








| ACTIVITY: Install Plants Tubestock – 300mm Pots | | | | SWMS No.: QSW10017 | |
|--|---|---|--|--------------------------------------|---|
| 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: | | | | | |
| Name: | Signature: | Job Title: | Date: | SWMS Approved by Managing Director's | JOSHUA SANSOM PAUL HARMS |
| Claudia Harms | | Secretary | 25/11/2022 | Date prepared: 12/08/2015 | Review date: 25/11/2022 |

| SWMS Scope | | | | | | | |
|--|---|--|--|--|---|---|---|
| This SWMS includes / covers the safe planting procedures that includes the excavation of holes and planting of all plants from tubestock to 300mm pots. | | | | | | | |
| 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) |
| Hazards - What can cause harm? | | Risks - What can happen? | | Control Measures to Reduce Risk | | | |
| Job Step: Planning | | | | | | | |
| Hazards include: <ul style="list-style-type: none"> - Working in remote areas - Not being aware of site specific hazards - Working outside | | Risks include: <ul style="list-style-type: none"> - Staff are not able to be contacted in the event of an emergency - Site Specific safety regulation are not being adhered to - Sunburn or dehydration caused by working in heat | | Consultation in relation to hazards and risks. Ensure: <ul style="list-style-type: none"> - Consult with the person you are carrying out the work for on the potential hazards and risks associated with the task. - If represented by an elected health and safety representative, the representative is included in any consultation - Any other person on site who is effected by the same matter is consulted and co-operative arrangements are made (e.g. co-ordination or alternative measures) - Document consultation and action items. Liaise with Principal Contractor to establish the following on-site systems and procedures are in place: <ul style="list-style-type: none"> - Health and Safety rules - Induction for all workers – site specific - Supervisory arrangements - Communication - Injury reporting - Hazard reporting | | | |

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| | | <ul style="list-style-type: none"> - Personal Protective Equipment - Exclusion Zones - Risk Assessments - SWMS and JSA's. - Notify Client Foreman of arrival onsite - Ensure all staff sign in on Roster Plus and relevant SWMS - Ensure all staff are aware of emergency procedures for the site - Ensure traffic control is in place prior to driving to job site - Ensure all staff have been inducted on the site – Site Specific Induction <p>RB: 2M Person responsible to implement control measures: RA: 1L</p> |
| Job Step: Preparation | | |
| <p>Hazards include:</p> <ul style="list-style-type: none"> - Driving to the job site - Pre start check of machinery - Fuelling up machinery - Unloading the tools - Unloading plants | <p>Risks include:</p> <ul style="list-style-type: none"> - Accidents with other vehicles/machinery - Colliding with onsite personnel - Parking in high traffic area - Cuts and Bruises - Back strain | <ul style="list-style-type: none"> - Drive with caution and maintain high alert - Use flashing orange light if required onsite - Give right of way to heavy machinery - Make radio contact or eye contact with the operator before passing behind heavy plant and machinery. - Keep to the site speed limit - Park in designated area or low traffic area - Conduct Toolbox talk and fill in JSA for the day - Ensure Ecoplant client has relevant certification to dig holes - Unload machinery in an orderly fashion - Refer to Auger SWMS for safe refueling procedure - Refer to Manual Handling SWMS for correct handling of heavy loads (unloading plants etc. <p>RB: 3H Person responsible to implement control measures: RA: 2M</p> |
| Job Step: Pre – Operational Inspection | | |
| <p>Hazards include:</p> <ul style="list-style-type: none"> - Manual handling | <p>Risks include:</p> <ul style="list-style-type: none"> - Back Strain - Slips, trips and falls | <ul style="list-style-type: none"> - Check all machines are in good working order - Ensure all tools and bolts are secure - Ensure drill bit is securely fastened - Identify any potential hazards for the day - Ensure all workers have required PPE for task |

AS 4602 – standard for high visibility safety garments.
 AS 1906 – standard for high visibility materials for safety garments.
 WorkSafe Victoria (2008) Sample Site Induction Checklist
 Environmental Protection Legislation in all States (EPA)

| Job Step: Operation | | |
|---|---|--|
| <p>Hazards include:</p> <ul style="list-style-type: none"> - Strains - Back Injury - Severed limbs - Crushed Limbs - Cuts - Burns - Flying Debris - Eye Injury - Hearing Damage - Carpel Tunnel Syndrome - Soil handling - Slips, trips and falls - Working outdoors | <p>Risks include:</p> <ul style="list-style-type: none"> - Back strain due to incorrect manual handling techniques - Back injury caused by incorrect use of auger - Injury from flying debris - Eye injury from flying debris, spikey plants etc. - Hearing damage from prolonged exposure to noise - Carpel tunnel syndrome caused by prolonged use of machinery - Diseases caused by contaminated soil - Slips, trips and falls caused by obstacles in the way, steep slopes etc - Sunstroke, dehydration caused by working in extreme heat. | <ul style="list-style-type: none"> - Refer to manual handling SWMS for correct handling of heavy trays of plants etc - Refer to Auger SWMS for safe use of Auger - Refer to Brush cutter SWMS for safe use of Brush cutter - Use foot to drive shovel into earth - Bend knees when removing earth or rest on haunches - Pick up plants by bending knees - Carry maximum two plants at a time or two trays - Walk with care - Ensure stable footing on steep slopes - Carry heavy plants using a wheelbarrow or trolley - Bend knees when planting - Remain on haunches or knees when planting, do not bend over - Always wear gloves - Staff should not work for more than 5 hours continuously without a break - Ensure there is water onsite - In extreme heat take breaks every hour - Refer to Heat Stress SWMS - Take lunch/Tea in a shady area - Staff to pack lunch or tea the day before - Stack pots/trays continuously through the day and store in a common area, away from workers - Leave worksite tidy and in an orderly fashion - Ensure all staff sign off register - Notify client foreman of leaving site - Refer to Soil and Mulch Handling SWMS for the safe handling of soil and mulch - Refer to the Fertilizer SWMS and MSDS for the safe handling of fertilizer - Refer to Bite and Sting prevention SWMS for working in bushy areas |

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|---|---|---|--|
| | | RB: 3H Person responsible to implement control measures: | RA: 1L |
| Job Step: Maintenance | | | |
| Hazards include: | Risks include: | <ul style="list-style-type: none"> - Refer to Auger and Brushcutter SWMS for correct maintenance - Ensure a tidy work are by picking up empty pots as you go. - Refer to Fuel and fertilizer SWMS for safe and correct handling and storage of these items | |
| <ul style="list-style-type: none"> - Hazardous Manual Tasks - Objects on ground - 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. | RB: 2M | Person responsible to implement control measures: |
| | | | RA: 1L |
| Emergency Procedures / Emergency Response | | | |
| Develop and implement an emergency response plan for the site. Include: | | Develop site-specific rescue procedures/SWMS. | |
| <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. | | <ul style="list-style-type: none"> - Ensure all workers on-site are trained and familiar with emergency and evacuation procedures. | |
| | | Person/s responsible to implement and follow emergency procedures and control measures: | |
| Review | | | |
| To ensure controls are implemented and monitored effectively: | | Ensure all controls are reviewed as per the following: | |
| <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 | | <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. | |

be reviewed and updated accordingly (in consultation with relevant persons)

Person/s responsible to implement and follow monitoring and review procedures and control measures:

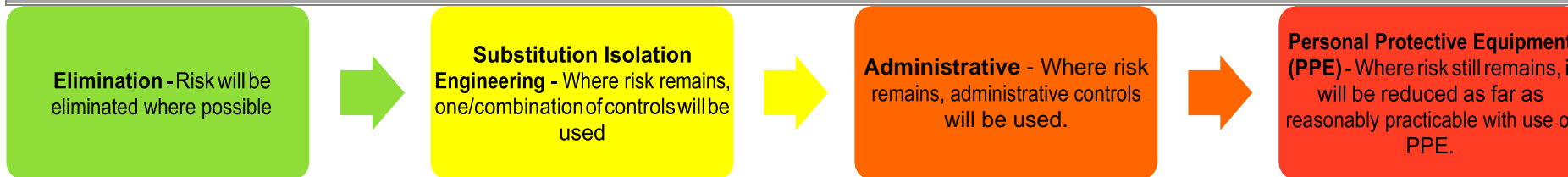
| SAFE WORK METHOD STATEMENT - Part 2 | | |
|---|---|--|
| Formal Training, Licences required for workers undertaking this task: | Duties of workers undertaking this task: | Details of Supervisory Arrangements for workers undertaking this task: |
| <ul style="list-style-type: none"> - Construction Industry White Card - On-site training in the safe use of the auger | <ul style="list-style-type: none"> - Operator - Supervisor | <ul style="list-style-type: none"> - Suitably qualified supervisors for job - Direct on-site supervision - Remote site – communication systems/ schedule - Audits - Spot Checks, etc. - Reporting systems - JSA |
| 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 | |
| <ul style="list-style-type: none"> - Local council permits - Building Approvals - EPA approvals/permits - Certain plant to be registered with State Authority <p>PPE to comply with relevant Australian Standards</p> | <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> | |
| Plant/Tools/Equipment: (List plant and equipment to be used on the job.) | | |
| STIHL BT 121 STIHL BT 130 Brush cutter | | |
| 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> | |

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



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. |