

Safe Work Method Statement

Brisbane Tree Removals
129 Samford Rd
Enoggera, QLD 4051
07 2143 5933

JOB NO:	PROJECT:	DATE:
SWMS NO: SWMS 001.1	PREPARED BY: Brad Johnson	REVISED BY: Ben McInerney & Nibal Chalak
ACTIVITY: TREE REMOVAL & PRUNING	SIGNED BY:	REVISION DATE: 05 April 2024

MINIMUM PERSONAL PROTECTIVE EQUIPMENT (PPE) REQUIREMENTS

PERSONAL PROTECTIVE EQUIPMENT TO BE USED								
 HIGH VISIBILITY CLOTHING	 STEEL CAP SAFETY BOOTS	 GLOVES	 EAR PROTECTION	 SAFETY HELMET	 SAFETY FACE SHIELD (stumpers)	 CHAIN SAW PANTS – CHAPS / KEVLAR	 SAFETY HARNESS (WHEN WORKING AT HEIGHTS)	 EYE PROTECTION

MAJOR HAZARDS

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DANGER WORK AT HEIGHTS	DANGER FALLING OBJECTS	DANGER MANUAL HANDLING	DANGER CHAINSAW + CHIPPER	DANGER LOUD NOISE

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EMERGENCY PROCEDURE

1	In case of injury/emergency, contact the manager, site manager, and emergency services (if needed) using the company-provided phone with easily accessible numbers.
2	For major injuries, halt work, secure the area, and await clearance from authorities before resuming.
3	After any incident, staff must complete an incident/accident report and submit it to the manager or OHS officer.
4	The crew leader and at least one other member will be trained to at least First Aid Level 2.

RISK CLASSIFICATION

RISK LEVEL	DESCRIPTION
1	<ul style="list-style-type: none">Minimal risk with the chance of personal injury or equipment damage deemed highly improbable.
2	<ul style="list-style-type: none">Moderate risk with possibilities of minor injuries needing first aid or short-term disability. Minor structural plant damage may occur.
3	<ul style="list-style-type: none">High Risk with the potential for death, permanent disability or injuries requiring medical attention. Possibility of major structural damage to plant.

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SITE SPECIFIC REQUIREMENTS

STEPS	PROCESS - List the sequence of steps needed to complete the activity	POTENTIAL HAZARDS - For each step list the actual and potential hazard(s).	RISK LEVEL before controls	RISK CONTROL (use hierarchy of control) - For each High (Class 1) or Medium (Class 2) Risk identify control measure(s) to reduce the risk to Low (Class 3)	RISK LEVEL after controls	RESPONSIBLE PERSONS
A	Contractors arrival on site.	<ul style="list-style-type: none"> Lack of consultation with all stakeholders. Lack of understanding of the site Unknown hazards. 	1	<ul style="list-style-type: none"> Crew to adhere to speed limits Inductions/Toolbox/prestarts as required Sign in to contractors register at Reception Sign into SWMS Check all hazards and discuss 	1	Supervisor Crew Leader Crew members
B	Planning	<ul style="list-style-type: none"> Personal Injury: crushing being hit by falling object 	1	Assess tree/s to be felled. Determine: <ul style="list-style-type: none"> size and arrangement of trees type of trees (hard/soft wood)high risk area (such as exposed to snow, high winds, insect damage, fire) 	1	Supervisor Crew Leader Crew members

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HAZARD IDENTIFICATION, RISK ASSESSMENT & CONTROL

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1	Consultation and task assessment.	<ul style="list-style-type: none"> • Insufficient stakeholder consultation. • Unclear task requirements. • Unidentified hazards. • Wrong PPE usage. • Untrained crew or lack of relevant experience. 	1	<ul style="list-style-type: none"> • Crew fills out hazard identification and control form for the task. • Examine OHS Regulations (2007) for high-risk work. • Determine task-specific hazards and risks. • Apply controls following the Hierarchy of Controls. • Determine necessary PPE (boots, hi-vis vests, protective wear, ear muffs, helmets, glasses). • Verify staff training and experience for the task. • Offer needed training before starting work. 	1	Supervisor Crew Leader Crew members
2	Check the work site for hazards and plan work task.	<ul style="list-style-type: none"> • Slips, trips, falls. • Loose branches/debris. • Lack of cleanliness. • Traffic of vehicles/ pedestrians. • Weather factors (wind, rain, heat). • Presence of residents, vehicles, light poles. 	2	<ul style="list-style-type: none"> • Follow on-site speed limits. • Conduct detailed site inspections to locate light poles. • Complete a Hazard Identification Assessment and Control (HAC) form. • Determine traffic management needs and create a plan as necessary. • Set up barricades to block entry from unauthorized individuals or residents. • Inform residents about moving vehicles to avoid work obstruction. • Acquire necessary PPE (boots, hi-vis vests, protective gear, ear muffs, helmets, glasses). 	1	Crew Leader Crew members

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				<ul style="list-style-type: none"> Identify weather conditions will be suitable for required tasks. 		
3	Establish and secure worksite.	<ul style="list-style-type: none"> Slips, trips, falls. Loose branches/debris. Inadequate housekeeping. Vehicle/pedestrian traffic. 	2	<ul style="list-style-type: none"> Apply hazard controls according to JSA guidelines. Execute the traffic management strategy. Distribute necessary PPE (boots, hi-vis vests, protective attire, ear muffs, helmets, glasses) to staff. Mark escape pathways. Erect barriers to restrict access to the work area. 	1	Crew Leader Crew members
4	Obtain all required equipment and move to work site.	<ul style="list-style-type: none"> Strains, sprains, crush injuries. Cut Falls. Fuel/oil spills. Vehicle/pedestrian traffic. 	2	<ul style="list-style-type: none"> Follow proper manual handling protocols. Check PPE (boots, hi-vis, protective gear, ear muffs, helmets, glasses, long attire) for condition, provide to staff, and ensure correct use. Address and manage work site hazards. Maintain spill kits for fuel/oil incidents. Assign safety observer for tracking vehicle and pedestrian activity. 	1	Crew Leader Crew members

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5	Inspect and start all equipment. (Continued)	<ul style="list-style-type: none"> • Strains, sprains, crushes. • Cuts, grazes, bruises. • Slips, trips, falls. • Fuel/oil spills. • Eye, ear damage. • Entanglement, crushes, burns. • Equipment malfunctions. 	2	<ul style="list-style-type: none"> • Follow correct manual handling procedures. • Confirm PPE (boots, hi-vis, protective clothes, ear muffs, helmets, glasses, long sleeves/pants) quality, distribute to staff, and ensure proper use. • Keep spill kits ready for fuel/oil spills. • Assign safety observer for vehicle/pedestrian monitoring. • Barricade work areas near roads. • Perform pre-start checks on equipment and machinery. 	1	Crew Leader Crew members
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5	(Continued)	<ul style="list-style-type: none"> • Monitor vehicle/pedestrian traffic. • Lack of crew training/ experience for tasks. 		<ul style="list-style-type: none"> • Withdraw defective equipment/machinery from use. • Initiate and use equipment following manufacturer's guidelines. • Verify staff training and experience for tasks, as outlined on page 9. 		
6	Climber/tower and crew to engage tree with all safety equipment and conduct tree pruning / removal activities.	<ul style="list-style-type: none"> • Strains, sprains, crushes. • Cuts, grazes, bruises. • Slips, trips, falls. • Fatigue, dehydration. • Fuel/oil spills. • Eye, ear harm. • Entanglements, burns. • Equipment malfunctions. • Vehicle/pedestrian traffic. • Falls of people/objects. 	3	<ul style="list-style-type: none"> • Orient crew on site hazards and work plan. • Adhere to proper manual handling methods. • Check and issue quality PPE (boots, hi-vis, protective attire, ear muffs, helmets, glasses) to staff, ensuring correct usage. • Assign safety observer for vehicle and pedestrian oversight. • Use equipment per manufacturer's instructions. • Prepare spill kits for fuel/oil incidents. • Confirm staff training and experience for tasks. 	1	Crew Leader Crew members

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		<ul style="list-style-type: none"> from height. Tree not dismantling in anticipated manner. Unanticipated weight loads and felling directions. Bites and stinging animals and insects. 		<ul style="list-style-type: none"> All equipment and materials to be tethered to stop objects falling from heights as per Global EH&S Alert. Rest and rehydrate as required. Utilise effective methods of communication between all crew members. Ensure all equipment and personnel required at heights are properly secured. Conduct works in accordance with company procedures and policies and industry best practice. Identify weather conditions are suitable for required tasks. 		
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6	(continued)	<ul style="list-style-type: none"> Unanticipated weight loads and felling directions. Bites, stinging animals, insects. Tree condition of worse condition than anticipated. Environmental conditions (wind, rain, heat, etc). 		<ul style="list-style-type: none"> Ensure appropriate felling, pruning, rigging and lowering techniques are implemented. Constantly look for animals and insects within the work site. 		
7	Wood / branch chipping, debris removal and site cleanup.	<ul style="list-style-type: none"> Strains, sprains and crush injuries. Cuts, grazes and bruises. Slips, trips and falls. Fatigue and dehydration. Eye and ear damage. Entanglement, crush injuries and burns. Machinery and equipment failure. Vehicle and pedestrian 	3	<ul style="list-style-type: none"> Conduct all manual handling tasks in accordance with appropriate process. Ensure all PPE e.g boots, hi-vis vests, protective clothing, ear muffs, helmets, glasses is of good condition, issued to all staff and being worn correctly. Deploy safety observer to monitor movements of vehicle and pedestrians. Operate all equipment in accordance with manufacturer's operator's manuals. Ensure staff have appropriate training and experience to perform task Rest and rehydrate as required. 	1	Crew Leader Crew members

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		movements. <ul style="list-style-type: none"> • Falls from height (people/ objects). • Heavy lifting/dragging. • Chipper projectiles. • Animal/insect bites and stings. • Stick-related injuries. 		Ensure clear communication among crew members. Follow company policies and industry standards in work practices. Check weather conditions for task suitability. Watch for biting/stinging creatures at the site. Maintain site cleanliness to prevent trip and stick injuries.		
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8	Cutting of trunk wood and transporting to wood chipper.	<ul style="list-style-type: none"> • Strains, sprains, crushes. • Cuts, grazes, bruises. • Slips, trips, falls. • Fatigue, dehydration. • Damage to eyes and ears. • Heavy lifting/dragging. • Chipper projectiles. 	3	<ul style="list-style-type: none"> • Adhere to proper procedures for manual handling. • Check PPE (boots, hi-vis vests, protective gear, ear muffs, helmets, glasses) for quality, issue to staff, and ensure correct usage. • Assign a safety observer for vehicle and pedestrian monitoring. • Use equipment following manufacturer's guidelines. • Verify staff training and experience for tasks. • Take breaks and stay hydrated as needed. 	1	Crew Leader Crew members
9	Site cleanup and retrieval of equipment	<ul style="list-style-type: none"> • Strains, sprains, crushes • Cuts, grazes, bruises • Slips, trips, falls • Fatigue, dehydration • Eye, ear damage 	2	<ul style="list-style-type: none"> • Perform manual tasks following the correct procedure. • Check PPE (boots, hi-vis, protective wear, ear muffs, helmets, glasses) for quality, distribute to staff, and monitor proper use. • Store tools and equipment in designated areas. 	1	Crew Leader Crew members

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		<ul style="list-style-type: none"> Heavy lifting / dragging. 		<ul style="list-style-type: none"> Reduce debris weight loads through size reduction. All employees to make sure work area are left in a safe condition. All surplus material and rubbish to be cleaned up and put into trailer. 		
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LEGISLATION, CODES OF PRACTICE & AUSTRALIAN STANDARDS

LEGISLATION	CODES OF PRACTICE	STANDARDS
<ul style="list-style-type: none"> Occupational Health & Safety Act 2004 Occupational Health & Safety Regulations 2007 Construction Regulations 2008 Dangerous Goods Act 1985 Road Management Act 2004 	<ul style="list-style-type: none"> Code of practice - Safe work at Heights Code of practice - Manual Handling Code of Practice - Plant Code of Practice – Amenity Tree Industry Code of Practice – Working Safely With Trees 	<ul style="list-style-type: none"> AUS/NZ Standards 4576 Guidelines to Scaffolding AS 4373-2007 Pruning of Amenity Trees AS 1470-1986 Wealth and Safety at Work – Principles and Practices AS 4970-2009 Protection of Trees on Development Sites

PLANT & EQUIPMENT

PLANT & EQUIPMENT TO BE USED
Inventory includes a tipper/chipper, EWP, utility gear, chainsaws, blowers, climbing kits, ropes, traffic devices, PPE, and a spill kit, plus a fire extinguisher. All items are regularly checked for safety and maintenance.

TRAINING & COMPETENCE

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TRAINING / COMPETENCE REQUIRED

All personnel to be suitably trained, experienced or inducted into the safe operation and maintenance of all plant and equipment used for the undertaking of daily work tasks to the satisfaction of Team Leader and General Manager .All training on Pegasus cards or matrix can be supplied if requested.

All crews to have minimum 2 staff with first aid training (min level 2)

HAZARDOUS MATERIALS

HAZARDOUS MATERIAL	MSDS ON FILE
<ul style="list-style-type: none"> • Bar Oil - Chainsaw • Diesel for chipper and truck • Two Stroke Oil - Chainsaw • Unleaded Petrol - Stump grinder • Hydraulic Oil - Chipper 	✓ ✓ ✓ ✓ ✓

HIERARCHY OF CONTROL

ACTION	DESCRIPTION
<ul style="list-style-type: none"> • Elimination 	<ul style="list-style-type: none"> • This is the desired option when controlling risk, as by eliminating the hazard no further control is required.
<ul style="list-style-type: none"> • Substitution 	<ul style="list-style-type: none"> • This option includes such actions as substituting a hazardous substance or chemical for a less hazardous one
<ul style="list-style-type: none"> • Isolation 	<ul style="list-style-type: none"> • This option includes such actions as lock out tag out procedure
<ul style="list-style-type: none"> • Engineering 	<ul style="list-style-type: none"> • This option includes such actions as the placement of a barrier or guard to protect workers from a process
<ul style="list-style-type: none"> • Administration 	<ul style="list-style-type: none"> • This option is concerned with use of warning signs, training and procedures and is usually included in all of the above more desirable actions to control a hazard

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<ul style="list-style-type: none">• PPE	<ul style="list-style-type: none">• This option is most commonly used of all HOWEVER IT IS THE LEAST DESIRED as it does not remove the hazard and it requires the worker to wear the PPC&E
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EMPLOYEE SIGN OFF

I have been involved in the development of this Work Method Statement and understand the requirements

EMPLOYER	EMPLOYEE	SIGNATURE	DATE
Brisbane Tree Removals – CREW LEADER			
Brisbane Tree Removals			
Brisbane Tree Removals			
Brisbane Tree Removals			
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SAFETY SUPERVISOR SIGN OFF

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