

SAFE WORK METHOD STATEMENT

SWMS No. 09 – SEED COLLECTION



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VERSION CONTROL				
		Approved		
Original version	1/11/2012	Matthew Bateman	Signature:	Natural Area Services Manager
Date of this version	03/06/2016	Luke McWilliam		Natural Area Services Manager
Review Date Due	30/06/2017	Name:	Signature:	Position

WORK LOCATION
 Various work sites throughout Moreton Bay Regional Council boundaries /
 Various work sites throughout Sunshine Coast Regional Council boundaries /
 Other

WORK ACTIVITY

SWMS SUBMITTED TO

Company	Moreton Bay Regional Council / Sunshine Coast Regional Council / Other
Key Contact	
Signature	
Date	

EMERGENCIES
 In the event of an incident or emergency, follow the instructions provided during the Site Specific Induction. All incidents must be reported to your Supervisor and Barung Landcare's Work Health and Safety Officer. If required the site supervisor will contact emergency services on 000. If requested to evacuate the site, you must do so immediately and gather at the designated site assembly point.

PPE REQUIRED

 Disposable overalls <input type="checkbox"/>	 Dust mask /respirator <input type="checkbox"/>	 Gloves <input checked="" type="checkbox"/>	 Hard hat <input checked="" type="checkbox"/>	 High visibility clothing <input checked="" type="checkbox"/>	 Hearing protection <input type="checkbox"/>
 Long sleeves and pants <input checked="" type="checkbox"/>	 Protective visor <input type="checkbox"/>	 Safety glasses <input checked="" type="checkbox"/>	 Steel capped safety boots <input checked="" type="checkbox"/>	 Sunscreen <input type="checkbox"/>	Other <input type="checkbox"/>

FIRE AND EMERGENCY EQUIPMENT REQUIRED					
First Aid Kit <input checked="" type="checkbox"/>	Fire Extinguisher <input type="checkbox"/>	Signage <input type="checkbox"/>	Spill Kit <input type="checkbox"/>	Other <input type="checkbox"/>	
PLANT, EQUIPMENT AND TOOLS REQUIRED					
Backpack spray unit <input type="checkbox"/>	Brush Cutter <input type="checkbox"/>	Backpack <input checked="" type="checkbox"/>	Motor Vehicle <input checked="" type="checkbox"/>	Ladder <input checked="" type="checkbox"/>	Map of work site <input checked="" type="checkbox"/>
TRAINING/CERTIFICATION REQUIRED FOR THIS SWMS					
ACDC Licence <input type="checkbox"/>	Chainsaw Level 1 & 2 <input type="checkbox"/>	Construction White Card <input type="checkbox"/>	First Aid Certificate <input type="checkbox"/>	Site Specific Induction <input type="checkbox"/>	Other <input type="checkbox"/>
CODES OF PRACTICES, LEGISLATION AND ASSOCIATED SWMS APPLICABLE TO THIS SWMS					
<p>Legislation & Regulations</p> <ul style="list-style-type: none"> • Environment Protection and Biodiversity Conservation Act 1999 • Environment Protection and Biodiversity Regulations 2000 • Nature Conservation Act 1992 • Nature Conservation (Wildlife) Regulation 2006 • Work Health and Safety Act 2011 • Work Health and Safety Regulation 2011 <p>Codes of Practice</p> <ul style="list-style-type: none"> • First Aid in the Workplace Code of Practice 2014 • Hazardous Manual Tasks Code of Practice 2011 • How to Manage Work Health and Safety Risks Code of Practice 2011 • Managing the Work Environment and Facilities Code of Practice 2011 • Work Health and Safety Consultation, Co-operation and Co-ordination Code of Practice 2011 <p>SWMS</p> <ul style="list-style-type: none"> • SWMS 3. Working in Hot Conditions • SWMS 4. Working in Cold Conditions • SWMS 5. Soil Borne Diseases and Infections • SWMS 6. Bites and Stings • SWMS 7. Manual Handling • SWMS 8. Working in Snake Habitat • SWMS 9. Seed Collection • SWMS 23. Working Near Roadsides • SWMS 27. Working at Heights 					

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RISK IDENTIFICATION AND CONTROLS

R1 Risk without controls

R2 Risk with controls

Procedure	Possible hazard(s)	R1	Safety control(s)	R2
Walking through bush to reach seed sources	Cuts and scratches to body, face and eyes	M	<ul style="list-style-type: none"> Minimise distance that has to be walked to seed source. Take the route with the least obstruction. Wear appropriate PPE eg. glasses, gloves, hard hats. 	L
	Ground level trips and falls	M	<ul style="list-style-type: none"> Wear boots that are suitable for walking, and sufficiently sturdy for the terrain. Communicate within the team about the location of trip hazards such as fallen logs and steep banks. 	L
	Weather exposure	M	<ul style="list-style-type: none"> Check the weather prior to leaving the depot; only collect seed when weather permits. Carry warm and weatherproof clothing in case the weather changes suddenly. 	L
	Becoming lost	M	<ul style="list-style-type: none"> Ensure that all participants know the boundaries of the survey area and remain within them at all times. Set times at which teams must return or report to the Project Manager. Instruct that any participant who becomes lost should find the nearest shelter and remain there while using an agreed distress signal eg. three whistle blasts. Work in pairs as a minimum group size. 	L
	Inability to communicate in the event of emergency	H	<ul style="list-style-type: none"> Ensure that all participants/teams have means of communicating an emergency signal (eg: mobile phone, radios) and fully understand the signals to be used if required. 	L
Reaching for seed	Postural and overuse muscle strains	M	<ul style="list-style-type: none"> Rotate tasks to guard against postural or overuse injuries, even if participants are not experiencing discomfort. 	L
Using ladders to reach seeds	Impact injuries from objects falling from overhead	M	<ul style="list-style-type: none"> Check that no participants are working directly beneath other participants. Wear appropriate PPE eg. glasses, gloves, hard hats. 	L

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Procedure	Possible hazard(s)	R1	Safety control(s)	R2
	Falls from trees or ladders	H	<ul style="list-style-type: none"> Maintain three points of contact at all times. Use ladders as per their specification e.g. don't overload ladders or use top step. Rotate tasks to guard against postural or overuse injuries, even if participants are not experiencing discomfort. Ensure that no participants are working directly beneath other participants. 	L
Using hand tools to harvest seed	Injury from misuse of tools	M	<ul style="list-style-type: none"> Explain and demonstrate how to carry, put down and store the tools giving consideration to both the user and any third party. Maintain a safe working distance between participants. 	L
	Injury from falling tools	M	<ul style="list-style-type: none"> Ensure tools are anchored to users when operating hand tools on ladders. Ensure that no participants are working directly beneath other participants. 	L
Transporting seed back to vehicle	Postural and overuse muscle strains		<ul style="list-style-type: none"> Minimise the distances over which seed stock needs to be carried. Ensure weight is balanced on left and right sides of the body when transporting it. Take a backpack to carry seed rather than buckets. 	
	Overall risk rating	M	Overall risk rating with controls	L

All staff are responsible for implementation of control measures; Leading Hands and Supervisors to oversee implementation of control measures, ensure appropriate materials, PPE etc available and SWMS are read and understood by all staff. Review of control measures to take place as part of annual review. General monitoring of control measures undertaken as part of normal work onsite and at Toolbox meetings.

ASSESSING THE LEVEL OF RISK

An important part of formulating your risk control strategies is understanding the level of risk remaining once these are in place, whether you believe the risks are then acceptable and if the activity can proceed. It should also be used to prioritise those risks that require closer management than others.

This is done using a standard risk matrix to provide a “Risk Rating”. The risk matrix uses two measures to determine the level of risk:

Likelihood – how likely is it that a person will be injured by the risk?

Consequence – If an injury occurs what would the likely consequences be?

The following descriptors are a guide in determining these two measures.

Likelihood		Consequence	
Descriptor	Outcome Description	Descriptor	Outcome Description
Highly unlikely / rare	Remote possibility (less than once every 5+ years)	Insignificant	No injuries
Unlikely	Not expected to occur (may occur every 1-5 years)	Minor	On-site first aid treatment
Quite possible	Occurs occasionally (monthly – yearly)	Moderate	Medical treatment required, loss of time
Likely	Occurs regularly (weekly – monthly)	Major	Serious injury, hospitalisation
Almost certain	Expected to occur (daily – weekly)	Catastrophic	Death, permanent disability

The level of risk is then simply obtained by using the following table and the likelihood and consequence that has been determined for each risk. For example, a risk that has a likelihood of “unlikely” and a consequence of “moderate” will be a Medium level of risk.

Likelihood		Consequence				
		Insignificant	Minor	Moderate	Major	Catastrophic
Highly unlikely		L	L	L	M	H
Unlikely		L	M	M	H	H
Quite possible		L	M	H	H	E
Likely		M	H	H	E	E
Almost certain		M	H	E	E	E

E	=	Extreme risk	– Do Not Proceed
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H	=	High risk	– Requires consultation with the Group Management Committee
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M	=	Moderate risk	– Project Managers with less than 3 months experience must consult with Group Management Committee
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L	=	Low risk	Standard on-site risk management
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ADDING EXTRA RISKS AND RISK CONTROL STRATEGIES

When a new risk is identified, appropriate control strategies must be determined and a new cell on the form must be completed and dated. This way the project risk assessment can just continue to grow as a project proceeds.

Different task – same site: Just add any risks associated with the new task.

Different site – same task: Add locational risks in additional cells. Also complete the location reference points and emergency contacts with the dates applicable.

