



ACTIVITY: Auger – Hand Held – Petrol fueled

SWMS No.: QSW10020

SAFE WORK METHOD STATEMENTS (SWMS)

Company Name: (SPP PTY LTD) T/A Ecoplant Australia & Seeddown Professional Planting	Address: 81 – 83 Campbell St, Surry Hills, NSW 2010 16 Kings Place, Burnside, QLD 4560	ACN ~ 638 321 847
Company Contact: Claudia Harms	Position: Secretary	Phone No.: 0472 635 551

Project Details

Project Name:		Job Address:	
Principal Contractor (PC):	[Name, contact details]	Date SMWS provided to PC:	
Projected Start and End Dates:			
Job Description:			
High Risk Activity:	yes (if working with or around mobile plant)		
Name of person responsible for ensuring compliance with SWMS:	Supervisor	Date SWMS received:	
What measures are in place to ensure compliance with SWMS?	Pre job safety inspections, Induction training, Toolbox Talk/ JSAs		
Person responsible for reviewing SWMS control measures:	Supervisor/ Team Leader	Date SWMS received by reviewer:	
How will the SWMS control measures be reviewed?	Control measures reviewed during Toolbox Talk/ JSA completion prior to job commencement and each time a new hazard is identified.		
Training required:	WH&S General Induction for Construction (White Card)	Competencies Required:	SSP PTY LTD Employment Induction and WH&S Handbook
Relevant workers must be consulted in the development, approval and communication of this SWMS:			
Name:	Signature:	Job Title:	Date:
Claudia Harms		Secretary	25/11/22
		SWMS Approved by Managing Director's	JOSHUA SANSOM PAUL HARMS
		Date prepared: 12/08/2015	Reviewed: 25/11/2022

DOCUMENT NO: QSW10020	ACTIVITY: Auger – Hand Held – Petrol fueled	Review no:	Date: 25/11/2022
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SWMS Scope

This SWMS includes / covers the normal operation of hand held petrol driven Augers. These **Environmental risks** may include damage to waterways and water catchment areas due to incorrect disposal of, or from run-off of hazardous chemicals during spills or clean up. Augers are also commonly referred to as an Earth Auger. Unleaded Petrol is toxic to aquatic organisms, may cause long-term adverse effects. This SWMS does not cover the use of an Auger attached to a tractor. Dedicated SWMS should be developed for these tasks, and for any risks not covered in this SWMS. in the aquatic environment.

Personal Protective Equipment (PPE)

Ensure all PPE meets relevant Australian Standards. Inspect, and replace PPE as needed.

AS 1319-1994 Safety signs for the occupational environment reproduced with permission from SAI Global under licence 1210-c062. Standards may be purchased at <http://www.saiglobal.com>

Foot Protection	Hearing Protection	High Visibility	Head Protection	Eye Protection	Hand Protection	Protective Clothing	Sun Protection
							Broad brimmed hat, UV rated clothing, SPF 30+ sunscreen, tinted safety glasses with adequate UV protection)

Dangerous Goods / Hazardous Chemicals

Unleaded Petrol is classified as a hazardous chemical according to the Australian Safety and Compensation Council (ASCC) and is classified as a Dangerous Good according to Australian Code for the Transport of Dangerous Goods by Road or Rail (ADG Code).

Unleaded Petrol is classified as Extremely Flammable and Harmful. Read the Safety Data Sheets (SDS) for all fuel products before use, follow the SDS recommendations and relevant SWMS.

Plant / Tools / Equipment:

STIHL BT 130 One-Person Earth Auger

STIHL BT 121 One-Person Earth Auger

Hazards - What can cause harm?

Risks - What can happen?

Control Measures to Reduce Risk

Job Step: Planning

Hazards include:

- Entanglement
- Flying debris

Risks include:

- Entanglement can occur in the auger, leading to serious injuries

Consultation in relation to hazards and risks. Ensure:

- Consult with the person you are carrying out the work for on the potential hazards and risks associated with the task.

DOCUMENT NO: QSW10020

ACTIVITY: Auger – Hand Held – Petrol fueled

Review no: 8

Date: 25/11/2022

	<ul style="list-style-type: none"> - Objects on ground and/or slippery surface – causing slips, trips, falls injuries - Distance from assistance when required or emergency services - Communication restrictions –lack of mobile signal - Exposure to Hazardous Chemicals causing illness –fuel. 	<p>Make sure the Auger is assembled correctly and that the drill is correctly installed and securely fastened as instructed in the operator’s manual.</p> <p>Inspect the Auger before each use.</p> <ul style="list-style-type: none"> - Check for fuel leaks - Make sure all fasteners are in place and tightened securely - Replace any parts that are cracked, chipped or damaged. <p>RB: 3H Person responsible to implement control measures: RA: 2M</p>
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DOCUMENT NO: QSW10020	ACTIVITY: Auger – Hand Held – Petrol fueled	Review no:8	Date: 25/11/2022
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Job Step: Refuelling

<p>Hazards include:</p> <ul style="list-style-type: none">- Hazardous Manual Tasks- Working outdoors- Objects on ground- Isolated work- Hazardous Chemicals – fuel.	<p>Risks include:</p> <ul style="list-style-type: none">- Muscular Stress/ Musculoskeletal disorder- Hearing loss- Exposure to sun, rain, temperature extremes- Objects on ground and/or slippery surface – causing slips, trips, falls injuries- Fire/explosion- Distance from assistance when required or emergency services- Communication restrictions –lack of mobile signal- Exposure to Hazardous Chemicals causing illness – fuel.	<p>Unleaded petrol:</p> <ul style="list-style-type: none">- Is an extremely flammable chemical- Is a toxic (poisonous) chemical- Electrostatic charges may be generated during handling- Electrostatic discharge may cause fire- The liquid evaporates quickly and can ignite leading to a flash fire, or an explosion in a confined space- The vapour is heavier than air, spreads along the ground and distant ignition is possible- The vapour is extremely flammable. <p>Read the current (issue date within 5 years) Safety Data Sheet (SDS) and follow the recommendations.</p> <p>Additional PPE if any risk of splashing:</p> <ul style="list-style-type: none">- Chemical splash goggles- Chemical resistant gloves/gauntlets, boots, and apron. <p>Note:</p> <ul style="list-style-type: none">- Avoid breathing vapours or contact with fuel and oil- Open and remove fuel cap slowly to release any pressure in the fuel tank and avoid injury from fuel spray- Always use a funnel and or pouring spout- If clothing is splashed with fuel, change it immediately- Secure cap carefully and firmly when complete- Ensure refuelling is undertaken in well ventilated area- Ensure refuelling area is clear of ignition sources. <p>Note: Ignition sources include pilot lights, stoves, heaters, cigarettes, matches/lighters, grinding, welding, power points, lighting, light switches, radio transmitters, mobile phones, battery powered forklifts etc.</p> <p>Never:</p> <ul style="list-style-type: none">- Siphon or swallow fuel as this can be fatal- Refuel while the motor is running or engine is hot- Overfill the fuel tank- Smoke while refuelling or near fuel containers- Use mobile phone during refuelling- Use food or drink containers to store fuel. <p>Petrol Containers: WARNING</p> <ul style="list-style-type: none">- Do not cut, drill, grind, weld or perform similar operations on or near containers- Petrol containers must not be used for storage of other products- Containers, even those that have been emptied, can contain explosive vapours
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DOCUMENT NO: QSW10020	ACTIVITY: Auger – Hand Held – Petrol fueled	Review no: 8	Date: 25/11/2022
-----------------------	---	--------------	------------------

		<ul style="list-style-type: none"> - Ensure containers are suitable for contents and labelled - Do not use plastic containers unless designed for storing petrol. <p>Container disposal:</p> <ul style="list-style-type: none"> - Drain container thoroughly - After draining, vent in a safe place away from sparks and fire. Residues may cause an explosion hazard - Do not, puncture, cut, or weld drums - Send to drum recycler, or back to supplier - Do not pollute the soil, water or environment with the waste container. <p>Fuel Spills:</p> <ul style="list-style-type: none"> - Evacuate all unnecessary personnel - If possible contain the spill - Place inert, non combustible, absorbent material onto spillage - Use clean non-sparking tools to collect the material and place into a suitable labelled container - Dispose of as per SDS instructions and local waste facility or following EPA directives - For large spills – contact Emergency Services immediately (000). <p><i>Note: Do not eat, drink or smoke after handling fuel until hands are carefully washed. Shower and wash immediately after work. Wash clothes in separate wash from other clothes.</i></p> <p>Ensure the correct mix of unleaded petrol and oil is used as per the manufacturer’s recommendations.</p> <p>Never mix the unleaded petrol and the oil directly in the fuel tank – use an appropriate container. Mix as per the operator’s manual.</p> <p>Move the Auger at least 3m (10ft) away from the fuelling location and fuel storage container before starting the engine.</p> <p>RB: 4A Person responsible to implement control measures: RA: 3H</p>
Job Step: Operation		
<p>Hazards include:</p> <ul style="list-style-type: none"> - Entanglement - Flying debris - Hazardous Manual Tasks - Noise - Working outdoors - Objects on ground - Isolated work 	<p>Risks include:</p> <ul style="list-style-type: none"> - Entanglement can occur in the auger, leading to serious injuries and fatality - Struck by flying debris causing injury - Muscular Stress / Musculoskeletal disorder 	<p>Ensure only operators are within work area - ensure the exclusion zone is in place.</p> <p>Ensure operators wear the appropriate PPE at all times.</p> <p>Use the Auger only in daylight or good artificial light.</p> <p>For two-person and one-person operation – ensure operators hold handles at all times during operation.</p> <p>General operation:</p> <ul style="list-style-type: none"> - Start machine as per manufacturer’s instructions - Do not lock controls in “ON” position

DOCUMENT NO: QSW10020	ACTIVITY: Auger – Hand Held – Petrol fueled	Reviewed no: 8	Date: 25/11/2022
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<ul style="list-style-type: none"> - Hazardous Chemicals – fuel - Electricity - Energised electrical equipment / installation - Dust. 	<ul style="list-style-type: none"> - Hearing loss - Exposure to sun, rain, temperature extremes - Objects on ground and/or slippery surface – causing slips, trips, falls injuries - Fire/explosion - Electric shock / Electrocutation - Distance from assistance when required or emergency services - Communication restrictions –lack of mobile signal - Exposure to Hazardous Chemicals causing illness - fuel - Dust inhalation. 	<ul style="list-style-type: none"> - Make sure the drill does not rotate at engine idle speed - Place auger in desired hole location - Engage throttle and begin to dig at slow speeds - Increase speed as auger enters soil - Keep all parts of your body away from the rotating drill and hot surfaces such as the muffler - Grip the handles firmly with both hands using your whole hand - Place your feet slightly apart (slightly further apart than the width of your shoulders) so that your weight is distributed evenly across both legs, and always be sure to maintain a steady, even posture while working - Maintain the speed of the engine at the level required to perform drilling work, and never raise the speed of the engine above the level necessary - Keep a firm footing and balance - Do not force auger with body weight - Do not smoke during operation - Do not overreach. <p>Remember:</p> <ul style="list-style-type: none"> - Do not put hands or feet near or under any rotating parts. Keep clear at all times - If idle adjustment is required, and the drill is still moving, use extreme caution – keep hands and feet well clear. <p>If obstacle encountered, stop auger. Remove obstacle; ensure persons clear from dig area before resuming work. If the drill gets caught in the ground and cannot be pulled out, stop the engine and rotate the Auger counter-clockwise.</p> <p>Ensure operators stand in a manner that would prevent them from being hit with Auger handles during stopping. Do not allow persons to clear dirt from area or remove debris during operation.</p> <p>Wait until the Auger comes to a complete stop before letting go of handles.</p> <p>When pulling the Auger from the hole, use your legs rather than your back to lift.</p> <p>If you are approached while operating the Auger, stop the engine and drill rotation.</p> <p>If running problems or excessive vibration occurs, stop immediately and inspect the Auger for the cause.</p> <p>RB: 4A Person responsible to implement control measures: RA: 3H</p>
Job Step: Maintenance		
<p>Hazards include:</p> <ul style="list-style-type: none"> - Entanglement - Hazardous Manual Tasks - Objects on ground 	<p>Risks include:</p> <ul style="list-style-type: none"> - Entanglement can occur in the auger, leading to serious injuries and fatality 	<p>Ensure regular maintenance and servicing is undertaken as per manufacturer’s instructions.</p> <p>Shut off the engine and be certain the drill has completely stopped rotating before inverting the Auger, performing maintenance on or working on the machine.</p> <p>The air filter should be cleaned daily or more frequently if working in extremely dusty conditions.</p>

DOCUMENT NO: QSW10020	ACTIVITY: Auger – Hand Held – Petrol fueled	Review no: 8	Date: 25/11/2022
-----------------------	---	--------------	------------------

<ul style="list-style-type: none"> - Hazardous Chemicals –fuel. 	<ul style="list-style-type: none"> - Muscular Stress / Musculoskeletal disorder - Objects on ground and/or slippery surface – causing slips, trips, falls injuries - Exposure to Hazardous Chemicals causing illness –fuel. 	<p>Replace fuel filter, air filter and spark plugs as per operator’s manual.</p> <p>Spark arresters should be regularly checked and replaced as recommended as per the operator’s manual.</p> <p>Ensure the drill is sharp, repair and replace as required.</p> <p>Check oil level before each use and replace oil as required.</p> <p>Check operator’s manual for procedure for storage of an Auger that’s stored for prolonged periods of time.</p> <p>RB: 3H Person responsible to implement control measures: RA: 2M</p>
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Emergency Procedures / Emergency Response

<p>Develop and implement an emergency response plan for the site. Include:</p> <ul style="list-style-type: none"> - Assembly points - Communication - Consultation methods - Responsible persons - Emergency contacts - names and phone numbers - Firstaid equipment - Fire Extinguishers – accessible & serviced. 	<p>Develop site-specific rescue procedures/SWMS.</p> <p>Ensure all workers on-site are trained and familiar with emergency and evacuation procedures.</p> <p>Person/s responsible to implement and follow emergency procedures and control measures:</p>
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Review

<p>To ensure controls are implemented and monitored effectively:</p> <ul style="list-style-type: none"> • Toolbox /pre-work meetings will be undertaken • Relevant persons will be consulted on hazards and contents of SWMS, work plans and other applicable information • Control measures will be monitored throughout works: <ul style="list-style-type: none"> ○ Spot checks ○ Consultation ○ Scheduled audits • Corrective actions will be recorded and rectified in a timely manner SWMS will be reviewed and updated accordingly (in consultation with relevant persons) <p>Person/s responsible to implement and follow monitoring and review procedures and control measures:</p>	<p>Ensure all controls are reviewed as per the following:</p> <ul style="list-style-type: none"> • If controls fail to reduce risk adequately • When changes to the workplace or work activity occur that create new / different risks where controls may no longer be effective • New hazards identified • After an incident involving work activities relevant to this SWMS • During consultation with relevant persons indicate review is needed • A Health and Safety Representative (HSR) requests a review in line with the requirements of the legislation.
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DOCUMENT NO: QSW10020	ACTIVITY: Auger – Hand Held – Petrol fueled	Review no: 8	Date: 25/11/2022
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SAFE WORK METHOD STATEMENT - Part 2		
Formal Training, Licences required for workers undertaking this task:	Duties of workers undertaking this task:	Details of Supervisory Arrangements for workers undertaking this task:
Example: - Licence to Perform High Risk Work (operating certain plant, equipment) - TAFE or other recognised training organisation - Construction Induction Card (or equivalent)	Example: (Name): Operator (Name): Clean-up crew (Name): Supervisor Etc.	Example: - Suitably qualified supervisors for job - Direct on-site supervision - Remote site – communication systems/ schedule - Audits - Spot Checks, etc. - Reporting systems
Details of: regulatory permits/licenses Engineering Details/Certificates/WorkCover Approvals:	Relevant Legislation, Codes of Practice: Note: Retain only the legislation references applicable to your state of operation for this SWMS	
Example: - Local council permits - Building Approvals - EPA approvals/permits - Certain plant to be registered with State Authority PPE to comply with relevant Australian Standards	<ul style="list-style-type: none"> • Commonwealth, NSW, QLD, ACT <ul style="list-style-type: none"> ○ Work Health and Safety Act 2011 ○ Work Health and Safety Regulations 2011 • Northern Territory <ul style="list-style-type: none"> ○ Work Health and Safety (National Uniform Legislation) Act 2011 ○ Work Health and Safety (National Uniform Legislation) Regulations • SA, Tasmania <ul style="list-style-type: none"> ○ Work Health and Safety Act 2012 ○ Work Health and Safety Regulations 2012 • Codes of Practice: Safe Work Australia (2011): <ul style="list-style-type: none"> ○ <i>First Aid in the Workplace</i> ○ <i>Managing the Risk of Falls at Workplaces</i> ○ <i>Managing the Risk of Plant in the Workplace</i> ○ <i>Managing Noise and Preventing Hearing Loss in the Workplace</i> ○ <i>How to Manage Work Health and Safety Risks</i> ○ <i>Hazardous Manual Tasks</i> ○ <i>Managing Risks of Hazardous Chemicals</i> ○ <i>WHS Consultation, Cooperation & Coordination</i> 	<ul style="list-style-type: none"> • Victoria <ul style="list-style-type: none"> ○ Occupational Health & Safety Act 2004 ○ Occupational Health & Safety Regulations 2007 ○ Codes of Practice: • Western Australia <ul style="list-style-type: none"> ○ Occupational Safety & Health Act 1984 ○ Occupational Safety & Health Regulations 1996 ○ Codes of Practice: • Australian Standards: <ul style="list-style-type: none"> ○ AS/NZS 1269:2005 Occupational <i>noise management</i> ○ AS/NZS 4501:2008 (set) <i>Occupational Protective Clothing</i> ○ AS 4024.1:1996 <i>Safeguarding of machinery - General principles</i> ○ AS 4024.1: 2006 <i>Safety of machinery</i> ○ AS 1319:1994 <i>Safety Signs for Occupational Environment</i>
Plant/Tools/Equipment: (List plant and equipment to be used on the job.)		
Auger (Make & Model)		
Reference Documents		
WorkCover NSW: Safety Alert: <i>Augers</i> Maruyama: <i>Earth Auger Operator's Manual</i> Rural Industries Research & Development Corporation: <i>Horticultural Industry Safety Manual</i>	FarmSafe Australia: <i>website</i> OHSA (2003): <i>Hazards of Auger Drilling</i> • Safety Data Sheet: Chemwatch: <i>Unleaded petrol</i>	

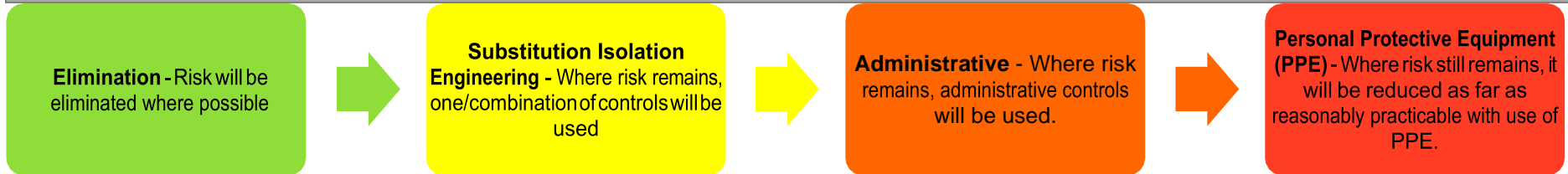
DOCUMENT NO: QSW10020	ACTIVITY: Auger – Hand Held – Petrol fueled	Reviewed no: 8	Date: 25/11/2022
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SAFE WORK METHOD STATEMENT - Part 3

This SWMS has been developed in consultation and cooperation with *employee/workers* and relevant *Employer/Persons Conducting Business or Undertaking (PCBU)*. I have read the above SWMS and I understand its contents. I confirm that I have the skills and training, including relevant certification to conduct the task as described. I agree to comply with safety requirements within this SWMS including risk control measures, safe work instructions and Personal Protective Equipment described.

Overall Risk Rating after Controls	1 Low		2 Moderate		3 High		4 Acute	
Employee/Worker Name	Job Role / Position			Signature		Date	Time	Employer/PCBU/ Supervisor
Review No.	1	2	3	4	5	6	7	8
Name								
Initial								
Date								

HIERARCHY OF CONTROLS



DOCUMENT NO: QSW10020	ACTIVITY: Auger – Hand Held – Petrol fueled	Reviewed no: 8	Date: 25/11/2022
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RISK ASSESSMENT MATRIX

HB 436:2004 Risk Management Guidelines Tables 6.3 – 6.8 reproduced with permission from SAI Global under licence 1210-c062. Standards may be purchased at <http://www.saiglobal.com>
References: Safe Work Australia (2011) - Code of Practice: How to Manage Work Health and Safety Risks, AS/NZS 31000 -2009 Risk Management Principles and Guidelines.

Step 1: Determine Likelihood What is the possibility that the effect will occur?		
	Criteria	Description
Almost certain	Expected in most circumstances.	Effect is a common result.
Likely	Will probably occur in most circumstances.	Effect is known to have occurred at this site or it has happened.
Possible	Might occur at some time.	Effect could occur at the site or I've heard of it happening.
Unlikely	Could occur at some time.	Effect is not likely to occur at the site or I have not heard of it happening.
Rare	May occur only in exceptional circumstances.	Effect is practically impossible.

Step 2: Determine Consequence What will be the expected effect?	
Level of Effect:	Example of each level:
Insignificant/Acceptable	No effect – or so minor that effect is acceptable.
Minor	First Aid treatment only; no lost time injury.
Moderate	Medical treatment; serious injuries, temporary partial disability; lost time injury < 7 days.
Major	Hospital admittance; extensive injuries; lost time injury > 7 days; Permanent Total Disability injury; death.
Catastrophic	Multiple Permanent Total Disability injuries; multiple deaths.

Step 3 Determine the risk score					
	Consequence				
Likelihood	Insignificant	Minor	Moderate	Major	Catastrophic
Almost certain	3 High	3 High	4 Acute	4 Acute	4 Acute
Likely	2 Moderate	3 High	3 High	4 Acute	4 Acute
Possible	1 Low	2 Moderate	3 High	4 Acute	4 Acute
Unlikely	1 Low	1 Low	2 Moderate	3 High	4 Acute
Rare	1 Low	1 Low	2 Moderate	3 High	3 High

Step 4 Record risk score on worksheet (Note – Risk scores have no absolute value and should only be used for comparison and to engender discussion.)	
Score	Action
4 A: Acute	DO NOT PROCEED. Requires immediate attention. Introduce further high level controls to lower the risk level. Re-assess before proceeding.
3 H: High	Review before commencing work. Introduce new controls and/or maintain high level controls to lower the risk level. Monitor frequently to ensure control measures are working.
2 M: Moderate	Maintain control measures. Proceed with work. Monitor and review regularly, and if any equipment/people/materials/work processes or procedures change.
1 L: Low	Record and monitor. Proceed with work. Review regularly, and if any equipment/people/materials/work processes or procedures change.

DOCUMENT NO: QSW10020	ACTIVITY: Auger – Hand Held – Petrol fueled	Reviewed no: 8	Date: 25/11/2022
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