



Guidance for Achieving WHS Compliance

This WHS manual is provided as a resource for Business Owners to begin developing a Work Health and Safety Management System (WHSMS) that will assist them in meeting their WHS obligations. This manual in its current format is not compliant with WHS legislation and will require the input of Business Owners.

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Terms and Definitions

Divisional Hazards	Hazards that are specific to the mowing business e.g. Worker being struck by passing vehicles, UV radiation, skin cancers, hidden obstacles in grass when mowing.
DFSO	Jim's Mowing Divisional Franchisor
FSE	Jim's Mowing Franchisee
FSO	Jim's Mowing Franchisor
PCBU	Person conducting a business or undertaking, for example Regional Franchisors and Franchisees.
PPE	Personal Protective Equipment
RFSo	Jim's Mowing Regional Franchisor
SDS	Safety Data Sheet (still referred to as a MSDS under Victorian Laws)
SWMS	Safe Work Method Statement
WHS	Workplace Health and Safety
Worker	A person who carries out work in any capacity for a Jim's Mowing business. This includes Regional Franchisors, Franchisees, employees and contractors. Note: a Franchisee is not a worker for a Franchisor, but a worker for their own business.

Introduction

As a Jim's Mowing RFSO / FSE we are committed to the Work Health and Safety of our workers, customers, suppliers, contractors and the general public. As a demonstration of our commitment to Work Health and Safety we have a signed WHS policy.

Procedure

The WHS policy is:

- Developed in consultation with workers;
- Signed by the RFSO / FSE;
- Communicated to all workers through the induction process;
- Made available to any persons on request; and
- Reviewed every 2 years with workers and, where applicable, updated.

Associated documents

[WHSF01 Work Health and Safety Policy](#)

Introduction

As a Jim's Mowing RFSO / FSE we are committed to proactive consultation to ensure that the highest level of protection is provided to all workers. As a minimum, RFSO and FSE will consult with one another and Workers as specified in the relevant WHS legislation.

Procedure

When the consultation will occur

The RFSO / FSE will, so far as is reasonably practicable, consult with workers who carry out work for the business who are, or are likely to be, directly affected by a matter relating to work health or safety.

RFSO and FSE will consult with one another and Workers on the following matters:

- When identifying hazards and assessing risks to health and safety arising from the work carried out or to be carried out by the business.
- When making decisions about ways to eliminate or minimize those risks,
- When making decisions about the adequacy of facilities for the welfare of Workers,
- When proposing changes that may affect the health or safety of Workers,
- When making decisions about the procedures for:
 - Consulting with Workers, or
 - Resolving work health or safety issues at the workplace, or
 - Monitoring the health of Workers, or
 - Monitoring the conditions at any workplace under the management or control of the person conducting the business or undertaking, or
 - Providing information and training for Workers.

Where the consultation will occur

Formal and informal consultation arrangements include, but are not limited to:

- Scheduled meetings as part of the Franchise Agreement. At these meetings WHS is a standing agenda item and minutes of the meeting are recorded;
- Completing SWMS on the task; and
- Preparing and issuing a Monthly Newsletter.

How the consultation will occur

The nature of the consultation will be as follows:

- Relevant information about the matter is shared with workers;
- Workers will be given a reasonable opportunity to:
 - Express their views and to raise work health or safety issues in relation to the matter, and
 - Contribute to the decision making process relating to the matter
- The views of Workers are taken into account by the RFSO / FSE, and
- The Workers consulted are advised of the outcome of the consultation in a timely manner.

If the Workers are represented by a Health and Safety Representative, the consultation will involve that representative.

All RFSO, FSE and Workers are actively encouraged to provide feedback to each other and the Divisional Franchisor on work health and safety matters.

Associated documents

[WHS02 Record of Meeting / Training](#)

Introduction

To ensure that WHS issues are resolved in a systematic and timely manner we have an issue resolution process in place that is communicated to all key stakeholders.

Procedure

If a RFSO / FSE or Worker has a health and safety issue they shall try to resolve the issue in accordance with the Issue Resolution Flowchart outlined on following page of this manual.

If the FSE or Worker considers the matter an immediate threat to someone's health and safety, they shall call the RFSO to discuss. If the RFSO cannot manage or take action on the immediate threat, they shall contact the DFSO to discuss.

If the issue cannot be rectified and the FSE or Worker does not believe they are able to work safely, they shall cease work until the issue is resolved.

In attempting to resolve the issue, the following factors shall be considered:

- The degree and immediacy of risk to Workers or other persons involved in the issue;
- The number and location of Workers and other persons affected by the issue;
- The temporary or permanent measure that will be implemented to resolve the issue; and
- The person responsible for implementing the resolution measures.

The RFSO, FSE or Worker may be assisted or represented by a person they nominate.

All issues raised will be recorded on an Incident / Hazard Report, including corrective actions.

Associated documents

[WHSP04 Incident Reporting and Investigation Procedure](#)

[WHSF03 Issue Resolution Flowchart](#)

[WHSF04 Incident / Hazard Report](#)

[WHSF07 WHS Actions Register](#)

Introduction

To ensure the effective management of WHS incidents we have processes for the internal and external incident reporting, recording and investigation.

Definitions

Term/Abbreviation	Definition
Incident	Any unplanned event resulting in, or having the potential for injury, ill health, damage or other loss.
Notifiable incident	The death of a person or a serious injury or illness of a person or a dangerous incident.
Serious injury or illness	<p>Serious injury or illness requiring the person to have:</p> <ul style="list-style-type: none"> • immediate treatment as an in-patient in a hospital; or • immediate treatment for: <ul style="list-style-type: none"> • the amputation of any part of his or her body; or • a serious head injury; or • a serious eye injury; or • a serious burn; or • the separation of his or her skin from an underlying tissue (such as de-gloving or scalping); or • a spinal injury; or • the loss of a bodily function; or • serious lacerations; or • Medical treatment within 48 hours of exposure to a substance
Dangerous incident	<p>An incident in relation to a workplace that exposes a Worker or any other person to a serious risk to a person's health or safety emanating from an immediate or imminent exposure to:</p> <ul style="list-style-type: none"> • an uncontrolled escape, spillage or leakage of a substance, implosion, explosion, fire, escape of gas or steam, escape of a pressurised substance • electric shock; or • the fall or release from a height of any plant, substance or thing; or • the collapse, overturning, failure or malfunction of, or damage to, any plant that is required to be authorised for use in accordance with the regulations; or • the collapse or partial collapse of a structure; or • the collapse or failure of an excavation or of any shoring supporting an excavation; or • the inrush of water, mud or gas in workings, in an underground excavation or tunnel; or • the interruption of the main system of ventilation in an underground excavation or tunnel.

Incident /Hazard Reporting

RFSO, FSE and Workers will report all incidents using the Incident / Hazard Report.

Workers will report all incidents to their FSE immediately.

Notification of the incident by the FSE to the RFSO will occur within 1 hour.

The Incident / Hazard Report will be completed within 24 hours and the incident investigation completed, as far as reasonably practicable, within 5 working days. The DFSA should receive a copy of the incident report as soon as the investigation is completed.

Notifiable Incident Reporting

Each jurisdiction imposes reporting requirements for notifiable incidents. RFSO / FSE will be aware of their obligations for reporting incidents in their jurisdiction and will report accordingly.

In the event of a notifiable incident there are additional requirements to preserve the site of the incident until a WorkSafe Inspector arrives, unless any action is required:

- To assist an injured person, or
- To remove a deceased person, or
- That is essential to make the site safe or to minimise the risk of a further notifiable incident, or
- That is associated with a police investigation, or
- For which an inspector or the regulator has given permission

Records generated from notifiable incidents must be kept for a period of 5 years by the PCBU and made available to the appropriate persons (as per the legislation) upon request.

Investigation

The RFSO shall review all incidents and nominate themselves, FSE or subject matter experts to investigate if required.

The RFSO or their nominated delegate will close out incidents by completing the closing out comments section of the Incident / Hazard Report.

Incidents may be anonymously reported in the RFSO newsletter and/or DFSA newsletter.

Records

RFSO / FSE are responsible for recording and maintaining the Incident / Hazard Report on their WHS Action Registers.

FSE will keep a copy of the Incident / Hazard Report on file.

A copy of the Incident/Hazard report will be forwarded to the DFSA by the RFSO.

Associated documents

[WHSF04 Incident / Hazard Report](#)

[WHSF07 WHS Actions Register](#)

Further Information

For further information on notifiable incidents including the relevant laws please contact your work health and safety regulator as prescribed below.

Jurisdiction	Regulator	Telephone	Website
New South Wales	WorkCover NSW	13 10 50	www.safework.nsw.gov.au
Victoria	WorkSafe Victoria	1800 136 089	www.worksafe.vic.gov.au
Queensland	Workplace Health and Safety Qld	1300 369 915	www.worksafe.qld.gov.au
South Australia	Safe Work SA	1300 365 255	www.safework.sa.gov.au
Western Australia	WorkSafe WA	1300 307 877	www.worksafe.wa.gov.au
Australian Capital Territory	WorkSafe ACT	02 6207 3000	www.worksafety.act.gov.au
Tasmania	Workplace Standards TAS	1300 366 322 (Tas) 03 6233 7657 (External)	www.wst.tas.gov.au
Northern Territory	NT WorkSafe	1800 019 115	www.worksafe.nt.gov.au
Commonwealth	Comcare	1300 366 979	www.comcare.gov.au

Introduction

RFSO / FSE will provide workers with information, instruction and training that is necessary to protect them from risks to their health and safety.

Procedure

Induction

RFSO, FSE and Workers will complete a division specific Work Health and Safety induction conducted by the RFSO, or a nominated person, using the WHS Induction Checklist (WHSF06).

Any person engaging the services of a contractor are responsible for ensuring they have completed the division specific Work Health and Safety induction prior to conducting any works.

Note: No FSE or Worker is permitted to work until they have completed the induction.

Licences, Certificates of Competency and Training

It is the responsibility of the RFSO / FSE to ensure:

- All Workers have the appropriate licences, certificates of competency and training;
- No work is undertaken by persons that do not have the required licences, certificate of competency or any other specific training as deemed necessary by legislation or industry standards; and
- That they keep a record of licences, certificates of competency and training.

Records

Workers WHS inductions will be recorded on the WHS Induction Checklist (WHSF06) and signed by the inductee.

Copies of licences, certificates of competency and training undertaken by FSE and Workers are to be kept by the FSE and the details recorded on the Training Register (WHSF05).

All documentation will be made readily available for any WHS audit conducted by the RFSO or DFSA.

Associated documents

[WHSF05 Training Register](#)

[WHSF06 WHS Induction Checklist](#)

Introduction

This procedure describes the process by which all hazards will be identified, assessed for risks, appropriate control measures implemented and reviewed.

Procedure

Identifying Hazards

Divisional Hazards are identified in consultation with key stakeholders / industry professionals, and generic SWMS are developed and used as a training tool for RFSO, FSE and Workers.

On the task hazards will be identified by, but not limited to:

- Consulting with workers;
- Completing SWMS for every task;
- Reviewing SDS/MSDS and plant operators manuals;
- Training workers to identify workplace hazards; and
- Conducting inspections using WHS inspection Checklist (WHSF10).

Assessing Risks

Risks will be assessed by:

- Using a basic traffic light assessment that will make workers stop and think about the risks involved before a task is being undertaken;

Risk Rating	Action to be Taken
High	Serious risk is present that could result in death or serious injury (permanent impairment); Task must not proceed while the risk is high. Contact the Regional Franchisor if the risk cannot be reduced.
Medium	Some risk is present that could result in a medically or first aid treated injury; With control measure/s put in place it would be safe to proceed.
Low	It is safe to proceed.

The following is considered when assessing the risk:

- How often the task is done;

- How often people are near the hazard;
- Has an incident, either a near miss or accident ever happened before, either in your workplace or somewhere else? If it has happened, how often has it occurred? What type of injury could possibly occur?
- The type of harm that could occur;
- The factors that could influence the increased risk of the harm;
- How many people are exposed to the hazard and how many people could be harmed;
- If one failure leads to others.

Controlling Risk

Risks will be controlled by:

- Using the hierarchy of controls to determine the most appropriate control measure;
- Consulting with workers;
- Recording controls on the SWMS;
- Providing information, instruction and training to workers on the control measures to be implemented.

Risk controls will be based on the hierarchy of controls:

1. **Elimination** – eliminate risks to health and safety so far as is reasonably practicable;
2. **Substitution** – substituting (wholly or partly) the hazard giving rise to the risk with something that gives rise to a lesser risk;
3. **Isolation** - isolating the hazard from any person exposed to it;
4. **Engineering** controls – changing processes, equipment or tools (for example: machine guards or mechanical aids) to reduce the risk of injury or illness from identified hazards;
5. **Administrative** controls – changing work procedures/practices to reduce exposure to existing hazards (for example: supervision, training, and rotation);
6. **Personal protective equipment** – devices and clothing that provide individual Worker/ s with some protection from existing hazards. (**PPE**)

Note: Provision of PPE should always be the last control option considered. A combination of controls may be appropriate; however, the combination will be based on the abovementioned hierarchy of controls.

Review of Risk Controls

Risk Controls will be reviewed by:

- Reviewing generic SWMS before undertaking a task;
- Conducting inspections using WHS inspection Checklist (WHSF10);
- Investigating incidents using the Incident / Hazard Report (WHSF04);
- As per legislative requirements.

Associated documents

[WHSF04 Incident / Hazard Report](#)

[WHSF07 WHS Actions Register](#)

[WHSF08 Safe Work Method Statement](#)

Introduction

To ensure that all FSE and workers work under a safe system of work, and that safe system of work is maintained, we have a process for managing Safe Work Method Statements (SWMS).

Procedure

Managing SWMS

- SWMS's should be completed for all tasks.
- DFSO will provide a range of generic SWMS's for FSE's to use, however it is the responsibility of the FSE / workers working under generic SWMS's to ensure the content is correct.
- If using a generic SWMS it should be reviewed prior to the task to ensure all hazards have been identified, assessed and controlled. If any new hazards are identified they will be assessed, controlled and recorded on the SWMS.
- When a task is under taken for the first time and there is no generic SWMS provided you should complete a SWMS specific to the task.
- The SWMS should be signed by all persons conducting the task and be readily accessible.
- Review the SWMS:
 - At the start of every day for tasks that goes for consecutive days; or
 - If any changes to the task occur that may create any additional or new hazards;
- All persons required to work from a SWMS should be trained on how to complete a SWMS and the Hazard Management process of identify, assessing and controlling risks.
- If the controls on the generic SWMS have been found to be inadequate the person identifying the issue should report it as per the Incident / Hazard Report (WHSF04).

Associated documents

[WHSF08 Safe Work Method Statement](#)

Introduction

This procedure outlines the first aid and emergency equipment arrangements to ensure that there is an appropriate emergency response in the event of an incident.

Procedure

First Aid

A First Aid Risk Assessment is conducted by the FSE to determine the most appropriate first aid arrangements in the event of an incident.

The First Aid Risk Assessment will determine the need for trained First Aiders and the contents / number of the first aid kits required.

Mobile phone coverage should be checked prior to commencing works to ensure that emergency services can be contacted in the event of an incident.

First Aid kits will be made readily accessible to Workers and will be maintained as per the Franchisee WHS Inspection.

If any injury is sustained that requires further medical treatment the FSE / Worker will organise appropriate medical assistance. For all injuries, regardless of severity, an Incident / Hazard Report will be completed.

Emergency Equipment

Emergency equipment appropriate to the identified risks will be carried in Jim's Mowing vehicles and serviced as per the relevant Australian Standards. This equipment will include, but is not limited to:

- Australian Standard Compliant Fire extinguisher; &
- First Aid Kit.

Reviewing Emergency Preparedness

First aid and emergency equipment will be reviewed and if necessary revised:

- After any incident requiring first aid or emergency equipment to be applied or used;
- Change in legislation, industry standards;
- Or as deemed necessary.

Associated documents

[WHSF04 Incident / Hazard Report](#)

[WHSF09 First Aid Risk Assessment](#)

[WHSF010 Franchisee WHS Inspection](#)

Introduction

It is a requirement under WHS legislation that, as far as reasonably practicable, a PCBU must maintain a working environment that is safe and without risk to Workers' and others persons health and safety. To comply with this obligation Jim's Mowing RFSO and FSE will have a system of monitoring WHS compliance.

Procedure

Initial Compliance

New FSE / Workers will conduct a Franchisee WHS Inspection (WHSF10) and provide a signed copy to the RFSO within 3 months of starting as a Franchisee.

Ongoing Compliance

FSE / Workers will conduct a WHS Inspection every 6 months.

Regional Franchisors will audit the WHS performance of their Franchisees to ensure WHS compliance in accordance with Jim's Group's Franchise Agreement. The following auditing schedule applies:

- A RFSO with 15 or less FSE will audit all their FSE once per year; and
- A RFSO with 16 or more FSE will audit a minimum of 50% of their FSE every year and all FSE under their control will be audited within a 2 year period.

Inspection and audit documents are to be made available to the DFSO / RFSO upon request.

The DFSO or an authorised representative may conduct WHS Audits on RFSO or FSE / Workers at any time.

Associated documents

[WHSF10 Franchisee WHS Inspection](#)

[WHSF11 Regional Franchisor WHS Audit](#)

Introduction

Where it has been identified that PPE will be used as a control measure the FSE will ensure that the PPE is readily accessible, used correctly and maintained in a serviceable condition.

Procedure

Providing PPE

- PPE will be purchased, in consultation with workers (where applicable) that complies with the Australian Standards;
- Workers will be trained in the proper use, wearing, storage and maintenance of the PPE;
- PPE will be made readily accessible to workers.

Monitoring PPE

- PPE will be monitored to ensure it is clean, hygienic and maintain good working order;
- PPE will be repaired or replaced when it is found / reported to be in poor condition or damaged;
- FSE will monitor workers to ensure they are wearing the PPE, as far as reasonably practicable;
- FSE WHS Inspections (WHSF10) will be conducted every 6 months to monitor PPE.

Associated documents

[WHSF10 Franchisee WHS Inspection](#)

Introduction

A PCBU must ensure, so far as is reasonably practicable, the provision and maintenance of safe plant and the safe use, handling, storage and transport of plant.

Procedure

Identify Hazards

Hazards will be identified by:

- Recording all plant and equipment on the Plant Register;
- Identify all potential hazard associated with the use, handling storage and transport of plant and recording them on the SWMS.

Control Risks

Risks will be controlled by, but not limited to:

- Determining control measures, in consultation with workers, and recording on the SWMS;
- Training all workers how to identify hazards associated with plant;
- Keeping and maintaining a copy of the operator's manual to assist in determining appropriate control measures, correct maintenance schedule and providing information and instruction to workers;
- Checking that workers have the appropriate licences, certificates of competency or training to operate the plant or equipment;
- Having a maintenance schedule in place and keeping records;
- Completing a SWMS prior to conducting cleaning or maintenance;
- Testing and tagging electrical plant;
- Tagging plant and equipment out of service until repaired or disposed of when found to be defective.

Review Risk Controls

Risk controls will be reviewed by:

- Reviewing, and where necessary, revising the SWMS;
- Conducting FSE WHS Inspections (WHSF10);
- As per legislative requirements.

Associated documents

[WHSF08 Safe Work Method Statement](#)

[WHSF10 Franchisee WHS Inspection](#)

[WHSF12 Plant and Equipment Register](#)

Introduction

A PCBU must ensure, so far as is reasonably practicable, the safe use, handling, storage and transport of substances.

Procedure

Identify Hazards

Hazards will be identified by:

- Recording all chemicals on the Chemical Register;
- Identify all potential hazard associated with the use, handling storage and transport of chemicals and recording them on the SWMS.

Control Risks

Risks will be controlled by, but not limited to:

- Determining control measures, in consultation with workers, and recording on the SWMS;
- Training all workers how to identify hazards associated with chemicals;
- Having a current copy of the Safety Data Sheet (SDS/MSDS), that is not more than 5 years old, readily accessible;
- Training workers in the safe use, handling, storage and transport of the chemical;
- Having correctly labelled containers;
- Correctly storing and transporting chemicals.

Review Risk Controls

Risk controls will be reviewed by:

- Reviewing, and where necessary, revising the SWMS;
- Conducting FSE WHS Inspections (WHSF10);
- As per legislative requirements.

Associated documents

[WHSF08 Safe Work Method Statement](#)

[WHSF10 Franchisee WHS Inspection](#)

[WHSF13 Chemical Register](#)

Introduction

A PCBU at a workplace must manage risks to health and safety associated with a fall by a person from one level to another that is reasonably likely to cause injury to the person or any other person.

Some states it refers to an involuntary fall of over 2 metres.

Procedure

Identify Hazards

Hazards will be identified by:

- Identify all potential falls (including the use of portable ladders), in consultation with workers, and recording on the SWMS.

Control Risks

Risks will be controlled by, but not limited to:

- Determining control measures, in consultation with workers, and recording on the SWMS;
- Training all workers how to identify fall hazards;
- Ensuring workers who work at heights (wearing a harness) have completed industry specific training;
- Conducting pre start checks on PPE / Equipment used to work at heights (including portable ladders);
- Providing information, instruction and training for the correct selection, use and maintenance of portable ladders.

Review Risks

Risk controls will be reviewed by:

- Reviewing, and where necessary, revising the SWMS;
- Conducting FSE WHS Inspections (WHSF10);
- As per legislative requirements.

Associated documents

[WHSP05 Training and Induction](#)

[WHSP10 Personal Protective Equipment and Clothing](#)

[WHSP11 Plant and Equipment](#)

[WHSF08 Safe Work Method Statement](#)

Introduction

All PCBUs have Work Health and Safety obligations when Workers are potentially exposed to hazardous manual handling.

Procedure

Identify Hazards

Hazards will be identified by:

- Identify all potential hazardous manual tasks, in consultation with workers, and recording on the SWMS.

Control Risks

Risks will be controlled by, but not limited to:

- Determining control measures, in consultation with workers, and record on the SWMS;
- Training all workers how to identify hazardous manual tasks;
- Training all new workers in correct manual handling techniques;
- Providing ongoing training in correct manual handling techniques.

Review Risks

Risk controls will be reviewed by:

- Reviewing, and where necessary, revising the SWMS;
- Conducting FSE WHS Inspections (WHSF10);
- As per legislative requirements.

Associated documents

[WHSP05 Training and Induction](#)

[WHSF08 Safe Work Method Statement](#)

Introduction

A PCBU must ensure, so far as is reasonably practicable, that the health of workers and the conditions at the workplace are monitored for the purpose of preventing illness or injury of workers arising from the conduct of the business or undertaking

A PCBU at a workplace must manage risks to health and safety relating to hearing loss associated with noise.

A PCBU at a workplace must ensure that the noise that a worker is exposed to at the workplace does not exceed the exposure standard for noise.

Procedure

Identify Hazards

Hazards will be identified by:

- Identifying all potential noise exposures, in consultation with workers, in accordance with AS/NZS 1269.1:2005 and recording on the SWMS;
- Giving consideration to the noise levels when purchasing plant and equipment.

Control Risks

Risks will be controlled by, but not limited to:

- Determining control measures, in consultation with workers, and record on the SWMS;
- Providing and managing PPE in accordance with the Personal Protective Equipment Procedure (WHSP11);
- Providing awareness training to workers on the risks associated with excessive noise exposure and how to manage those risks;
- Conducting audiometric testing (Hearing Tests), where applicable.

Review Risks

Risk controls will be reviewed by:

- Reviewing, and where necessary, revising the SWMS;
- Conducting FSE WHS Inspections (WHSF10);
- As per legislative requirements.

Associated documents

[WHSP05 Training and Induction](#)

[WHSF08 Safe Work Method Statement](#)

Introduction

PCBUs have Work Health and Safety and Electrical Safety obligations when exposed to potential electrical hazards.

Procedure

Identify Hazards

Hazards will be identified by:

- Identifying all potential electrical hazards, in consultation with workers, and record on the SWMS.

Control Risks

Risks will be controlled by, but not limited to:

- Controlling electrical hazards as per the legislative requirements in our jurisdictions;
- As per AS/NZS 3760 In-service safety inspection and testing of electrical equipment for additional guidance on electrical testing;
- Providing awareness training to workers on the risks associated with electrical hazards and how to manage those risks.

Review Risks

Risk controls will be reviewed by:

- Reviewing, and where necessary, revising the SWMS;
- Conducting FSE WHS Inspections (WHSF10);
- As per legislative requirements.

Associated documents

[WHSP05 Training and Induction](#)

[WHSF08 Safe Work Method Statement](#)

[WHSF10 Franchisee WHS Inspection](#)

Introduction

A PCBU has WHS obligations in providing and maintaining a safe workplace. A workplace includes a passenger vehicle used for work related purposes.

Procedure

Identify Hazards

Hazards will be identified by:

- Identifying all potential driving and associated hazards, in consultation with workers, and recording on the SWMS;
- Checking that FSE / workers hold a current drivers licence when inducted;
- Conduct the initial FSE Induction Checklist (WHSF10).

Control Risks

Risks will be controlled by, but not limited to:

- Implementing appropriate control measures, in consultation with workers, and record on the SWMS;
- Carrying emergency equipment in vehicles or trailers as per Emergency Preparedness procedure (WHSP08);
- Providing awareness training to workers on the risks associated with driving and how to manage those risks.

Review Risks

Risk controls will be reviewed by:

- Reviewing, and where necessary, revising the SWMS;
- Conducting FSE WHS Inspections (WHSF10).

Associated documents

[WHSP05 Training and Induction](#)

[WHSF08 Safe Work Method Statement](#)

[WHSF10 Franchisee WHS Inspection](#)

Introduction

Jim's Mowing expects that all Regional Franchisors, Franchisees and Workers will treat everyone with respect.

Definitions

Term/Abbreviation	Definition
Bullying / Harassment	Workplace bullying / harassment is where a person is subjected to behaviour that: <ul style="list-style-type: none">• is repeated, unwelcome and unsolicited;• the person considers to be offensive, intimidating, humiliating or threatening; and• a reasonable person would consider to be offensive, humiliating, intimidating or threatening.

Policy

We are committed to providing a safe and productive work environment for all of our stakeholders.

We consider harassment by or towards another person an unacceptable form of behaviour and it will not be tolerated under any circumstances.

Harassment is unacceptable and unlawful.

Procedure

Any RFSO / FSE or Worker who believes they are being bullied or harassed can speak to their Regional Franchisor, the Divisional Franchisor / Manager or to Jim Penman, CEO, Jim's Group. Your complaint will be treated confidentially and seriously. It will be thoroughly investigated in a timely manner.

No person will be penalised or disadvantaged as a result of raising concerns or complaints relating to harassment.

Associated documents

[WHSP03 Issue Resolution](#)

[WHSF03 Issue Resolution Flowchart](#)

[WHSF04 Incident / Hazard Report](#)

Introduction

A PCBU must manage risks to health and safety associated with slips, trips and falls by eliminating the risk so far as is reasonably practicable or minimizing the risk so far as is reasonably practicable.

Procedure

Identify Hazards

Hazards will be identified by:

- Identifying all potential slip, trip and fall hazards in consultation with workers, and recording on the SWMS.

Control Risks

Risks will be controlled by, but not limited to:

- Determining control measures, in consultation with workers, and recording on the SWMS;
- Training all workers how to identify slip, trip and fall hazards;
- Ensuring workers have completed a safety induction and understand how to best control the risks.

Review of Risk Controls

Risk controls will be reviewed by:

- Reviewing, and where necessary, revising the SWMS;

Associated documents

[WHSP05 Training and Induction](#)

[WHSP07 Safe Work Method Statements](#)

Introduction

A protocol for responding to people threatening suicide or self-harm or suspected of being suicidal or a danger to themselves and/or others.

Procedure

You may, on occasion, be confronted by a distressed person threatening suicide or self-harm either in person, on the telephone or in writing. The threat may also be unsaid, but the person may be in an anxious and/or depressed state and you suspect they could be suicidal.

Most of us are not trained or qualified in handling mental illness. You should take the threat or suspicion seriously and provide them with support to obtain the professional care and assistance they need.

Responding to a Person Threatening Self-Harm or Suicide

- Take the person and the threat seriously.
- Advise the person that threats of suicide or self-harm are taken seriously and that you will need to refer them to someone who is more appropriately trained or qualified to provide assistance.
- Inform the person that you want to ensure that they are safe and have appropriate support.
- Seek details of the person making the threat, i.e. name, address, telephone number, treating doctor details and the person's current location (if threat is made by telephone).
- Encourage the person to seek immediate support from a friend, partner, General Practitioner or an appropriately qualified health worker and supply them with telephone numbers such as:

Lifeline 131 114

Beyond Blue 1300 224 636

Mens Line Aust. 1300 789 978

Suicide Call Back Service 1300 659 467

SANE Helpline: Ph: 1800 18 SANE (7263)

- Take care of yourself:

It is emotionally demanding to support someone who is suicidal. Find someone to talk things over with, including family, friends, others or a Helpline

Responding to a Person You Suspect is Depressed and Suicidal

SANE Australia identifies the basic steps to assist in helping someone who is potentially suicidal

<https://www.sane.org/mental-health-and-illness/facts-and-guides/sane-steps-how-to-help-when-someone-is-suicidal>

RETURN TO WORK provides more information on dealing with a mental health crisis at work, together with many state based help lines.

<http://returntowork.workplace-mentalhealth.net.au/dealing-mental-health-crisis-work>

Associated documents

None.

Jim's Mowing promotes a culture where harm to our people through work is unacceptable. We are committed to providing safe and healthy working conditions for all people involved in our business including workers, customers, contractors, suppliers and the general public. All Jim's Mowing members have a responsibility for implementing this policy.

Work health and safety is an integral part of every work activity. We recognise the importance of effective consultation and cooperation between management, Workers and Health and Safety Representatives, to achieve safe working conditions and practices.

To meet our commitments, Jim's Mowing will:

- Demonstrate commitment and leadership through all its key stakeholders;
- Comply with the Work Health and Safety Legislation and all applicable regulations and industry standards, as a minimum;
- Clearly define health and safety responsibilities for all key stakeholders;
- Consult with key stakeholders on Work Health and Safety in accordance with the relevant legislation;
- Incorporate health and safety into the business planning cycle so that objectives can be set, plans formulated and performance measures determined for the purpose of continually improving our management systems;
- Utilise the framework of the Jim's Group Health and Safety Management System to integrate health and safety into the business management systems and to achieve the highest standards of health and safety;
- Continually work towards eliminating hazards and practices that could cause incidents, injuries and illnesses;
- Undertake to help our people to achieve full recovery through prompt treatment and active rehabilitation programs following workplace injury or illness; and
- Allocate resources to meet the commitments of this policy.

This signed statement of Policy confirms my personal commitment to making Jim's Mowing a safe and healthy work environment.

Authorised by:

<Franchisee/Regional Franchisor Signature Here>

<Insert Full Name & Position>

Date Issued: <insert date>

Review Date: <insert date>

Record of Meeting / Training

(WHSF02)

Type of Training / Meeting:

Date:

Person conducting meeting / training:

Organisation (if applicable):

Region:

Training / Meeting Discussions:

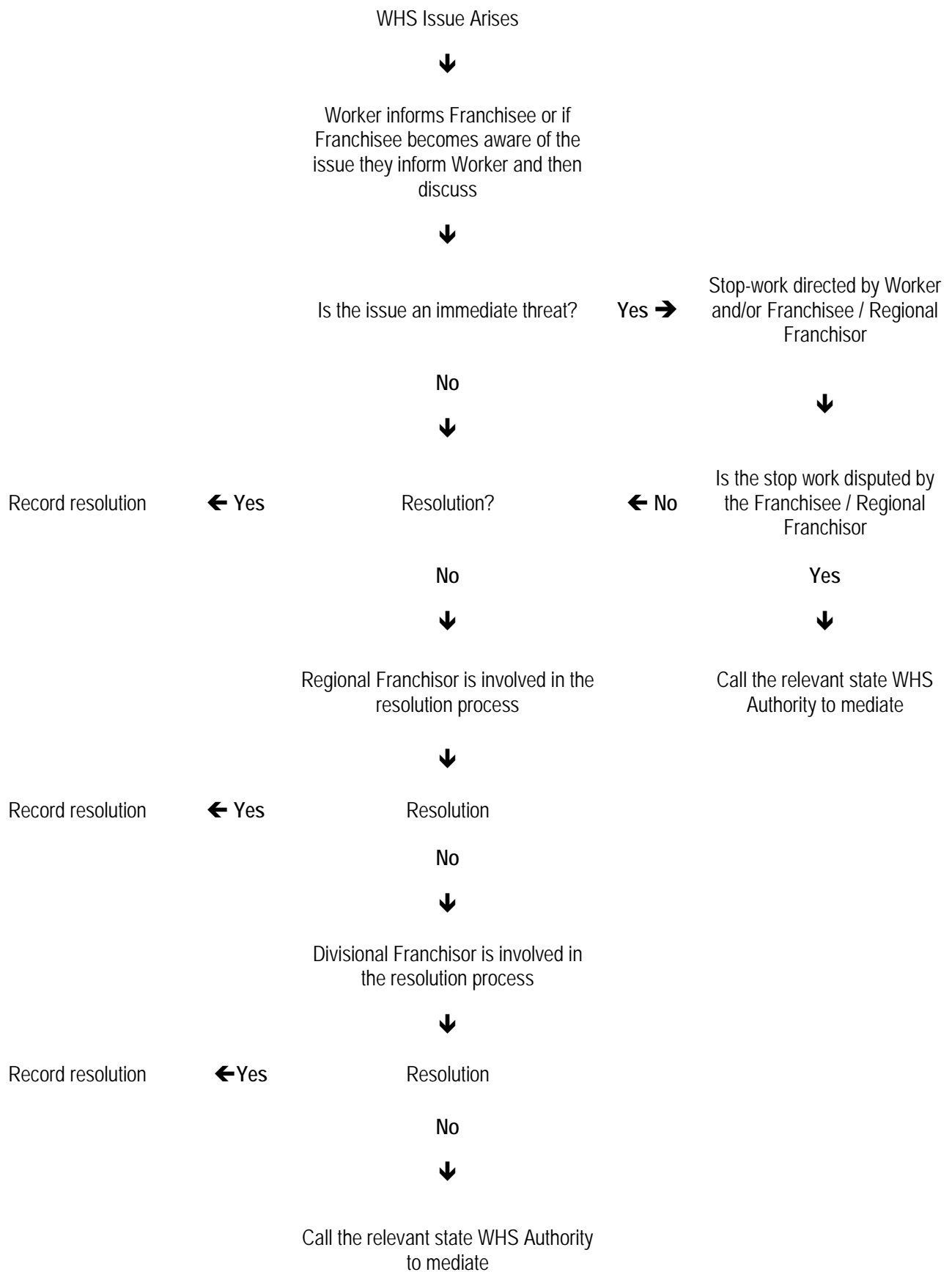
Name	Signature

FSE to complete:

Has the Training Register been completed: YES / NO

Signed: _____

Date: _____



Incident / Hazard Report

(WHSF04)

Division:	Incident Report No. (assigned by Divisional Franchisor)
Date and time of incident:	
Reported by:	
Name:	Position:
Phone:	
Location of the incident / hazard:	
Description of Incident (what happened?) / Hazard:	
What immediate action did you take?	
Is this a notifiable Incident to WorkSafe? YES / NO	
Name of Witnesses (attach witness statements if applicable):	
1.	2.
Details of Injured Persons (circle): Franchisee / Franchisee Worker / Contractor / Member of Public / Other:	
Describe the type of injury:	
Name of Injured Person/s:	
Company (if contractor):	
Who did you report this incident / hazard to?	
Name:	Date:
Time:	

This section to be completed by person conducting the investigation

What contributing factor/s caused the incident to occur?

1.

2.

3.

What can be done to stop the incident happening again / control the hazard?

Action Required

Person Responsible

Due Date

1.

2.

3.

Close out Comments

Name:

Date:

Signature:

Position:

Training Register

(WHSF05)

Training Required Worker's Name	Induction	First Aid (expires every 3 years)	CPR Refresher (requires a yearly refresher)	Work Safely at Heights	Operate and maintain chainsaws	
	Date Trained	Date Trained	Date Trained	Date Trained	Date Trained	Date Trained

Inductee:

Induction Date:

Authorised Person Conducting Induction:

Jim's Mowing Induction covers the following criteria:	
<ul style="list-style-type: none"> • Work Health and Safety Policy • WHS Responsibilities • WHS Consultation • Issue Resolution • Incident / Hazard Reporting and Investigation • Training and Induction • Hazard Management <ul style="list-style-type: none"> ○ Safe Work Method Statements (SWMS) ○ How to complete a SWMS; ○ Review Generic SWMS's and how to add additional hazards. • Emergency Preparedness / First Aid • Monitoring WHS Compliance 	<ul style="list-style-type: none"> • Personal Protective Equipment and Clothing (PPEC) <ul style="list-style-type: none"> ○ Use, wearing, storage and maintenance of the PPE; • Plant and Equipment <ul style="list-style-type: none"> ○ Safe use, handling, storage and transport • Chemicals <ul style="list-style-type: none"> ○ Safe use, handling, storage and transport • Falls (Working at Heights) • Manual Handling • Managing Noise • Electrical Safety • Driver Safety • Bullying and Harassment Policy
<p>List current licences (& licence numbers), certificates of competency and training:</p>	

I hereby acknowledge that I have undertaken the Jim's Mowing Induction and understand my WHS obligations relating to the above criteria.

Inductee signature:

WHS Actions Register

(WHSF07)

Incident / Hazard Report Number	Safety Issue to be Addressed	Action Required	Priority Rating	Person Responsible	Date of Action to be Completed	Status	Review Date and Comment

Safe Work Method Statement

(WHSF08)

Activity / Task being performed:	Approved By:	Date:
Training required to complete this task:		

SWMS RISK ASSESSMENT MATRIX

HIERARCHY OF CONTROLS

Risk Rating	Action to be Taken
High	Serious risk is present that could result in death or serious injury (permanent impairment); Task must not proceed while the risk is high. Contact the Regional Franchisor if the risk cannot be reduced.
Medium	Some risk is present that could result in a medically or first aid treated injury; With control measure/s put in place it would be safe to proceed.
Low	It is safe to proceed.

Most Reliable	Elimination	Most Effective
Substitution		
Isolation		
Engineering		
Administrative		
Least Reliable	Personal protective equipment	Least Effective

Note: All Workers undertaking this task will read and sign the last page of this SWMS

Potential hazards encountered			
Circle potential hazards encountered conducting the task			
Falls / Objects falling:	Plant and Equipment:	Hazardous Chemicals / Materials:	Environmental / People Factors
Working from or using a ladder to access the work area?	Entanglement	Chemical exposure - eyes	Bites – Insects / Snakes
Does the task require work on an elevated workplace?	Crushing	Chemical exposure - general public	Dust
Fallings trees or other objects.	Cutting / Stabbing or Puncturing	Chemical exposure - inhalation	Contractors use
Working in the vicinity of an edge over which a person could fall?	Shearing / Striking	Chemical exposure - ingestion	Electrical – Overhead Power lines
Working on a surface through which a person could fall?	Noise:	Chemical exposure - injection	General Public
Working near an excavation or pit?	Are you exposed to more than, for example:	Chemical exposure - skin / body contact	Fatigue
Working in the vicinity of an opening through which a person could fall?	85db for 8 hrs	Exposed to Asbestos	Heat Stress
	88db for 4 hrs	Exposed to Lead	Lighting - poor
	91db for 2 hrs	Fire or explosion	New Starter / Inexperienced
	94db for 1 hrs	Ignition sources	Other person's working in the vicinity
Does the task involve repetitive or sustained postures, movements or forces? <i>E.g. bending or twisting the back, neck, arms or wrists / reaching, lifting, pushing, pulling.</i>	97db for 30 min	Inappropriate Storage	Sharps - Syringes
If so, is the task completed for more than 2 hours over a day or for more than 30 minutes continuously?	100db for 15 min	Lack of ventilation	Slips and Trips
	(Decibels increase by 3 and time halves up to 140db)	Spills	Traffic Exposure
Does the task involve high force? E.g. Lifting, lowering or carrying heavy loads; pushing, pulling objects that are hard to move.	Electrical	Unlabelled containers	UV Exposure
	Pressurised Water / Air	Unsecure chemicals	Underground Services
Does the task involve exposure to sustained vibration for more than 30 minutes continuously or for more than 2 hours over a whole shift?	Other:	Other:	Violence / Aggression
			Weather – Hot / Cold / Wind / Lighting
			Stress

If you circle any of the above, risk controls are required below.

Activity List the tasks required to perform the activity in the sequence they are carried out	Potential Hazards / Risks Against each task list the hazards that could cause injury when the task is performed	Risk Rating	Risk Control Measures List the control measures required to eliminate or minimise the risk of injury arising from the identified hazard. Follow the hierarchy of control	Residual Risk Rating	Who is Responsible? Write the name of the person responsible for implementing the control measures

Activity List the tasks required to perform the activity in the sequence they are carried out	Potential Hazards / Risks Against each task list the hazards that could cause injury when the task is performed	Risk Rating	Risk Control Measures List the control measures required to eliminate or minimise the risk of injury arising from the identified hazard. Follow the hierarchy of control	Residual Risk Rating	Who is Responsible? Write the name of the person responsible for implementing the control measures

Note: Any additional hazards sighted on the task and subsequent control measures are to be documented below by person carrying out the task, if unsure do not continue and contact the Regional Franchisor for further instruction

Activity List the tasks required to perform the activity in the sequence they are carried out	Potential Hazards / Risks Against each task list the hazards that could cause injury when the task is performed	Risk Rating	Risk Control Measures List the control measures required to eliminate or minimise the risk of injury arising from the identified hazard. Follow the hierarchy of control	Residual Risk Rating	Who is Responsible? Write the name of the person responsible for implementing the control measures

Print Name

Signature (by signing below you are acknowledging that you have read and understood this SWMS)

First Aid Risk Assessment

(WHSF09)

Jim's Mowing	
The size and location of the workplace	
Number of floors	
Access between floors	
Nearest hospital	
Nearest medical or occupational health service	
Maximum time to medical service	
The number and composition of the Workers and other persons at the workplace	
Number of Workers	
Number of other persons	
Shifts	
Overtime worked	
Remote or isolated Workers	

Injuries, illnesses and incidents		
Last 12 months' claims data		
Incidents not resulting in injury		
Other		
Nature of the work being carried out and the nature of the hazards at the workplace		
Hazards	How the hazard could cause harm	Likelihood of occurrence and degree of harm
Do safety data sheets and labels specify a first aid response?		
Required first aid		
Number of first aiders needed		
Training and competencies for first aiders		
Number and location of kits		
Contents of first aid kits and modules		
Kit maintenance		

Franchisee WHS Inspection

(WHSF10)

Franchisee / Worker Name:

Date:

FSE Code:

GENERAL	CIRCLE	PERSONAL PROTECTIVE EQUIPMENT & CLOTHING	CIRCLE
<ul style="list-style-type: none"> A completed copy of the WHS Manual including additional blank copies of the hazard / incident report & SWMS is carried in the vehicle? 	YES / NO	The following PPE is worn or carried in the vehicle and maintained?	YES / NO
PLANT & EQUIPMENT <ul style="list-style-type: none"> All plant / equipment is recorded on the Plant Register? All electrical plant is tested / tagged and dates are current? Plant / Equipment is maintained as per manufacturer's requirements? There is a system in place to keep records of maintenance? (Logbook, receipts) 	YES / NO	<ul style="list-style-type: none"> Hi Vis Long Sleeve top / pants / hat Safety Glasses Chemical resistant goggles Hearing Protection Steel capped boots Gloves Hard Hat with solid visor Safety Harness (tested / tagged) Chaps Respirator Safety signage Safety cones Ladder lock device Spill tray 	
CHEMICALS <ul style="list-style-type: none"> All chemicals are recorded on the Chemical Register? All chemicals have a current MSDS/SDS? I.e. No older than 5 years. Chemical containers are clearly labelled? 	YES / NO	COMPETENCY & TRAINING <ul style="list-style-type: none"> All Workers (including Franchisee) have correct and current licences, certificates of competency and training? There is a system in place to keep records of competencies & training? 	YES / NO
EMERGENCY PREPAREDNESS <ul style="list-style-type: none"> First Aid Kit is fully stocked /maintained? Fire extinguisher has been tested and tagged in the last 6 months? 	YES / NO	VEHICLE & TRAILER <ul style="list-style-type: none"> Vehicle and trailer are in good working order? I.e. tyres / indicators / brake lights / head & park lights / windscreen Drivers licence is current and has not been suspended or cancelled? Vehicle and trailer registration and insurance are current? 	YES / NO

I hereby declare that the above information is true and accurate.

Franchisee / Worker Signature:

Regional Franchisor WHS Audit

(WHSF11)

Auditee's Name:

Date:

Auditor's Name:

FSE Code:

#	SECTION / REQUIREMENT	CONFORMANCE (C) OR NON CONFORMANCE (NC)	NOTES (Make comment on how you verified conformance with the question asked)
1	GENERAL		
1.1	A completed copy of the WHS Manual including additional blank copies of the hazard / incident report & SWMS is carried in the vehicle?		
2	PLANT & EQUIPMENT		
2.1	All plant / equipment is recorded on the Plant Register?		
2.2	All electrical plant is tested / tagged and dates are current?		
2.3	Plant / Equipment is maintained as per manufacturer's requirements?		
2.4	There is a system in place to keep records of maintenance? (Logbook, receipts)		
3	CHEMICALS		
3.1	All chemicals are recorded on the Chemical Register?		
3.2	All chemicals have a current MSDS/SDS? I.e. No old than 5 years.		
3.3	Chemical containers are clearly labelled?		
4	EMERGENCY PREPAREDNESS		
4.1	First Aid Kit is fully stocked / maintained?		
4.2	Fire extinguisher is of the type with a hose and has been tested and tagged in the last 6 months?		

5	PERSONAL PROTECTIVE EQUIPMENT AND CLOTHING		
5.1	<p>The following PPE is worn or carried in the vehicle and maintained?</p> <ul style="list-style-type: none"> • Hi Vis Long Sleeve top / pants / hat • Safety Glasses • Chemical resistant goggles • Hearing Protection • Steel capped boots • Gloves • Hard Hat with solid visor • Safety Harness (tested / tagged) • Chaps • Respirator • Safety signage • Safety cones • Ladder lock device • Spill tray 		
6	COMPETENCY / TRAINING		
6.1	There is a system in place to keep records of competencies & training?		
6.2	All Workers (including Franchisee) have correct and current licences, certificates of competency and training?		
7	VEHICLE / TRAILER		
7.1	Vehicle and trailer are in good working order? I.e. tyres / indicators / brake lights / head & park lights / windscreen		
7.2	Drivers licence is current and has not been suspended or cancelled?		
7.3	Vehicle and trailer registration and insurance are current?		

I hereby declare the above audit, based on the evidence provided by the auditee and my personal observations, to be true and correct.

Auditor's Signature:

Plant and Equipment Register

(WHSF12)

Description of Plant	Are Plant Hazards and Controls Recorded on a SWMS (Y/N)	Tagged & Tested Required (Y/N)	Training / Licence Required	Maintenance Records Kept (Y/N)	Copy of Operators Manual Available (Y/N)	Additional Comments

Chemical Register

(WHSF13)

Product Name	Is Product Hazardous Yes / No	Is Product Dangerous Goods			SDS/MSDS		Are hazards and controls measures for the chemical recorded on a SWMS?		Additional Comments
		Y/N	Class	Quantity Stored	Y/N	Issue Date	Hazardous Sub	Dangerous Goods	
							Y/N	Y/N	



Use the ramps on the trailer to load and unload mowers rather than lifting them on and off. Ensure safe lifting techniques are used when unloading or manual handling any machinery or equipment.



Make sure there are clearly visible warning signs for pedestrians and you stop work whenever anyone is in the immediate area of work.



Make sure the area around the rear of the trailer or Ute is clearly marked with witches hats or other suitable devices to indicate a safe work area to motorists.



Ensure Workers are wearing UV protective equipment and clothing such as broad-brimmed hats, sunglasses which comply with Australian Standard 1337, and collared tops. Also make sure they apply SPF 30+ before they start work and at least every 2 hours.



Make sure that you are wearing correct protective equipment including gloves and safety goggles when refuelling.



Make sure that the area to be mown is clear of any foreign objects likely to lead to injuries or damage to the equipment.



All mowers are to have catchers in place, and are not to have the safety catch flap tied up to the mower exposing the blades.



Where 2 or more Workers are in the same area, there should be adequate safe working distances between them.



All mowers should be in good order to prevent objects being ejected from under the mower or through the structural shell or guard.



When mowing lawns correct protective equipment will be worn, including safety eye wear, hearing protection, brimmed hat and correct footwear as a minimum.

Safe Work Guide: Lifting Grass Cutting / Rubbish Bags

(SWG11)



When lifting bags of grass cuttings, ensure that the weight is comfortable and that you are lifting from your knees rather than your back.



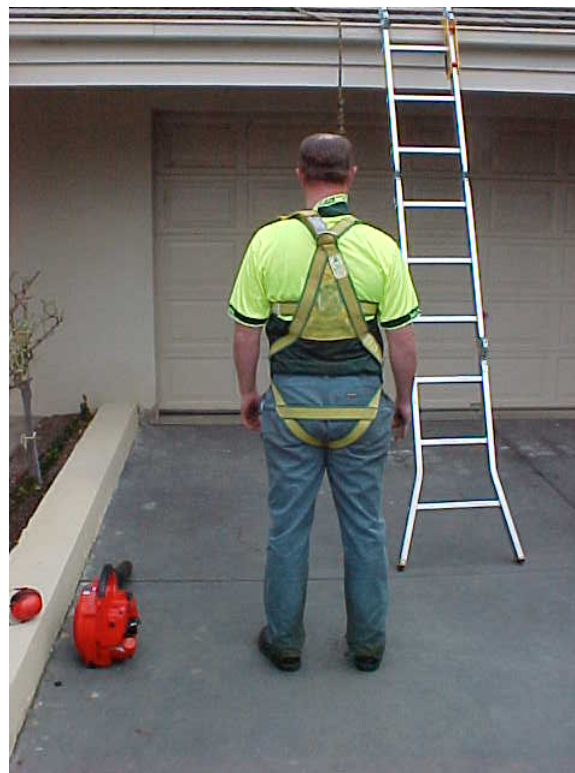
Ladders should be secured at top and bottom when accessing roofs or gutters.



Make sure that a ladder lock type device is secured to the ladder, that you do not stand on the top 3 rungs of the ladder and that a tool is used to scrape material from the gutter, and sturdy gloves are worn.



Appropriately fitted and secure safety harnesses will be used when working from the roof where there is a risk of fall. Franchisees using harnesses WILL have undertaken an approved course prior to their use. Franchisees WILL provide certificates from approved courses to their Regional Franchisor prior to their use.



Safety harnesses will be fitted as per the manufacturer's requirements by a competent person. Franchisees using harnesses WILL have undertaken an approved course prior to their use. Franchisees WILL provide certificates from approved courses to their Regional Franchisor prior to their use.



When using a whipper snipper correct safety equipment will be worn, including safety eye wear, hearing protection and correct footwear. A carry harness should also be used to support the weight of the equipment.



When using a hedge trimmer, correct safety equipment will be worn, including safety eye wear, hearing protection and correct footwear. Hedge trimming, and use of other heavy power tools requiring 2 hands should also not be undertaken from ladders. Instead, work from the ground with an extension handle, use a trestle with guardrails, or other suitable work platform such as a scissor lift, portable mobile scaffold or cherry picker. Ensure no other person is near your work area whilst power tools are being used.



Check with the legislation in your State as to the requirement for a certificate or licence to use herbicides/pesticides and any conditions that may be attached. When conducting any form of weed spraying, correct safety equipment will be worn, including safety eye wear, gloves and half face respirator as required by the manufacturer of the substance. There should also be adequate signage in prominent locations indicating to pedestrians that spraying of herbicides is in progress.

Safe Work Method Statement: Cleaning Gutters

(SWMS01)

Activity / Task being performed: CLEANING GUTTERS	Approved By:	Date:
Training required to complete this task:		
<ul style="list-style-type: none"> • Jim's Mowing Induction • Unit of Competency CPCCCM2010B Work Safely at Heights (If cleaning gutters from the roof) 		

SWMS RISK ASSESSMENT MATRIX

Risk Rating	Action to be Taken
High	Serious risk is present that could result in death or serious injury (permanent impairment); Task must not proceed while the risk is high. Contact the Regional Franchisor if the risk cannot be reduced.
Medium	Some risk is present that could result in a medically or first aid treated injury; With control measure/s put in place it would be safe to proceed.
Low	It is safe to proceed.

HIERARCHY OF CONTROLS

Most Reliable	Elimination	Most Effective
	Substitution	
	Isolation	
	Engineering	
	Administrative	
Least Reliable	Personal protective equipment	Least Effective

Note: All Workers undertaking this task will read and sign the last page of this SWMS

Potential hazards encountered			
Circle potential hazards encountered conducting the task			
Falls / Objects falling:	Plant and Equipment:	Hazardous Chemicals / Materials:	Environmental / People Factors
Working from or using a ladder to access the work area?	Entanglement	Chemical exposure - eyes	Bites – Insects / Snakes
Does the task require work on an elevated workplace?	Crushing	Chemical exposure - general public	Dust
Fallings trees or other objects.	Cutting / Stabbing or Puncturing	Chemical exposure - inhalation	Contractors use
Working in the vicinity of an edge over which a person could fall?	Shearing / Striking	Chemical exposure - ingestion	Electrical – Overhead Power lines
Working on a surface through which a person could fall?	Noise:	Chemical exposure - injection	General Public
Working near an excavation or pit?	Are you exposed to more than, for example:	Chemical exposure - skin / body contact	Fatigue
Working in the vicinity of an opening through which a person could fall?	85db for 8 hrs	Exposed to Asbestos	Heat Stress
	88db for 4 hrs	Exposed to Lead	Lighting - poor
	91db for 2 hrs	Fire or explosion	New Starter / Inexperienced
	94db for 1 hrs	Ignition sources	Other person's working in the vicinity
Does the task involve repetitive or sustained postures, movements or forces? <i>E.g. bending or twisting the back, neck, arms or wrists / reaching, lifting, pushing, pulling.</i>	97db for 30 min	Inappropriate Storage	Sharps - Syringes
If so, is the task completed for more than 2 hours over a day or for more than 30 minutes continuously?	100db for 15 min	Lack of ventilation	Slips and Trips
	(Decibels increase by 3 and time halves up to 140db)	Spills	Traffic Exposure
Does the task involve high force? E.g. Lifting, lowering or carrying heavy loads; pushing, pulling objects that are hard to move.	Electrical	Unlabelled containers	UV Exposure
	Pressurised Water / Air	Unsecure chemicals	Underground Services
Does the task involve exposure to sustained vibration for more than 30 minutes continuously or for more than 2 hours over a whole shift?	Other:	Other:	Violence / Aggression
			Weather – Hot / Cold / Wind / Lighting
			Stress

If you circle any of the above, risk controls are required.

Activity List the tasks required to perform the activity in the sequence they are carried out	Potential Hazards / Risks Against each task list the hazards that could cause injury when the task is performed	Risk Rating	Risk Control Measures List the control measures required to eliminate or minimise the risk of injury arising from the identified hazard. Follow the hierarchy of control	Residual Risk Rating	Who is Responsible? Write the name of the person responsible for implementing the control measures
Unloading ladders near busy roads or pedestrian pathways	Worker being struck by passing vehicles, or striking pedestrians with ladders	High	Park vehicle in a safe area away from passing vehicles where possible. Place safety warning devices such as witches hats around the area of the trailer where Worker/employees/employees are unloading equipment and may be exposed to vehicle traffic. Never unload equipment on the side of the trailer where oncoming traffic is approaching (see SWG01) Look for pedestrians whenever crossing footpaths.	Low	Franchisee. Franchisee to supervise and check set up. Workers to follow safe work instructions
Lifting ladders and other equipment off trailer	Manual Handling - potential sprains/strains, injuries to back, shoulders, muscles	Medium	Ease ladders from the trailer on to the ground before lifting rather than lifting them directly from the trailer on to your shoulder. Make sure you have all the necessary tools and equipment when carrying them on site to minimise double handling and going back and forth. Only carry what is a comfortable weight and do not overload yourself.	Low	Franchisee. Franchisee to supervise and check set up. Workers to follow safe work instructions
Coming on to work site with equipment	Trips over material left by other sub-contractors	Medium	Examine pathways and access ways before coming on to site and remove any obstacles or debris before bringing ladders and equipment on to site. Keep pathways clear of trip hazards	Low	Franchisee. Franchisee to supervise and check set up. Workers to follow safe work instructions
Working Outdoors	UV Radiation – skin cancers	High	Avoid working outdoors during the heat of the day where possible. Wear appropriate protective equipment and clothing such as wide brimmed hats, long-sleeved tops, and	Low	Franchisee to provide sunscreen as a minimum and ensure all Workers are wearing appropriate protection.

			<p>sunglasses, which conform to Australian Standard 1337. (See SWG03).</p> <p>All Workers to apply SPF 30+ sunscreen at the beginning of the day and reapply every 2 hours when they are working outdoors.</p>		<p>Workers to provide any equipment the Franchisee does not provide and apply sunscreen on a regular basis.</p>
<p>Working from the roof to blow out the gutters with an air blower</p>	<p>Falls causing serious injuries (usually from heights above 2 metres)</p> <p>Falls through skylights, laser light or other fragile roofing surfaces</p>	<p>High</p>	<p>Inspect ladder for faults before using.</p> <p>Follow the 'Safe use of ladders' principles when setting up and using the ladder.</p> <p>Where possible, work from ladders as described in the previous point rather than working from roofs. Remember three points of contact are required when climbing up and down the ladder. This means tools and equipment should not be carried and a tool belt and or hoist should be used to transfer tools onto the roof.</p> <p>Maintain 3 points of contact whilst working off a ladder.</p> <p>Where this is not possible, access ladders will be set up safely as described previously and will extend above the roof landing area by at least 1.0M.</p> <p>Safety Harnesses with a travel restraint or restrained fall system should then be used on all roofs where there is a risk of fall (see SWG09).</p> <p>Use a physical barrier to prevent a fall through a skylight / fragile roofing surface. Note: It is not appropriate to use a travel restraint system for this type of hazard.</p> <p>Consult the code of practice if you are in any doubt as to the best method of managing the risk of falls.</p> <p>You WILL be competent in performing this task in order to undertake it – this means you will have had training, instruction or experience in setting up a safety harness and travel restraint or fall arrest system.</p>	<p>Medium</p>	<p>Franchisee.</p> <p>Franchisee to supervise and check set up.</p> <p>Workers to follow safe work instructions</p>

			<p>All anchorage points will meet Australian Standard requirements as defined in AS/NZS 1891.4:2000 and will have a minimum strength anchorage of 6kN (kilo newtons).</p> <p>All equipment will be checked prior to every use to ensure it is in good working order.</p> <p>Any defective or damaged equipment will be destroyed or marked clearly as defective and repaired by a competent person.</p> <p>Use snap hooks or other connections with a locking device (see SWG09).</p> <p>DO NOT use lanyards in connection with inertia reels.</p> <p>All equipment taken on to the roof will be secured via lanyards or the area below isolated to prevent anything falling on to others below.</p>		
Working from the roof to blow out the gutters with an air blower	Falls causing serious injuries	High	<p>Set up of safety harnesses, anchorage points and lanyards WILL be carried out by a competent person to control such risks as extended fall distances, pendulum effect of falling from one point and swinging to the ground, setting up the lines to avoid obstructions and twisting.</p> <p>Work on roofs WILL NOT be undertaken in wet weather or when roofs are wet and slippery.</p> <p>Under NO CIRCUMSTANCES will anyone access roofs that are considered fragile or brittle – cement sheets, asbestos, fibreglass etc. For all these types of roofs, gutters should be cleaned from ladders. Consider other options such as vacuums.</p> <p>Workers also need to be aware of emergency procedures if someone should fall from height (this may be phone numbers to contact in an emergency, how to get a Worker down from a partial fall, or where to access medical services in the local area). If you are</p>	Medium	<p>Franchisee.</p> <p>Franchisee to supervise and check set up.</p> <p>Workers to follow safe work instructions</p>

			working by yourself, you will have some way of contacting an emergency contact if you are in a harness and suffer a fall requiring rescue assistance before suspension trauma may have a significant impact on your health – this may lead to deep vein thrombosis (DVT) or other similar illnesses in less than 20 minutes, potentially causing life threatening situations.		
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Note: Any additional hazards sighted on the task and subsequent control measures are to be documented below by person carrying out the task, if unsure do not continue and contact the Regional Franchisor for further instruction

Activity List the tasks required to perform the activity in the sequence they are carried out	Potential Hazards / Risks Against each task list the hazards that could cause injury when the task is performed	Risk Rating	Risk Control Measures List the control measures required to eliminate or minimise the risk of injury arising from the identified hazard. Follow the hierarchy of control	Residual Risk Rating	Who is Responsible? Write the name of the person responsible for implementing the control measures

Print Name

Signature (by signing below you are acknowledging that you have read and understood this SWMS)

Safe Work Method Statement: General Gardening

(SWMS02)

Activity / Task being performed: USING BLOWERS, HEDGE TRIMMING, WHIPPER SNIPPING, PRUNERS, CHAINSAWS, BRUSH CUTTERS & SPRAY UNITS	Approved By:	Date:
Training required to complete this task: <ul style="list-style-type: none"> • Jim's Mowing Induction • Unit of Competency AHCARB205A - Operate and maintain Chainsaws or equivalent 		

SWMS RISK ASSESSMENT MATRIX

Risk Rating	Action to be Taken
High	Serious risk is present that could result in death or serious injury (permanent impairment); Task must not proceed while the risk is high. Contact the Regional Franchisor if the risk cannot be reduced.
Medium	Some risk is present that could result in a medically or first aid treated injury; With control measure/s put in place it would be safe to proceed.
Low	It is safe to proceed.

HIERARCHY OF CONTROLS

Most Reliable	Elimination	Most Effective
Substitution		
Isolation		
Engineering		
Administrative		
Least Reliable	Personal protective equipment	Least Effective

Note: All Workers undertaking this task will read and sign the last page of this SWMS

Potential hazards encountered			
Circle potential hazards encountered conducting the task			
Falls / Objects falling:	Plant and Equipment:	Hazardous Chemicals / Materials:	Environmental / People Factors
Working from or using a ladder to access the work area?	Entanglement	Chemical exposure - eyes	Bites – Insects / Snakes
Does the task require work on an elevated workplace?	Crushing	Chemical exposure - general public	Dust
Fallings trees or other objects.	Cutting / Stabbing or Puncturing	Chemical exposure - inhalation	Contractors use
Working in the vicinity of an edge over which a person could fall?	Shearing / Striking	Chemical exposure - ingestion	Electrical – Overhead Power lines
Working on a surface through which a person could fall?	Noise:	Chemical exposure - injection	General Public
Working near an excavation or pit?	Are you exposed to more than, for example:	Chemical exposure - skin / body contact	Fatigue
Working in the vicinity of an opening through which a person could fall?	85db for 8 hrs	Exposed to Asbestos	Heat Stress
	88db for 4 hrs	Exposed to Lead	Lighting - poor
	91db for 2 hrs	Fire or explosion	New Starter / Inexperienced
	94db for 1 hrs	Ignition sources	Other person's working in the vicinity
Does the task involve repetitive or sustained postures, movements or forces? <i>E.g. bending or twisting the back, neck, arms or wrists / reaching, lifting, pushing, pulling.</i>	97db for 30 min	Inappropriate Storage	Sharps - Syringes
If so, is the task completed for more than 2 hours over a day or for more than 30 minutes continuously?	100db for 15 min	Lack of ventilation	Slips and Trips
	(Decibels increase by 3 and time halves up to 140db)	Spills	Traffic Exposure
Does the task involve high force? E.g. Lifting, lowering or carrying heavy loads; pushing, pulling objects that are hard to move.	Electrical	Unlabelled containers	UV Exposure
	Pressurised Water / Air	Unsecure chemicals	Underground Services
Does the task involve exposure to sustained vibration for more than 30 minutes continuously or for more than 2 hours over a whole shift?	Other:	Other:	Violence / Aggression
			Weather – Hot / Cold / Wind / Lighting
			Stress

If you circle any to the above, risk controls are required.

Activity List the tasks required to perform the activity in the sequence they are carried out	Potential Hazards / Risks Against each task list the hazards that could cause injury when the task is performed	Risk Rating	Risk Control Measures List the control measures required to eliminate or minimise the risk of injury arising from the identified hazard. Follow the hierarchy of control	Residual Risk Rating	Who is Responsible? Write the name of the person responsible for implementing the control measures
Unloading equipment near busy roads or pedestrian pathways	Workers being struck by passing vehicles, or striking pedestrians with equipment	High	Park vehicle in a safe area away from passing vehicles where possible. Place safety warning devices such as witches hats around the area of the trailer where Workers are unloading equipment and may be exposed to vehicle traffic. Never unload equipment on the side of the trailer where oncoming traffic is approaching (see SWG02); Look for pedestrians whenever crossing footpaths.	Medium	Franchisee. Franchisee to supervise and check set up. Workers to follow safe work instructions
Lifting equipment off trailer	Manual Handling - potential sprains/strains, injuries to back, shoulders, muscles	Medium	Make sure you have all the necessary tools and equipment when carrying them on site to minimise double handling and going back and forth; Only carry what is a comfortable weight and do not overload yourself	Low	Franchisee. Franchisee to supervise and check set up. Workers to follow safe work instructions
Coming on to work site with equipment	Trips over material left by other sub-contractors	Medium	Examine pathways and access ways before coming on to site and remove any obstacles or debris before bringing mowers and equipment on to site. Keep pathways clear of trip hazards.	Low	Franchisee. Franchisee to supervise and check set up. Workers to follow safe work instructions
Working Outdoors	UV Radiation – skin cancers	High	Avoid working outdoors during the heat of the day where possible. Wear appropriate protective equipment and clothing such as wide brimmed hats, long-sleeved tops, and sunglasses, which conform to Australian Standard 1337. (see SWG03).	Low	Franchisee to provide sunscreen as a minimum and ensure all Workers are wearing appropriate protection. Workers to provide any equipment the franchisee does not provide and apply

			All Workers to apply SPF 30+ sunscreen at the beginning of the day and reapply every 2 hours when they are working outdoors.		sunscreen on a regular basis.
Weeding	Bites from poisonous spiders and other insects, contact with bacteria etc.	Medium	Use hand tools such as gardening spades etc., where possible. Wear correct gloves such as woven or leather gardening gloves whenever weeding or completing similar work.	Low	Franchisee to provide adequate gloves and ensure Workers are wearing them. Workers to wear gloves at all appropriate times
Filling whipper snippers, hedge trimmers chainsaws and other equipment with fuel	Leaking fuel causing damage to the environment; Fire/explosion from leaking fuel Damage to eyes, skin from contact with fuel	Medium	NEVER refuel where people are smoking, using naked flames or near sources of heat; Ensure the fuel to be used is the correct type of fuel and only use purpose built fuel cans in good condition; Wear correct protective equipment as per the manufacturer's instructions and at least gloves and chemical splash goggles (see SWG04); Always add fuel to equipment before starting it up; Never remove the equipment fuel cap or attempt to add fuel while the engine is running; Always refuel and lubricate the equipment in a well ventilated area outside; Clean up any fuel spillages immediately with old rags; Replace fuel cap securely	Low	Franchisee. Franchisee to supervise and check set up. Workers to follow safe work instructions
Using equipment such as whipper snippers, hedge trimmers, chainsaws and other equipment in close proximity to other Workers and pedestrians	Lacerations, puncture wounds, and possible eye injuries caused by objects being ejected or coming into contact with rotating cutting devices	High	Ensure there is an adequate safe working distance between Workers where there are 2 or more Workers in the same area. Where they will cross over, there will be adequate protection for both of them – one or both should stop the task that they are involved in until the other has passed (see SWG05). Use powered tools and equipment during quiet hours or if it is a school ground etc., you will only use them when the school is closed or when children are in	Medium	Franchisee. Franchisee to supervise and check set up. Workers to follow safe work instructions

			<p>classrooms. Never use powered tools and equipment when children are playing in the grounds around them.</p> <p>Set up safety signage and barriers where necessary to prevent pedestrians from coming too close to powered tools and equipment. Pedestrians should be kept at least 15 metres away from equipment whilst in use. If pedestrians come in the vicinity of the work, stop until they have passed and are a safe distance away before continuing.</p> <p>Keep hands and feet well clear of the rotating blades/parts when starting and operating the equipment.</p> <p>Never operate equipment near electrical wiring or leads, and metal objects such as fencing as the rotating parts/blades can get caught and kick back.</p> <p>Only operate powered tools and equipment during daylight hours.</p> <p>Always stop the engine of equipment when you leave them unattended and when crossing roads, footpaths.</p> <p>Ensure that all equipment is turned off and spark plug is disconnected when checking for faults, changing the blades, cutting cord.</p> <p>Ensure all equipment is in good order with no obvious signs of structural damage.</p>		
Operating plant & equipment such as whipper snippers, hedge trimmers, chainsaws and other equipment	Lacerations, puncture wounds, and possible eye injuries caused by objects being ejected or coming into contact with rotating cutting devices	High	<p>Workers will be instructed in how to use the tools safely as per the manufacturer's specifications and through their induction training and/or formal units of competency.</p> <p>All Workers will be wearing correct safety eye wear, hearing protection and any other Personal Protective Equipment as recommended by the manufacturer of the equipment– safety eyewear, boots, and hearing protection as a minimum – for chainsaw use, protective chaps should also be worn (see SWG10)</p>	Medium	<p>Franchisee.</p> <p>Franchisee to supervise and check set up.</p> <p>Workers to follow safe work instructions</p>

			When using the equipment, loose fitting clothing, and exposed jewellery should not be worn in case it becomes entangled in the rotating equipment.		
Trimming hedges and trees at a working height where there is a risk of a serious fall (generally heights above 2m should be considered a high risk)	Serious injuries including broken bones, and possible head and spinal injuries)	High	DO NOT work from ladders with powered equipment requiring 2 hands to use, such as chainsaws, hedge trimmers etc. (see SWG11). If you are using non-powered equipment make sure that any ladders used are secured at top and bottom, and you NEVER step on to the top 2 rungs of the ladder. Set up trestles with guard rails or use a scissor lift or portable scaffold for work at height with powered equipment.	Medium	Franchisee. Franchisee to supervise and check set up. Workers to follow safe work instructions
Exposure to herbicides, pesticides, fungicides through Spay Units	Central nervous system effects, eye irritation, respiratory tract irritation, liver or brain damage	High	'Check with the legislation in your State as to the requirement for a certificate or licence to use herbicides/pesticides and any conditions that may be attached'. Select non-dangerous, and non-hazardous alternatives if available. Ensure good natural ventilation is present at all times. Determine safety precautions for the substance via the manufacturer's Safety Data Sheet and ensure people working with the substance follow the precautions. Ensure personal protective equipment including half face respirator, chemical splash goggles and gloves are suitable for the substance and are worn correctly. (See SWG12). Dispose of excess substance correctly as per the Material Safety Data Sheet and Environmental Protection Authority requirements.	Medium	Franchisee. Franchisee to supervise and check set up. Workers to follow safe work instructions

Note: Any additional hazards sighted on the task and subsequent control measures are to be documented below by person carrying out the task, if unsure do not continue and contact the Regional Franchisor for further instruction

Activity List the tasks required to perform the activity in the sequence they are carried out	Potential Hazards / Risks Against each task list the hazards that could cause injury when the task is performed	Risk Rating	Risk Control Measures List the control measures required to eliminate or minimise the risk of injury arising from the identified hazard. Follow the hierarchy of control	Residual Risk Rating	Who is Responsible? Write the name of the person responsible for implementing the control measures

Print Name

Signature (by signing below you are acknowledging that you have read and understood this SWMS)

Safe Work Method Statement

(WHSF08)

Activity / Task being performed: MOWING / TRIMMING LAWNS	Approved By:	Date:
Training required to complete this task: National Induction Training in Melb or Adel; Field training on commencement		

SWMS RISK ASSESSMENT MATRIX

Risk Rating	Action to be Taken
<p style="text-align: center;">High</p>	Serious risk is present that could result in death or serious injury (permanent impairment); Task must not proceed while the risk is high. Contact the Regional Franchisor if the risk cannot be reduced.
<p style="text-align: center;">Medium</p>	Some risk is present that could result in a medically or first aid treated injury; With control measure/s put in place it would be safe to proceed.
<p style="text-align: center;">Low</p>	It is safe to proceed.

HIERARCHY OF CONTROLS

Most Reliable	Elimination	Most Effective
Substitution		
Isolation		
Engineering		
Administrative		
Least Reliable	Personal protective equipment	Least Effective

General Personal Protective Equipment (PPE) Requirements for this Job

<input type="checkbox"/> Eye Protection 	<input type="checkbox"/> Hearing Protection 	<input type="checkbox"/> Steel Capped Safety Boots 
<input type="checkbox"/> Safety Vest 	<input type="checkbox"/> Respirator / Dust Mask 	<input type="checkbox"/> Gloves 

Note: All Workers undertaking this task will read and sign the last page of this SWMS

Potential hazards encountered			
Circle potential hazards encountered conducting the task			
Falls / Objects falling:	Plant and Equipment:	Hazardous Chemicals / Materials:	Environmental / People Factors
Working from or using a ladder to access the work area?	Entanglement	Chemical exposure - eyes	Bites – Insects / Snakes
Does the task require work on an elevated workplace?	Crushing	Chemical exposure - general public	Dust
Fallings trees or other objects.	Cutting / Stabbing or Puncturing	Chemical exposure - inhalation	Contractors use
Working in the vicinity of an edge over which a person could fall?	Shearing / Striking	Chemical exposure - ingestion	Electrical – Overhead Power lines
Working on a surface through which a person could fall?	Noise:	Chemical exposure - injection	General Public
Working near an excavation or pit?	Are you exposed to more than, for example:	Chemical exposure - skin / body contact	Fatigue
Working in the vicinity of an opening through which a person could fall?	85db for 8 hrs	Exposed to Asbestos	Heat Stress
	88db for 4 hrs	Exposed to Lead	Lighting - poor
	91db for 2 hrs	Fire or explosion	New Starter / Inexperienced
	94db for 1 hrs	Ignition sources	Other person's working in the vicinity
Does the task involve repetitive or sustained postures, movements or forces? <i>E.g. bending or twisting the back, neck, arms or wrists / reaching, lifting, pushing, pulling.</i>	97db for 30 min	Inappropriate Storage	Sharps - Syringes
If so, is the task completed for more than 2 hours over a day or for more than 30 minutes continuously?	100db for 15 min	Lack of ventilation	Slips and Trips
	(Decibels increase by 3 and time halves up to 140db)	Spills	Traffic Exposure
Does the task involve high force? E.g. Lifting, lowering or carrying heavy loads; pushing, pulling objects that are hard to move.	Electrical	Unlabelled containers	UV Exposure
	Pressurised Water / Air	Unsecure chemicals	Underground Services
Does the task involve exposure to sustained vibration for more than 30 minutes continuously or for more than 2 hours over a whole shift?	Other:	Other:	Violence / Aggression
			Weather – Hot / Cold / Wind / Lighting
			Stress

If you circle any of the above, risk controls are required.

Activity List the tasks required to perform the activity in the sequence they are carried out	Potential Hazards / Risks Against each task list the hazards that could cause injury when the task is performed	Risk Rating	Risk Control Measures List the control measures required to eliminate or minimise the risk of injury arising from the identified hazard. Follow the hierarchy of control	Residual Risk Rating	Who is Responsible? Write the name of the person responsible for implementing the control measures
Lifting mowers and other equipment off trailer	Manual Handling - potential sprains/strains, injuries to back, shoulders, muscles	Medium	<ul style="list-style-type: none"> ▪ Use ramps and other purpose built devices on the trailer to remove mowers rather than lifting them off and on (see Safe Work Guide #1) ▪ Make sure you have all the necessary tools and equipment when carrying them on site to minimise double handling and going back and forth Only carry what is a comfortable weight and do not overload yourself 	Low	Franchisee to supervise and check set up Employees to follow safe work instructions
Working near busy roads or pedestrian pathways	Objects ejecting from the mower causing injury to drivers/pedestrians or damage to vehicles Workers being struck by passing vehicles	High	<ul style="list-style-type: none"> ▪ Mow during quiet hours or if it is a school ground etc., you must mow when the school is closed or when children are in classrooms. Never mow when children are playing in the grounds. ▪ Set up safety signage and barriers where necessary to prevent pedestrians from coming too close to mowers - pedestrians should be at least 15 metres away from equipment when in use (see Safe Work Guide #2) ▪ If pedestrians or motorists come in the vicinity of the mowing, stop until they have passed and are a safe distance away before continuing ▪ Park vehicle in a safe area away from passing vehicles where possible. Place safety warning devices such as witches hats around the area of the trailer where workers are unloading equipment and may be exposed to vehicle traffic. 	Medium	Franchisee to supervise and check set up Employees to follow safe work instructions

Activity List the tasks required to perform the activity in the sequence they are carried out	Potential Hazards / Risks Against each task list the hazards that could cause injury when the task is performed	Risk Rating	Risk Control Measures List the control measures required to eliminate or minimise the risk of injury arising from the identified hazard. Follow the hierarchy of control	Residual Risk Rating	Who is Responsible? Write the name of the person responsible for implementing the control measures
Coming on to work site with equipment	Trips / Slips	Medium	<ul style="list-style-type: none"> ▪ Examine pathways and access ways before coming on to site and remove any obstacles or debris before bringing mowers and equipment on to site Keep pathways clear of trip hazards 	Low	Franchisee to make sure pathway is clear Employees to keep it clear
Working Outdoors	UV Radiation – skin cancers	Medium	<ul style="list-style-type: none"> ▪ Avoid working outdoors during the heat of the day where possible (work early in the morning) ▪ Wear appropriate protective equipment and clothing such as wide brimmed hats, long-sleeved tops, and sunglasses, which conform to Australian Standard 1337. (see Safe Work Guide #4) <ul style="list-style-type: none"> ▪ All Franchisees to apply SPF 30+ sunscreen at the beginning of the day and reapply every 2 hours when they are working outdoors 	Low	Franchisee to provide sunscreen as a minimum and ensure all employees are wearing appropriate protection. Employees to provide any equipment the Franchisee does not provide and apply sunscreen on a regular basis.
Filling mower with fuel	<ul style="list-style-type: none"> ▪ Leaking fuel causing damage to the environment ▪ Fire/explosion from leaking fuel Damage to eyes, skin from contact with fuel 	Medium	<ul style="list-style-type: none"> ▪ Refer to Operator’s manual and follow any safety directions provided. ▪ NEVER refuel where people are smoking, using naked flames or near sources of heat ▪ Ensure the fuel to be used is the correct type of fuel and only use purpose built fuel containers in good condition ▪ Wear correct protective equipment as per the manufacturer’s instructions and at least gloves and chemical splash goggles (see Safe Work Guide #5) ▪ Always add fuel to mower before beginning to mow 	Low	Franchisee to supervise and check set up Employees to follow safe work instructions

			<ul style="list-style-type: none"> ▪ Never remove the mower fuel cap or attempt to add fuel while the mower engine is running ▪ Always refuel and lubricate the mower in a well ventilated area outside ▪ Refer to Plant Operator's manual and MSDS/SDS for directions on what to do in case of a petrol spill. ▪ Replace fuel cap securely 		
Mowing lawn	Lacerations, puncture wounds, and possible eye injuries caused by objects being ejected from mower	Medium	<ul style="list-style-type: none"> ▪ Refer to Operator's manual and follow any safety directions provided. ▪ Complete pre-inspection of all areas looking for loose stones, toys, pieces of metal and any other object that may get caught in the mower or be ejected from under it (see Safe Work Guide #6) ▪ Refer to operator's manual regarding using mower without a catcher. ▪ Refer to Operator's manual for information on mowing in long grass. ▪ Ensure there is an adequate safe working distance between workers where there are 2 or more workers in the same area. Where they must cross over, there must be adequate protection for both of them – one or both should stop the task that they are involved in until the other has passed (see Safe Work Guide #8) ▪ Never cut the grass whilst walking backwards, and only ever walk with the mower, do not run ▪ Keep hands and feet well clear of the rotating blades when starting and operating the mower ▪ Ensure the area to be mowed is relatively even and stable. If the area is highly uneven or sloping, 	Low	<p>Franchisee.</p> <p>Franchisee to supervise and check set up.</p> <p>Employees to follow safe work instructions</p>

			<p>consult the operator's Manual of your mower.</p> <ul style="list-style-type: none"> ▪ Only mow during daylight hours ▪ Always stop the engine when you leave the mower unattended and when crossing roads, footpaths or gravel driveways. ▪ Ensure all equipment is in good order with no obvious signs of structural damage (see Safe Work Guide #6) ▪ Ensure all Franchisees and employees are competently trained in how to use the equipment safely. ▪ Always wear the correct protective equipment – safety eyewear, boots, and hearing protection as a minimum (see Safe Work Guide #4) 		
Removing objects, obstructions from the mower	Severe cuts and lacerations, and possible loss of fingers/hands	Medium	<ul style="list-style-type: none"> ▪ Refer to Operator's manual and follow any safety directions provided. ▪ NEVER ATTEMPT TO REMOVE ANYTHING FROM UNDERNEATH THE MOWER WHILST IT IS STILL RUNNING <p>Turn the mower off, disconnect the sparkplug, and shut off the fuel valve before examining under the mower for obstructions</p>	Low	<p>Franchisee.</p> <p>Franchisee to supervise and check set up.</p> <p>Employees to follow safe work instructions</p>
Moving bags of grass clippings from the site on to the trailer	Manual Handling - potential sprains/strains, injuries to back, shoulders, muscles	Medium	<ul style="list-style-type: none"> ▪ Never overload the grass clipping bags when filling them. ▪ Do not carry more than is comfortable (see Safe Work Guide #11) <p>Remember to bend your knees when lifting and not your back</p>	Low	<p>Franchisee.</p> <p>Franchisee to supervise and check set up.</p> <p>Employees to follow safe work instructions</p>

Activity List the tasks required to perform the activity in the sequence they are carried out	Potential Hazards / Risks Against each task list the hazards that could cause injury when the task is performed	Risk Rating	Risk Control Measures List the control measures required to eliminate or minimise the risk of injury arising from the identified hazard. Follow the hierarchy of control	Residual Risk Rating	Who is Responsible? Write the name of the person responsible for implementing the control measures
Use of a Ride-On Mower	Cutting by mower blades, inhalation of fumes and run away mower, impact by flying debris, noise	High	<ul style="list-style-type: none"> ▪ Consult operator's manual for your ride on mower and follow all safety directions. ▪ Ensure appropriate PPE is used (e.g. protection for eyes, hearing and footwear). ▪ Ensure operating area is free of obstacles and obstructions (including overhead clearance) Do not carry passengers on mower or attachment.	Medium	Franchisee. Franchisee to supervise and check set up. Employees to follow safe work instructions
Using a Ride-On Mower on inclined surfaces	Crushing from tip over of mower on steep gradient	High	Consult the Operator's manual for your Ride On Mower and follow all safety directions.	Low	Franchisee. Franchisee to supervise and check set up. Employees to follow safe work instructions
Using a Ride-On Mower - Stopping & Dismounting	Cutting and entanglement from run down time of blades, PTOs, and moving parts	High	Consult the Operator's manual for your ride-on-mower and follow all safety directions.	Low	Franchisee. Franchisee to supervise and check set up. Employees to follow safe work instructions
Using a Cylinder Mower	Cutting by mower blades, impact by flying debris, noise	Medium	Consult Operator's manual for your mower and follow all safety directions.	Low	Franchisee. Franchisee to supervise and check set up. Employees to follow safe work instructions

Note: Any additional hazards sighted on the task and subsequent control measures are to be documented below by person carrying out the task, if unsure do not continue and contact the Regional Franchisor for further instruction

Activity List the tasks required to perform the activity in the sequence they are carried out	Potential Hazards / Risks Against each task list the hazards that could cause injury when the task is performed	Risk Rating	Risk Control Measures List the control measures required to eliminate or minimise the risk of injury arising from the identified hazard. Follow the hierarchy of control	Residual Risk Rating	Who is Responsible? Write the name of the person responsible for implementing the control measures

Print Name

Signature (by signing below you are acknowledging that you have read and understood this SWMS)
