Transplant Mature Trees   SAFE WORK METHOD STATEMENT (SWMS)							
TASK	OR ACTIVITY: Transplant Mature	e Trees					
Business Name:		ABN:	SWMS#				
Business Address:							
Contact Person:	Phone:	E ail:					
THIS SAFE WORK METHOD	STATEMENT IS APPROVED BY	THE PC. OF THE ROJECT					
Under the Work Health and Safety Regulation (WHS Regulation), a person conductive proposed work starts.	ucting a business or und thing (Purly) is	required to en the 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 SWh, was well as re	eviews and modifications of the SWMS.					
Full Name:		Title:	Phone:				
ALL PERSONNEL PARTICIPATING IN ANY ACTIVITY ON THIS VMS	NA OF ALL RELEVANT PERSONN EVELOPMENT AND APPROVAL OF	NEL WHO HAVE BEEN CONSULTED AND THIS SWMS	COMMUNICATED TO IN THE				
Safety meetings or toolbox talks will be scheduled in according with regislative requirements to first identify any site hazards, and a cordinate those hazards and then to further take steps to either eliminate or conal leach hazard.							
If an incident or a near miss occurs, all work must store an under 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.	
is the second m	RARE       LOW       LOW       MODERATE       HIGH       HIGH       LOW       ks. records       Isolate the hazard.         Indees on Hierarchy of Controls:       Elimination methods are the most effective and preferrence on control and a hazard.       Substitution       Administrative       Change the work.         Isolate the host of controlling a hazard.       Engineering by isolation is the plan post of the pla									

	PERS_NAL TECTIVE EQUIPMENT (PPE) Select the appropriate PPL about suitably 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	Other PPE Required:										
	Permit or Licenses Requirements Mandatory Qualifications and Training										



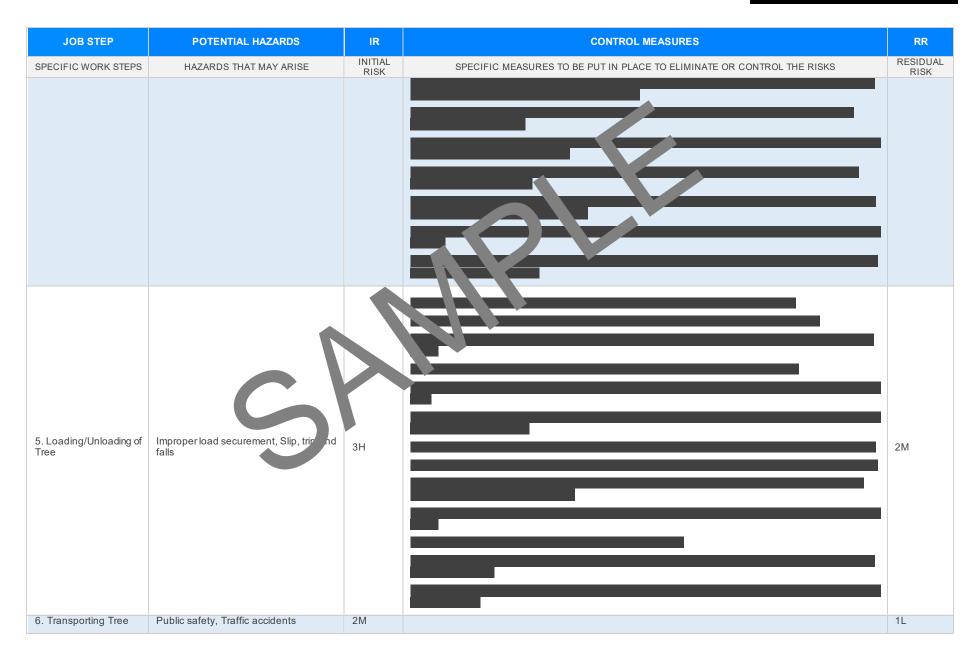
JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
1. Preparation	Falling branches, Inadequate personal protective equipment	ЗН	<ul> <li>Conduct a thorough site assessment to is notify potential hazards such as unstable branches and uneven ground.</li> <li>Ensure all workers are wearing appropriate or neal protective equipment (PPE) including hard hats, gloves, high-visibility clothing, and steel-cappe boots.</li> <li>Develop a detailed tree transition can steel-cappe boots.</li> <li>Develop a detailed tree transition of the web area and keep non-essential personnel at a safe distance.</li> <li>Provide safet training pecific to tree transplanting, highlighting the risks associated with falling brance and intervePPE.</li> <li>Performa re-state spection of all tools and equipment to ensure they are in good working order and fit for purples.</li> <li>Performa re-state spection of all tools, including the use of hand signals and two-way radios if menesal.</li> <li>Assign pained spotter to monitor the work area for falling branches and other hazards.</li> <li>Maintain a first aid kit on-site, and ensure that there is at least one trained first aider present during all operations.</li> <li>Trim or prune any unstable or dead branches prior to commencing the tree transplant to reduce the risk of them falling.</li> <li>Use mechanical lifting equipment to handle large branches or heavy sections of soil, reducing the risk of manual handling.</li> <li>Create an emergency response plan that includes procedures for dealing with injuries caused by falling branches.</li> <li>Regularly review and update the safe work method statement (SWMS) to reflect any changes in work practices or identified hazards.</li> </ul>	2M
2. Site Assessment	Incorrect manual handling, Uneven ground conditions	2M	<ul> <li>Conduct a pre-work site inspection to identify any hazards related to manual handling and uneven ground conditions.</li> <li>Implement ergonomic techniques for manual handling, including proper lifting methods and the use of teamwork when necessary.</li> <li>Utilize mechanical aids such as tree spades, cranes, or hoists to minimise manual lifting and handling.</li> <li>Mark out uneven ground areas with high-visibility tape or cones to alert workers.</li> </ul>	1L

# order complete swms

## bluesafe.

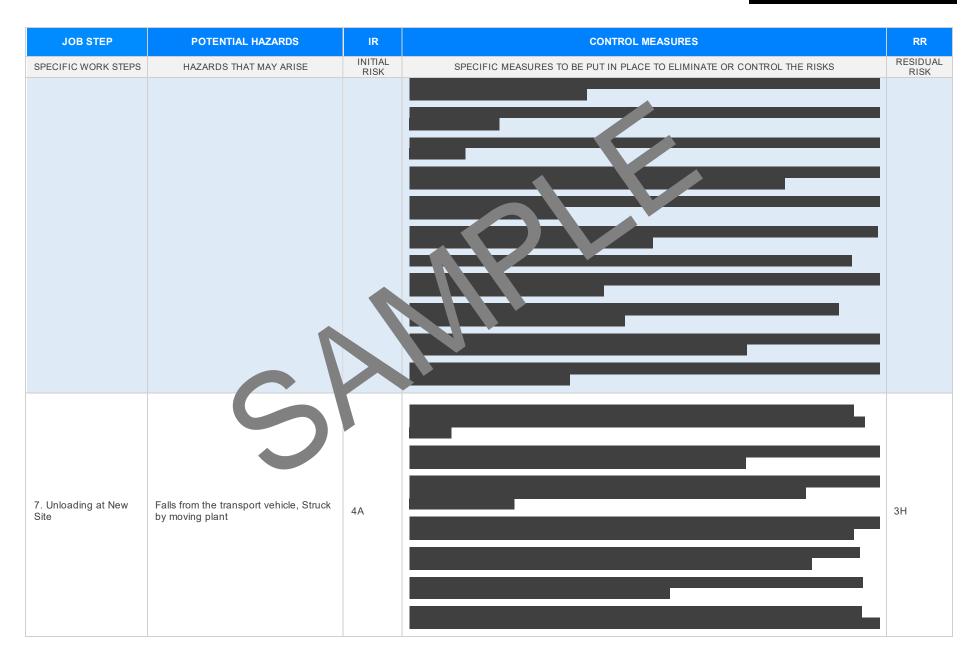
JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
			- Ensure all personnel are trained in recognising and mitigating risks associated with uneven terrain.	
			- Use appropriate footwear with non-slip soles to provide adequate traction on uneven surfaces.	
			- Clear the work area of any debris or obstacles that may create tripping hazards.	
			- Create temporary walkways or level the arking surface using materials like plywood sheets where possible.	
			- Regularly review and update the Site Assessment document to reflect current ground conditions and hazards.	
			- Schedule regular breaks for orkers to prevent hour pelated accidents while handling heavy loads.	
			- Adopt a buddy exemption embers can monitor each other's safety during the operation.	
			- Perform an usual risk are essment to the any specific tree species that may cause allergic reactions.	
			- Provervorken the information and training on tree species that are known allergens.	
			- Have in. llergy, dication and first aid readily available on-site.	
			- Use miching or equipment like cranes and hoists to assist with heavy lifting and reduce physical train.	
			- Im, me t job rotation to limit the duration of heavy lifting tasks for any single worker.	
3. Tree Selection	Allergic reactions to tree species, Physical strain from heavy lifting	21.	Ensure appersonnel are wearing appropriate personal protective equipment (PPE) such as gloves and hisks.	1L
			- Conduct a pre-lift briefing to ensure all workers understand their roles and the safe lifting procedures.	
			- Encourage employees to report any symptoms of allergic reactions immediately.	
			- Set up ergonomic work practices or use adjustable tools to minimize physical strain during the task.	
			- Maintain clear communication among team members through hand signals or two-way radios.	
			- Make sure pathways are free of obstacles to avoid trips and falls when carrying or moving trees.	
			- Regularly inspect and maintain lifting equipment to ensure it is in good working condition.	
			- Ensure team members take regular breaks to prevent fatigue-related injuries.	
I. Extraction of Tree Damage to root system, Unexpected falling of the tree	4A		ЗH	





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
				•
	7			
8. Hole Preparation	Mistakes in digging and the interview of the second services	JJH		2M
	underground servers	011		2101
				•
9. Tree Planting	Improper planting technique, Fall into	2M		1L
o. nee rianuny	hole	ZIVI		

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. Stabilisation	Incorrect stabilisation me Compromised tree health	2М		1 1 1 1 1
11. Watering	Insufficient water supply, Slips on wet ground	1L		1L



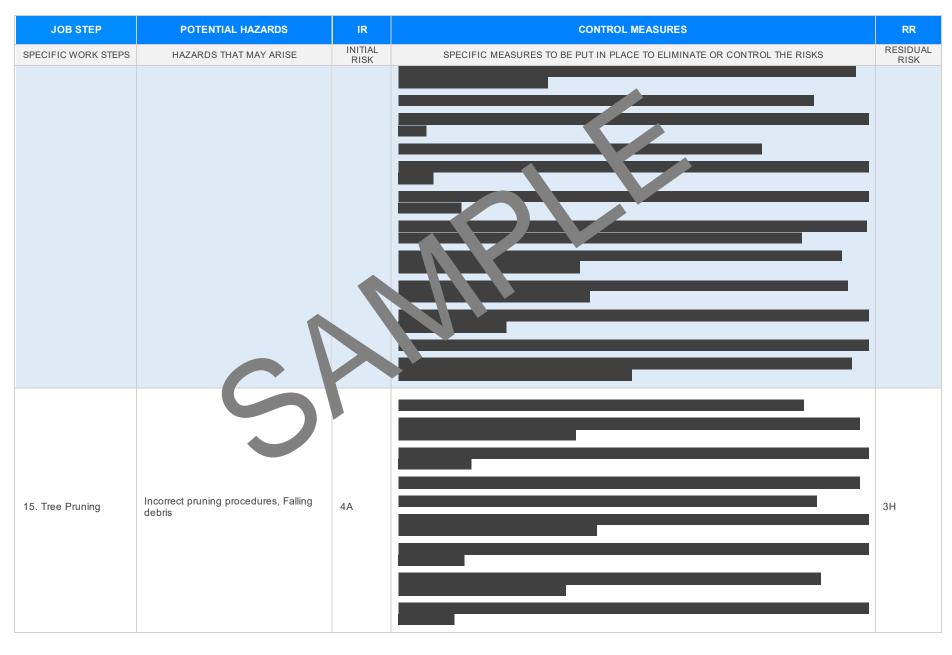


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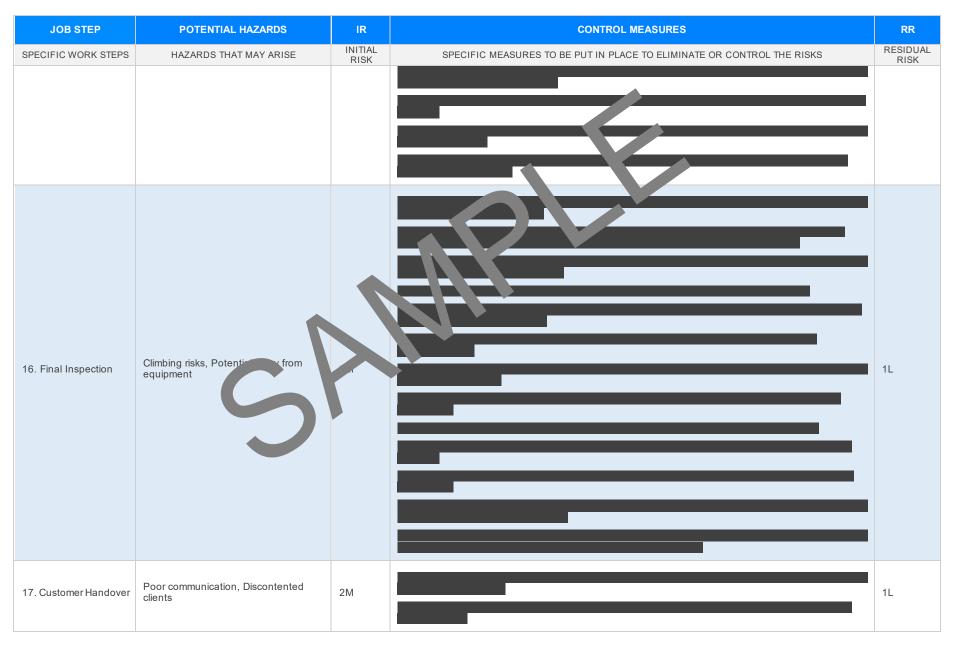
JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
13. Follow-up Care	Erratic weather coproons, warmful pests or diseases	ЗН		2M
14. Ongoing Inspections	Ill-judged climbing techniques, Possible contact with power lines	4A		ЗН





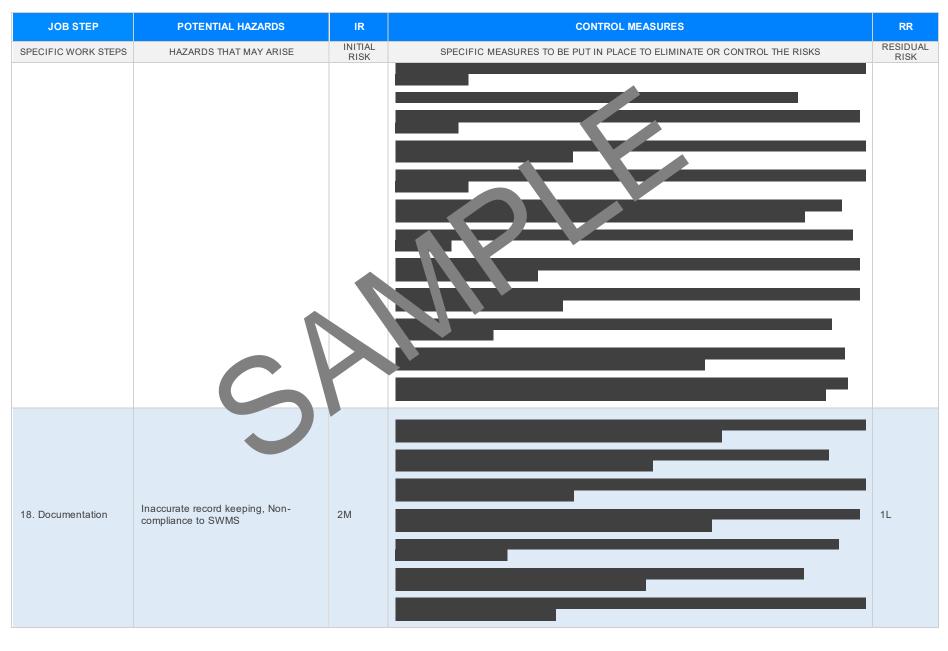
Version 2.5





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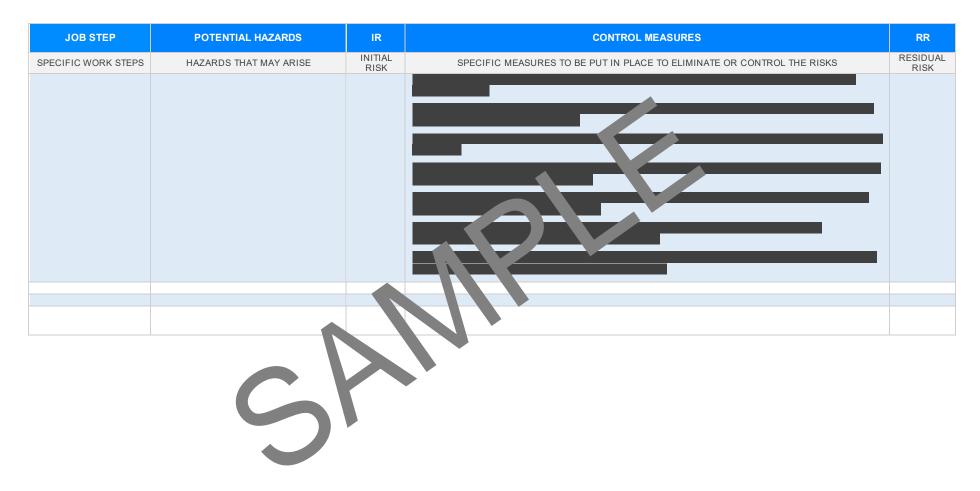


Version 2.5



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
19. Tree Removal (if necessary)	Improper removal method, Damage to surrounding area	ЗН		2M
20. Site Restoration	Mishandling of tools/equipment, Exposure to harmful substances during land restoration	4A		ЗН





#### **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/codes-of-practice</u> Codes of Practice ACT: <u>https://www.worksafe.act.gov.au/laws-and-compliance/codes-of-practice</u>	Victoria Occupational Health and Safety Acce004 Occupational Health and Safety Acce004 Legis vion VIC: <u>https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and- gular vs</u> Hes on Practice VI <u>acttps://www.worksafe.vic.gov.au/compliance-codes-and-codes-practice</u>
New South Wales         Work Health and Safety Act 2011         Work Health and Safety Regulations 2017         Legislation NSW: <a href="https://www.safework.nsw.gov.au/legal-obligations/legis">https://www.safework.nsw.gov.au/legal-obligations/legis</a> Codes of Practice NSW: <a href="https://www.safework.nsw.gov.au/resource-library">https://www.safework.nsw.gov.au/legal-obligations/legis</a>	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 200 Legislation NT: <u>https://worksafe.nt.gov.au/laws-and-compliance.prkplate_fety-la</u> Codes of Practice NT: <u>https://worksafe.nt.gov.au/laws-and-compliance.presticates_practice</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/re_oplaces/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: <a href="https://worksafe.tas.gov.au/topics/laws-and-compliance/acts-and-regulations">https://worksafe.tas.gov.au/topics/laws-and-compliance/acts-and-regulations</a> Codes of Practice for TAS: <a href="https://worksafe.tas.gov.au/topics/laws-and-compliance/codes-of-practice">https://worksafe.tas.gov.au/topics/laws-and-compliance/codes-of-practice</a>	<ul> <li>First aid in the workplace</li> <li>Managing the risk of falls at workplaces</li> <li>Hazardous manual tasks</li> <li>Managing the risk of falls in housing construction</li> <li>Managing electrical risks in the workplace</li> <li>Demolition work</li> <li>Excavation work</li> <li>Work health and safety consultation, cooperation and coordination</li> </ul>
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.	<ul> <li>Managing the work environment and facilities</li> <li>How to manage work health and safety risks</li> <li>Managing risks of plant in the workplace</li> <li>Construction work</li> </ul>

#### 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 REVIE	EWED
SIGNATURE	DATE COMP	LETED