



Agricultural Machine	ry SAFE WORK METHOD	STATEMENT (SWMS)	
TASK	OR ACTIVITY: Agricultural Mac	hinery	
Business Name:		ABN:	SWMS#
Business Address:			
Contact Person:	Phone:	E ail:	
THIS SAFE WORK METHOD	STATEMENT IS APPROVED BY	THE PCL OF THE ROJECT	
Under the Work Health and Safety Regulation (WHS Regulation), a person conduct the proposed work starts.	eting a business or undo	required to er. sthat a safe work method s	statement (SWMS) is prepared before
Full Name:			
Signature:		Title:	Date:
Details of the person(s) responsible for ensuring implementation, monitoring	poliance the VMS a well as review	s and modifications of the SWMS.	
Full Name:		Title:	Phone:
ALL PERSONNEL PARTICIPATING IN ANY ACTIVITY ON THIS 5 MS M HAVE THE FOLLOWING COMMUNICATED	NAL OF ALL RELEVANT PERSONNI EVELOPMENT AND APPROVAL OF	EL WHO HAVE BEEN CONSULTED AND CO THIS SWMS	OMMUNICATED TO IN THE
Safety meetings or toolbox talks will be scheded in accomply with gislative requirements to first identify any site hazards, and then to further take steps to either eliminate or continuous each hazard.			
If an incident or a near miss occurs, all work must sto, quately. Depending on the severity of the incident, a meeting will be called with all workers to amend the SWMS if required. The meeting may also be an educational opportunity.			
Any changes made to the SWMS after an incident or a near miss must be approved by the Person Conducting Business or Undertaking and communicated to all relevant personnel.			
The SWMS must be kept and be available for inspection at least until the work is completed. Where a SWMS is revised, all versions should be kept. If a notifiable incident occurs in relation to which the SWMS relates, then the SWMS must be kept for at least two years from the occurrence of the notifiable incident.			

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CLIENT OR PRINCIPAL	CONTRACTOR DETAILS
Client:	SCOPE OF WORKS
Project Name:	
Project Address:	
Project Manager:	
Contact Phone:	
Date SWMS supplied to Project Manager:	
ANY HIGH-RISK CONSTRUCTOR	ON WO K BEIN O KRIED OUT
☐ involves a risk of a person falling more than 2 meters	☐ is carried out on or near pressurised gas mains or piping
☐ is carried out on a telecommunication tower	carried out on or near chemical, fuel or refrigerant lines
☐ involves demolition of an element of a structure that is load-bearing	☐ is carried out on or near energised electrical installations or services
☐ involves demolition of an element related to the physical integration of a ructure	☐ is carried out in an area that may have a contaminated or flammable atmosphere
☐ involves, or is likely to involve, disturbing asb	☐ involves tilt-up or precast concrete
☐ involves structural alteration or repair that — quires term — ov sup — rt to prevent collapse	☐ is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor
is carried out in or near a confined space	☐ is carried out in an area of a workplace where there is any movement of powered mobile plant
☐ is carried out in/near a shaft or trench deeper tha tunnel involving use of explosives	☐ is carried out in areas with artificial extremes of temperature.
☐ is carried out in or near water or other liquid that involves a risk of drowning.	☐ involves diving work.
ANY HIGH-RISK MACHINER	RY OR EQUIPMENT NEARBY

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RISK MATRIX											
LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC	SCORE	ACTION		HEIRARCHY OF CONTROLS		
ALMOST CERTAIN	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE	SCORE	ACTION		Elimination Remove the hazard.		
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCE		Substitution		
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE	3H HIGH	Review befor work starts.		Replace the hazard.		
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	2M MODERATE	Ensure control measures in place.		Isolate People from the hazard		
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	nitor and		Engineering Isolate the hazard.		
is the second m	Administrative Notes on Hierarchy of Controls: Elimination methods are the most effective and preferre to an control of control of controlling a hazard. Engineering by isolation is the five to stell five, while Administrative controls by changing the work is the fourth most effective method. PPE (Personal Protective Equation). The least effective										

				PERS		TIVE EQUIPM					
		Select the app	ropriate PPL	abo. ~uitab	ic or the equip	oment used or	the job task	being perform	ned (if applica	able).	
FOOT PROTECTION	HAND PROTECTION	HEAD PROTECTION	ARING STION	F' CTIO	RL PIRATORY PROTECTION	FACE PROTECTION	HIGH-VIS CLOTHING	PROTECTIVE CLOTHING	FALL PROTECTION	SUN PROTECTION	HAIR/JEWELLERY SECURED
Other PPE R	equired:										
	Pe	ermit or Licen	ses Requirem	ents		Mandatory Qualifications and Training					



JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
Pre-start planning and documentation	Unclear roles and responsibilities Use of unsuitable machinery for task Inadequate competency or training Missing or incomplete SWMS and permits Incorrect traffic and paddock access planning	3H	 Confirm scope of agricultural work, machine, types (seeder, spreader, harrow, pruners, seed drills, harvesters) and locations before mobilising Verify operator holds the relevant high-risk was fixed agricultural machinery competency, and farm induction records Review manufacturer's instructions and safety manuals for each machine and attachment before first use Conduct tool/bould tool/bould	2M
Site and paddock inspection	Uneven ground an order oles Slopes and soft conditions Overhead powering order of the soft of the sof	3Н	'alk the paddock to identify holes, washouts, soft ground, rocks, stumps, old fence posts and debris • N.ark unsafe areas, soft spots and no-go zones using flags, cones or temporary fencing • Identify slopes and measure gradient; DO NOT operate tractors or machinery across slopes that exceed manufacturer's limits • Locate and mark underground services (water, power, communications, irrigation) using farm plans and Dial Before You Dig information • Visually check for overhead powerlines, measure safe approach distance and establish marked exclusion zones in accordance with local electricity distributor rules • Remove or securely clear loose debris, wire, twine and plastic that may entangle with rotating machinery • Plan turning areas on level ground to minimise the need for tight turns on slopes or near drains	2M
Tractor and machinery pre-operational checks	Mechanical failure during operation Brake or steering failure Tyre blowout or rim failure Guarding and shielding defects Hydraulic hose rupture Uncontrolled movement on start-up	4A	 Park machinery on level ground, apply park brake, lower all implements, stop engine and remove key before inspection Inspect tyres for cuts, exposed cords and correct inflation and verify load does not exceed tyre load rating or tractor GVM Check steering, service brakes and park brake for correct operation before leaving the yard Inspect all guards and shields (PTO, power transmission, chains, belts, pruner heads, augers) and refit or replace any missing or damaged guards before use 	2M



JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
			Examine hydraulic hoses, fittings and cylinders for leaks, chafing and damage and replace any suspect components before pressurising system	
			Verify ROPS and seatbelt are fitted and in good	
			Confirm lights, mirrors, reversing alarm an horn function correctly before travelling on roads or around other workers	
			• Test emergency stop or quick-shutoff controls machinery where fitted and ensure operators know locations and operation	
			DO NOT bypass or tamper with rafety interlocks, can an switches or guard switches at any time.	
Attachment fitting and removal	Crush injury during hitching Uncontrolled implement drop Pinch points at linkages Incorrect hitch or pin selection Exceeding lift capacity or drawbar rating	4A		2M
Automatic seeder setup and calibration	Entanglement in moving components Contact with pinch and nip points Dust inhalation during seed handling Chemical exposure from treated seed Incorrect seed rate or blockages	ЗН		2M



JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
Seed drill operation	Entanglement with rotating seed drill components Struck by ejected stones or debris Blockages causing manual intervention Dust exposure in dry conditions Noise from prolonged machinery use	3Н		2M
Fertiliser spreader loading and operation	Chemical exposure from fertiliser Manual handling strains Falls from climbing on spreader Entanglement with agitators or spinners Over-application causing environmental harm	3Н		2M



JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
Harrowing and soil preparation	Contact with sharp harrow tines Machine rollover on uneven ground Uncontrolled swinging of harrows in transport Thrown objects from tines Dust and visibility reduction	ЗН		2M
Harvester mounted pruner operation	Contact with rotating cutting heads Falling branches Crush injury from boom or head movement Hydraulic failure causing seasen drop Working near overhead lines in orchards	4A		2M
Spagnolo multi-rotary head pruner use	High-speed rotating cutter impact Flying chips and splinters Noise-induced hearing damage	4A		2M



JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE Vibration exposure to hands and arms Unintended head movement	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
Spagnolo SG spur pruner operation	Cutting and amputation hazards Entanglement with moving spur mechanisms Pinch points at adimment leas Working at heigh on harvesters or platforms Hydraulic or pneumatic line failure			2M
Travelling between paddocks and on roads	Collision with other vehicles Rollovers on verges or drains Loss of load or attachment Poor visibility to other road users Fatigue while driving long hours	3Н		2M



JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
Maintenance, cleaning and shutdown	Unexpected start-up during maintenance Contact with hot engine or exhaust Exposure to oils, fuels and greases Slips from oily or muddy surfaces Fire during refuelling or repairs	ЗН		2M
Emergency response and incident management	Delayed medical treatment Uncontrolled fire in paddock Entrapment in machinery Spill of chemicals or fuel Panic and uncoordinated response	ЗН		1L



JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
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EMERGENCY RESPONSE - CALL 000 FOR EMERGENCIES

Ensure to have an Emergency Management Plan in place as well as adequate numbers of trained first aid staff with easy access to fully stocked first aid kits, rescue equipment, material safety data sheets, adequate access to emergency communication equipment and fire-fighting equipment suitable for all classes of fire and ignition sources.

LEGISLATIVE REFERENCES

RELEVANT LEGISLATION AND CODES OF PRACTICE. DELETE THE LEGISLATIVE REFERENCES. ANY STATE AT ARE NOT APPLICABLE.

Queensland & Australian Capital Territory

Work Health and Safety Act 2011

Work Health and Safety Regulations 2011

Legislation QLD: https://www.worksafe.qld.gov.au/laws-and-compliance/work-health-and-safety-laws Codes of Practice QLD: https://www.worksafe.qld.gov.au/laws-and-compliance/codes-of-practice

Legislation ACT: https://www.worksafe.act.gov.au/laws-and-compliance/acts-and-regulations
Codes of Practice ACT: https://www.worksafe.act.gov.au/laws-and-compliance/codes-of-practice

New South Wales

Work Health and Safety Act 2011

Work Health and Safety Regulations 2025

Legislation NSW: https://www.safework.nsw.gov.au/legal-obligations/legislations/

Codes of Practice NSW: https://www.safework.nsw.gov.au/resource-library/lis

Northern Territory

Work Health and Safety (National Uniform Legislation) Act 2011

Work Health and Safety (National Uniform Legislation) Regulation 201

Codes of Practice NT: https://worksafe.nt.gov.au/f

South Australia

Work Health and Safety Act 2012 (SA)

Work Health and Safety Regulations 2012 (SA)

Legislation for SA: https://www.safework.sa.gov.au/resources/le__lation

Codes of Practice for SA: https://www.safework.sa.gov.au/wor/ aces/codes-of-practice#COPs

Tasmania

Work Health and Safety Act 2012

Work Health and Safety (Transitional and Consequential Provisions) Act 2012

Work Health and Safety Regulations 2012

Work Health and Safety (Transitional) Regulations 2012

Legislation for TAS: https://worksafe.tas.gov.au/topics/laws-and-compliance/acts-and-regulations

Codes of Practice for TAS: https://worksafe.tas.gov.au/topics/laws-and-compliance/codes-of-practice

Details of permits, licenses or access required by regulatory bodies (add or delete as required):

- Permits from local council
- Authorisation to commence work
- Any required documents.

Victoria

Or pational Health a. Safety Act J4

Occational Health and afety gulations 2017

Legis on VIC: https://www.safe.vic.gov.au/occupational-health-and-safety-act-and-

gulat

tes of actice VIC attps://www.worksafe.vic.gov.au/compliance-codes-and-codes-practice

Western Australia

Work Health and Safety Act 2020

Work Health and Safety Regulations 2022

Legislation Western Australia: https://www.commerce.wa.gov.au/worksafe/legislation Codes of Practice WA: https://www.commerce.wa.gov.au/worksafe/codes-practice

Safe Work Australia Links

Law and Regulation (All States): https://www.safeworkaustralia.gov.au/law-and-regulation Model Codes of Practice: https://www.safeworkaustralia.gov.au/resources-publications/model-codes-of-practice

Model Codes of Practice

- Managing noise and preventing hearing loss at work
- Confined spaces
- Labelling of workplace hazardous chemicals
- Managing risks of hazardous chemicals in the workplace
- Welding processes
- First aid in the workplace
- Managing the risk of falls at workplaces
- Hazardous manual tasks
- Managing the risk of falls in housing construction
- Managing electrical risks in the workplace
- Demolition work
- Excavation work
- Work health and safety consultation, cooperation and coordination
- Managing the work environment and facilities
- How to manage work health and safety risks
- Managing risks of plant in the workplace
- Construction work





SIGNATORIES OF THE SAFE WORK METHOD STATEMENT

The signed and dated personnel listed below have cooperated in the consultation and development of this Safe Work Method Statement which has been approved by the Person/s Conducting a Business or Undertaking (PCBU). In signing this Safe Work Method Statement each individual acknowledges and confirms that they have read this SWMS in full, having raised any questions for items on this Safe Work Method Statement that require clarification, and confirms that they are competent, skilled and knowledgeable for the task assigned to them. Every person acknowledges that they have received the relevant training and qualifications where required, before carrying out any work contained in this Safe Work Method Statement. By signing this Safe Work Method Statement each individual agrees to work safely, to follow any safe work instructions which are provided, and agrees to use all Personal Protective Equipment where appropriate.

Worker Name	Signature	Date

SAFE WORK N. THE STATEMENT MONITORING AND REVIEW

The SWMS must be reviewed regularly to make sure it remains fective of must be reviewed (and revised if necessary) if relevant control measures are rovised. The view respectively should be carried out in consultation with workers (including contractors as a sub-intractors of the SWMS and their health and safety representatives who represented that work group at the workplace.

When the SWMS has been revised the PCBU must ensure that advised that a revision has been made and how they can access the revised SWMS, including all persons who will need to change a work procedure or system as a rest of the review are advised of the changes in a way that will enable them to implement their duties and the revised SWMS. All workers that will be involved in the work must be provided with the relevant information and instruction that will assist them to understand and implement the revised SWMS.

The SWMS must be monitored regularly for the effectiveness of ensuring hazard controls are effective in reducing the risk of incidents, keeping the workplace safe for all personnel. The person responsible for monitoring the effectiveness of the Safe Work Method Statement should employ a multi-faceted approach which includes but is not limited to:

- Spot Checks.
- 2. Consultation with workers, contractors and sub-contractors.
- 3. Internal audits on a continual basis.

An approach of continuous improvement, promptly recording inconsistencies or deficiencies, followed up by immediate corrective action and consultation with all relevant personnel ensures that the PCBU is consistently developing ever-improving systems of safe work principles.

REVIEW NUMBER	1	2	3	4	5	6	7
NAME							
INITIALS							
DATE							

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SAFE WORK METHOD STATEMENT REVIEW CHECKLIST

This Safe Work Method Statement Review Checklist is to be followed and used upon initial development of the SWMS to help ensure that all steps have been adequately taken before work commences. Think of this document as an internal audit review checklist before commencing work, and may form part of a Toolbox Talk (safety meeting) and may be used as an opportunity for education and training.

ITEMS WHICH MUST BE INCLUDED IN THE SWMS	COMPLETED	COMMENTS
The company details have been entered, including the project name and address.		
All relevant personnel consulted during the development of the SWMS.		
Name, signature, position and date signed of the person approving the SWMS.		
Specific personnel and qualifications, experience is noted in the SWMS.	7	
Provides a step-by-step process of tasks required to carry out the activity or task.	k	
Adequate risk assessment of any identified hazards has been completed.	\boxtimes	
Foreseeable hazards are identified and documented for each step.	\boxtimes	
Any hazards listed in any site risk assessments have been added to the SWMS		
SWMS initial risk (IR) column as well as residual risk (RR) colum mpleted.	\boxtimes	
Check control measures added to the SWMS are the most effective selections.		
Responsible person is assigned and listed on the part of the important of	\boxtimes	
Permit or licenses requirements specified, sur as Hot Work, Electric Work, Work at Heights etc.	\boxtimes	
SWMS identifies plant and equipment to be use	\boxtimes	
Details of inspection checks required for any equipment listed an onthe SWMS.	\boxtimes	
Describes any mandatory qualifications, experience, use or skills required to perform the work.	\boxtimes	
Applicable personal protective equipment is selected on the SWMS.		
Reflects and documents any legislative references and/or Australian Standards.	\boxtimes	
Identifies any hazardous substances used with specific control measures in line with any SDS.	\boxtimes	
REVIEWED BY	DATE REV	/IEWED
SIGNATURE	DATE COM	PLETED