



All Sites Stump Grinding

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SAFE WORK METHOD STATEMENT (SWMS) For All Sites Stump Grinding

PROJECT DETAILS:

Project: Tree Stump Grinding	Area:
Job Address:	
Job Description:	

WORK ACTIVITY: Tree Stump Grinding

Consult relevant workers during development, approval and communication of this SWMS				SWMS Approved by:	Page 1 of 9				
Name: (Include names of workers who were consulted in relation to this SWMS)	Signature:	Job Title:	Date:	Name:					
				Signature:					
				Date:					
Personnel responsible for monitoring and managing activity:				Overall Risk Rating After Controls	<table border="1"> <tr> <td>4 Acute</td> <td>3 High</td> </tr> <tr> <td>2 Moderate</td> <td>1 Low</td> </tr> </table>	4 Acute	3 High	2 Moderate	1 Low
				4 Acute	3 High				
2 Moderate	1 Low								

COMMUNICATE THIS SWMS TO ALL PERSONS INVOLVED IN TASK PRIOR TO WORK COMMENCING

- _____ will conduct regular inspections and observations to ensure SWMS is being complied with.
- Hold Daily Tool Box Talks to identify, control and communicate additional site hazards.
- Cease work immediately if incident or near miss occurs. Amend the SWMS in consultation with relevant persons.
- _____ will approve and communicate amendment to all affected workers before work resumes.
- As required by WHS legislation, make the SWMS available for inspection or review.
- As required by WHS legislation, keep record of SWMS (until job is complete or for 2 years if involved in a notifiable incident).

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IMPORTANT NOTES:

Check local government standards, codes of practice, regulations and legislation for any training requirements before use.

Apprentices and Trainee Personnel are usually permitted to operate certain machinery and equipment provided they are guided and supervised by an experienced and qualified person, while also recording the hours of use in an approved logbook.

WorkCover National Certificates of Competency are nationally recognised and these specific certificates do not have to be changed over to work interstate.

1. Stump grinders are to be used only by authorised persons who are instructed in their safe use.
2. Persons using stump grinders must always refer to the operator's manual for specific safety precautions as the features and design of these machines can vary.

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Task Steps	Potential Hazards/Risks of Each Step	RB	Control Measures - Steps To Follow Safety Checks & PPE	RA	Responsible Officer
NOTE: RB = Risk Rating before controls implemented - RA = Risk Rating after controls are implemented.					
1. General precautions	Flying objects Moving parts	3H	<p>Areas where the machines are to be used must be secured from unauthorised entry.</p> <p>Before starting to use the grinder, make sure all guards and shields over its moving and hot parts are properly installed and are securely fastened.</p> <p>If the work area is near public areas, use barricades.</p> <p>Never use the machine if the guards are not fitted.</p>	2M	
2. Pre-start checks	Damage to machine Failure of blade Damage to tyres	3H	<p>Inspect the machine for any missing, worn or loose fasteners and parts. Check the cutter wheel for cracks and damage. Also check the bolts and the teeth on the cutter.</p> <p>Make sure all tyres are inflated to the proper pressure of 350 kPa in cold conditions.</p> <p>Inspect the rims of tyres for damage, and for missing or loose wheel nuts.</p> <p>Inspect the hydraulic fluid level, engine oil level, fuel level and top up it necessary.</p> <p>Never use faulty equipment.</p> <p>Before using the machine, make sure all faults have been rectified.</p>	2M	

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NOTE: RB = Risk Rating before controls implemented - RA = Risk Rating after controls are implemented.					
			For handling sharp objects or objects with rough edges, and for handling fuel and oil, use of hand protection is necessary.		
3. Preparation for work	Flying objects	4A	<p>Make sure the work area is free of rubbish, wire, loose timber, rocks, etc., as these could get caught in the cutter wheel or could be flung up.</p> <p>Make sure the machine can move about freely while grinding, and it is stable.</p> <p>Never grind stump with other persons are present in the work area.</p> <p>Make sure the work area is safe and clear. Also identify services under the ground.</p> <p>Remove all obstacles and fill up all holes.</p> <p>Do not allow other persons near the grinder.</p>	3H	
4. Operation	<p>Moving machinery</p> <p>Flying objects</p> <p>Noise</p>	4A	<p>At all times when grinding, the operator must remain in his position.</p> <p>During grinding never allow other persons to enter the danger work area.</p> <p>Never cut across roots, as this can lead to the machine pulling and throwing debris.</p>	3H	

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NOTE: RB = Risk Rating before controls implemented - RA = Risk Rating after controls are implemented.					
			<p>Stump grinding machines generate noise at harmful levels when grinding timber.</p> <p>Stop the machine before starting to clear away debris from the cutter wheel.</p> <p>Before the operator leaves his controls, he must stop the machine.</p> <p>If another person has entered the work area, stop the machine.</p> <p>Always avoid the roots, as the cutter wheel may get caught in them.</p> <p>When operating a grinder, make sure of wearing foot, hearing and eye protection.</p>		
5. Transport	Moving parts	3H	<p>Before the machine is loaded onto the trailer, always raise the centre cutting wheel.</p> <p>Follow the specific instructions in the operator's manual for preparing the machine before transporting.</p> <p>Make sure that the machine is attached securely to the trailer before transporting.</p> <p>Make sure there are no loose parts which can fall off the machine or the trailer.</p>	2M	

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NOTE: RB = Risk Rating before controls implemented - RA = Risk Rating after controls are implemented.					
			<p>Always select level ground for loading and unloading the machine.</p> <p>For loading or transporting, always follow the procedures in the operator's manual.</p> <p>Secure the machine using the tie-down points.</p> <p>Never leave any loose items on the machine.</p>		
6. Cleaning and maintenance	<p>Moving parts</p> <p>Cuts and scratches</p>	2M	<p>Before starting to work on the machine, disengage the drive and stop the engine.</p> <p>For handling any hot, sharp or rough parts, always use suitable cut-resistant gloves.</p> <p>Make sure all guards are fitted and secured before the machine is returned to service.</p> <p>Never touch any moving part of the machine.</p> <p>Wearing hand protection is recommended.</p> <p>Never use the machine if there are no guards or they are not fitted.</p>	1L	

References:	
WHS Regs WHS Regs AS4024.1-2014 Series AS 4524.15-2005	C.213 Maintenance of plant 2011 C.221 Plant used in connection with tree lopping 2011 Safety of Machinery Bonded abrasive products–Dimensions – Grinding wheels for cutting-off on stationary or mobile cutting-off machines

PERSONAL PROTECTIVE EQUIPMENT

Personal Protective Equipment Requirements

Foot Protection	Hearing Protection	Protective Clothing	Head Protection	Eye Protection	Hand Protection	Sun Protection	Safety Harness
							

PPE Notes:

The above PPE Requirements are the minimum requirements for all personnel involved in this task. Be sure to conduct a Risk Assessment for other factors that may influence the work environment such as Temperatures – Hot/Cold, Working in the Sun, Night Work etc. Be sure that all PPE used is approved by Australian Standards.

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SIGN OFF

Workers and relevant Persons Conducting Business or Undertaking (PCBU) were consulted for developing this SWMS. I have read the above SWMS and I understand its contents. I confirm that I have the necessary training and skills, including any relevant certifications to undertake the related tasks contained in this SWMS. I agree to comply with any safety guidelines, requirements and recommendations as set forth by the responsible officer within this SWMS including safety instructions and use of recommended Personal Protective Equipment.

Name	Qualifications	Signature	Date	Time	Employer

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RISK ASSESSMENT

References: How To Manage Work Health & Safety Risks C.O.P 2011, AS/NZS 31000 -2009 Risk Management Principles and guidelines

Step 1 Determine Likelihood – What is the possibility that the effect will occur?

	Likelihood	Definition
Almost certain	Expected to happen in most circumstances.	A common and very possible result
Likely	Will probably occur in most circumstances.	Known to have occurred and has happened before
Possible	Might occur at some time	Could occur and is likely it has happened before
Unlikely	Could occur at some time	Not likely to occur
Rare	May occur only in exceptional circumstances	Very unlikely

Step 2 Determine Consequence – Expected Consequences

Level of Consequence	Examples
Insignificant/Acceptable	No consequence – so minor that the consequence is manageable
Minor	First aid treatment only; manageable and contained.
Moderate	Medical treatment; manageable with 3 rd party assistance.
Major	Serious injuries; Down time and loss of productivity
Catastrophic	Death; Very serious consequences

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 Medium	3 High	3 High	4 Acute	4 Acute
Possible	1 Low	2 Medium	3 High	4 Acute	4 Acute
Unlikely	1 Low	1 Low	2 Medium	3 High	4 Acute
Rare	1 Low	1 Low	2 Medium	3 High	3 High

Step 4 Record risk score (Note – Risk scores are only estimated and should not be Solely relied upon)

Score	Action
4 A: Acute	URGENT – Act on and lower the risks immediately. Demands immediate attention.
3 H: High	Decisions required urgently by Management.
2 M: Moderate	Follow instructions given by management.
1 L: Low	Manageable. Review regularly, and if any conditions of work change.

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DISCLAIMER

BlueSafe Australia Pty Ltd supplies a generic template system of word documents that helps the employer to get a head start by providing them with a foundation to build a Work Health & Safety system for their business. BlueSafe Australia Pty Ltd templates are generic in nature and are not designed to be relied solely upon without the customisation of specific tasks.

Acquiring or creating & implementing an WHS System can greatly reduce the risks which are associated with your business, however having a complete WHS System does not 100% insulate a business from accidents or injuries in a workplace, and it does not guarantee that a Compensation Claim won't be filed, however it significantly reduces the probability or likelihood by creating, adjusting and refining your systems as much as possible and ensuring that staff follow them.

The documents provided by BlueSafe Australia Pty Ltd are designed to help the employers' awareness to safety in the workplace, and helping them with the first step to meeting their legislative obligations as an employer. Not only this, but it also creates an awareness for the employee in helping them be aware of their legislative obligations in the workplace, by taking responsibility for their actions, be 'Safety Minded' and helping the employer to create and maintain a safe workplace which also significantly reduces the possibilities and risks of an injury while at work.

The obligation rests with the employer to ensure that all systems in the workplace are applicable, practical and safe for their employees while at work.

BlueSafe Australia Pty Ltd or any of our strategic alliances including associates or any third parties will not and cannot be held responsible for any claims, legal responsibility and litigation resulting from a workplace incident. It is the employers' responsibility to provide a safe work environment for all staff, contractors and visitors in which BlueSafe Australia Pty Ltd does not in any way offer any service that carries or negates that responsibility. BlueSafe Australia Pty Ltd offers a number of products that gives employers a foundation to begin building a comprehensive system in order to meet their legislative requirements and obligations. BlueSafe Australia Pty Ltd will not and does not in any way offer any protection or indemnity from any form of litigation or claims, or any liabilities incurred or sustained. The absolute responsibility to create, implement and maintain a safe system of work and a safe working environment ultimately rests with the employer.

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