

## TURF LAYING SAFE WORK METHOD STATEMENT (SWMS)

Business Contact:	Phone #:	Principal Contractor (PC):	
Responsible person (for monitoring SWMS and work):		PC Address:	
Signature:	Date:	PC Phone #:	Date SWMS provided to PC:
Contact Phone #:		Job Site Address:	

<b>SITE MANAGEMENT PLAN</b>	Is the work associated with a Construction Project? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes – This SWMS must align with requirements of the Site Management Plan in place for the Construction Project.
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**THIS WORK ACTIVITY INVOLVES THE FOLLOWING “HIGH-RISK CONSTRUCTION WORK” (HRCW - IDENTIFIED IN THE JOB TASK COLUMN)**

- |  |   |  |   |
|--|---|--|---|
| <input type="checkbox"/> Confined spaces   | <input checked="" type="checkbox"/> Mobile plant movement | <input type="checkbox"/> Demolition of a load-bearing structure  | <input type="checkbox"/> Asbestos disturbance         |
| <input type="checkbox"/> Using explosives  | <input type="checkbox"/> Diving work                      | <input type="checkbox"/> Artificial extremes of temperature  | <input type="checkbox"/> Tilt-up or pre-cast concrete |
| <input type="checkbox"/> Pressurised gas distribution mains or piping chemical, fuel or refrigerant lines energised electrical installations or services |   |  |   |
| <input type="checkbox"/> Structures or buildings involving structural alterations or repairs that require temporary support to prevent collapse          |   |  |   |
| <input type="checkbox"/> Involves a risk of a person falling from 2m or more, including work on telecommunications towers                                |   | <input type="checkbox"/> Work in a ceiling space (W.A. Only)   |   |
| <input type="checkbox"/> Working at depths greater than 1.5 metres, including tunnels or mines   |   | <input checked="" type="checkbox"/> Work in an area that may have a contaminated or flammable atmosphere |   |
| <input type="checkbox"/> Work carried out adjacent to a road, railway or shipping lane, traffic corridor   |   | <input type="checkbox"/> In or near water or other liquid that involves the risk of drowning             |   |

**WORKING WITH A RISK OF A FALL OVER 2 METRES.** Select the fall from height 'hierarchy of control level' considered when establishing controls:

- |   |   |
|---|---|
| <input type="checkbox"/> L 1: Work on the ground or solid construction                                | <input type="checkbox"/> L 4: Use a fall arrest system e.g., safety harness, catch platforms  |
| <input type="checkbox"/> L 2: Use a passive fall restraint system e.g., guard rails, scaffolding, EWP | <input type="checkbox"/> L 5: Implement administrative controls e.g., signage, or instruction |
| <input type="checkbox"/> L 3: Use a work positioning system e.g., travel restraint, rope access       | <input type="checkbox"/> Other?   |

More than one of these measures to reduce risk can be used. For example, engineering controls like edge protection can be implemented with administrative controls like training and use of this SWMS, while wearing PPE (non-slip shoes). Please describe why it is not reasonably practicable to use higher-order control measures. E.g. The job is less than 5 minutes on a ladder.

Personal Protective Equipment (PPE)												
FOOT PROTECTION	HEARING PROTECTION	HIGH VISIBILITY	HEAD PROTECTION	EYE PROTECTION	FACE PROTECTION	HAND PROTECTION	PROTECTIVE CLOTHING	BREATHING PROTECTION	SUN PROTECTION	SAFETY HARNESS	Do not wear rings, watches or jewellery that may become entangled. Long and loose hair must be tied back.	
											<input checked="" type="checkbox"/>	
JOB TASK	HAZARDS	IR	CONTROL MEASURES								RR	RESPONSIBLE PERSON
			<i>INHERENT RISK-RATING (IR) BEFORE CONTROLS - RESIDUAL RISK-RATING (RR) AFTER CONTROLS</i>									
1. Planning	Extreme weather	3H	<ul style="list-style-type: none"> <li>Check weather conditions – do not work in extreme conditions</li> <li>Reschedule works to work in more moderate temperatures.</li> </ul>								2M	<b>Supervisor</b> to maintain awareness of weather conditions  <b>Operator</b> to follow controls
	Hyperthermia Hypothermia	3H	<ul style="list-style-type: none"> <li>Ensure workers trained to recognise the symptoms of hyperthermia and hypothermia</li> <li><b>Hot conditions. Ensure:</b> <ul style="list-style-type: none"> <li>Suitable protective clothing</li> <li>Sun brim on hard hats</li> <li>Safety glasses - UV rated</li> <li>Use 30+ sunscreen on exposed skin</li> <li>Adequate drinking water</li> <li>Access to shade on breaks</li> <li>Adequate breaks.</li> </ul> </li> <li><b>Cold conditions. Ensure:</b> <ul style="list-style-type: none"> <li>Schedule warm-up breaks</li> <li>Hold breaks inside</li> <li>Dress warmly in layers</li> <li>Stay dry (wet clothing chills the body rapidly)</li> <li>Workers must get out of the cold as soon as they can if starting to feel symptoms</li> <li>Alcohol, cigarettes, caffeine and certain medications increase susceptibility to cold.</li> </ul> </li> </ul>								2M	
	Bites & stings from insects reptiles, hazardous plants	3H	<ul style="list-style-type: none"> <li>First Aid requirements:               <ul style="list-style-type: none"> <li>Provision of first aid equipment - adequate Bites/Stings First Aid kit is available</li> <li>Each worker must have access to the equipment</li> <li>Workers have access to facilities for the administration of first aid</li> <li>Ensure vaccinations (such as Hepatitis B, tetanus.) offered for staff</li> <li>people with known allergic responses should consult a doctor and ensure appropriate kit is available at all times (Including EpiPen - in date).</li> </ul> </li> </ul>								2M	
2. Arrival on-site & assess onsite conditions	Personal injury, property damage &/or environmental incident	3H	<ul style="list-style-type: none"> <li>The vehicle should be positioned in a safe location, clear of traffic/vehicles/pedestrians during equipment delivery and materials removal (deploy physical barriers, caution signs as necessary)</li> <li>Do not park illegally</li> <li>Identify and obey all safety-related signage (check site entry requirements)</li> <li>Report to Site Supervisor</li> <li>Ensure site-specific induction undertaken</li> <li>Assess mobile phone reception</li> </ul>								2M	<b>Supervisor</b> to check the site and conduct JSA where necessary

JOB TASK	HAZARDS	IR	CONTROL MEASURES		RR	RESPONSIBLE PERSON
			<i>INHERENT RISK-RATING (IR) BEFORE CONTROLS - RESIDUAL RISK-RATING (RR) AFTER CONTROLS</i>			
			<ul style="list-style-type: none"> <li>The worksite is exactly as detailed in Terms of Agreement or contract</li> <li>Complete a JSA specifying the control measures of unanticipated hazards.</li> </ul>			
3. Work area set-up	Unauthorised access to the work area	3H	<ul style="list-style-type: none"> <li>Build and secure the proper barricades with adequate signage:               <ul style="list-style-type: none"> <li>Erected before the commencement of work</li> <li>Kept in position at all times until the work is completed and it is safe to remove</li> <li>Regularly inspected and maintained</li> </ul> </li> <li>Use lockout procedures to prevent unauthorised use of plant</li> <li>Provide information to workers and other people on-site advising them of the exclusion zones</li> <li>Delivery of goods, materials and equipment should only be made through the public areas during off-peak periods</li> <li>Provide supervision so that no unauthorised person enters an exclusion zone.</li> </ul>		2M	<b>Supervisors &amp; Workers</b> to follow controls
4. Environment	Environmental impact	3H	<ul style="list-style-type: none"> <li><b>Noise &amp; vibration</b> - Be aware of maximum noise levels at the site</li> <li>The plant is maintained to minimise noise</li> <li>No noise produced outside council approved hours of operation</li> <li><b>Air quality</b> - Water sprays or dust suppressants methods are in place</li> <li>Where there is powered mobile plant movement generating dust use water spraying methods and cover loads on trucks while in transit</li> <li><b>Waste</b> - Place all wastes and rubbish in bins or other appropriate containers</li> <li>Separate recycle waste from general waste</li> <li>Do not mix waste with spoil</li> <li><b>Fuels, oils &amp; chemicals</b> - Minimum amounts of hazardous substances kept on site</li> <li>Labelled and securely stored</li> <li>Re-fuelling of vehicles/equipment undertaken at least 6m from drains and waterways</li> <li>Follow SDS directions for disposal of chemicals in approved waste containers</li> <li>A spill kit is available at all times &amp; spills cleaned up immediately follow SDS directions</li> <li>Cover all open fertilisers containers (spreaders, air seeders) when leaving exposed (overnight)</li> <li>Ensure fertilisers bags are washed clean of fertiliser and hazardous constituents before repair and re-use. Check with manufacturer for instructions regarding detergent compatibility</li> <li><b>Waterways &amp; soils</b> - Do not wash out plant, equipment or containers where residue can enter waterways or drains</li> <li><b>Native vegetation &amp; weeds</b> - Provide site-specific information on any specifically protected vegetation on site</li> <li>No disturbance of vegetation communities outside the defined work area</li> <li>Ensure that plant is washed free of dirt, vegetation, debris before travelling between sites.</li> <li><b>Vehicle movement</b> - Follow site TMPs, only travel on established tracks and roads</li> </ul>		2M	<b>Supervisors</b> to check all controls in place and followed  <b>Workers</b> to follow controls and make supervisor aware of any issues