

# SAFE WORK METHOD STATEMENT

## MOWING AND TRIMMING LAWNS

Prepared for Charles Sturt Campus Services

|                |  |                       |  |
|----------------|--|-----------------------|--|
| <b>Client:</b> |  | <b>Project No:</b>    |  |
| <b>Site:</b>   |  | <b>Date Prepared:</b> |  |

### 1. RESPONSIBILITIES

Charles Sturt Campus Services Limited will conduct inductions for all workers (inclusive of employees and subcontractors) prior to commencing site work. A record of site inductions and toolbox meetings will be kept at the Charles Sturt Campus Services Limited office for future reference.

The Principal Contractor or Client will provide adequate amenities (toilets, wash-rooms, dining facilities etc) as defined for this work type and in accordance with Safe Work Australia Code of Practice *Managing the Work Environment and Facilities*.

All Charles Sturt Campus Services Limited workers engaged in site work are required to wear the necessary Personal Protective Equipment (PPE) as noted in this document. No glass containers will be allowed on site (except in meal rooms). The consumption of illegal drugs and alcohol is prohibited.

### 2. DESCRIPTION OF WORK

This brief, step by step work summary is to be completed by the Person Conducting Business or Undertaking (PCBU) or Site Supervisor on site prior to work commencing to assist in the identification of possible hazards:

1. Periodic lawn maintenance, including Mowing and Trimming

- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.

### 3. RISK ASSESSMENT

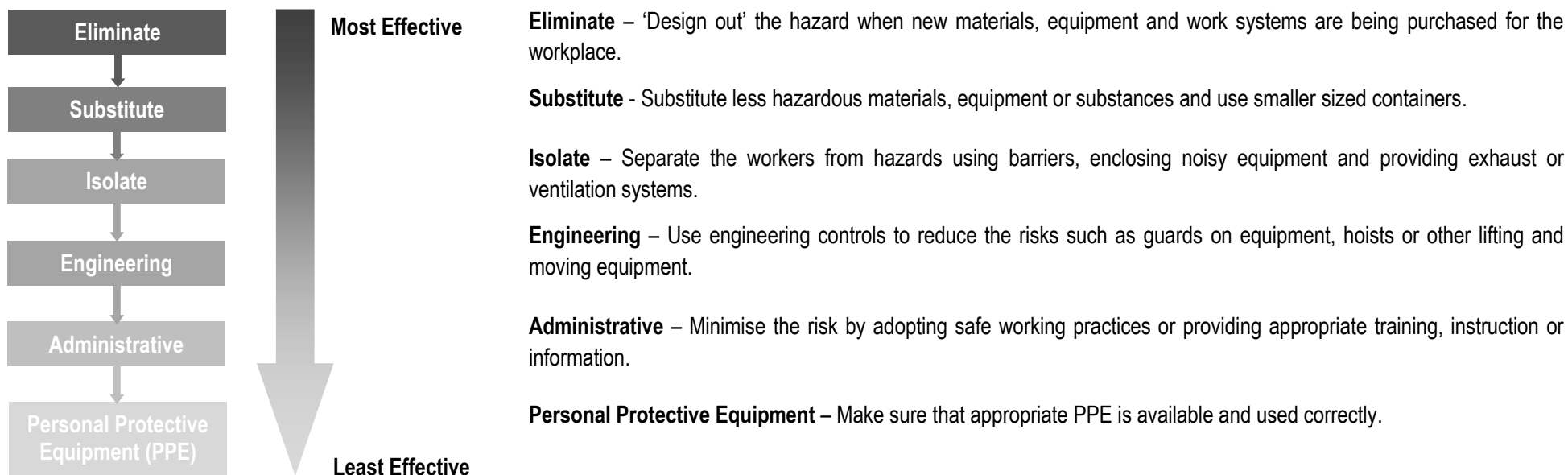
#### Risk Assessment Table

| ▶ LIKELIHOOD<br>(probability)     | ▼ CONSEQUENCES  |   |   |  |  |
|-----------------------------------|---|---|---|--|--|
|                                   | ▼ If the risk event actually occurs what is the severity of Injuries/Potential damages/Financial impacts? |   |   |  |  |
| How likely is the event to occur? | ▼ DISASTROUS  | ▼ MAJOR   | ▼ SERIOUS   | ▼ MINOR  | ▼ NEGLIGIBLE   |
|                                   |   | <ul style="list-style-type: none"> <li>Fatality / Permanent Disability.</li> <li>Extensive Damage &amp; Financial loss</li> </ul> | <ul style="list-style-type: none"> <li>Long term illness or Significant injury.</li> <li>Major – Damage &amp; Financial loss</li> </ul> | <ul style="list-style-type: none"> <li>Medical attention more than one week off normal duties.</li> <li>Serious Damage &amp; Financial loss</li> </ul> | <ul style="list-style-type: none"> <li>Medical attention less than one week off normal duties.</li> <li>Minor Damage &amp; Financial loss</li> </ul> |
| ▶ ALMOST CERTAINLY WILL OCCUR     | <b>CAT 1.</b><br>CRITICAL RISK No. 25.  | <b>CAT 1.</b> CRITICAL<br>RISK No. 23   | <b>CAT 2.</b><br>HIGH RISK No. 20   | <b>CAT 2.</b><br>HIGH RISK No. 16  | <b>CAT 3.</b><br>MODERATE RISK No. 11  |
| ▶ GOOD CHANCE IT COULD OCCUR      | <b>CAT 1.</b> CRITICAL<br>RISK No. 24   | <b>CAT 2.</b><br>HIGH RISK No. 21   | <b>CAT 2.</b><br>HIGH RISK No. 17   | <b>CAT 3.</b><br>MODERATE RISK No. 12  | <b>CAT 3.</b><br>MODERATE RISK No. 7   |
| ▶ LIKELY TO OCCUR                 | <b>CAT 1.</b> CRITICAL<br>RISK No. 22   | <b>CAT 2.</b><br>HIGH RISK No. 18   | <b>CAT 2.</b><br>HIGH RISK No. 13   | <b>CAT 3.</b><br>MODERATE RISK No. 8   | <b>CAT 4.</b><br>LOW RISK No. 4  |
| ▶ UNLIKELY TO OCCUR               | <b>CAT 2.</b><br>HIGH RISK No. 19   | <b>CAT 2.</b><br>HIGH RISK No. 14   | <b>CAT 3.</b><br>MODERATE RISK No. 9  | <b>CAT 3.</b><br>MODERATE RISK No. 5   | <b>CAT 4.</b><br>LOW RISK No. 2  |
| ▶ EXTREMELY UNLIKELY TO OCCUR     | <b>CAT 2.</b><br>HIGH RISK No. 15   | <b>CAT 3.</b><br>MODERATE RISK No. 10   | <b>CAT 3.</b><br>MODERATE RISK No. 6  | <b>CAT 4.</b><br>LOW RISK No. 3  | <b>CAT 4.</b><br>LOW RISK No. 1  |

When assessing the risk of a particular hazard remember:

- The rating you use should indicate the importance of the action required to minimise the Risk posed by the Hazard.
- The more Hazards you identify the greater the overall Risk on the site.
- Overall Risk increases as the number of people exposed to a Hazard increases.
- The more serious the potential impact to a person's health from a Hazard the greater the Risk.
- The frequency of exposure to a Hazard will increase the Risk.

### Hierarchy of Controls



**The Work Process** - “Risk Rating” and “Who is Responsible” is to be completed by the PCBU or Site Supervisor prior to work commencing. Additional Site Specific Requirements are to be entered following this section:

| Steps | Step by Step Procedure   | Possible Hazards  | Risk Rating | Safety Controls  | Who is responsible?   |
|-------|--|---|-------------|--|---|
| 1     | Lifting/moving mowers and other equipment                                | Manual Handling – potential sprains/strains, injuries to back, shoulders, muscles   | 3/8         | <ul style="list-style-type: none"> <li>• Use ramps and other purpose-built devices to move mowers/equipment rather than lifting them</li> <li>• Make sure you have all the necessary tools and equipment when carrying them on site to minimise double handling and going back and forth</li> <li>• Only carry what it a comfortable weight and do not overload yourself</li> </ul>  | Workers to follow work instructions<br>CSCS to supervise and provide training |
| 2     | Working near busy roads or pedestrian pathways or resident/visitor areas | Objects ejecting from the mower causing injury to other persons or damage to vehicles<br>Workers being struck by passing vehicles | 3/12        | <ul style="list-style-type: none"> <li>• Mow during local government regulated hours. Never mow when residents/visitors are in the grounds around the mowers.</li> <li>• Set up safety signage and barriers where necessary to prevent others from coming too close to mowers – other persons should be at least 15 metres away from equipment when in use</li> <li>• If others or motorists come in the vicinity of the mowing, stop until they have passed and are a safe distance away before continuing</li> </ul> | Workers to follow work instructions<br>CSCS to supervise and provide training |
| 3     | Accessing work site with equipment                                       | Trips/Slips   | 3/5         | <ul style="list-style-type: none"> <li>• Examine pathways and access ways before coming on to site and remove any obstacles or debris before bringing mowers and equipment on to site</li> <li>• Keep pathways clear of trip hazards</li> </ul>  | Workers to keep pathways clear  |

| Steps | Step by Step Procedure  | Possible Hazards  | Risk Rating | Safety Controls   | Who is responsible?   |
|-------|-------------------------|---|-------------|---|---|
| 4     | Working Outdoors        | <ul style="list-style-type: none"> <li>UV Radiation – sunburn, skin cancer, dehydration</li> </ul>  | 3/5         | <ul style="list-style-type: none"> <li>Avoid working outdoors during the heat of the day where possible (work early in the morning)</li> <li>Wear appropriate protective equipment and clothing such as wide brimmed hats, long-sleeved tops, and sunglasses, which conform to Australian Standard</li> <li>All workers to apply SPF 30+ sunscreen at the beginning of the day and reapply every 2 hours when they are working outdoors</li> <li>Ensure adequate hydration is maintained</li> </ul>   | Workers to follow work instructions<br>CSCS to supervise and provide training |
| 5     | Filling mower with fuel | <ul style="list-style-type: none"> <li>Leaking fuel causing damage to the environment</li> <li>Fire/explosion from leaking fuel</li> <li>Damage to eyes, skin from contact with fuel</li> </ul> | 3/12        | <ul style="list-style-type: none"> <li>NEVER refuel where people are smoking, using naked flames or near sources of heat</li> <li>Ensure the fuel to be used is the correct type of fuel and only use purpose-built fuel containers in good condition</li> <li>Wear correct PPE as per manufacturer instructions and at least gloves and goggles (steel capped boots)</li> <li>Always add fuel to mower before beginning to mow</li> <li>Never remove the mower fuel cap or attempt to add fuel while the mower engine is running</li> <li>Always refuel and lubricate the mower in a well-ventilated area outside</li> <li>Clean up any fuel spillages immediately</li> <li>Replace fuel cap securely</li> <li>Spill tray recommended</li> </ul> | Workers to follow work instructions<br>CSCS to supervise and provide training |
| 6     | Mowing lawn             | Lacerations, puncture wounds, and possible eye injuries caused by objects being ejected from mower  | 3/8         | <p>Complete pre-inspection of all areas looking for loose stones, pieces of metal and any other object that may get caught in the mower or be ejected from under it</p> <ul style="list-style-type: none"> <li>Always use a catcher with the mower</li> <li>When mowing in long grass DO NOT tie the safety catch flap up to the mower, use a side ejecting catcher instead</li> </ul>  | Workers to follow work instructions<br>CSCS to supervise and provide          |

| Steps | Step by Step Procedure                        | Possible Hazards   | Risk Rating | Safety Controls   | Who is responsible?  |
|-------|---|--|-------------|---|--|
|       |   |  |             | <ul style="list-style-type: none"> <li>• 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 – one or both should stop the task that they are involved in until the other has passed</li> <li>• Never cut the grass whilst walking backwards, and only ever walk with the mower, do not run</li> <li>• Keep hands and feet well clear of the rotating blades when starting and operating the mower</li> <li>• Ensure the area to be mowed is relatively even and stable. If the area is highly uneven or sloping, use a whipper snipper instead</li> <li>• When mowing on moderate incline, less than 10 degrees, mow across the incline and never up and down the incline</li> <li>• Only mow during daylight hours</li> <li>• Always stop the engine when you leave the mower unattended and when crossing roads, footpaths or gravel driveways</li> <li>• Ensure all equipment is in good order with no obvious signs of structural damage</li> <li>• Ensure all workers are competently trained in how to use the equipment safely</li> </ul> <p>Always wear the correct protective equipment – safety eyewear, boots, and hearing protection as a minimum</p> | training   |
| 7     | Removing objects, obstructions from the mower | Severe cuts and lacerations and possible loss of fingers/hands | 3/5         | <ul style="list-style-type: none"> <li>• <b>NEVER ATTEMPT TO REMOVE ANYTHING FROM UNDERNEATH THE MOWER WHILST IT IS STILL RUNNING</b></li> </ul> <p>Turn the mower off, disconnect the sparkplug, and shut off the fuel valve before examining under the mower for obstructions</p>   | Workers to follow work instructions<br>CSCS to supervise and |

| Steps | Step by Step Procedure                                | Possible Hazards  | Risk Rating | Safety Controls  | Who is responsible?   |
|-------|---|---|-------------|--|---|
|       |   |   |             |  | provide training  |
| 8     | Moving/disposing of catchers/ bags of grass clippings | Manual Handling - potential sprains/strains, injuries to back, shoulders, muscles | 3/12        | <ul style="list-style-type: none"> <li>• Never overload the grass clipping bags when filling them. As a general rule no more than 3 catchers of wet grass per bag and no more than 4-5 catchers of dry grass per bag</li> <li>• Do not carry more than is comfortable and use 2 people to lift any bag into waste bin that is not easy to lift by yourself, or remove some of the contents before lifting</li> </ul> Bend and lift from your legs and not your back – remember to bend your knees when lifting and not your back | Workers to follow work instructions<br>CSCS to supervise and provide Training |
| 9     | Use of a ride-on mower                                | Cutting by mower blades, inhalation of fumes and run-away mower                   | 3/12        | Ensure mower is on stable ground and clear of obstructions <ul style="list-style-type: none"> <li>• Ensure adequate ventilation</li> <li>• Ensure brakes are applied and transmission is in neutral</li> <li>• Ensure PTO (Power Take Off e.g. Blades) is disengaged where fitted</li> <li>• Ensure driver is seated on the seat (safety seat switch operated)</li> </ul> Ensure interlock switches (if fitted) are working  | Workers to follow work instructions<br>CSCS to supervise and provide Training |
|       | Using a Ride-On Mower on inclined surfaces            | Crushing from tip over of mower on steep gradient                                 |             | <ul style="list-style-type: none"> <li>• Ensure the mower operates in a level ground and do not exceed the specified gradient (e.g. 10 degree slope)</li> </ul> When mowing on moderate incline, less than 10 degrees, mow across the incline and never up and down the incline  |   |
|       | Using a Ride-On Mower - Stopping & Dismounting        | Cutting and entanglement from run down time of blades, PTOs, and moving parts     |             | Ensure the machine is parked on stable and level ground <ul style="list-style-type: none"> <li>• Ensure transmissions are in neutral position and brakes are applied</li> <li>• Lower attachments, if applicable and switch off engine before dismounting</li> </ul> Ensure blade run down time is minimised by proper   |   |

| Steps | Step by Step Procedure | Possible Hazards | Risk Rating | Safety Controls  | Who is responsible? |
|-------|------------------------|------------------|-------------|--|---------------------|
|       |                        |                  |             | adjustment. Where a blade braking system is fitted, it must be properly adjusted and effective in reducing the run-down time |                     |

**Site Specific Requirements** - To be completed by the PCBU or Site Supervisor if site-specific hazards are identified (attach additional pages if necessary):

| Steps | Step by Step Procedure | Possible Hazards  | Risk Rating | Safety Controls   | Who is responsible?   |
|-------|------------------------|---|-------------|---|---|
| 10    | Using a cylinder mower | Cutting by mower blades, impact by flying debris, noise | 3/12        | <ul style="list-style-type: none"> <li>• Ensure all controls are followed as per push mowers</li> <li>• Ensure all clutches are disengaged (drive and cutting levers are in neutral) before starting the engine</li> <li>• Before using, check that bolts are secure and the cutter assembly is not worn or damaged</li> <li>• Ensure all guards and warning labels are in place</li> <li>• Ensure appropriate PPE is used (e.g. protection for eyes, hearing and steel capped safety boots).</li> <li>• Ensure operating area is free of obstacles and obstructions</li> <li>• Do not change the engine governor settings or over-speed the engine</li> <li>• When starting the engine ensure that the mower is on level ground. (The oil alert switch will stop the motor when the</li> </ul> | Workers to follow work instructions<br>CSCS to supervise and provide Training |



| Steps | Step by Step Procedure | Possible Hazards | Risk Rating | Safety Controls   | Who is responsible? |
|-------|------------------------|------------------|-------------|---|---------------------|
|       |                        |                  |             | <p>mower is inclined more than 30° to prevent damage to the engine)</p> <ul style="list-style-type: none"> <li>• Do not start the engine when standing in front of the cutting reel</li> <li>• <b>NEVER</b> perform maintenance on the cylinder mower or attempt to remove obstacles from the cylinders whilst the mower is in operation. Turn it off, and remove the spark plugs before examining it or repairing it</li> <li>• Always disengage the cylinder when not cutting grass. Even short periods, such as emptying the catcher, can scorch the grass from the heat generated between the blades</li> <li>• Care should be taken when mowing down steep inclines with mowers fitted with split rear rollers of the ratchet type. They tend to freewheel under these conditions</li> <li>• The cutting cylinder clutch lever should only be operated when the mower is on the grassed area and you are ready to cut the grass</li> </ul> |                     |

#### 4. RESOURCES, QUALIFICATIONS AND PERMITS REQUIRED

|   |  |
|---|--|
| Minimum number of workers required to complete this work                            |  |
| Trade licence required to complete this work  | Nil  |
| Additional qualifications, permits and/or experience required to complete this work | Equipment familiarisation by experienced Operator                |
| Additional training required to complete this work                                  | Site Specific Induction and SWMS review required for all workers |

#### 5. SAFETY RESPONSIBILITIES

The **Officer** for this project is \_\_\_\_\_, he/she can be contacted on \_\_\_\_\_.

The **Site Supervisor** for this project is \_\_\_\_\_, he/she can be contacted on \_\_\_\_\_.

The **Health and Safety Representative (HSR)** for this project is \_\_\_\_\_, he/she can be contacted on \_\_\_\_\_.

##### All Charles Sturt Campus Services Limited workers:

- **WILL** be required to have relevant trade experience.
- **WILL** be required to attend regular site inductions, project and task specific induction training and possess the current General Construction Induction Training card.

#### Work Health and Safety - Responsibilities

- a) \_\_\_\_\_ will be responsible for identifying and assessing the hazards associated with the works and documenting the hazard control measures to be taken.
- b) \_\_\_\_\_ will be responsible for compliance with Work Health and Safety (WHS) legislation, regulations, standards, codes, and the site-specific Sites Safety Rules.
- c) \_\_\_\_\_ will be responsible for assessing and monitoring your subcontractors' capabilities, and for making sure they meet WHS requirements.
- d) \_\_\_\_\_ will be responsible for managing the acquisition and communication of WHS information to managers, supervisors and people working on site.
- e) \_\_\_\_\_ will be responsible for preparing, maintaining and making accessible the register of hazardous substances.
- f) \_\_\_\_\_ will be responsible for maintaining first-aid stocks.
- g) \_\_\_\_\_ will be responsible for managing accident and emergency procedures.
- h) \_\_\_\_\_ will be responsible for keeping WHS records.
- i) \_\_\_\_\_ will be responsible for making sure that the Site Safety Rules are available and provided to people who may work on or visit the Site.
- j) \_\_\_\_\_ will be responsible for workplace injury management and rehabilitation.
- k) \_\_\_\_\_ will be responsible for managing communication between Health and Safety Committees (where applicable).
- l) \_\_\_\_\_ will be responsible for displaying the Site Safety Rules on noticeboards and other suitable locations on site.

## 6. TRAINING RESPONSIBILITIES

The HSR will:

- identify the WHS training needs of management, supervisors and workers on site;
- make sure that appropriate training is carried out internally and/or by Safe Work Australia accredited trainers;
- make sure that all personnel attend general construction WHS induction training before starting work as necessary;
- make sure that all personnel attend adequate site-specific induction, work activity and refresher safety training;
- conduct induction training, task training and refresher safety training for everyone working on site; and
- keep appropriate records of WHS training at the Charles Sturt Campus Services Limited office.

## 7. INCIDENT MANAGEMENT

The Supervisor will:

- be available (both during and outside normal working hours) to prevent, prepare for, respond to and recover from incidents; and
- make sure that the procedures for contacting the relevant person(s) are communicated and clearly displayed on the sites.

## 8. PLANT AND EQUIPMENT

Plant and Equipment used on site includes but is not limited to:

| Plant and/or Equipment | Inspection and maintenance checks required                               |
|------------------------|--|
| Mowers/Trimmers        | Visual inspection prior to use and as per manufacturer's recommendations |
|                        |  |

## 9. PERSONAL PROTECTIVE EQUIPMENT (PPE)

PPE for this task includes but is not limited to:

|   |                                |    |                                  |
|---|--------------------------------|----|----------------------------------|
| 1 | Head protection                | 6  | High visibility clothing / vests |
| 2 | Foot protection – steel capped | 7  | Dust mask                        |
| 3 | Eye protection                 | 8  | Sun Protection                   |
| 4 | Hearing Protection             | 9  |                                  |
| 5 | Protective gloves              | 10 |                                  |



## 10. ACCESS

No access shall be permitted by other trades into the work area whilst work is in progress. If necessary, appropriate signage and/or hoarding will be set up around the work area to prevent access. Such signs and hoarding will be removed and area made-good on completion of work.

## 11. LEGISLATION, REGULATIONS, CODES AND STANDARDS

The following reference documents have been identified as relevant to this project and a copy is kept at the Charles Sturt Campus Services Limited office. This list is a guide only and is not necessarily all the relevant documentation:

- Work Health and Safety Act 2011
- Work Health and Safety Regulations 2014
- Hazardous Manual Tasks, Code of Practice
- Managing Noise and Preventing Hearing Loss at Work, COP

**12. SIGNOFF**

The representatives of Charles Sturt Campus Services Limited listed below have been involved in the creation and implementation of this Safe Work Method Statement (SWMS) and will make sure all work is carried out in accordance with this document. All workers listed below have the appropriate licence/qualifications and/or experience required to perform each job task:

| Worker's Name | Qualifications (Licences, Tickets, etc) | Signature | Date |
|---------------|---|-----------|------|
|               |   |           |      |
|               |   |           |      |
|               |   |           |      |
|               |   |           |      |
|               |   |           |      |
|               |   |           |      |
|               |   |           |      |

**Signature and details of person responsible for site supervision of the work, inspecting and approving work areas, work methods, compliance with SWMS, protective measures, plant, equipment and power tools for this site:**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name:

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Position:

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