place and legible • bolts are tight and secure • forward and reverse movement of feed rollers functional <p>Start chipper at lowest speed and listen for noises that indicate loose parts. If detected, do not use.</p> <p>Do not use chipper if defects found or guards not in place/working. Take out of service and follow tag out/lock out procedures.</p> | | |
| <p>Step 5 Operation</p> | <p>Personal Injury: being struck by moving object entanglement struck by projectile burns fire</p> | 3/H | <p>Operate as per manufacturer's instruction, traffic management plan and site/task specific safe work method statement.</p> <p>Use speed (RPM) as directed by manufacturer. Do not exceed.</p> <p>Ensure material to be chipped is clear of metal, stones, plastic, fauna, pests, diseases, rope or other contamination.</p> <p>Ensure material of suitable size for chipper. De-limb/cut as required.</p> <p>Do not load small twigs, leaves etc into chipper, rake and bag separately.</p> <p>Load materials from side of in-feed chute. Do not stand in front during loading.</p> <p>Place butt-end first. Push short stubs through with longer branches. Lay shorter branches of top of longer ones.</p> <p>Do not place hands or body parts into in-feed chute.</p> <p>Once in-feed grabs material, step back from chipper.</p> <p>Do not use force to push materials through.</p> <p>Be aware of different feed rates for different wood.</p> <p>Rotate branches with strong bark slowly when feeding.</p> | 2/M | Supervisor Work Crew |

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| | | | <p>This can prevent overheating of bearing as the bark can wrap around it.</p> <p>Note: Do not feed palm leaves into chipper. Bearing can overheat and cause a fire/damage equipment.</p> <p>Ensure discharge chute pointed downwards (reduce dust). Clear away discharge regularly.</p> <p>Do not leave operators alone.</p> <p>Do not leave chipper unattended when in use.</p> <p>If chipper begins to vibrate or shake violently, stop work immediately and stop machine.</p> <p>Always stop machine, wait for moving parts to stop and lock out power to chipper before removing any blockages.</p> <p>Do not climb or stand on chipper/in-feed.</p> | | |
| <p>Step 6 Refuelling</p> | <p>Personal Injury: fire/explosion burns</p> | 2/M | <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> | 1/L | <p>Supervisor Work Crew</p> |
| <p>Step 7 Maintenance and Clean-Up</p> | <p>Personal Injury: manual handling hit by ejected materials laceration/amputation</p> | 2/M | <p>Clean chipper thoroughly.</p> <p>Conduct regular maintenance as recommended by manufacturer.</p> <p>Clean/replace air filters as required.</p> <p>Check hoses/components for leaks, damage or defects. Ensure bolts secured.</p> <p>Open access cover to cutting wheel. Inspect knives and</p> | 1/L | <p>Supervisor Work Crew</p> |

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| | | correct/rotate or replace damaged knives as required. Wear gloves when handling knives. | | |
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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 |
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