



Safe Work Method Statement No. 3

Organisation Details			
Organisation Name:	Ben's Tree Service Pty. Ltd.	Contact Name::	Ben Atkinson
ACN/ABN	21 131 346 659	Contact Position:	Director
Address:	3 Flockhart Drive Marlow Lagoon NT	Contract Phone No:	0416 672 454
Project Details			
Project:	Trim and Remove Trees	Area:	Project Site
Activity:	<i>Chip and Mulch trees, and then remove and dispose of mulch.</i>	This JSEA has been developed in consultation with: Reviewed by: _____ Position: _____ Date: _ / _ /	
Resources / Trades Involved:	Arborists		
Equipment Used:	Wood Chipper/Mulcher, Truck, Leader rope, guide ropes		
Maintenance checks:	Pre start checks, Visual Check during operations, Maintenance and checks while parked up		
Materials Used:	Engine Coolant, Leaded Petrol, Diesel, Hydraulic Fluid, Grease, Herbicide		
Occupational Health Safety or Environmental Legislation:	NT Work Health and Safety Act (National Uniform Legislation) Act and Regulations 2011	Codes or Standards applicable to the works:	NT Code of Practice for Induction for Construction Work Managing the Risk of Falls. Safe Access in Tree Trimming and Arboriculture Managing Risks in Forestry Operations Traffic Management in Workplaces Working in the Vicinity of Overhead and Underground Electrical Powerlines VermeerBC 1800 Wood Chipper Operators Manual



Level	Description of Consequence or Impact	Consequence	Likelihood / Probability		
			L Likely	M Moderate	U Unlikely
H (1) <i>(High level of harm)</i>	Potential death, permanent disability or major structural failure/damage. Off-site environmental discharge/release not contained and significant long-term environmental harm.	H (1) <i>(High)</i>	1	1	2
M (2) <i>(Medium level of harm)</i>	Potential temporary disability or minor structural failure/damage. On-site environmental discharge/release contained, minor remediation required, short-term environmental harm.	M (2) <i>(Medium)</i>	1	2	3
L (3) <i>(Low level of harm)</i>	Incident that has the potential to cause persons to require first aid. On-site environmental discharge/release immediately contained, minor level clean up with no short-term environmental harm.	L (3) <i>(Low)</i>	2	3	3
Level	Likelihood / Probability				
Likely	The event is likely to occur in most circumstances (has occurred at regular intervals in the past) once per day or once per week				
Moderate	The event might occur (has happened occasionally in the past) once per fortnight to once per month				
Unlikely	The event could occur (has rarely happened in the past) once per month to once per year				
RISK MANAGEMENT CONTEXT					
1	HIGH	The activity MUST NOT proceed. Alternate work methods must be identified			
2	MEDIUM	The activity MUST NOT proceed until further risk control is identified. Monitor and supervise to ensure strict compliance with procedures and controls in place			
3	LOW	The activity may proceed with normal supervision after implementing the control measures			



Wood Chipper Safe Work Method Statement Compulsory Personal Protection

Mandatory Personal Protective Clothing Using Wood Chipper	<ul style="list-style-type: none">• Hi Viz Close Fitting Long Sleeved Shirts;• Long Cotton Trousers or Full Length Leg Chaps• Safety Helmets;• Safety Boots;• Approved Eye Protection and Face Mask;• Ear Muffs;• Gloves with Narrow Cuffs;
Mandatory PPE Working Around Wood Chipper	<ul style="list-style-type: none">• Hi Vis Clothing,• Safety Helmet,• Approved Eye Protection,• Safety Boots,• Hearing Protection



Item	Job steps	Hazards	Current Risk Class	Control Measures- Actions to be taken Hierarchy of Controls: Elimination/Design modification, Substitution, Isolation, Engineering, Administrative, Personal Protective Equipment	New Risk Class	Name of persons responsible for work
1	Parking Up, Maintenance of Wood Chipper (Manual Sec 60-1)	Machine degeneration	Medium	Regular maintenance and inspection. (Washing, greasing, tightening bolts, cleaning filters and checking levels). Prestart check list.	Low	All Staff
		Manual handling crush or cut injury during maintenance	Low	Internal training, PPE, locking pin on blade drum (machine design).	Low	All Staff
2	Transport and Towing Wood Chipper (manual Sec 30-1)	Machine Tips on uneven ground or falls off tow bar.	High	Safety Chains on trailer, Breakaway Switch on Truck, Driver Competence. Visual Truck Inspection. Truck inspection Checklist	Medium	Supervisor
		Manual handling injury lifting on/off towbar	H	Workforce Fitness for Work. Manual Handling training and reinforcement through tool box talks.	Medium	Supervisor
		Traffic incident/accident while towing.	H	Operator Competency. Fitness for Work Policy. Reinforcement at tool box talks.	Medium	Supervisor
3	Preparing the Work Area (Manual Sec 40-1) <ul style="list-style-type: none"> Assess area for hazards. Caution off area Remove obstructions 'Start up' checks on mulching machine 	Slip/Trip Fall preparing site	M	Manual Handling training and reinforcement through tool box talks.	L	
		Traffic incident setting up on road	VH	Signs, Barriers, Cones, Flashing Beacons, Traffic Management Companies if needed. Notify (doorknock) local area residents. Use Hi-Vis mesh when within 200m of kids zone.	M	Supervisor
		Contact with overhead power lines	M	Visual Inspections, Power Authority Permits	M	Supervisor
		Melioidosis from handling soil during wet season	H	PPE (gloves) Education via Toolbox talks	L	



	<p>and stump grinder.</p> <ul style="list-style-type: none"> Conduct work team pre-start meeting Check safety gear/equipment Staff to sign off on procedure 	Reaction to plants or wildlife.	M	PPE, Personal allergy register for employees. Individual allergies declared in employment pack.	L	All Staff
		Environmental Contamination	M	Chipper maintenance, minimal quantities	L	All Staff
3.1	Job Site in Remote Area	First Aid or Emergency Services not available.	VH	Enhanced first aid kit. Senior First Aid Training for all employees. At least one current first aider for each work team. Emergency Response Procedure.	M	Supervisor
		Communications coverage not available.	VH	Satellite phone for remote jobs. Base communication protocol.	M	Supervisor
4	<p>Setting up Wood Chipper (Manual Sec 22-1)</p> <ul style="list-style-type: none"> Position chipper in safe working area Start chipper as per start up procedure Ensure cordoned area for chipper is clear Check safety switches/emergency switches are working Throttle chipper 	Machine Damage from incorrect set up	M	Operators competency, use of spotters to assist set up	L	All Staff
		Crush or Manual Handling injury during set up	M	Fitness for Work. PPE. Manual Handling education through posters and toolbox talks.	L	All Staff



5	Assessing Materials for Chipping (Manual Sec 50-11)	Slip/Trip or Fall/Manual Handling	M	Fitness for Work. PPE. Manual Handling education through posters and toolbox talks.	L	All Staff
		Insect, wildlife attack or allergic reaction	M	PPE. Personal allergy register for employees. Individual allergies declared in employment pack.	L	All Staff
		Cuts or abrasions	M	PPE	L	All Staff
6	Feeding material manually (Manual Sec 50-12) Feed branches as per recommended use (from side of feed table) refer operators manual	Manual handling or crush injury feeding branches	H	PPE, "Smart Feed" Design in Machine. Procedure to move away from machine after feeding per manufacturer's guideline Operator experience cutting loads to safe feed sizes. Operations Manual placed on machine. Process reinforcement. Vermeer training video shown at tool box talks and at employee induction. Manual handling awareness education and posters.	M	Supervisor
		Pulled into machine through loose clothes or incorrect gloves.	VH	See above. Use of mandatory PPE. Machine design for use of emergency bars.	M	Supervisor
		Part of body caught by loose wire or rope attached to feed	VH	See above. Observer exclusion zone. Use coloured ropes to contrast with chipping material. Limit excess rope on ground. Visual assessment of chipping load to look for entangled attachments, prior to feedings.	H	Supervisor
7	Feeding material using winch rope (Manual Sec 50-17)	Struck by winch rope which separates from feed.	H	Standardise and publish hand signals for winch rope use. Vermeer training video shown at tool box talks and added to employee induction.	M	Supervisor
		Winch rope entraps operator	H	See above	M	Supervisor
		Winch rope separates and goes into machine.	H	See above	M	Supervisor



8	<p>Operating Chipper and Managing Wood Chips (Manual Sec 50-1)</p> <ul style="list-style-type: none"> • Ensure mulch discharge is entering the bin of the truck • Once all branches are mulched throttle machine back to idle • Clean up working area ready for next branch(s) to chip 	Hands or other body parts pulled into machine	VH	Procedure to move away from machine after feeding per manufacturer's guideline. Use of mandatory PPE. Machine design for use of emergency bars. Process reinforcement. Vermeer training video shown at tool box talks and added to employee induction.	M	Supervisor
		Eye or strike injury through badly directed wood chips	H	Operator aligns chute, PPE, Exclusion barriers for visitors, Signage, Operator understanding of Vermeer Guidelines. Additional signage between truck and chipper. Vermeer training video shown at tool box talks and added to employee induction.	M	Supervisor
		Burn injury from machine parts or hydraulic oil.	M	PPE, Machine design limits hot surfaces.	L	All Staff
		Noise Induced Hearing Loss Operating Machine	H	PPE, Operating times are minimised, Machine turned off when not in use.	L	All Staff
		Injuries due to slippery equipment or loads during wet conditions	H	PPE. Cease work during wet conditions. Manual handling awareness education and posters.	L	All Staff
		Injuries due to plant bearings or blades disintegrating	M	Regular Maintenance, Formal pre-start checks.	L	All Staff
		Fatigue or heat stress	H	Work practice provides hydration facilities and ability to stop work if symptoms noticed. Hydration education through tool box talks. Formalise working in heat policy.	L	All Staff
		Visitor on member of public unaware of operational hazards.	VH	Barriers and signs to designate exclusion zone. Use Hi-Vis mesh when within 200m of kids zone. Awareness and observation by operators. Reinforce operator's responsibilities at toolbox talks.	H	Supervisor
		Inadequate emergency and first aid application	H	Emergency Response Procedure (Ring 000 and use RDH), First Aid Kits and Operator First Aid knowledge. Current senior first aid qualifications for employees. Reinforce Emergency Procedure at Tool Box talks.	M	Supervisor



		Contaminate environment from fuel or poisons spills	M	Minimum quantities for poisons and fuel. Spill kits carried on jobs.	L	All Staff
9	Managing blockages and stoppages (Manual Sec 51-1)	Entrapment or other body parts pulled into machine clearing blockage	VH	Machine design moves blades forward and in reverse at low speed. Machine then turned off and blockages removed by hand.	L	All Staff
		Wood chips or blockages ejected while reversing blade operations.	H	Blades reverse at low speed. Procedure in Vermeer manual is followed.	L	All Staff
		Manual handling or crush injury clearing blockage	M	Fitness for Work. PPE. Fitness for Work. PPE	L	All Staff
10	Cleaning up site and placing sweepings in truck	Cuts, bites, manual handling, allergic reactions while placing sweepings in chip truck	M	PPE. Personal allergy register for employees. Individual allergies declared in employment pack.	L	All Staff
11	Demobilising site, hooking up chipper and disposing of mulch (Manual Sec 23-1 for Shutdown) <ul style="list-style-type: none"> Ensure all mulch has been collected Start truck as per start up procedure 	Manual handling during clean up.	M	Fitness for Work. PPE, Manual handling awareness education and posters.	L	All Staff
		Environmental contaminants transported from site.	M	Recognition of contaminants, Understanding Flora. Disposing at appropriate location.	L	All Staff
		Traffic incident while towing.	H	Operator Competency. Fitness for Work Policy. Reinforcement at tool box talks.	M	Supervisor
		Manual Handling injury disposing of mulch.		Fitness for Work. PPE, Manual handling awareness education and posters.	L	All Staff



	<ul style="list-style-type: none"> • Ensure mulch is secure in the bin of the truck • Dispose of mulch in accordance with guidelines (Bens Tree Service are Environmentally friendly, and is policy is to recycle all mulch) 	Crush Injury Reversing and Parking Chipper at Depot	M	Operator's competency, use of spotters to assist parking. Machine maintenance. PPE	L	All Staff
	Emergency Procedures	Injury - Major Cuts/ Laceration		<ul style="list-style-type: none"> • Shut off engine and remove key • Call 000 • Engage First Aid Office • Apply pressure bandage to slow the bleeding • Sit injured person in shade with water • Stay with injured person until ambulance • Inform office or Ben Atkinson 	H	Supervisor
		Injury - Minor Cuts/ Injury Laceration		<ul style="list-style-type: none"> • Shut off engine and remove key • Engage First Aid Office • Access injury • Apply pressure bandage • Sit injured person in shade with water • take injured to nearest medical centres, hospital or call ambulance • Inform office or Ben Atkinson 	M	Supervisor



Amendments or Additions					
Item	Job steps	Hazards	Risk Class/ Ranking	Control Measures- Actions to be taken Hierarchy of Controls: Elimination/Design modification, Substitution, Isolation, Engineering, Administrative, Personal Protective Equipment	Name of persons responsible for work
Qualifications and experience required to complete the task		Personnel, Duties and Responsibilities (Supervisory staff and others)		Training Required to Complete Work	
Competent in use of chipper/mulcher		Arborist Ground Crew		None	
Truck licence		Truck drivers delivering mulch		None	
Construction Industry Induction		All		None	
Senior First Aid		All		St. John Ambulance	
Engineering Details / Certificates / NT WorkSafe approvals:					



This SWMS has been developed through consultation with our employees and has been read, understood and signed by all employees undertaking these works:

Name: Please Print	Signature:	Date:
Ben Atkinson		
Matthew Costello		
Simon Pugh		

Review No	01	02	03	04	05	06	07	08	09
Initial:									
Date:									