Coppicing Operations	S SAFE WORK METHOD	STATEMENT (SWMS)	
TASI	COR ACTIVITY: Coppicing Operation	ations	
Business Name:		ABN:	SWMS#
Business Address:			
Contact Person:	Phone:	E ail:	
THIS SAFE WORK METHOD	STATEMENT IS APPRO		
Under the Work Health and Safety Regulation (WHS Regulation), a person condution the proposed work starts.		required to excert that a safe work method	statement (SWMS) is prepared before
Full Name:			
Signature:		Title:	Date:
Details of the person(s) responsible for ensuring implementation, monitorin	compliance of the SWI, was well as re	eviews and modifications of the SWMS.	
Full Name:		Title:	Phone:
ALL PERSONNEL PARTICIPATING IN ANY ACTIVITY ON THIS WMS	NAME OF ALL RELEVANT PERSONN EVELOPMENT AND APPROVAL OF	NEL WHO HAVE BEEN CONSULTED AND	COMMUNICATED TO IN THE
Safety meetings or toolbox talks will be scheduled in according e with egislative requirements to first identify any site hazards, and the to contain the those hazards and then to further take steps to either eliminate or contail each hazard.			
If an incident or a near miss occurs, all work must store and ately. 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:	
☐ involves a risk of a person falling more than 2 meters	d 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 integritystructure	\Box is carried out in an area that may have a contaminated or flammable atmosphere
□ involves, or is likely to involve, disturbing as the set of the	□ involves tilt-up or precast concrete
involves structural alteration or repair the requires to prary support to prevent collapse	\Box 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	\Box 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 the first or tunnel involving use of explosives	\Box is carried out in areas with artificial extremes of temperature.
\Box 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



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 key recorde	Engineering Isolate the hazard.
RAKE LOW LOW MODERATE HIGH HIGH LOW At ministrative Isolate the hazard. Notes on Hierarchy of Controls: Elimination methods are the most effective and preferrance en colume g a hazard. Substitution is the second most effective method of controlling a hazard. Engineering by isolation is the number of the n								

	PERS_NAL TO TECTIVE EQUIPMENT (PPE) Select the appropriate PPL about suitable for the equipment used or the job task being performed (if applicable).										
FOOT PROTECTION	HAND PROTECTION	HEAD PROTECTION			RL SPIRATORY PROTECTION	FACE PROTECTION	HIGH-VIS CLOTHING	PROTECTIVE CLOTHING	FALL PROTECTION	SUN PROTECTION	HAIR/JEWELLERY SECURED
Other PPE R	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	Incorrect use of tools, Implement Safety Uniform incorrectly	3Н	 Conduct a pre-start meeting to clarify the coper use and selection of tools, focusing on correct techniques for each task. Verify that all workers are wearing the approxed anterly uniform, including protective eyewear, gloves, and footwear designed for the specific environment. Provide adequate training schions to ensure all otkern uderstand how to safely operate and maintain the tools used in coenciling optications. Regularly instructed tools and each ment prior base to confirm they are in good working condition, and tag any faure equipment in out of invice our repaired. Implement a full chemical system to each the use and return of tools to prevent misplacement or misute. Ensult a preson protective equipment (PPE) is of correct sizing and fits comfortably to avoid any discomment their their uportance. Blace equal huminders and safety signage in areas where PPE requirements might be overlooked, recipricing their uportance. Establic buddy system to allow workers to monitor each other's compliance with safety protocols, becaulty regarding PPE. Dusignate clear zones for tool usage and storage to reduce clutter and minimise tripping hazards during preparation activities. Encourage open communication by having a reporting system for any observed lapses in safety practices relating to tool use or PPE. Schedule regular refresher courses on tool use and PPE standards to keep knowledge fresh and up-to-date among all team members. Set up and enforce disciplinary measures for repeated non-compliance with established safety guidelines to maintain high standards of practice. 	2М
2. Site evaluation	Risks from the environment (weather, etc.), Inadequate safety signs in place	ЗН	 Conduct a comprehensive site inspection to identify and assess environmental hazards such as uneven ground or potential flood zones. Utilize weather-tracking technologies to monitor real-time conditions and provide updates on extreme weather patterns. Schedule operations during optimal weather conditions to minimize the risk posed by adverse weather, such as heavy rainfall or high winds. Implement a communication protocol linking all team members with regular weather updates and emergency plans via radios or mobile apps. Establish an emergency evacuation plan with clear instructions and signs indicating safe exit points in case of severe weather changes. 	1L



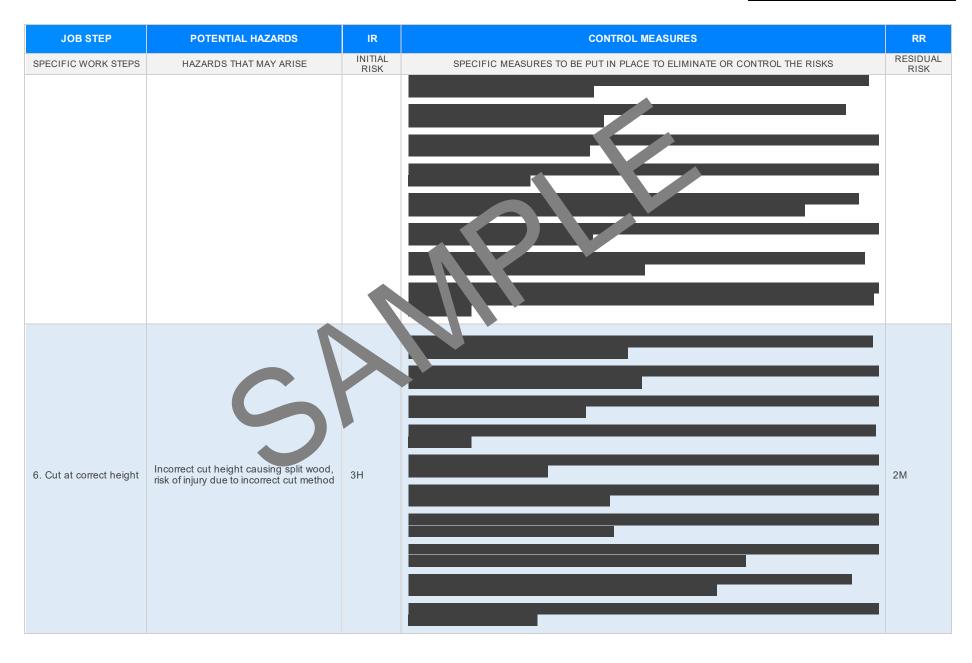
JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
			- Ensure the installation of adequate, clear, and visible safety signage around the site, indicating specific hazards and access restrictions for unauthorised personnel.	
			- Regularly inspect and maintain safety signage to usure visibility and clarity, replacing or repairing any that are damaged or faded over time.	
			- Position wind direction indicators at strate ic location on site to allow workers to make informed decisions about smoke or dust pathways.	
			- Set up temporary shelters or designated same eas where workers can take refuge during sudden environmental changes like whtning storms.	
			- Provide personal protective exploment (PPE) ada, they varying weather conditions, such as raincoats for wet weather a result, botec, gear for hot constitions.	
			- Train work on recognise and resting to avironmental hazards, including the interpretation of safety signage and sustments or weather solutions.	
			- Describe a subscript officer responsible for monitoring environmental conditions and ensuring complex. With subscript protocols.	
		- Clean macho-go, as with noticeable safety barricades or cones, especially in regions susceptible to natural tiks in clands, as or flooding.		
			- tablis a system for regular briefing sessions at the beginning of each shift to discuss potential environmental risks and reinforce the importance of adhering to signage and safety measures.	
			- unduct comprehensive training sessions on various coppicing techniques before commencing operations.	
			- Develop a detailed coppicing plan that includes the selection criteria for each technique based on tree species and site conditions.	
			- Ensure all workers are provided with up-to-date reference materials on coppicing methods applicable to the specific environment.	
	Improper selection of coppicing		- Appoint a trained supervisor to oversee and approve the selection of coppicing techniques prior to implementation.	
3. Coppicing Technique selection	technique, Lack of knowledge about coppicing techniques	ЗH	- Encourage collaboration among team members to share knowledge and experiences regarding effective coppicing practices.	2M
			- Implement a trial run or demonstration session in a controlled area to assess the suitability of selected techniques.	
			- Provide ongoing professional development and certification opportunities in forestry and coppicing strategies for workers.	
			- Establish a feedback loop to evaluate the effectiveness of chosen techniques and make adjustments as needed.	
			- Ensure routine inspection and maintenance of tools and equipment used for coppicing to ensure they are appropriate for the selected techniques.	



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 - Promote awareness and understanding of environmental factors that influence the choice of coppicing	RESIDUAL RISK
			technique Develop an easy-to-follow decision-making frame ork for selecting coppicing techniques to reduce uncertainty and error.	
			- Enforce compliance with relevant industry fandards a guidelines pertaining to coppicing practices.	
4. Tree identification	Misidentification of trees species, Allergic reaction to specific types of the	ЗН		1L
5. Clearing around trees	Risk of striking underground services, Displacement of wildlife habitat	ЗН		2M

Version 2.5





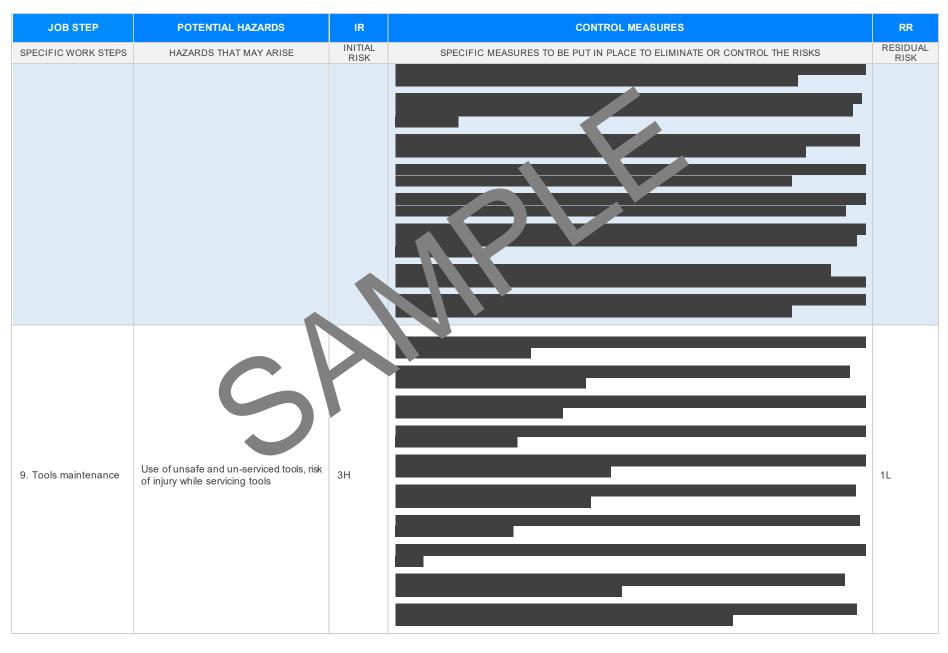
Version 2.5



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
7. Post-cut clean up	Slips and falls due to leftover debris, Unseen hazards under theis	3H		 1L
8. Disposal of waste	Risk of fire due to improper disposal, Littering and harm to environment	ЗН		 1L

Version 2.5







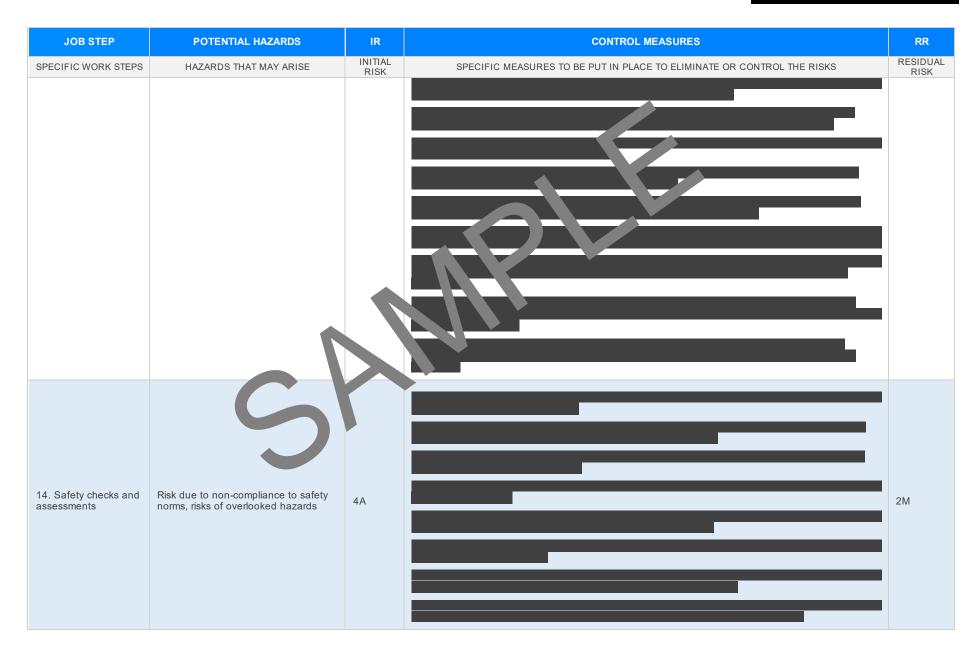
JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
10. Storing equipment	Incorrect storage of tools leading to damage or loss, Unauthorised access to equipment	3Н		2М
11. Review work site	Risks due to left-over material or debris, Risks due to unstable structures after coppicing	ЗН		2M





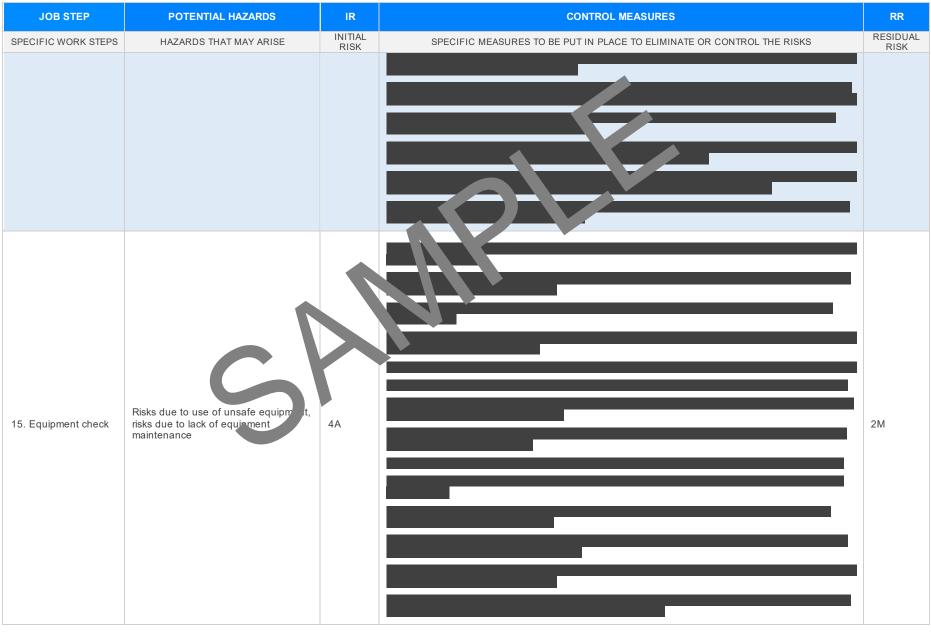
Version 2.5





Version 2.5

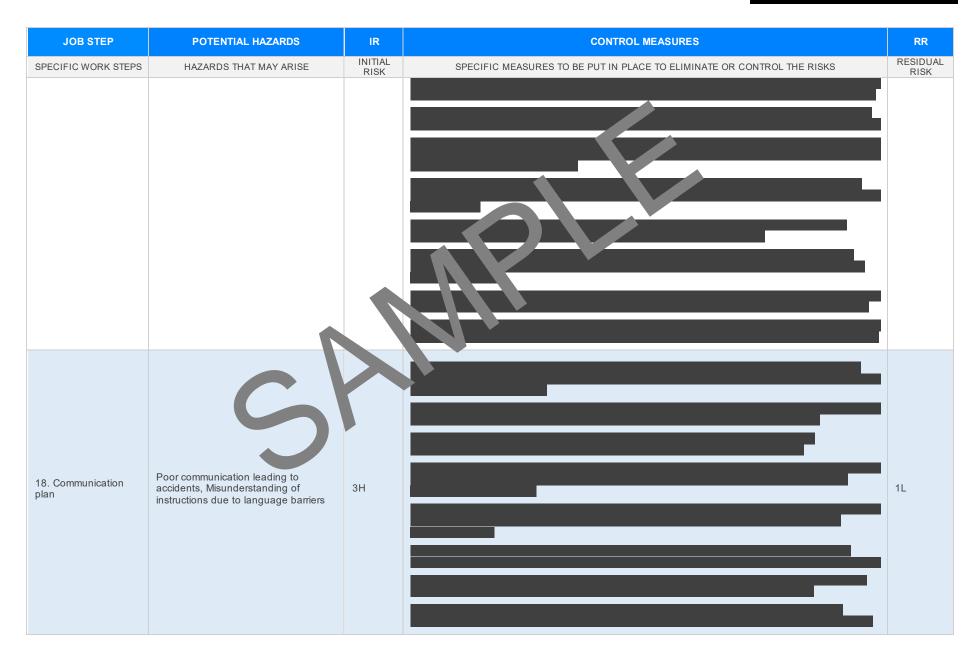






JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
16. Emergency plan	Lack of readiness for emergency situations, non-compliance to emergency protocols	4A		2M
17. Training workers	Risks due to untrained or inadequately trained workers, Lack of understanding of safety measures	4A		l 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
				•
				•
				•
				1
				•
	1			1
10 Regular site	Risks due to overlook gds durin			
19. Regular site inspection	inspection, Inadequate frequency of inspections	ъH		2M
20. Documentation of processes and	Inadequate record-keeping leading to overlooked recurring issues, inadequacy	2M		1L
incidents	in incident reporting systems	2101		12





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 REF	
RELEVANT LEGISLATION AND CODES OF PRACTICE. DELETE THE LEGISL	ATIVE REFERENCE IN ANY STOCTHAT ARE NOT APPLICABLE
Queensland & Australian Capital Territory Work Health and Safety Act 2011 Work Health and Safety Regulations 2011 Legislation QLD: <u>https://www.worksafe.qld.gov.au/laws-and-compliance/work-health-and-safety-laws</u> Codes of Practice QLD: <u>https://www.worksafe.qld.gov.au/laws-and-compliance/codes-of-practice</u> Legislation ACT: <u>https://www.worksafe.act.gov.au/laws-and-compliance/acts-and-regulations</u> Codes of Practice ACT: <u>https://www.worksafe.act.gov.au/laws-and-compliance/codes-of-practice</u>	Victoria Octopational Health and Safety Acce004 Octopational Health and Safety Acce004 Legistrion VIC: https://www.uorksafe.vic.gov.au/occupational-health-and-safety-act-and- gulations design fractice VIC attps://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/legis Codes of Practice NSW: https://www.safework.nsw.gov.au/legal-obligations/legis	Western Australia Work Health and Safety Act 2020 Work Health and Safety Regulations 2022 Legislation Western Australia: <u>https://www.commerce.wa.gov.au/worksafe/legislation</u> Codes of Practice WA: <u>https://www.commerce.wa.gov.au/worksafe/codes-practice</u>
Northern Territory Work Health and Safety (National Uniform Legislation) Act 201 Work Health and Safety (National Uniform Legislation) Regulations 20 Legislation NT: <u>https://worksafe.nt.gov.au/laws-and-compliance.prkplatesterv-la</u> Codes of Practice NT: <u>https://worksafe.nt.gov.au/laws-and-compliance.prkplatesterv-la</u>	Safe Work Australia Links Law and Regulation (All States): <u>https://www.safeworkaustralia.gov.au/law-and-regulation</u> Model Codes of Practice: <u>https://www.safeworkaustralia.gov.au/resources-publications/model- codes-of-practice</u>
South Australia Work Health and Safety Act 2012 (SA) Work Health and Safety Regulations 2012 (S. Legislation for SA: <u>https://www.safework.sa.gov.au/resources.gislation</u> Codes of Practice for SA: <u>https://www.safework.sa.gov.au/w_cplaces/codes-of-practice#COPs</u>	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
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	 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
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.	 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 THE S ATEM AT MONITORING AND REVIEW The SWMS must be reviewed regularly to make sure it remain effect. and mu be reviewed (and The SWMS must be monitored regularly for the effectiveness of ensuring hazard controls are revised if necessary) if relevant control measures are revised. The s should be carried out in effective in reducing the risk of incidents, keeping the workplace safe for all personnel. The view consultation with workers (including contractors person responsible for monitoring the effectiveness of the Safe Work Method Statement should ntractors nay be cted by the operation of the SWMS and their health and safety representatives who rep sented that work group at the employ a multi-faceted approach which includes but is not limited to: workplace. 1. Spot Checks. When the SWMS has been revised the PCBU must ensure the all versons involved with the work are 2. Consultation with workers, contractors and sub-contractors. advised that a revision has been made and how they can acce the revised SWMS, including all persons 3. Internal audits on a continual basis who will need to change a work procedure or system as a reof the review are advised of the changes in a way that will enable them to implement their duties ntly with the revised SWMS. All workers that An approach of continuous improvement, promptly recording inconsistencies or deficiencies, will be involved in the work must be provided with the relevant information and instruction that will assist followed up by immediate corrective action and consultation with all relevant personnel ensures them to understand and implement the revised SWMS. 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.	\boxtimes	
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.		
Adequate risk assessment of any identified hazards has been completed.		
Foreseeable hazards are identified and documented for each step.	\boxtimes	
Any hazards listed in any site risk assessments have been added to the Sλ. S.	\boxtimes	
SWMS initial risk (IR) column as well as residual risk (RR) column completed.	\boxtimes	
Check control measures added to the SWMS are the most effective sections.	\boxtimes	
Responsible person is assigned and listed on the spiral of the spiral entry of control measures.	\boxtimes	
Permit or licenses requirements specified, so in as Hot Work, Electrical Work, Work at Heights etc.	\boxtimes	
SWMS identifies plant and equipment to be	\boxtimes	
Details of inspection checks required for any equipment lister are noted on the SWMS.	\boxtimes	
Describes any mandatory qualifications, experience, ang or skills required to perform the work.	\boxtimes	
Applicable personal protective equipment is selected on the SWMS.	\square	
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 REVIEWED	
SIGNATURE	DATE COMPLETED	