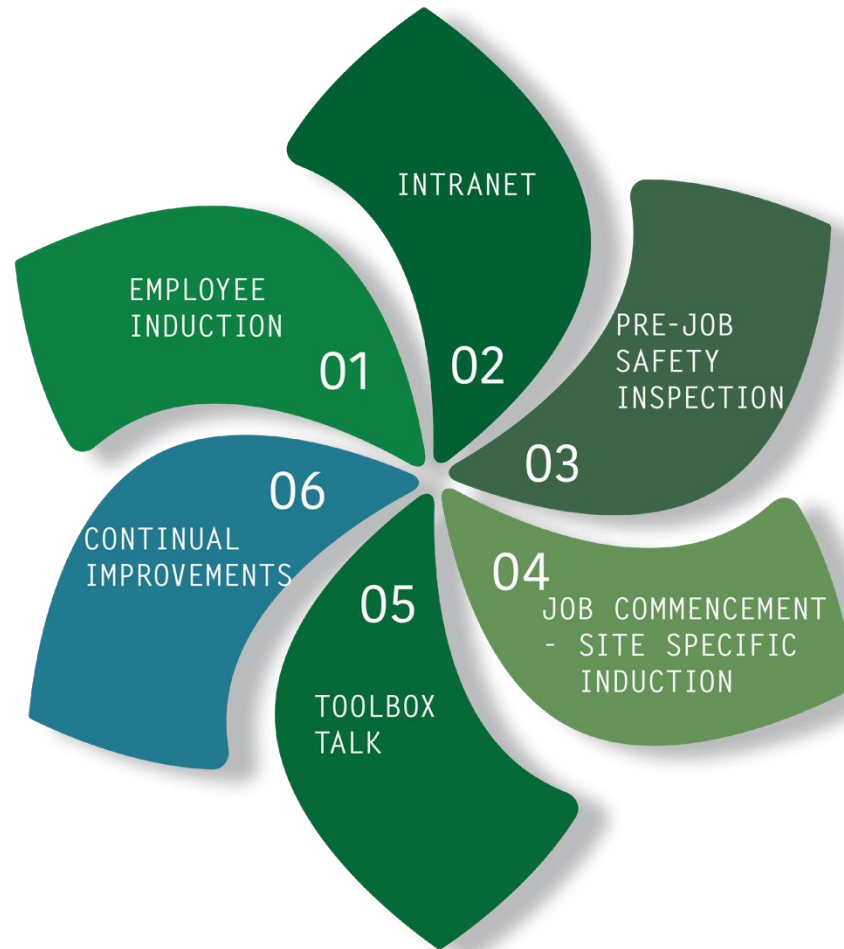


SPP PTY LTD WORK HEALTH AND SAFETY
SAFE WORK METHOD STATEMENT (SWMS)
CONDENSED FOR SITE



Summary

- This overview figure illustrates the 6 stages described in the safety framework SPP PTY LTD applies to all work carried out.
- This document is a condensed version of the SWMS (updated July 2019).
- The condensed SWMS is to be completed at Stage 4 by the SPP PTY LTD Team Leader

*Note: Team Leaders are trained on all our full SWMS during the induction process.








Condensed SWMS ECOPLANT				SWMS No.: QSW10013	
SAFE WORK METHOD STATEMENTS (SWMS)					
Company Name: (SPP PTY LTD) T/A Ecoplant Australia & Seeddown Professional Planting		Address: 81-83 Campbell Street, 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:	SPP PTY LTD Employment Induction and WH&S Handbook		
Relevant workers must be consulted in the development, approval and communication of this SWMS:				SWMS Approved by Managing Director's	
Name:	Signature:	Job Title:	Date:	JOSHUA SANSOM PAUL HARMS	
Claudia Harms		Secretary	25/11/2022		
				Date prepared: 12/08/2016	Review date: 25/11/2022

Select All Relevant Site Specific Safe Work Method Statements

X	Auger Use	X	Safety Harness
X	Brush Cutter Use	X	Working at Heights
X	Install Plants Tubestock- 300mm Pots	X	Landscaping and Turf laying
X	Manual Handling	X	Heat Stress
X	Fuel Storage and Handling	X	Soil and Mulch Handling
X	Working Around Plant and Machinery	X	Driving
X	Bite and Sting Treatment and Prevention		

Personal Protective Equipment (PPE) Required

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

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

<p>Relevant codes of practice, legislation or standards:</p> <ul style="list-style-type: none"> Manufacturer's operator manuals Work Health & Safety Act 2011 Work Health & Safety Regulation 2017 	<p>Codes of Practice:</p> <ul style="list-style-type: none"> First Aid in the Workplace Managing the Risk of Falls at Workplaces Managing the Risk of Plant in the Workplace Managing Noise and Preventing Hearing Loss in the Workplace How to Manage Work Health and Safety Risks Hazardous Manual Tasks Managing Risks of Hazardous Chemicals WHS Consultation, Cooperation & Coordination
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Plant / Tools / Equipment:

STIHL BT 130 One-Person Earth Auger
 STIHL BT 121 One-Person Earth Auger
 STIHL FS85R

Implement, Monitor and Review	
Actions before work commences	<p>Personnel to complete Ecoplant Australia & Seedown Profession Planting Employment Induction and WH&S Handbook</p> <p>Personnel will be inducted onto the Safe Work Method Statement</p> <p>Ecoplant Australia & Seedown Professional Planting will conduct a Toolbox Talk and Job Safety Analysis</p>
Actions during works	<p>Works will be monitored by Ecoplant Australia & Seedown Professional Planting to ensure works are carried out in accordance with the Safe Work Method Statement</p> <p>Report any hazards or incidents to Team Leader</p>
Ongoing implementation	The implementation of this SWMS is supported by a daily Toolbox/ JSA
Actions after work is completed	Safe Work Method Statement will be reviewed and amended when changes are made or where new hazards are identified, or at least annually.

Proposed Method of Reviewing Control Measures: Supervisors to monitor controls daily; Control measures are to be discussed during Toolbox Talk/ JSA							
Identified Hazards and Control Measures							
Item	Job sequence	Potential Hazards	Risk	Risk Rating	Control Measures	Residual Risk Rating	Responsible Person
1.	General Planning	Inexperience, inadequate consultation or failure to provide appropriate equipment	Task specific injuries	4	<ul style="list-style-type: none"> • All site personnel are inducted and instructed on this SWMS and any other relevant SWMS or safety procedure to be adhered to • Personnel have sufficient skills (competency) to complete the required task • There is adequate consultation with relevant employees • Adequate competent supervision • Planning for required equipment is carried out • Supply of appropriate equipment so there is no need for improvisation using inadequate equipment • Toolbox Talk & JSA prior to commencing this activity 	2	Team leader
2.	Site Establishment	Public	Incident due to interaction with public	4	<ul style="list-style-type: none"> • Determine site boundaries and establish site entry/exit • Assess road and site entrance and determine whether further controls are required. • Any works to occur on or adjacent to the road, other than in the site perimeter, will be assessed on site. 	1	Team leader
		Underground services	Contact with underground services	4	<ul style="list-style-type: none"> • A site assessment to be conducted to identify any underground services. • Identification may be through Dial Before You Dig plans, consultation with persons in control of the site and visual inspection. • Should work impact services, an excavation permit needs to be prepared. 	1	Team leader

Item	Job sequence	Potential Hazards	Risk	Risk Rating	Control Measures	Residual Risk Rating	Responsible Person
3.	Marking Out/ Carrying and Setting out plants	Steep, uneven ground	Slips, trips and falls	3	<ul style="list-style-type: none"> Ensure solid footing on steep batters Stretch regularly and use a marking spray arm to avoid bending 	1	Team leader All staff
		Back Strain	Lower back strain from repetitive bending and lifting	2	<ul style="list-style-type: none"> Keep back straight, knees bent when lifting trays of plants 	1	Team leader All staff
4.	Auger Holes Using Hand Held Petrol Fueled Auger	Hazardous Manual Tasks	Entanglement Muscular Stress/ Musculoskeletal disorder (MSD)	3	<ul style="list-style-type: none"> Ensure personnel are competent to operate motorized auger Conduct prestart on auger including checking safety mechanisms and ensuring all fittings are tight and secure and that cutting teeth are in good order 	2	Team leader All staff
			Noise Struck by flying debris	3	<ul style="list-style-type: none"> Control the auger so that the brake lever is always in position to be activated by the thigh Take care when drilling in rocky soil as Auger may kick back or grab if it catches on rock or other material. Ensure hair is tied back and all loose-fitting clothing is secured Stretch and keep back straight while operating and lifting the auger 	2	Team leader All staff
		Noise	Hearing loss	2	<ul style="list-style-type: none"> Ensure operator is wearing appropriate PPE – earplugs, gloves 	1	Team leader All staff
5.	Fuel Handling	Fuel	Burns or irritation of the skin vapours Fire cause by a naked flame near fuel Environmental contamination due to runoff	3	<ul style="list-style-type: none"> Ensure containers are bonded (such as alligator clips) during decanting to avoid static electricity build-up No smoking or ignition sources Decant in the open air. If required to decant indoors, provide suitable ventilation or respiratory protective equipment Use a pouring spout or funnel. 	1	Team leader All staff

Item	Job sequence	Potential Hazards	Risk	Risk Rating	Control Measures	Residual Risk Rating	Responsible Person
6	Working around Jute Matting	Burns Fire	Fire caused by cigarette igniting the highly flammable jute matting	4	<ul style="list-style-type: none"> • -Ensure there is no smoking within 20 meters of the jute mat. • <u>In the case of a fire on the jute mat:</u> <ul style="list-style-type: none"> - Get all staff evacuated from area and report to safety officer immediately. - Extinguisher to be a maximum of 40m away from operator, closer on dry windy days (20m). - A spotter on dry windy days. - Evacuate to a muster point (team leader to point out where this is at start of job). - Radio "EMERGENCY EMERGENCY EMERGENCY. EVACUATE TO MUSTER POINT. THIS IS NOT A DRILL" Repeat. - If no radio, phone safety officer. - Only create a fire break in the jute ahead of fire if it is safe to do so with the help of a spotter. - Fire break can be created by ripping up the jute mat ahead of the fire 	2	Team leader All staff
7	Jute Mat cutting	Brush cutter and Scissors use	Injury due to lack of competency. White Finger (Reynaud's Disease)	3	<ul style="list-style-type: none"> -Avoid repetitive action such as using scissors, use a brushcutter with blade or spring loaded scissors as an alternative. - If scissors need to be used, ensure the task is rotated amongst employees. - Employees with pre-existing injuries to the hands should avoid the use of scissors or any repetitive motion that could cause strain. - When using brushcutter with blade : - Ensure all body parts clear of cutting head - Establish firm footing and balance. Place one hand on machine and other on starter rope. Do not wrap starter rope around hand. 	2	Team leader All staff

					<ul style="list-style-type: none"> - Start-up as per manufacturer's instructions. - Ensure there is a guard in place on the machine. - Ensure other workers are well clear of spinning blade - at least 10 meters. - Avoid hitting metal jute pins with blade as they can cause sparks that may result in fire. - Rotate task so that employee is not on the machine for longer than 1 hour at a time. • Ensure all body parts clear of cutting head • Establish firm footing and balance. Place one hand on machine and other on starter rope. Do not wrap starter rope around hand. • 		
					<ul style="list-style-type: none"> • Start-up as per manufacturer's instructions. • When idling, attach to harness. <p><u>Operation:</u> Ensure other persons remain at least 15m from operator. Immediately shut off if approached.</p> <p>Hold unit with two hands, sweep at base of brush in an arc motion with the cutting head perpendicular to the ground with throttle at full power.</p>		

Item	Job sequence	Potential Hazards	Risk	Risk Rating	Control Measures	Residual Risk Rating	Responsible Person
					Note: Always use left side of blade when cutting woody materials to avoid kickout/kickback. <ul style="list-style-type: none"> Remain alert, be cautious of obstacles 		
					Do not: <ul style="list-style-type: none"> lock throttle to "on" position use excessive force/ speed place any body part near rotating blades allow other persons to assist use in non-ventilated areas use unit if any part is missing or damaged touch muffler during or immediately after use Check cutting head is secure and blades are not damaged at regular intervals. If machine becomes clogged, shut off and wait until cooled before attempting to remove blockage.		
8	Speed Spade Planting	Hazardous Manual Tasks	Muscular Stress/ MSD, slips, trips and falls, fatigue, Struck by flying debris, striking hidden debris with planting shovel	3	<ul style="list-style-type: none"> Adequate training to ensure new employees use correct techniques. Avoid impact force and utilise leg strength wherever possible Perform warm-up and warm-down exercises before and after planting. Ensure planting equipment is adjusted to fit planter correctly Don't overload weight carried in planting bags 10-15kg max. Team leader to do a walk through each new area to spot hazards. Adjust planting technique when planting through mulch to use leg strength rather than arm force. Utilize foot screefing method to view what is underneath mulch. 	1	Team leader All staff

Item	Job sequence	Potential Hazards	Risk	Risk Rating	Control Measures	Residual Risk Rating	Responsible Person
9	Hand Planting	Needles MSD Eye injury	Needle stick injuries inflicted by needles in the mulch Back strain from incorrect posture Eye injury from spikey plants, flying debris	3	<ul style="list-style-type: none"> • Wear gloves to reduce the chance of needle sticks and cuts • Inspect area and remove needles • Seek medical attention for tests • Bend knees when planting • Remain on haunches/ knees when planting, do not bend over • Personnel to monitor repetitive work and manage job rotation or breaks 	1	Team leader All staff
10	Working Outdoors	Snakes/ insects/ animals	Illness caused by snake bite allergic reaction	4	<ul style="list-style-type: none"> • Ensure adequate Bites/Stings First Aid kit is available • Persons with known allergic responses should consult a doctor and ensure appropriate kit is available at all times. • Ensure adequate communication equipment is available at all times • Develop and rehearse emergency plan 	2	Team leader All staff
11	Working Outdoors	Heat Stress	heat stress heat stroke heat exhaustion rashes/cramps	4	<ul style="list-style-type: none"> • Ensure workers apply sunscreen • Hats or brims to be worn • Ensure adequate drinking water is supplied and consumed • Ensure persons do not work in isolation under possible heat stress conditions, otherwise implement a regular check-in. • Establish communication and emergency response procedures. 	1	Team leader All staff
12	Mulching and Soil Handling	Filling and lifting bins	MSD, back strain	3	<ul style="list-style-type: none"> • Rotate workers, take regular breaks • Do not overfill mulch bins 	1	Team leader All staff

Item	Job sequence	Potential Hazards	Risk	Risk Rating	Control Measures	Residual Risk Rating	Responsible Person
		Sharp sticks in mulch	Cuts abrasions from sharp sticks	2	<ul style="list-style-type: none"> Always wear gloves to protect hands against needles, sharp sticks etc. 	1	Team leader All staff
		Exposure to hazardous materials or bacterium Dust	Legionnaires disease from contaminated soil Dust inhalation	2	<ul style="list-style-type: none"> When soil/mulch is very dry and dusty, wear dust mask Avoid contact with known contaminated soils. 	1	Team leader All staff
13	Working Around Plant and Machinery	Mobile Plant	Crushed Limbs, fatality as a result of being struck by moving vehicle/plant. Electric shock Hearing loss/damage due noisy environment	4	<ul style="list-style-type: none"> Workers to make contact with Site Supervisor before commencing work. All persons on site should attend toolbox talk to receive update on no go zones, hazards present on that day, communication methods and emergency procedures. Follow traffic management plan. Ensure required PPE is worn. Isolate vehicles and plant from people implement safe working distances use clear communication systems use demarcation zones 	2	Team leader All staff

RISK ASSESSMENT MATRIX

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

Likelihood	Consequence				
	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.

Site Specific Issues Identified During the Project							
Item	Job sequence	Potential Hazards	Risk	Risk Rating	Control Measures	Residual Risk Rating	Responsible Person
1.							
2.							
3.							
4.							
5.							
6.							
7.							

