

Safe Work Method Statement – Landscaping

This safe work method statement is generic in nature. All PCBU's when undertaking high risk construction work are to have in place a Safe Work Method Statement (SWMS). This SWMS can be used as a guide in developing your SWMS. Where there are differences in the control measures to employed between your and this SWMS the higher of the two control measures are to be implemented – this or your own SWMS. This SWMS needs to be reviewed against site conditions upon commencing work. Where site conditions prevent works to be carried out in accordance with this SWMS than another is to be written and Site Supervisor notified.

Name of PCBU/Employer		Name of Principal Contractor	Bay Building Services 01/06/2023		
Work Activity:	Landscaping	Work Location:			
High Risk Construction Work:	Hazards : Fall from height, mobile equipment, excavations	Site Supervisor			
		Emergency Contact:	1300 766 216	Contact No	
Have workers been consulted about the SWMS?	All workers are required to be consulted with regards to the SWMS and control measures contained in the SWMS.				
Person Responsible for ensuring compliance with SWMS	Different PCBU's/Employers and Contractors will encounter different High Risk activities. All PCBU's/Employers are responsible for reviewing this SWMS against site conditions and ensure work occurs in accordance with the SWMS.				
Person(s) Responsible (for reviewing the SWMS)	PCBU's/Employers should review this SWMS and apply the control measures outlined for the various High Risk activities that they may undertake. Where works can not occur in accordance with this or your own SWMS contact is to be made with the Site Supervisor.				

Work Step	Hazard for Works	Control Measures for the Hazards
Site arrival Site inspection	Injury caused by entry to unsafe areas. Hit by on site vehicles or plant. Falls, slips, trips into open trenches or holes.	<ul style="list-style-type: none"> • Report to site office for site induction before entry to site. • Training and consultation with employees. Training and consultation with employees in safe entry/egress onto site. Ensure open trenches are barricaded. • Training in the use of P.P.E equipment such as safety vests. • Consultation with site supervisor to locate and mark services such as underground power, Telstra, gas & water supply. • Check for road conditions & pedestrian, site workers safety. • Ensure E.P.A environmental requirements are met.

	Hit by on site plant & equipment	
Carry out site levels & clearing.	<p>Persons falling into open trenches.</p> <p>Foot injuries from sharp objects in waste materials and debris cuts & abrasions.</p> <p>Back and shoulder injuries when bending or using hand tools.</p> <p>Hit by on site plant.</p>	<ul style="list-style-type: none"> • Ensure open trenches, services are located and marked before machinery starts on site. • Training in the use of P.P.E equipment such as gloves. Safety footwear should be worn when site cleaning. • Training in manual handling and the use of shovels, rakes and wheelbarrows. Check tools are in good condition. • Ensure machine operator is aware of whereabouts of site personnel. Ensure operator has current certification to operate machine. Wear high visibility vests.
Movement of material around site by truck, plant & equipment and by hand.	<p>Noise, hearing damage or eye damage.</p> <p>Manual handling, back & muscle strain, hand & foot injuries.</p>	<ul style="list-style-type: none"> • Training in the use of P.P.E equipment such as ear and eye protection. • Use correct tool for the task. Training in manual handling and the use of shovels and wheelbarrows. • Train employees in the correct use of tools. Check tools are in good working order. • Keep clear of machine and trucks when it is in operation. • Training in the use of P.P.E equipment such as, safety footwear, vests, gloves.
Weeding	<p>Manual handling – back, knee and muscle strain.</p> <p>Contact or inhalation of chemicals.</p>	<ul style="list-style-type: none"> • Change positions and vary tasks regularly. Stand & stretch regularly. • Wear gloves when handling irritant weeds. Use P.P.E where required. • Provide training in hazardous substances.
Excavation & cultivating	<p>Manual handling – back and muscle strain</p> <p>Hit by plant</p>	<ul style="list-style-type: none"> • Use the correct tool for the task. Training employees in the correct use of tools. • Manual handling training. • Do not overload wheelbarrow and make sure load is even.

		<ul style="list-style-type: none"> • Rotate tasks between employees to prevent repetitive strain injuries. • Ensure machine operator has a current certification to operate machine.
Installation of garden edging pavers	<p>Manual handling – back and muscle strain.</p> <p>Cuts and abrasions when handling pavers. Foot and hand crush, eye damage.</p> <p>Contact / inhalation with sand and cement dust, petrol fumes.</p> <p>Cuts, eye and hearing damage when using brick saw.</p> <p>Burns, inhalation when cleaning pave edge with hydrochloric acid.</p>	<ul style="list-style-type: none"> • Training in manual handling, correct use of tools and equipment. • Wear P.P.E equipment such as gloves, safety footwear & eye protection • Rotate tasks to prevent repetitive strain injuries. • Training in the use of hazardous substances. • Training in the use of P.P.E equipment. • Training in the set up and use of a brick saw. • Training in the use and protection of hazardous substances.
Placing soils	<p>Plant and machinery impact injuries.</p> <p>Manual handling injuries.</p>	<ul style="list-style-type: none"> • Keep clear of machinery when operating in the area. Wear high visibility vests. • Ensure operator is aware of site personnel. • Training in manual handling.
Digging & Planting	<p>Plant & machinery impact injuries.</p> <p>Injuries when using auger.</p>	<ul style="list-style-type: none"> • Keep clear of machinery. Wear high visibility vests. • Training in the use of auger machinery. • Use the correct tool for the task. Training employees in the correct use of tools. Get assistance to move large and heavy plants.

	Back injuries when digging by hand & planting.	
Mulching	Manual handling – back and muscle strain. Eye damage, cuts, dust, inhalation, irritation. Sun burn.	<ul style="list-style-type: none"> • Use correct tools for the task. Stockpile mulch close to work area. • Do not overload wheelbarrow and ensure load is even. • Keep path clear. • Training and consultation in the use of P.P.E equipment. • The use of P.P.E such as cream, hats & protective clothing.
Turf Laying	Plant & machinery impact injuries. Manual handling back and muscle strain when wheeling turf and laying. Manual handling injuries when rolling. Hand & foot injuries.	<ul style="list-style-type: none"> • Ensure employees are aware of on site plant & equipment. • Train employees in the correct use of tools. • Training in manual handling and the use of tools and equipment for task. • Don't overload wheelbarrow. Keep path for wheelbarrow clear and even. Rotate tasks between employees. Check tools are sharp and in good working order. Sheath sharp tool when not using. • Get assistance to lift roller. • Use P.P.E safety boots.
Fertilising	Manual handling injuries. Skin irritation / inhalation.	<ul style="list-style-type: none"> • Training in manual handling. • Training in the use of hazardous substances.
Watering	Manual handling injuries	<ul style="list-style-type: none"> • Load multiple hoses in a wheelbarrow. Training in manual handling. • Roll and tie hoses after each use to prevent tangles.
Installing Fencing	Manual handling back and muscle strain Hit by plant Struck by tool	<ul style="list-style-type: none"> • Keep clear of machinery. Wear high visibility vests. • Ensure underground services are identified (dial before you dig/plan in meter box). When working within 500mm of power conduit hand dig • Training in the use of auger machinery. • Use the correct tool for the task. Training employees in the correct use of tools. Get assistance to move large and heavy plants. • Wear eye protection when using nail guns