



Date: \_\_\_\_\_ Block: \_\_\_\_\_ Site: \_\_\_\_\_

<b>Prepared By:</b>		<b>Signature:</b>	
<b>Approved by:</b>		<b>Signature:</b>	

I acknowledge that I have been trained in the SWP listed above, the controls are clearly understood, my qualifications are current to undertake the activity, and I will comply with the SWP.








<b>Name</b>	<b>Signature</b>	<b>Date</b>

<p><b>SPECIAL INSTRUCTIONS:</b></p> <ol style="list-style-type: none"> <li>1. <b><u>DO NOT use equipment unless you have been trained in its safe use and operation</u></b></li> <li>2. <b><u>Always use plant and equipment for their intended purposes only.</u></b></li> <li>3. <b><u>Always take out of service and report damaged equipment to your supervisor</u></b></li> <li>4. <b><u>Equipment must NOT be altered or modified without authorisation.</u></b></li> </ol>			
<p><b>Potential Hazards:</b> Inadequately trained worker Poor lifting techniques Not knowing how to properly “walk” in uneven, steep, rocky or swampy terrain with weighted bags Failure to use PPE (including appropriate clothing) Dehydration Fatigue</p>			
Task sequence	Identified hazards in task	Key processes to be followed	Precautions / PPE required
<p><b>Access to site</b></p>	<ul style="list-style-type: none"> <li>➤ Pedestrian traffic</li> <li>➤ Vehicular traffic at site entrance</li> </ul>	<p>Supervisor to direct truck/Utility driver where to park and setup</p> <p>Establish communications, i.e.; radios/phones and contact numbers</p> <p>Ensure all relevant Site specific Inductions/Requirements have/are carried out as directed by Client</p> <p>Observe Site Specific Induction Procedures</p> <p>Ensure amber warning beacon is on</p> <p>Park in designated and inspected area</p> <p>Ensure all required PPE present for equipment unloading</p>	<ul style="list-style-type: none"> <li>➤ PPE induction and inspection.</li> <li>➤ Site Safety talk on risks in compartments.</li> <li>➤ Site induction for all employees to know correct method for tree planting.</li> <li>➤ Ensure appropriate signage is put into place to alert other road users</li> </ul> <p>Organise appropriate PPE and signage/barricades for the job in addition to client provided signage if required</p>
<p><b>Planning &amp; Preparation</b></p>	<p>Inadequate</p> <ul style="list-style-type: none"> <li>➤ training</li> </ul>	<p>Ensure operators are adequately trained to complete the job</p>	<ul style="list-style-type: none"> <li>➤ PPE induction and inspection.</li> <li>➤ Site Safety talk on risks in</li> </ul>

	<ul style="list-style-type: none"> <li>➤ consultation</li> <li>➤ planning</li> </ul>	<p>Provide adequate &amp; competent supervision</p> <p>Provide equipment to ensure job is completed safely</p> <p>Check the weather conditions.</p> <p>Consider the application method.</p> <p>Consider the environmental impact</p> <ul style="list-style-type: none"> <li>➤ For example, the common fertilizer ingredient phosphorus is dangerous when used near streams and lakes; when combined with fertilizer high in nitrogen, phosphorus causes eutrophication, resulting in excessive algae growth that suffocates aquatic species.</li> </ul> <p>Emergency plans read and understood as per Project Safety Management Plan</p>	<p>compartments.</p> <ul style="list-style-type: none"> <li>➤ Site induction for all employees to know correct method for tree planting.</li> <li>➤ Ensure appropriate signage is put into place to alert other road users</li> </ul> <p>Organise appropriate PPE and signage/barricades for the job in addition to client provided signage if required</p> <p>Fertilizer is to be covered from the elements at all times while stored in the field</p>
<b>Fertiliser selection</b>	Long term health effects	<p>Calculate the application rate.</p> <p>Check SDS</p> <p>Correct Disposal of excess fertiliser</p>	<p>Return empty fertiliser bags to <b>client</b></p> <p>Fertilizer is to be covered from the elements at all times while stored in the field</p>
<b>Method of fertiliser Application</b>	<p>Fertiliser exposure</p> <p>Solar radiation</p> <p>Machinery/plant hazards</p>	<p>Ensure use of prescribed PPE,</p> <p>Only trained and competent people to be operating machinery/plant &amp; equipment</p> <p>Be aware of weather and wind conditions</p>	<p>Long sleeved shirts, Trousers, Hat, Sunscreen, Gloves, Safety Boots, Goggles or Suitable Safety Glasses, Respirator (if in enclosed area)</p>
<b>Put on appropriate PPE</b>	<p>Fertiliser exposure during use</p> <p>Solar radiation exposure</p>	<p>Supply PPE as per client requirements and LMS policy and procedures.</p> <p>Train operators in correct use of PPE</p>	<p>Long sleeved shirts, Trousers, Hat, Sunscreen, Gloves, Safety Boots, Goggles or Suitable Safety Glasses, Respirator (if in enclosed area)</p>

<p><b>Check Fertiliser Equipment</b></p>	<p>Breakage of bucket clips or cups  Fertiliser spillage</p>	<p>Check fertiliser bucket clips are working correctly  If any fertiliser spills occur, remove with shovel and bucket.</p>	<p>Long sleeved shirts, Trousers, Hat, Sunscreen, Gloves, Safety Boots, Goggles or Suitable Safety Glasses, Respirator (if in enclosed area)</p>
<p>Collect Fertiliser</p>	<p>Manual handling of fertiliser  Loading and unloading fertiliser  Personal Injury:  <ul style="list-style-type: none"> <li>➤ Run over/struck by mobile plant causing serious injury or death</li> <li>➤ Being crushed causing serious injury or death</li> <li>➤ Lifting straps break causing serious injury or death</li> </ul> </p>	<p>Always read the safety data sheets and manufacturer's instructions before handling any fertilizers  Check the Emergency response / First Aid requirements including spill containment and clean-up and the personal protective equipment that is required and ensure its availability  Use mechanical aids for moving bags  When having to transport fertilisers secure in back of utility or truck with appropriate straps Always make sure hand brake and safety devices are in operation.  Ensure safe loading zone when loading fertilizer onto truck with machine.  Ensure all appropriate PPE (listed above) is worn while loading fertiliser.  Always check lifting straps are in good condition before attempting to lift fertiliser. Ensure posi track operator is a competent licensed operator.</p>	<p><b>Use of hard hat, hi-vis vest or clothing, and ensure exclusion zone when loading or unloading ton bags with crane.</b></p>
<p><b>Fertiliser Application Hand operations</b></p>	<p>Personal Injury: exposure to chemicals  Environmental Damage: contamination of waterways/susceptible crops/ or other sensitive areas</p>	<p>Fertiliser (P, Cu and K) to be applied between 30 and 50 cm from the stem  Ensure excessive amount of fertiliser is not touching stem or lodged in needles/leaves</p>	<p>Long sleeved shirts, Trousers, Hat, Sunscreen, Gloves, Safety Boots, Goggles or Suitable Safety Glasses, Respirator (if in enclosed area)</p>

	Legislation breach	Ensure fertiliser has been spread evenly or correctly over the target zone (band for spot mounds, semi-circle for all other site prep types)	
<b>Fertiliser Application Machine application (ground)</b>	<p>Personal Injury: exposure to chemicals</p> <p>Environmental Damage: contamination of waterways/susceptible crops/ or other sensitive areas</p> <p>Legislation breach</p>	<p>Fertiliser must not be applied outside the tree zone (1m either side of tree) for above ground applications</p> <p>For each hole fertiliser to be buried to 30-40cm (below ground)</p> <p>Machinery to be calibrated daily and record kept</p>	<p>Long sleeved shirts, Trousers, Hat, Sunscreen, Gloves, Safety Boots, Goggles or Suitable Safety Glasses, Respirator (if in enclosed area)</p> <p>Machinery does not meet relevant specifications (e.g. ROPS, FOPS).</p>
<b>Clean Up</b>	<p>Personal Injury: exposure to chemicals</p> <p>Environmental Damage: contamination of waterways/susceptible crops/ or other sensitive areas</p> <p>Legislation breach</p>	<p>Containers / rubbish to be removed from site and disposed of appropriately</p> <p>Wash hands, face and any exposed skin with soap and water</p>	<p>Long sleeved shirts, Trousers, Hat, Sunscreen, Gloves, Safety Boots, Goggles or Suitable Safety Glasses, Respirator (if in enclosed are a)</p>

<p><b>PRECAUTIONS:</b> The following precautions should be observed when undertaking fertilising activities.</p>	<p><b>Foot Protection</b></p> 	<p><b>Hearing Protection</b></p> 	<p><b>Welding Mask</b></p> 	<p><b>Eye Protection</b></p> 	<p><b>Hand Protection</b></p> 	<p><b>Protective Clothing</b></p> 	<p><b>Breathing Protection</b></p> 
	<p>Fertiliser is to be covered from the elements at all times while stored in the field</p>						
<p><b>Safe Work Procedures and Risk Assessments to Be Read in Conjunction with This Safe Work Procedure</b></p> <p><b>SWP Manual Handling-Lifting</b> <b>SWP Working in Hot/Cold Conditions</b> <b>SWP Bites and Stings</b></p>							