

ACTIVITY: Soil and Mulch Handling **SWMS No.: QSW10016**

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	JOSHUA SANSOM PAUL HARMS
Name:	Signature:	Job Title:	Date:		
Claudia Harms		Secretary	25/11/2022	Date prepared: 12/08/2015	Review Date: 25/11/2022







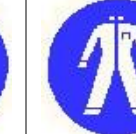
SWMS Scope

This SWMS covers mulching of garden beds and handling potting mix/fertilisers. **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.
 This does not cover application of bulk solid/liquid fertilisers, insecticide or pesticides. This SWMS should be used in conjunction with Safety Culture's Fertiliser Handling SWMS.
 Dust.
 Sediment.

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)

Main Hazards

- Main hazards:
- Exposure to hazardous dust
 - Exposure to hazardous substances (including legionella bacterium)
 - Musculoskeletal Disorder (MSD) from hazardous manual tasks
 - Struck by moving vehicle
 - UV exposure
 - Animal bites/stings

Hazards - What can cause harm?	Risks - What can happen?	Control Measures to Reduce Risk
Job Step: Planning		
<p>Hazards include:</p> <p>Personal Injury:</p> <ul style="list-style-type: none"> - Vehicle accident - MSD - Exposure to hazardous materials / substances - Fire/explosion - Struck by moving vehicle <p>Environmental Impact:</p> <ul style="list-style-type: none"> - Contamination - Dust <p>- Legislation breach</p>	<p>Risks include:</p> <ul style="list-style-type: none"> - Being struck by moving vehicle which can result in serious injury or fatality - Back strain - Disease or illness caused by exposure to hazardous substances or bacteria present in the soil 	<p>Ensure correct equipment for task. Example:</p> <ul style="list-style-type: none"> - Suitable transport vehicle for materials - Lifting aids used for handling packages of potting mix/fertiliser etc - Access to clean water (decontamination facilities) - Access to other water for damping soils <p>Obtain current (within 5-year issue date) Safety Data Sheets (SDS) from manufacturer/supplier of all fertilisers/potting mix intended for storage and handling</p> <p>In consultation with relevant persons, conduct risk assessments of relevant substances.</p> <p>Ensure site plan available. Indicate:</p> <ul style="list-style-type: none"> - Location of amenities & decontamination facilities - Location of sensitive environmental areas (waterways, etc) to avoid <p>Control risks from vehicles (establish traffic management plan – include barricades signs, traffic controllers as required). Include safe detours for pedestrians if pathways will be affected.</p> <p>For road-side works:</p> <ul style="list-style-type: none"> - Seek relevant approvals as required - Develop written traffic management plan. Include: <ul style="list-style-type: none"> - Traffic guidance scheme - Location, nature and duration of work <p>Arrangement and number of traffic control devices</p> <p>Determine hazard rating (based on type of road/arterial, speed and volume of traffic, and duration of works).</p> <p>Develop specific SWMS based on risk ratings. Consider:</p> <ul style="list-style-type: none"> - Speed/ Volume of traffic - Clearance between moving traffic, and work vehicles/pedestrian workers - Layout and approach to worksite - Time of day

		<ul style="list-style-type: none"> - Sight distance, Weather - Presence of pedestrians or cyclists <p>Select suitable risk controls, examples:</p> <ul style="list-style-type: none"> - lane closures/traffic diversions - speed reduction - use of safety barriers, traffic controllers, warning sign arrangements etc. <p>All workers must wear suitable High Visibility Clothing</p> <ul style="list-style-type: none"> - Day works: Class D/F - Night works: Night N/R - Combination of day/night: Class D/N - As described by AS/NZS 4602 – 1999 <p>Determine whether contaminants are known to be present in soil. Example:</p> <ul style="list-style-type: none"> - Asbestos - Lead <p>Ensure appropriate controls are in place for any safety concerns relating to these matters.</p> <p>RB: 3H Person responsible to implement control measures: RA: 1L</p>
Job Step: Preparation		
<p>Hazards include:</p> <p>Personal Injury:</p> <ul style="list-style-type: none"> - UV exposure - Animal bites/stings - Exposure to hazardous atmosphere - Slips, trips - Struck by vehicle - Falls - Exposure to 	<p>Risks include:</p> <ul style="list-style-type: none"> - Sunstroke, dehydration caused by exposure to sun and heat - Mild to severe illness caused by animal, insect bites - Crushed limbs etc caused by impact by truck or earthmoving machine - Illness caused by exposure to hazardous chemicals or harmful bacteria 	<p>Provide site specific induction (include location of amenities, first aid facilities, emergency plans and evacuation points, incident reporting, communication, contact persons etc)</p> <p>Check environmental conditions at site:</p> <ul style="list-style-type: none"> - Inclement weather - Heat/sun - Possible animal bites (wasp nests, snakes, spiders, fire ants, etc) - Confined spaces/access pits, drop-offs, cliffs, rocks, tree roots, or other obstructions <p>Ensure:</p> <ul style="list-style-type: none"> - access to drinking water

		<p>Inspect materials:</p> <ul style="list-style-type: none"> - Correct type for tasks (mulch, soils etc) - Potting mix/soils kept moist/damp and kept out of direct sunlight where possible - SDS available on site for relevant items - Packages in suitable condition - All materials stored outside of vehicle cabin <p>Inspect PPE:</p> <ul style="list-style-type: none"> - No rips, tears etc - No damage to safety glasses (able to see clearly). Tinted for UV exposure - Respiratory protection clean, stored correctly, correct for type of contaminant. <p>RB: 3H Person responsible to implement control measures: RA: 1L</p>
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Job Step: Operation		
<p>Hazards include:</p> <p>Personal Injury:</p> <ul style="list-style-type: none"> - Struck by moving plant/vehicle - Vehicle accident - Crushing - Slip, Trips, falls - MSD - Exposure to hazardous materials - UV exposure - Exposure to animal attack - Electric shock - Contaminated mulch (used needles etc) <p>Environmental Impacts:</p>	<p>Risks include:</p> <ul style="list-style-type: none"> - Crushed limbs caused by being struck by moving vehicle - Exposure to Hazardous Chemicals causing illness - fuel - Dust inhalation. - Injury or death caused by falling from height (off the back of a truck) - Sunstroke, dehydration caused by exposure to sun and heat - Illness or death caused by animal or insect bites - Needle stick injuries which can result in illness <p>Environmental Risks:</p> <ul style="list-style-type: none"> - Contamination of waterways due to runoff of hazardous materials 	<p>Transporting materials:</p> <ul style="list-style-type: none"> - If vehicle loaded with forklift or other mobile plant – ensure safe work instructions are followed during loading. Driver to remain inside cabin or other designated area (clear of forklift operation) as advised by site. - Ensure vehicle is not overloaded - Ensure load is stable, secured and covered before transporting. <p>Arrival on site:</p> <ul style="list-style-type: none"> - Follow traffic management plan for site - Park in safe area (flat, firm ground, sufficient space and clear of obstructions etc) - If reversing required, clear all pedestrians from area. Use Spotter. Maintain visual and verbal contact between Driver and Spotter - Ensure delivery area is as close to work site as possible. <p>Unloading:</p> <ul style="list-style-type: none"> - Do not climb onto load to remove. Remove from ground level using appropriate lifting aids - Avoid double-handling where possible - If using trolleys for movement of packages, be cautious of uneven terrain and

<ul style="list-style-type: none"> - Contamination - Dust - Litter 	<ul style="list-style-type: none"> - Sediment buildup in waterways causing blockages 	<p>pressures/ forces required for movement. Do not use excessive force to move trolleys.</p> <ul style="list-style-type: none"> - For team handling (last resort.): <ul style="list-style-type: none"> o Ensure all members of team physically matched o Designate lift supervisor o Plan and rehearse lift <p>Clear travel pathway – ensure less travel as possible. Conduct work as required. Develop SWMS for specific tasks as required. Use equipment as per manufacturer’s instructions.</p> <p>Ensure soil /potting mix kept damp/moist at all times. Use fertiliser only for its designed purpose. Apply only as directed by manufacturer. Ensure adequate ventilation.</p> <p>Do not work in static positions for more than 30 minutes at a time, or 2 hours over entire shift. Ensure regular rest breaks and implement job rotation where required.</p> <p>Ensure rest breaks are provided with access to shade and drinking water. (Wash hands before drinking/ eating). Do not smoke whilst handling fertilisers. Do not replace contaminated fertiliser/soils back into packages. Dispose.</p> <p>Clean up any spills immediately. Do not allow fertiliser to be inadvertently spread and contaminate other areas</p> <p>When blending – follow exact protocols (correct weight and conditions). Do not undertake mixing tasks near sensitive environmental areas (waterways etc).</p> <p>When using blowers, follow specific SWMS. Do not blow materials onto areas where others are working, pedestrians or pets or property are present. Ensure debris, packages etc are removed and disposed of regularly. Do not allow packages to blow away.</p> <p>Ensure tools/equipment are removed from ground when not in use. Store in approved locations.</p> <p>Ensure no electrical leads are placed on the ground where they may be damaged,</p>
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Environmental Impacts: - Contamination - Dust		- Logbooks, service history etc are completed RB: 3H Person responsible to implement control measures:	RA: 1L
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Emergency Procedures / Emergency Response

Develop and implement an emergency response plan for the site. Include: <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. 	Develop site-specific rescue procedures/SWMS. 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:
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Review

To ensure controls are implemented and monitored effectively: <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) 	Ensure all controls are reviewed as per the following: <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.
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 handling of soil and mulch 	<ul style="list-style-type: none"> - Operator - Supervisor 	<ul style="list-style-type: none"> - Suitably qualified supervisors for job - Direct on-site supervision

	<ul style="list-style-type: none"> - Labourer 	<ul style="list-style-type: none"> - 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 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 2013 ○ Work Health and Safety Regulations 2013 • 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 2013 ○ Work Health and Safety Regulations 2013 • 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 (<i>set</i>) <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.)		
Delivery Truck Rakes, shovels, spades, mulch bins.		
Reference Documents		
References: <ul style="list-style-type: none"> • WHS Act 2013 • WHS Regulations 2013 • WorkSafe WA (2011) Nursery and Garden Centres: Information and Checklists • The Nursery Papers (1998): Handling Potting Mix Safely • WorkCover NSW (2005): Security Plan for SSAN – Guide • DEIR QLD (2010): Rural Chemicals Guide • AS 4326: Oxidizing Agents • WorkSafe Victoria (2005): Regulating the Use of Ammonium Nitrate – 		

Balancing Access and Protection

DEIR QLD (2010): Designated Dr Program: Cadmium health Surveillance Guidelines

WorkSafe WA: Hazardous or Combustible dust, fumes and fibres
Agricultural Standards Act 1994

Agricultural Standards (Regulation) 1997

SafeWork Australia (2011): Code of Practice for Managing the Work Environment and Facilities

SafeWork Australia (2011): Code of Practice Hazardous Manual Tasks

SafeWork Australia (2011): Code of Practice How to Remove and Control Asbestos in the Workplace

SafeWork Australia (2011): Code of Practice labelling of Workplace Hazardous Chemicals

AS 1742 – 2009 Manual Uniform Traffic Control Devices

Government Gazette s276, Road Management Act (2004) Code of Practice for Work Site Safety – Traffic Management

Road Management (Works and Infrastructure) Regulations 2005

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

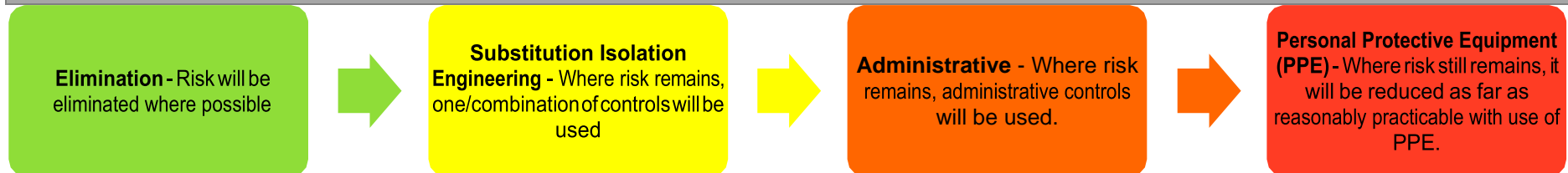
Environmental Protection Legislation in all States (EPA)

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.