



NELSON AGRICULTURAL
 LANDSCAPING SERVICES
 10 EDWARDS RD
 NELSON 2765 NSW
 ABN: 36 422 114 860

As a PCBU, Nelson Agricultural & Landscaping Services under the WHS Regulations 2017, Safe Work method Statements are required to be completed for ALL high risk works prior to the commencement of works, ALL Workers/Contractors & Sub-Contractors required to carry out works SHALL read, agree and sign off on ALL Nelson Agricultural Landscaping Services SWMS, Risk Assessments

SAFE WORK METHOD STATEMENT		SWMS Number:	
Project:		Project No:	
Address of Work Site:			
Employer: Nelson Agricultural and Landscaping Services		Address:	
Brief description of work to be undertaken:			
Manager: Dean Fomiatti		Contact Number: 0418 212 795	
Work Start Date:	Finish Date:	Management SWMS Review:	Date:

If you carry out high risk work, you must ensure a safe work method statement (SWMS) is prepared before work commences. If you employ a principal contractor, they must take all reasonable steps to get a copy of the SWMS before the work commences.

Take into account all relevant matters, including circumstances that may affect the work and work health and safety management plans that may be prepared in connection with a construction project.

If the SWMS is not followed, stop work immediately and only recommence when the statement can be followed.

The SWMS must be understandable to those who use it and should outline:

- the work involved
- the hazards and risks
- the control measures and how they will be implemented, monitored and reviewed

Give a copy of the SWMS to the principal contractor before the work commences. Keep a copy available for inspection and readily accessible to workers until the work is completed, or for at least two years if there is a notifiable incident.

The SWMS must be reviewed and, if necessary, revised when control measures are changed after a notifiable incident.

Document: WHS Safe Work Method Statement	Date Approved	Date Last Amended	Status: Review
Design Date 22/04/2019	01/11/2019	01/11/2019	Draft # 0.08



NELSON AGRICULTURAL
 LANDSCAPING SERVICES
 10 EDWARDS RD
 NELSON 2765 NSW
 ABN: 36 422 114 860

Equipment required for use on Site

Select Equipment that is intended for use **X**;

Slasher		Mulcher/Mower		Turf Mower		Rotary Hoe		Spreader Spinner	
Blecavator		Belt Spreader		Bulk Spreader		Lawn leveller		Scarifier	
Agrivator		Chisel Plough		Disc Plough		Trailing Disc		Yeoman's Plough	
Chainsaw		Spray Unit		Knapsack		Batt, Grinders		Drip Line Plough	
Spray Unit		Deep Ripper		Push Mower		Harrow		Whipper Snipper	
Plastic Laying machine		Zero Turn Mower		Loader on Tractor		Edger			

Operators/Workers MUST Read & Sign relevant Machinery Risk Assessment.

Associated Risks Identified

Select Risks Identified onsite for this project **X**

Entanglement		Cuts		Falls		Chemical		Musculoskeletal		Death	
Heat		Noise		Crush		Environmental		Amputation		Collision	
Electrocution		Burns		Stabs		Entanglement		Trips		Slips	

Licenses/Training & required Certificates

Select the required Certifications for this project **X**

Driver's License		WHS Card		SOA Ticket		VOC Ticket		Other	
Operator Under Supervision		Name of Operator		Hours Completed					
Supervision required	Intermediate	Constant		Name/Position Supervisor					

Document: WHS Safe Work Method Statement	Date Approved	Date Last Amended	Status: Review
Design Date 22/04/2019	01/11/2019	01/11/2019	Draft # 0.08



NELSON AGRICULTURAL
 LANDSCAPING SERVICES
 10 EDWARDS RD
 NELSON 2765 NSW
 ABN: 36 422 114 860

Required PPE

under regulation 46 of the model WHS Regulations. A worker who is provided with PPE by their business must:

- *Use or wear the PPE in accordance with any information, training or reasonable instruction provided by the PCBU, so far as they are reasonably able.*
 - *Not intentionally misuse or damage the PPE.*
- *Inform the business of any damage, defect or need to clean or decontaminate any of the PPE if they become aware of it.*

Select the required PPE for this Project **X**

Safety Footwear		Hi Vis Clothing,		Safety Glasses		Safety Gloves		Full face Shield	
Hard Hat		Sunscreen		Safety Goggles		First Aid Kit		Respiration Mask	
Sun Hat/Cap		Hearing Protection		Fall Protection		L/S Clothes		Fire Extinguisher	

External Stakeholders

Select relevant stakeholders required to be notified✓

Power Company		Gas Company		Local Council		Contractors		Emergency Services	
Landowner		Transport Companies		Neighbour's		Water		Pesticide Manufacturers	

*Any stakeholders contacted or communicated with MUST have documented and recorded conformation of contact;
 (Time & Date of call, Person consulted, Issue discussed, Details of permission grated if applicable, etc.)*

Document: WHS Safe Work Method Statement	Date Approved	Date Last Amended	Status: Review
Design Date 22/04/2019	01/11/2019	01/11/2019	Draft # 0.08



NELSON AGRICULTURAL
 LANDSCAPING SERVICES
 10 EDWARDS RD
 NELSON 2765 NSW
 ABN: 36 422 114 860

Project:		Project No:			
Step No	Process steps List the steps needed to do the job in the sequence to be done	Potential Hazards Against each step list potential hazards that could cause injury when the jobs done	Risk level	Hazard Control Measures	Action By Operator/Worker nominated within signoff
1	Pre-start Truck /Tractor safety				
	Entering and exiting truck/machine	Slip, fall, trip causing injury	Med	Walk around the truck/site, assess worksite for potential hazards, clean tidy site prior to work commencement where practicable. Use 3 points of contact at ALL times.	Operators/Workers
	Assess site traffic conditions and controls	Collision with plant, equipment, or people/pedestrians	High	Attend daily toolbox talk Determine traffic expectations flow for day Take care always and be on the look-out for pedestrian's workers and other plant. Where applicable, place exclusion zones barriers in place to prevent unauthorised entry.	Operators/Workers
	Complete daily pre-start checklist	Dirty/broken windscreen, mirrors, Check Oil, Grease Machine while on site	High	Report/Repair items noted on daily checklist for repair. Implement where required repairs prior to operating equipment.	Operators/Workers
	Check ALL required attachments	Faulty/damaged attachments	High	Verify ALL attachments are where required tested & tagged, undamaged, safe for required usage.	Operators/Workers
	Lifting equipment	Damaged lifting equipment	High	Ensure/check ALL chains, slings etc. are undamaged, safe for use and have current test & tags attached.	Operators/Workers
2	General option				
	Driving on a construction site	Accident causing damage to equip or persons	High	Drive defensively obey road signs and traffic management control plans	Operators/Workers
	Reversing the tractor/Truck	Collision with other plant equipment or persons	Med	Check reversing alarm Use a spotter	Operators/Workers
	Transport of materials	Injury to people other vehicles and occupants	Med	Cover loads always whilst in transit Use appropriate tie down straps as necessary	Operators/Workers

Document: WHS Safe Work Method Statement	Date Approved	Date Last Amended	Status: Review
Design Date 22/04/2019	01/11/2019	01/11/2019	Draft # 0.08



		Overload truck	Med	Only load truck to within safe working load	Operators/Workers
3	Transporting Machinery				
	Loading/unloading of Machine/plant	Falls, Machine rollover, Crush, sprain & strain injuries, collapse, theft	High	Only experienced operators permitted to load/unload machines/plant. Ensure where practicable spotters are utilised to provide guidance during loading and unloading. Ensure 3 points of contact are maintained when exiting/entering machine/plant. Ensure where practicable, heavy lifting has assistance or mechanical aids provided. Where required to leave machinery unattended or overnight that machines/plant is locked, secured and keys removed.	Operators/Workers
4	Arrival on site				
	Traffic management	Collision, Property damage, Vehicle damage.	High	Ensure traffic management plans are adhered to and followed at all times.	Operators/Workers
	Site Traffic and working plant	Collision with or obstruction to traffic	High	Follow site rules and direction of traffic controllers. Maintain visual contact of all plant before manoeuvring your machine.	Operators/Workers
5	PPE				
	Use & required PPE	Serious injury, hospitalisation.	Med	Ensure correct & required PPE is available and used	Operators/Workers
	First aid	Lack of required medical treatment	Med	Ensure when working alone scheduled contact is made to monitor safe working is continued, keep mobile phone on person at all times.	Operators/Workers
6	Loading Zones				
	Delivery of machinery	Collision, crush injuries, death	High	Ensure exclusion zones, barriers are implemented to segregate pedestrians and plant.	Operators/Workers
	Machinery pickup	Collision, crush injuries, death	High	Ensure exclusion zones, barriers are implemented to segregate pedestrians and plant.	Operators/Workers
7	Machine Operation				
	Machine operation	Collision, crush injuries, death	Med	Ensure 100mt exclusion zones are implemented where practicable.	Operators/Workers
	Environment	Rollover, Collision, crush injuries, death	High	Ensure operating area has been assessed for stability & level grounds where practicable. Ensure only experienced operators carry out hazardous machine operation.	Operators/Workers



NELSON AGRICULTURAL
LANDSCAPING SERVICES
10 EDWARDS RD
NELSON 2765 NSW
ABN: 36 422 114 860

Change of attachments, PTO use	Entanglement, Serious injuries, death	High	Do Not get out of the tractor cab until the PTO has been disengaged and the machine's rotating parts have come to a complete stop (preferably switch off the tractor's engine before getting down from the driver's seat). Do Not wear loose clothing around machinery.	Operators/Workers
Change hydraulic lines	Burns, eye injuries, property damage	Med	Disengage specific attachment hydraulic supply before connection/disengagement, where practicable turn machine off.	Operators/Workers
Hot/Cold conditions	Fatigue, heat stroke, dehydration, colds & flu	Low	Ensure All hot/cold conditions are managed with required breaks, correct clothing, fresh drinking water, work requirements are maintained to suit working conditions.	Operators/Workers
Refuel	Fire, environmental, the storage and handling of fuel (e.g. refuelling) may pose a risk of fire and explosion to the operator.	High	Ensure engine is stopped and has cooled down before refuelling. Ensure refuelling occurs in a well-ventilated area. Ensure fuel and refuelling equipment is stored appropriately (e.g. locked storage room away from any possible sources of ignition).	Operators/Workers

Although workers/operators have been nominated as being responsible and abiding by the conditions listed within this SWMS, Nelson Agricultural Landscaping Services recognises its responsibilities in ensuring that ALL workers read, understand and abide by its conditions at ALL times.

Nelson Agricultural Landscaping Services also acknowledge its duty of care as a PCBU and will ensure ALL workers are consulted with and provided copies of ALL SWMS and are also requested to read and sign ALL relevant Risk Management documentation provided by Nelson Agricultural Landscaping Services.

By signing this SWMS, you/I hereby agree that you/I have read and understand ALL requirements of the above SWMS.

You/I also acknowledge the you/I agree to abide by ALL conditions of the above SWMS and understand that Any breach of the conditions set out in the above SWMS placing yourself or others in risk of injury shall result in disciplinary action and possible dismissal.

Document: WHS Safe Work Method Statement	Date Approved	Date Last Amended	Status: Review
Design Date 22/04/2019	01/11/2019	01/11/2019	Draft # 0.08



NELSON AGRICULTURAL
 LANDSCAPING SERVICES
 10 EDWARDS RD
 NELSON 2765 NSW
 ABN: 36 422 114 860

SWMS Sign off and acceptance of proposed work method and associated responsibilities

Name;	Position;	Employed By;	Date;	Signed;
Dean Fomiatti	Operator/Owner	Nelson Ag		
Glenn O'Neill	Operator	Nelson Ag		
Grant Moon	Operator	Nelson Ag		
Raymond Xian	Operator	Nelson Ag		

Relevant references & legislation;

- WHS ACT 2011
- WHS Regulation 2017
- Moving Plant on Construction Site Code of Practice 2004
- Managing risks of hazardous chemicals in the workplace 2014
- Work near overhead power lines 2006 N/A
- RTA "G22" Truck and Plant Requirements
- Excavation Code of Practice 2015
- Project WHS&R Management Plan
- Site Work Guidelines

Document: WHS Safe Work Method Statement	Date Approved	Date Last Amended	Status: Review
Design Date 22/04/2019	01/11/2019	01/11/2019	Draft # 0.08



NELSON AGRICULTURAL
 LANDSCAPING SERVICES
 10 EDWARDS RD
 NELSON 2765 NSW
 ABN: 36 422 114 860

Consequence Severity Level

= Likelihood of Occurrence RR = Risk Rating
 C = Consequence Severity Level

		1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
Impact	Harm to person/s	First aid only	Medical treatment	Lost time injury	Fatality	Multiple Fatalities
	Environmental harm	Environmental nuisance	Minor reversible impact	Reversible impact	Serious reversible impact	Irreversible impact
	Client relationship	N/A	N/A	Client complaint	Multiple client complaints	Termination of service
	Community complaints	N/A	Individual verbal complaint	Formal written complaint	Local media coverage	National media coverage
	Statutory or legal breaches	N/A	N/A	Notice from statutory Authority, legal entity or external auditor	Legal costs incurred or loss of accreditation	N/A
Likelihood of Occurrence	A Event almost certain to occur	High (11)	High (16)	Extreme (20)	Extreme (23)	Extreme (25)
	B Event likely to occur	Medium (7)	High (12)	High (17)	Extreme (21)	Extreme (24)
	C Event possible to occur	Low (4)	Medium (8)	High (13)	Extreme (18)	Extreme (22)
	D Event unlikely to occur	Low (2)	Low (5)	Medium (9)	High (14)	Extreme (19)
	E Rare—only in exceptional circumstances	Low (1)	Low (3)	Medium (6)	High (10)	High (15)

Hierarchy of Controls

Guidance for Use: 'The Hierarchy of Controls' is to be considered when determining the appropriate control measure required to mitigate the risk associated with the work being performed. Users are to consider the highest order controls first (elimination → PPE), or use a combination of controls to appropriately manage the risk.	Order	Hierarchy of Controls	Example of Controls
	1	Elimination	Design or construction methodology alterations
	2	Substitution	Alternative chemicals, plant or equipment
	3	Engineering	Safety switches/grounding device/lifting device/guards
	4	Isolation	Lock Out/Tag Out, Barricade
	5	Administration	Work procedures and training
	6	Personal Protective Equipment	Safety goggles/respirators/protective clothing

Is Assessment Complete: YES NO

Name of Assessor: _____

Signed: _____

Document: WHS Safe Work Method Statement	Date Approved	Date Last Amended	Status: Review
Design Date 22/04/2019	01/11/2019	01/11/2019	Draft # 0.08