

Seed Drill Operation | SAFE WORK METHOD STATEMENT (SWMS)

TASK OR ACTIVITY: Seed Drill Operation

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

- | | |
|--|--|
| ☐ 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 1.5m 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	HEIRARCHY OF CONTROLS
ALMOST CERTAIN	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE			Elimination Remove the hazard.
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEED	Substitution Replace the hazard.
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE	3H HIGH	Review before work starts.	Isolation Isolate People from the hazard
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	2M MODERATE	Ensure control measures in place.	Engineering Isolate the hazard.
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	Monitor and keep records	Administrative Change the work.
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.								PPE

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Select the appropriate PPE below 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
											
☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

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	Improper handling of machinery, Slipping or tripping on uneven work surface	3H	- Conduct a pre-start check of the work area to identify any uneven surfaces or potential slip, trip and fall hazards. Clear the area of debris and obstructions where possible. - Provide comprehensive training for all personnel on proper handling techniques for the seed drill machinery to prevent musculoskeletal injuries. - Ensure all workers are wearing appropriate personal protective equipment (PPE), such as safety boots with slip-resistant soles and high visibility clothing. - Develop and communicate clear procedural guidelines that include safe operating procedures for setting up and using the seed drill machinery. - Utilise signage to delineate the working area and to warn of potential hazards within the vicinity of the seed drill operation. - Implement a buddy system for moving heavy components of the seed drill to encourage teamwork and reduce the risk of injury from improper handling. - Engage in regular maintenance checks of the seed drill to ensure it is in good working condition and to prevent mechanical failure that could pose a hazard. - Maintain clear communication among team members during preparation tasks to ensure coordinated efforts and attentiveness to developing risks. - Establish an ergonomic workflow to minimise unnecessary bending, twisting or reaching that could lead to strain injuries during preparation. - Provide task-specific manual handling training, including instruction on the use of any provided mechanical aids intended to help move and setup the seed drill safely. - Designate walkways and clearly mark them to guide workers safely around the work area, reducing the risk of tripping or slipping. - Monitor weather conditions and postpone outdoor operations if adverse weather contributes to increased slip and trip hazards on the work surface. - Arrange for first aid trained personnel to be readily available on-site along with access to first aid facilities in case of an incident. - Schedule regular rest breaks to prevent fatigue-related accidents, ensuring that workers remain alert and aware of their surroundings at all times.	2M
2. Machine Inspection	Machinery malfunction, Electrical hazards	3H	- Conduct a comprehensive pre-start inspection of the seed drill machine to check for any signs of wear or damage. Specifically look for frayed wires, loose components, and signs of corrosion. - Ensure that all safety guards and barriers on the seed drill are securely in place and free from defects. If any guards are missing or damaged, do not operate the equipment until they have been replaced or repaired.	2M

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			- Verify that the seed drill's electrical system is properly grounded and there is no risk of electric shock or short-circuiting. Utilise a residual current device (RCD) to provide additional protection against electrical hazards. - Test all emergency stop buttons and switches to confirm they are functioning correctly. Immediate cessation of operation should be possible from any point of operation. - Lubricate moving parts as per manufacturer's recommendations to reduce the potential for overheating and machinery malfunction. - Check that all moving parts are operating smoothly and replace any parts that are worn or at risk of breakage. Use only approved replacement parts recommended by the manufacturer. - Implement a regular maintenance schedule based on the manufacturer's guidelines and Australian Standards to ensure that the machine remains safe to use at all times. - Train all operators on proper machine operation techniques and prohibit any untrained personnel from performing these checks or operating the machine. - Keep up-to-date logbook recording all inspections, repairs, maintenance activities, and any issues found during inspections, along with remedial actions taken. - Provide adequate lighting around the work area to ensure visibility during the inspection process. - Ensure that workers wear appropriate personal protective equipment (PPE), including gloves and non-conductive footwear, when inspecting the seed drill. - Develop a lockout/tagout procedure to ensure the seed drill is de-energised and cannot be started accidentally during inspection or maintenance. These control measures should align with the WHS regulations and codes of practice applicable in Australia, and should be adapted as necessary to the particular site or situation where the seed drill is being used. Regular training and updates in compliance with the latest safety standards and technology should also be provided to all relevant staff members.	
3. Pre-operational Check	Exposure to noise and vibration, Hazardous moving parts	2M	- Ensure all operators have received appropriate training and demonstrate competency in conducting pre-operational checks on seed drill equipment. - Provide operators with personal protective equipment (PPE), including hearing protection and vibration-reducing gloves, to minimise exposure to noise and vibration hazards. - Perform routine maintenance checks to ensure the seed drill's moving parts are correctly guarded and that safety features are fully functional. - Develop and implement a standard operating procedure (SOP) for pre-operational checks that includes a checklist of specific items to be inspected before the operation begins. - Establish a designated safe area for conducting pre-operational checks, away from other operational machinery and workplace traffic, to reduce the risk of injury from moving parts. - Implement a lockout/tagout system to ensure the seed drill cannot be unintentionally started while pre-operational checks or maintenance are being performed. - Require operators to conduct a visual inspection of the seed drill for any signs of wear, damage or missing components that could pose a hazard during operation.	1L

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			- Ensure that all tools used for the pre-operational checks are in good condition and suitable for the task to prevent additional hazards. - Conduct regular audits of pre-operational check procedures to ensure they are being followed and to identify any areas for improvement. - Provide clear communication channels for operators to report any defects or concerns discovered during pre-operational checks, ensuring timely and effective response to mitigate risks. - Schedule periodic noise and vibration assessments to ascertain that exposure levels during the operation of seed drills remain within safe limits under Australian standards. - Review and update the SWMS regularly, taking into account changes in legislation, equipment, and workplace practices to maintain current and effective control measures.	
4. Positioning the Drill	Risk of high strain injuries. Heavy and start-up	3H	[REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]	2M

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5. Drilling Session	Flying particles, Fear, noise			1L

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6. Adjustment of Drill	Hands trapped in moving parts, Excessive vibration	3H		2M

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7. Loading Seed	Dust inhalation, Manual handling injuries	2M		1L
8. Operating Drill	Misjudgement leading to accidents, Continual noise exposure	3H		2M

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9. Unloading Seed	Manual lifting hazards, Fall from height	4A		2M

Successful cleaning
of flying debris

3H

function, Electrical

3H

u of equipm 4A

SAMPLE

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14. Waste Removal	Manual lifting hazards, Exposure to dust and debris	3H	SAMPLE [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]	2M
15. Documentation Update	Data misinterpretation, Inaccurate recording of information	2M	[REDACTED] [REDACTED] [REDACTED]	1L

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16. Decommissioning drill	Risk of falling objects, Electrical hazards	4A		3H

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SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
			SAMPLE [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]	
17. Drill Recycling	Exposure to harmful chemicals, Manual handling injuries	3H	[REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]	2M

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18. Emergency Response Training	Inadequate knowledge of emergency response, Panic during emergencies	3H		2M

[illegible]

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20. Regular Audits	Insufficient checking of equipment, Faulty machinery unnoticed	3H		2M

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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>

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>

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/lis>

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>

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/for-and-resource/codes-of-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

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.

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 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.	☒	
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 selected.	☒	
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 and 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