

Maintain Garden Equipment | SAFE WORK METHOD STATEMENT (SWMS)

TASK OR ACTIVITY: Maintain Garden 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 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

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.

NAME OF ALL RELEVANT PERSONNEL WHO HAVE BEEN CONSULTED AND COMMUNICATED TO IN THE DEVELOPMENT AND APPROVAL OF THIS SWMS

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

- | | |
|--|--|
| <input type="checkbox"/> involves a risk of a person falling more than 2 meters | <input type="checkbox"/> is carried out on or near pressurised gas mains or piping |
| <input type="checkbox"/> is carried out on a telecommunication tower | <input type="checkbox"/> is carried out on or near chemical, fuel or refrigerant lines |
| <input type="checkbox"/> involves demolition of an element of a structure that is load-bearing | <input type="checkbox"/> is carried out on or near energised electrical installations or services |
| <input type="checkbox"/> involves demolition of an element related to the physical integrity of a structure | <input type="checkbox"/> is carried out in an area that may have a contaminated or flammable atmosphere |
| <input type="checkbox"/> involves, or is likely to involve, disturbing asbestos | <input type="checkbox"/> involves tilt-up or precast concrete |
| <input type="checkbox"/> involves structural alteration or repair that requires temporary support to prevent collapse | <input type="checkbox"/> is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor |
| <input type="checkbox"/> is carried out in or near a confined space | <input type="checkbox"/> is carried out in an area of a workplace where there is any movement of powered mobile plant |
| <input type="checkbox"/> is carried out in/near a shaft or trench deeper than 2m or tunnel involving use of explosives | <input type="checkbox"/> is carried out in areas with artificial extremes of temperature. |
| <input type="checkbox"/> is carried out in or near water or other liquid that involves a risk of drowning. | <input type="checkbox"/> involves diving work. |

ANY HIGH-RISK MACHINERY OR EQUIPMENT NEARBY

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			 <p>Elimination Remove the hazard.</p> <p>Substitution Replace the hazard.</p> <p>Isolation Isolate People from the hazard</p> <p>Engineering Isolate the hazard.</p> <p>Administrative Change the work.</p> <p>PPE</p>	
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEED		
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE	3H HIGH	Review before 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	Monitor and keep records		

Notes on Hierarchy of Controls: Elimination methods are the most effective and preferred when controlling a hazard. Substitution is the second most effective method of controlling a hazard. Engineering by isolation is the third most effective, while Administrative Controls by changing the work is the fourth most effective method. PPE (Personal Protective Equipment) is the least effective method.

PERSONAL PROTECTIVE EQUIPMENT (PPE)											
Select the appropriate PPE above suitable for the equipment used or the job task being performed (if applicable).											
FOOT PROTECTION	HAND PROTECTION	HEAD PROTECTION	HEARING PROTECTION	EYE PROTECTION	RESPIRATORY PROTECTION	FACE PROTECTION	HIGH-VIS CLOTHING	PROTECTIVE CLOTHING	FALL PROTECTION	SUN PROTECTION	HAIR/JEWELLERY SECURED
											
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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
1. Preparation	Slips, Trips and Falls, Injuries from incorrect manual handling	3H	<ul style="list-style-type: none"> - Conduct a pre-inspection of the work area to identify and remove any obstacles or hazards that could cause slips, trips, or falls. - Ensure adequate lighting is available to clearly define the work space and identify potential hazards. - Wear appropriate footwear with non-slip soles to reduce the risk of slipping on wet or uneven surfaces. - Use proper lifting techniques when handling heavy or awkward equipment, including bending the knees and keeping the load close to the body. - Utilise trolleys, dollies, or other mechanical aids to transport heavy gardening equipment when possible. - Arrange training sessions for all personnel on correct manual handling techniques to minimise injury risks. - Maintain clear and organised pathways around the work area to prevent tripping hazards. - Mark any wet or slippery areas with warning signs or barriers until they are dry or safe to walk on. - Schedule regular breaks during work activities to prevent fatigue, which can contribute to lapses in safety awareness. - Encourage staff to report any workplace hazards immediately so they can be addressed promptly. 	2M
2. Inspect Tools	Cuts from sharp edges, Accidental activation of tool	3H	<ul style="list-style-type: none"> - Ensure all tools are switched off and disconnected from power sources before inspection. - Use appropriate personal protective equipment, such as gloves, to protect against cuts. - Conduct visual inspections for any damage or wear on tool edges and replace if necessary. - Implement a lockout/tagout procedure to prevent accidental energisation of tools during inspection. - Store tools with sharp edges securely in designated areas to minimise risk of contact. - Train personnel in safe handling techniques prior to performing inspections. - Clearly label controls and switches to avoid unintended activation. - Keep work area clean and organised to prevent trips and falls while inspecting tools. - Perform regular maintenance checks in accordance with manufacturer guidelines to ensure tool safety. - Have a first aid kit readily available and accessible nearby the inspection area. - Ensure tools are compatible with safety guards and other protective devices; check their functionality regularly. - Document inspection findings and corrective actions taken for record-keeping and compliance purposes. 	2M
3. Cleaning Equipment	Chemical exposure, Muscle strain	2M	<ul style="list-style-type: none"> - Ensure all employees are provided with and use appropriate personal protective equipment (PPE), such as gloves and safety goggles, to prevent chemical exposure. 	1L

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			<ul style="list-style-type: none"> - Store cleaning chemicals in clearly labelled containers and ensure that Safety Data Sheets (SDS) are available and accessible to all workers involved in the cleaning process. - Train all staff on proper lifting techniques and encourage the use of mechanical aids or team lifting for heavy or awkward equipment to prevent muscle strain. - Use environmentally friendly and less hazardous cleaning products to minimise health risks associated with chemical exposure. - Implement a regular break schedule for workers to minimise fatigue and reduce the risk of muscle strain during extended cleaning tasks. - Ensure proper ventilation in the cleaning area to disperse chemical fumes and provide fresh air to reduce inhalation risk. - Provide training on safe handling and disposal practices for cleaning chemicals to prevent spills and accidental contact. - Position equipment at a comfortable working height when cleaning to avoid unnecessary bending or reaching, which can lead to muscle strain. - Encourage stretching exercises and warm-up routines before cleaning tasks to prepare muscles and reduce the risk of strain. - Regularly inspect cleaning tools and equipment to ensure they are in good working condition, and replace any worn or damaged items to maintain safety standards. 	
4. Replacing Blades	Injury due to sharp blades, Unexpected start-up of equipment	4A	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	2M

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5. Gear/Clutch Inspection	Entrapment in moving parts, Accidents due to worn out parts	3H		2M
6. Cable Inspection	Electrocution, Fires due to frayed cables	4A		2M

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2M

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8. Lubrication	Eye injuries from oil splash, Skin irritation from lubricants	2M		1L
9. Air Filter Maintenance	Inhalation of dust, Direct contact with harmful substance	3H		1L

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10. Spark Plug Maintenance	Electric shock, Burns from hot plug	2M		1L
11. Belt and Chain Adjustment	Unanticipated equipment movement, Finger/hand entrapment	3H		2M

[illegible]

SAFETY HAZARD

2M

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16. Disposal of Waste Materials	Cuts from sharp waste, Exposure to toxins from waste	3H	<div>1. Wear appropriate PPE (gloves, eye protection, etc.)</div> <div>2. Use proper disposal techniques for sharp waste.</div> <div>3. Ensure proper ventilation and containment for toxins.</div> <div>4. Dispose of waste in designated containers.</div> <div>5. Wash hands thoroughly after handling waste.</div> <div>6. Avoid contact with waste materials.</div> <div>7. Use caution when opening containers.</div> <div>8. Follow all safety protocols and procedures.</div> <div>9. Report any incidents or spills immediately.</div> <div>10. Keep work area clean and free of clutter.</div> <div>11. Use proper lifting techniques.</div> <div>12. Avoid running or roughhousing in the work area.</div> <div>13. Use proper disposal techniques for sharps.</div> <div>14. Dispose of sharps in a sharps container.</div> <div>15. Do not recap needles or sharps.</div> <div>16. Use caution when handling sharps.</div> <div>17. Dispose of sharps in a sharps container.</div> <div>18. Do not recap needles or sharps.</div> <div>19. Use caution when handling sharps.</div> <div>20. Dispose of sharps in a sharps container.</div>	2M
17. Store Equipment	Trip/fall hazards, Falling objects	3H	<div>1. Clear walkways of clutter and debris.</div> <div>2. Use proper storage techniques for equipment.</div> <div>3. Ensure equipment is stored securely.</div> <div>4. Use proper lifting techniques.</div> <div>5. Avoid running or roughhousing in the work area.</div> <div>6. Use proper disposal techniques for sharps.</div> <div>7. Dispose of sharps in a sharps container.</div> <div>8. Do not recap needles or sharps.</div> <div>9. Use caution when handling sharps.</div> <div>10. Dispose of sharps in a sharps container.</div> <div>11. Do not recap needles or sharps.</div> <div>12. Use caution when handling sharps.</div> <div>13. Dispose of sharps in a sharps container.</div> <div>14. Do not recap needles or sharps.</div> <div>15. Use caution when handling sharps.</div> <div>16. Dispose of sharps in a sharps container.</div> <div>17. Do not recap needles or sharps.</div> <div>18. Use caution when handling sharps.</div> <div>19. Dispose of sharps in a sharps container.</div> <div>20. Do not recap needles or sharps.</div>	1L

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18. Documentation Completion	RSI from repetitive writing, Incomplete documents leading to overlook hazards			1L
19. Equipment Handover	Inappropriate use of equipment, Uninformed handovers	2M		1L

[illegible]

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SAMPLE

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 IF 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 2017

Legislation NSW: <https://www.safework.nsw.gov.au/legal-obligations/legislation>

Codes of Practice NSW: <https://www.safework.nsw.gov.au/resource-library/list-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/laws-and-compliance/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 must 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 represent 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.	<input checked="" type="checkbox"/>	
All relevant personnel consulted during the development of the SWMS.	<input checked="" type="checkbox"/>	
Name, signature, position and date signed of the person approving the SWMS.	<input type="checkbox"/>	
Specific personnel and qualifications, experience is noted in the SWMS.	<input checked="" type="checkbox"/>	
Provides a step-by-step process of tasks required to carry out the activity or task.	<input checked="" type="checkbox"/>	
Adequate risk assessment of any identified hazards has been completed.	<input checked="" type="checkbox"/>	
Foreseeable hazards are identified and documented for each step.	<input checked="" type="checkbox"/>	
Any hazards listed in any site risk assessments have been added to the SWMS.	<input checked="" type="checkbox"/>	
SWMS initial risk (IR) column as well as residual risk (RR) column completed.	<input checked="" type="checkbox"/>	
Check control measures added to the SWMS are the most effective selected.	<input checked="" type="checkbox"/>	
Responsible person is assigned and listed on the SWMS for the implementation of control measures.	<input checked="" type="checkbox"/>	
Permit or licenses requirements specified, such as Hot Work, Electrical Work, Work at Heights etc.	<input checked="" type="checkbox"/>	
SWMS identifies plant and equipment to be used.	<input checked="" type="checkbox"/>	
Details of inspection checks required for any equipment listed as noted on the SWMS.	<input checked="" type="checkbox"/>	
Describes any mandatory qualifications, experience, training or skills required to perform the work.	<input checked="" type="checkbox"/>	
Applicable personal protective equipment is selected on the SWMS.	<input checked="" type="checkbox"/>	
Reflects and documents any legislative references and/or Australian Standards.	<input checked="" type="checkbox"/>	
Identifies any hazardous substances used with specific control measures in line with any SDS.	<input checked="" type="checkbox"/>	
REVIEWED BY		
SIGNATURE		
DATE REVIEWED		
DATE COMPLETED		