

# Safe Work Method Statement

Magic Tree Services Pty Ltd

20 Lowana St,

Villawood NSW 2163







ABN 76 635 213 884

<b>JOB NO:</b>	<b>PROJECT:</b>	<b>DATE:</b>
<b>SWMS NO:</b>	<b>PREPARED BY: TOUFIC KHODER</b>	<b>REVISED BY:</b>
<b>ACTIVITY: TREE REMOVAL &amp; PRUNING</b>	<b>SUPERVISED BY:</b>	<b>REVISION DATE:</b>

## MINIMUM PERSONAL PROTECTIVE EQUIPMENT (PPE) REQUIREMENTS

### PERSONAL PROTECTIVE EQUIPMENT TO BE USED (as a minimum)

#### MAJOR HAZARDS

					
HIGH VISIBILITY CLOTHING	STEEL CAP SAFETY BOOTS	EAR PROTECTION	SAFETY HELMET	SAFETY HARNESS (WHEN WORKING AT HEIGHTS)	EYE PROTECTION

#### MAJOR HAZARDS

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

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## RISK CLASSIFICATION

RISK LEVEL	DESCRIPTION
1	<ul style="list-style-type: none"><li>• Little risk with potential for personal injury or <b>plant damage</b> being assessed as very unlikely.</li></ul>
2	<ul style="list-style-type: none"><li>• Moderate risk with the potential for minor injuries requiring first aid treatment or temporary disability. Possible minor structural <b>damage to plant.</b></li></ul>
3	<ul style="list-style-type: none"><li>• High Risk with the potential for death, permanent disability or injuries requiring medical attention. Possibility of major structural <b>damage to plant.</b></li></ul>

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## HAZARD IDENTIFICATION, RISK ASSESSMENT & CONTROL

STEPS	PROCESS - List the sequence of steps needed to complete the activity	POTENTIAL HAZARDS - For each step list the actual and potential hazard(s).	RISK LEVEL - before controls	RISK CONTROL (use hierarchy of control) - For each High (Class 1) or Medium (Class 2) Risk identify control measure(s) to reduce the risk to Low (Class 3)	RISK LEVEL - after controls	RESPONSIBLE PERSONS
1	Consultation and task assessment.	<ul style="list-style-type: none"> <li>Lack of consultation with all stakeholders.</li> <li>Lack of understanding of the required tasks.</li> <li>Unknown hazards.</li> <li>Incorrect personal protective equipment (PPE).</li> <li>Crew not trained or maintaining appropriate experience to perform task.</li> </ul>	1	<ul style="list-style-type: none"> <li>Crew to complete hazard identification and control form for work task.</li> <li>Review all requirements of the OHS. Regs. (2008) High-risk work.</li> <li>Identify task hazard and risks.</li> <li>Identify and implement control in accordance with the Hierarchy of Controls.</li> <li>Identify appropriate PPE.</li> <li>Ensure staff have appropriate training and experience to perform task.</li> <li>Provide appropriate training prior to commencing works if required.</li> </ul>	1	Supervisor Crew Leader Crew members
2	Check the work site for hazards and plan work task.	<ul style="list-style-type: none"> <li>Slips, trips and falls.</li> <li>Hanging branches and other debris.</li> <li>Poor housekeeping.</li> <li>Vehicle and pedestrian movements.</li> <li>Environmental conditions (wind, rain, heat, etc).</li> </ul>	2	<ul style="list-style-type: none"> <li>Inspect site thoroughly.</li> <li>Conduct hazard identification assessment and control form (HAC sheet).</li> <li>Identify traffic management requirements and establish traffic management plan.</li> <li>Obtain appropriate PPE.</li> <li>Identify weather conditions will be suitable for required tasks.</li> </ul>	1	Crew Leader Crew members

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3	Establish and secure worksite.	<ul style="list-style-type: none"> <li>Slips, trips and falls.</li> <li>Hanging branches and other debris.</li> <li>Poor housekeeping.</li> <li>Vehicle and pedestrian movements.</li> </ul>	2	<ul style="list-style-type: none"> <li>Implement work site hazard controls.</li> <li>Implement traffic management plan.</li> <li>Issue all required PPE to relevant staff.</li> <li>Identify escape routes.</li> </ul>	1	Crew Leader Crew members
4	Obtain all required equipment and move to work site.	<ul style="list-style-type: none"> <li>Strains, sprains and crush injuries.</li> <li>Cuts, grazes and bruises.</li> <li>Slips, trips and falls.</li> <li>Fuel and oil spills.</li> <li>Vehicle and pedestrian movements.</li> </ul>	2	<ul style="list-style-type: none"> <li>Conduct all manual handling tasks in accordance with appropriate process.</li> <li>Ensure all PPE is of good condition, issued to all staff and being worn correctly.</li> <li>Remove or control all potential hazards within work site.</li> <li>Deploy safety observer to monitor movements of vehicle and pedestrians.</li> </ul>	1	Crew Leader Crew members
5	Inspect and start all equipment.	<ul style="list-style-type: none"> <li>Strains, sprains and crush injuries.</li> <li>Cuts, grazes and bruises.</li> <li>Slips, trips and falls.</li> <li>Fuel and oil spills.</li> <li>Eye and ear damage.</li> <li>Entanglement, crush injuries and burns.</li> <li>Machinery and equipment failure.</li> <li>Vehicle and pedestrian movements.</li> <li>Crew not trained / experienced to perform require task.</li> </ul>	2	<ul style="list-style-type: none"> <li>Conduct all manual handling tasks in accordance with appropriate process.</li> <li>Ensure all PPE is of good condition, issued to all staff and being worn correctly.</li> <li>Employ safety observer to monitor movements of vehicle and pedestrians.</li> <li>Complete all pre start equipment and machinery checks.</li> <li>Remove any faulty equipment or machinery from service.</li> <li>Start and operate all equipment in accordance with manufacturer's operator's manuals.</li> <li>Ensure staff have appropriate training and experience to perform task.</li> </ul>	1	Crew Leader Crew members

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6	Climber and crew to engage tree with all safety equipment and conduct tree pruning / removal activities.	<ul style="list-style-type: none"> <li>• Strains, sprains and crush injuries.</li> <li>• Cuts, grazes and bruises.</li> <li>• Slips, trips and falls.</li> <li>• Fatigue and dehydration.</li> <li>• Fuel and oil spills.</li> <li>• Eye and ear damage.</li> <li>• Entanglement, crush injuries and burns.</li> <li>• Machinery and equipment failure.</li> <li>• Vehicle and pedestrian movements.</li> <li>• Personnel and objects falling from height.</li> <li>• Tree not dismantling in anticipated manner.</li> <li>• Unanticipated weight loads and felling directions.</li> <li>• Bites and stinging animals and insects.</li> <li>• Tree condition of worse condition than anticipated.</li> <li>• Environmental conditions (wind, rain, heat, etc).</li> </ul>	3	<ul style="list-style-type: none"> <li>• Induct all crew members into site hazards and work plan.</li> <li>• Conduct all manual handling tasks in accordance with appropriate process.</li> <li>• Ensure all PPE is of good condition, issued to all staff and being worn correctly.</li> <li>• Deploy safety observer to monitor movements of vehicle and pedestrians.</li> <li>• Operate all equipment in accordance with manufacturer's operator's manuals.</li> <li>• Ensure staff have appropriate training and experience to perform task.</li> <li>• Rest and rehydrate as required.</li> <li>• Utilise effective methods of communication between all crew members.</li> <li>• Ensure all equipment and personnel required at heights are properly secured.</li> <li>• Conduct works in accordance with company procedures and policies and industry best practice.</li> <li>• Identify weather conditions will be suitable for required tasks.</li> <li>• Ensure appropriate felling, pruning, rigging and lowering techniques are implemented.</li> <li>• Take regular breaks and rehydrate as required.</li> <li>• Constantly look for animals and insects within the work site.</li> </ul>	1	Crew Leader Crew members

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7	Wood / branch chipping, debris removal and site cleanup.	<ul style="list-style-type: none"> <li>• Strains, sprains and crush injuries.</li> <li>• Cuts, grazes and bruises.</li> <li>• Slips, trips and falls.</li> <li>• Fatigue and dehydration.</li> <li>• Eye and ear damage.</li> <li>• Entanglement, crush injuries and burns.</li> <li>• Machinery and equipment failure.</li> <li>• Vehicle and pedestrian movements.</li> <li>• Personnel and objects falling from height.</li> <li>• Heavy lifting / dragging.</li> <li>• Projectiles from chipper.</li> <li>• Bites and stinging animals and insects.</li> <li>• Stick injuries.</li> </ul>	3	<ul style="list-style-type: none"> <li>• Induct all crew members into site hazards and work plan.</li> <li>• Conduct all manual handling tasks in accordance with appropriate process.</li> <li>• Ensure all PPE is of good condition, issued to all staff and being worn correctly.</li> <li>• Deploy safety observer to monitor movements of vehicle and pedestrians.</li> <li>• Operate all equipment in accordance with manufacturer's operator's manuals.</li> <li>• Ensure staff have appropriate training and experience to perform task.</li> <li>• Rest and rehydrate as required.</li> <li>• Utilise effective methods of communication between all crew members.</li> <li>• Conduct works in accordance with company procedures and policies and industry best practice.</li> <li>• Identify weather conditions will be suitable for required tasks.</li> <li>• Observe for biting / stinging animals and insects within the work site.</li> <li>• Employ good site housekeeping and remove potential trip and stick injury hazards as they are observed.</li> </ul>	1	Crew Leader Crew members

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8	Cutting of trunk wood and transporting to wood chipper.	<ul style="list-style-type: none"> <li>• Strains, sprains and crush injuries.</li> <li>• Cuts, grazes and bruises.</li> <li>• Slips, trips and falls.</li> <li>• Fatigue and dehydration.</li> <li>• Eye and ear damage.</li> <li>• Heavy lifting / dragging.</li> <li>• Projectiles from chipper.</li> </ul>	3	<ul style="list-style-type: none"> <li>• Conduct all manual handling tasks in accordance with appropriate process.</li> <li>• Ensure all PPE is of good condition, issued to all staff and being worn correctly.</li> <li>• Operate all equipment in accordance with manufacturer's operator's manuals.</li> <li>• Rest and rehydrate as required.</li> <li>• Use appropriate numbers of personnel or mechanical aids for heavy lifting tasks.</li> <li>• Reduce debris weight loads through size reduction.</li> </ul>	1	Crew Leader Crew members
9	Site cleanup and retrieval of equipment	<ul style="list-style-type: none"> <li>• Strains, sprains and crush injuries.</li> <li>• Cuts, grazes and bruises.</li> <li>• Slips, trips and falls.</li> <li>• Fatigue and dehydration.</li> <li>• Eye and ear damage.</li> <li>• Heavy lifting / dragging.</li> </ul>	2	<ul style="list-style-type: none"> <li>• Conduct all manual handling tasks in accordance with appropriate process.</li> <li>• Ensure all PPE is of good condition, issued to all staff and being worn correctly.</li> <li>• Stow equipment in appropriate location</li> <li>• Reduce debris weight loads through size reduction. All employees to make sure work area are left in a safe condition.</li> <li>• If required all surplus material and rubbish to be cleaned up and put into trailer.</li> </ul>	1	Crew Leader Crew members

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## LEGISLATION, CODES OF PRACTICE & STANDARDS

LEGISLATION	CODES OF PRACTICE	STANDARDS
<ul style="list-style-type: none"> <li>• Occupational Health &amp; Safety Act 2004</li> <li>• Occupational Health &amp; Safety Regulations 2007</li> <li>• Construction Regulations 2008</li> <li>• Dangerous Goods Act 1985</li> <li>• Road Management Act 2004</li> </ul>	<ul style="list-style-type: none"> <li>• Code of practice - Safe work at Heights</li> <li>• Code of practice - Manual Handling</li> <li>• Code of Practice - Plant</li> <li>• Code of Practice – Amenity Tree Industry</li> <li>• Code of Practice – Working Safely With Trees</li> </ul>	<ul style="list-style-type: none"> <li>• AUS/NZ Standards 4576 Guidelines to Scaffolding</li> <li>• AS 4373-2007 Pruning of Amenity Trees</li> <li>• AS 1470-1986 Wealth and Safety at Work – Principles and Practices</li> <li>• AS 4970-2009 Protection of Trees on Development Sites</li> </ul>

## PLANT & EQUIPMENT

PLANT & EQUIPMENT TO BE USED
<p>Tipper / Chipper unit, utility, chainsaws, blowers, hedgers, climbing spurs and harness, climbing equipment hardware (karabiners, pulleys, ascenders, mellions, prussic loops, etc), ropes, lowering devices, hand held tools, traffic control devices, PPE.</p>

## TRAINING & COMPETENCE

TRAINING / COMPETENCE REQUIRED
<p>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.</p>



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## HAZARDOUS MATERIALS

HAZARDOUS MATERIAL	MSDS ON FILE
<ul style="list-style-type: none"> <li>• Bar Oil</li> <li>• Diesel</li> <li>• Two Stroke Oil</li> <li>• Unleaded Petrol</li> <li>• Hydraulic Oil</li> </ul>	- - - - -

## HIERARCHY OF CONTROL

ACTION	DESCRIPTION
• Elimination	• This is the desired option when controlling risk, as by eliminating the hazard no 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 use 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 most commonly used of all <b>HOWEVER IT IS THE LEAST DESIRED</b> as it does not remove the hazard and it requires the worker to wear the PPC&E

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## EMPLOYEE SIGN OFF

I have been involved in the development of this Work Method Statement and understand the requirements

EMPLOYER	EMPLOYEE	SIGNATURE	DATE
Magic Tree Services Pty Ltd	Toufic Khoder		
Magic Tree Services Pty Ltd			
Magic Tree Services Pty Ltd			
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## 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
Magic Tree Services Pty Ltd	Toufic Khoder		