Lawn Mowing and Turf Care Equipment | SAFE WORK METHOD STATEMENT (SWMS)

TASK OR ACTIVITY: Lawn Mowing and Turf Care Equipment

Business Name:		ABN:	SWMS#
Business Address:			
Contact Person:	Phone:	Email:	

THIS SAFE WORK METHOD STATEMENT IS APPROVED BY THE PCBU OF THE PROJECT

Under the Work Health and Safety Regulation (WHS Regulation), a person conducting a business or undertaking (PCBU) is required to ensure that a safe work method statement (SWMS) is prepared before the proposed work starts.

Full Name:		
Signature:	Title:	Date:

Details of the person(s) responsible for ensuring implementation, monitoring and compliance of the SWMS as well as reviews and modifications of the SWMS.

Full Name:	Title:	Phone:

ALL PERSONNEL PARTICIPATING IN ANY ACTIVITY ON THIS SWMS MUST HAVE THE FOLLOWING COMMUNICATED	NAME OF ALL RELEVANT PERSONNEL WHO HAVE BEEN CONSULTED AND COMMUNICATED TO IN THE DEVELOPMENT AND APPROVAL OF THIS SWMS
Safety meetings or toolbox talks will be scheduled in accordance with legislative requirements to first identify any site hazards, then to communicate those hazards and then to further take steps to either eliminate or control each hazard.	
If an incident or a near miss occurs, all work must stop immediately. 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.	

CLIENT OR PRINCIPAL CONTRACTOR DETAILS	
Client:	SCOPE OF WORKS
Project Name:	
Project Address:	
Project Manager:	
Contact Phone:	
Date SWMS supplied to Project Manager:	

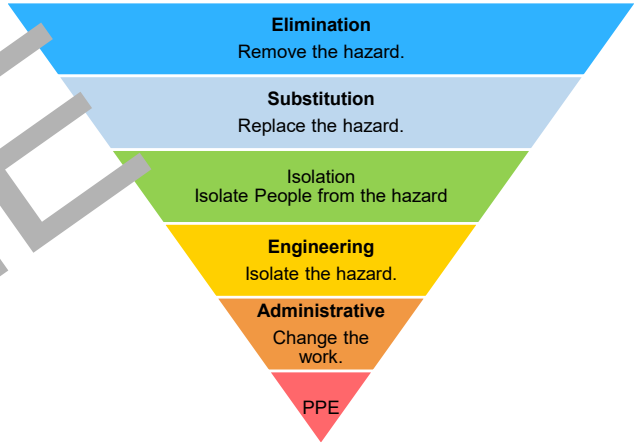
ANY HIGH-RISK CONSTRUCTION WORK BEING CARRIED OUT	
☐ involves a risk of a person falling more than 2 meters	☐ is carried out on or near pressurised gas mains or piping
☐ is carried out on a telecommunication tower	☐ is carried out on or near chemical, fuel or refrigerant lines
☐ involves demolition of 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 integrity of a structure	☐ is carried out in an area that may have a contaminated or flammable atmosphere
☐ involves, or is likely to involve, disturbing asbestos	☐ involves tilt-up or precast concrete
☐ involves structural alteration or repair that requires temporary support 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 than or 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 MACHINERY OR EQUIPMENT NEARBY

RISK MATRIX

LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC	SCORE	ACTION
ALMOST CERTAIN	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE		
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEE
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE	3H HIGH	Review befo work starts.
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	2M MODERATE	Ensure control measures in place.
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	nitor and k records

HEIRARCHY OF CONTROLS



Notes on Hierarchy of Controls: Elimination methods are the most effective and preferre en co lli a hazard. Substitution is the second most effective method of controlling a hazard. Engineering by isolation is the ost ef ve, while Administrative Controls by changing the work is the fourth most effective method. PPE (Personal Protective Eq ment) he least effective method.

PERS AL P TECTIVE EQUIPMENT (PPE)

Select the appropriate PPE abo uitable or the equipment used or the job task being performed (if applicable).

FOOT PROTECTION	HAND PROTECTION	HEAD PROTECTION	HEARING TECTION	EY CTION	RESPIRATORY PROTECTION	FACE PROTECTION	HIGH-VIS CLOTHING	PROTECTIVE CLOTHING	FALL PROTECTION	SUN PROTECTION	HAIR/JEWELLERY SECURED
											
☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

Other PPE Required:

Permit or Licenses Requirements	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 site assessment	• Unidentified underground services • Hidden debris and projectiles • Slips trips and falls • Unfenced water bodies • Unauthorised public access • Extreme weather conditions • Manual handling strain	3H	• Review job scope, site plans and Dial Before You Dig information before starting any lawn mowing or turf care works • Walk the entire work area and mark hazards such as potholes, sprinkler heads, tree roots, rocks, star pickets and edging pins with high-visibility marker • Remove loose debris such as sticks, bottles, litter and loose stones from all mowing and turf renovation areas before operating any equipment • Identify and record locations of pits, drains, irrigation valve boxes, electrical cabinets and underground service markers, establish exclusion zones around them • Confirm safe access and egress routes for vehicles, ride-on mowers, gang mowers and turf equipment to avoid steep banks and unstable ground • Assess slope gradient and classify areas as level, gentle slope or steep slope before allocating suitable equipment and operators • Identify water hazards such as dams, creeks, greenside lakes and irrigation channels and set a minimum stand-off distance for all plant • Install temporary barriers or bunting to separate work zones from public paths, playing fields and car parks where mowing or turf works could expose pedestrians to risk • Check BOM weather forecast and suspend works during lightning, severe storms, extreme winds or high fire danger days where plant operation is unsafe • Plan green waste stockpile locations away from traffic routes, drains and ignition sources and allow sufficient space for vehicles and chippers • Allocate sufficient workers for tasks involving heavy turf rolls, turf cutters and aerators to eliminate solo lifting of loads over 20 kg • Brief all workers on site hazards, emergency procedures, first aid location and communication methods before starting work	2M
Plant and equipment pre-start checks	• Defective braking system • Steering system failure • Guarding removal • Fuel and oil leaks • Inadequate tyre pressure • Missing safety interlocks • Unserviceable safety decals	3H	• Inspect all lawn mowing and turf care equipment including motor mowers, ride-on mowers, gang mowers, triplex reel mowers, slasher mowers, aerators, turf cutters and top-dressers before each shift using a documented checklist • Check ride-on and motor mowers for correct operation of brakes, steering, throttle, dead-man controls, blade engagement levers and safety interlocks before moving the machine • Verify all belt and chain drives, power take-offs, slasher gearboxes and ball collectors are fitted with manufacturer-supplied guards and covers; reinstall any missing components before use • Inspect mower decks, slasher skirts and discharge chutes for cracks, holes or missing sections that could allow projectiles to escape; tag out and repair defective units	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
			• Check fuel, oil and hydraulic lines on all turf maintenance equipment for leaks; clean spills immediately and DO NOT operate equipment with active leaks • Confirm tyres on ride-on mowers, turf tractors, gang mowers and utility vehicles are correctly inflated as per manufacturer specifications and free from significant damage • Test park brake holding capacity on level ground with engine running and attachment disengaged; DO NOT use machines with ineffective park brakes on slopes • Ensure all safety decals, warning labels and control markings are present, legible and in English; replace missing or unreadable decals before operating • Verify roll-over protective structures and seat belts are fitted and secure on all ride-on and motor mowers used on slopes or near embankments • Check aerators, scarifiers, brush cutters, turf rollers and top-dressing equipment for firmly secured tines, blades and drums; tighten or replace loose fasteners • Record all defects in the maintenance log and apply out-of-service tags to unsafe equipment until repaired by a competent person	
Safe refuelling and chemical handling	• Flammable fuel vapours • Static electricity ignition • Chemical splash exposure • Inhalation of dusts and • Environmental contamination • Contact with wet concrete surfaces	3H	• Shut down engines on all lawn mowers, slasher mowers, ride-ons and turf equipment and allow hot components to cool before refuelling or adding oil • Refuel motor mowers, ride-on mowers, triplex reel mowers and small plant outdoors or in well-ventilated areas away from ignition sources and smoking • Use approved fuel containers compliant with AS/NZS standards and clearly label all petrol and diesel containers • Place drip trays or absorbent pads under refuelling points to contain spills and keep spill kits stocked and accessible in vehicles and sheds • Avoid overfilling fuel tanks; leave expansion space and immediately wipe any spills from machine surfaces • Store fuels, oils, fertilisers, herbicides and pesticides in designated, bunded areas away from stormwater drains and public access • Read and follow Safety Data Sheets (SDS) for all fertilisers, top-dressing additives, soil wetting agents and turf chemicals before use • Wear AS/NZS compliant chemical-resistant gloves, splash goggles and long sleeves when handling liquid fertilisers, soil conditioners or spray additives • Mix lawn seeding treatments, soil amendments and wetting agents using mechanical aids or decanting systems where possible to minimise manual handling and splashing • Dispose of contaminated absorbents, obsolete chemicals and empty containers in accordance with local council and EPA requirements; DO NOT tip chemical residues into drains or onto turf • Ensure eye wash and clean water are available when handling fertilisers and turf chemicals and know the first aid response for eye or skin contact	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
Manual handling and turf repair tasks	• Musculoskeletal strain • Repetitive bending • Handling awkward turf rolls • Use of sharp hand tools • Pinch points on turf cutters • Unsecured loads on utes	3H	[redacted]	2M
Operating pedestrian lawn mowers	• Contact with rotating blades • Thrown stones and debris • Foot and hand lacerations • Noise induced hearing loss • Vibration exposure • Uncontrolled mower movement	3H	[redacted]	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
			[redacted]	
Ride-on and motor mower operation	• Roll over on slope • Collision with obs cles • Runaway mower on mbankments • Contact with rotating blades • Exposure to exhaust em s • Distraction while operating	4A	[redacted]	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
			[redacted]	
Steep and gentle slope mowing	• Loss of traction on wet grass • Rollover down slope • Operator ejection from seat • Uncontrolled descent • Contact with water hazards • Edge collapse near drains	4A	[redacted]	2M
Gang mowers and slasher mower use	• Multiple rotating reels • Uncontrolled gang movement • PTO entanglement • High energy projectiles • Noise exposure • Dust inhalation	4A	[redacted]	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
			[redacted]	
Pedestrian and public interface	• Grass cutting near pedestrians • Impact from moving plant • Thrown object striking public • Dust and noise nuisance • Unauthorised entry to work zone • Reversing vehicle collision	4A	[redacted]	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
Greens and sports field maintenance	• Contact with moving reels • Top-dressing dust exposure • Sand bunker collapse • Irrigation head damage • Noise and vibration • Exposure to fertilisers	3H	[redacted]	2M
Aerators, scarifiers and turf cutters	• Entanglement in tines • High vibration exposure • Uncontrolled forward movement • Flying soil and plugs • Hand and foot injuries • Noise exposure	3H	[redacted]	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
			[redacted]	
Mower blade change and maintenance	• Sharp blade lacerations • Crush injury under mower • Unexpected engine st • Use of incorrect t s • Contact with hot mpon • Eye injury from spring release	H	[redacted]	1L
Repair and servicing of ride-on mowers	• Contact with moving parts • Crushing during jacking • Exposure to hot surfaces • Oil and coolant burns	3H	[redacted]	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
	• Electrical shock from batteries • Inhalation of exhaust fumes		[redacted]	
Seeding, turf restoration and finishing	• Contact with moving seeders • Dust from dry soils • Slips on loose top-dressing • Sun and heat exposure • Noise from small plant • Public trip hazards	2M	[redacted]	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
			[redacted]	
Green waste handling and disposal	• Contact with moving chipper parts • Manual handling of heavy bags • Vehicle and trailer movement • Dust and bioaerosols • Hidden sharps in waste • Fire in stockpiles	3H	[redacted]	2M

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 FOR ANY STATE THAT 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/legislation
Codes of Practice NSW: https://www.safework.nsw.gov.au/resource-library/list-of-codes-of-practice

Northern Territory
Work Health and Safety (National Uniform Legislation) Act 2011
Work Health and Safety (National Uniform Legislation) Regulations 2011
Legislation NT: https://worksafe.nt.gov.au/laws-and-compliance/workplace-safety-laws
Codes of Practice NT: https://worksafe.nt.gov.au/forms-and-resources/codes-of-practice

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/legislation
Codes of Practice for SA: https://www.safework.sa.gov.au/workplaces/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
Occupational Health and Safety Act 2004
Occupational Health and Safety Regulations 2017
Legislation VIC: https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and-regulations
Codes of Practice VIC: https://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 METHOD STATEMENT MONITORING AND REVIEW

The SWMS must be reviewed regularly to make sure it remains effective and must be reviewed (and revised if necessary) if relevant control measures are revised. The review process should be carried out in consultation with workers (including contractors and sub-contractors) who may be affected by the operation 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 all persons involved with the work are 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 result of the review are advised of the changes in a way that will enable them to implement their duties consistently with 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:

1. 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							

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.	☒	
Provides a step-by-step process of tasks required to carry out the activity or task.	☒	
Adequate risk assessment of any identified hazards has been completed.	☒	
Foreseeable hazards are identified and documented for each step.	☒	
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) column completed.	☒	
Check control measures added to the SWMS are the most effective selection.	☒	
Responsible person is assigned and listed on the SWMS for the implementation of control measures.	☒	
Permit or licenses requirements specified, such as Hot Work, Electrical Work, Work at Heights etc.	☒	
SWMS identifies plant and equipment to be used.	☒	
Details of inspection checks required for any equipment listed are noted on the SWMS.	☒	
Describes any mandatory qualifications, experience, training or skills required to perform the work.	☒	
Applicable personal protective equipment is selected on the SWMS.	☒	
Reflects and documents any legislative references and/or Australian Standards.	☒	
Identifies any hazardous substances used with specific control measures in line with any SDS.	☒	

REVIEWED BY		**DATE REVIEWED**	
SIGNATURE		**DATE COMPLETED**	