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| **Name of volunteer responsible for compliance with SWMS:** |  | **Date & time:** |  |
| **Tasks with risk** | Mowing, Edging, Blowing | **Workplace location:** |  |
| **Personal Protective Equipment (PPE) required to complete the job** |
| hand protectionGloves[ ]  | dust maskFace mask[ ]  | safety gogglesEye protection[ ]  | foot protectionAppropriate footwear[ ]  | hearing prot Hearing protection[ ]  | safety apron Protective clothing[ ]  |
| **What are the tasks involved?**Describe the steps required to perform the task in the sequence they are carried out. | **What are the hazards and risks?**Against each step list the potential hazards that could cause injury/damage when the task step is performed. | **How will hazards and risks be controlled?**List the control measure required to eliminate or minimise the risk of injury arising from the identified hazard. |
| Lawn mowing (power tool)Edging/trimming (power tool)Powered Blower | Flying debris, injury to feet, legs, muscles | Grass catcher (mowing), Direction of trimmer selected – aiming away from othersPPE – to avoid foot/leg injuryDistance from others |
| Starting mower or trimmer | Muscle strain – if starting a pull start engine | Ensure appropriate stance, bent knees, avoid over exertion |
| Mowing grass or edging gardens/paths | Debris flying from mower/edger | Remove potential missiles, hard objects from surfaces to be mowed/edged |
| Emptying grass catcher | Muscle strain from bending | Ensure appropriate stance, bent knees, avoid over exertion |
| **Sign off** | **Name** | **Signature** | **Date** |
| I have provided site-specific risk controls to manage the hazards identified above and will comply with the controls listed above.  |
| **Volunteer:** |  |  |  |
| I understand the risk controls listed above will be implemented to manage the identified hazards associated with the works to be undertaken. |
| **Working bee supervisor:** |  |  |  |

| **Control levels** |
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| 1. **Eliminate** any risk to health or safety.
2. **Reduce** the risk to health or safety by any one or any combination of the following:
* **Substituting** a new activity, procedure, plant, process or substance
* **Engineering controls**, such as mechanical or electrical devices.
1. **Use administrative controls**, such as changing the way the work is done.
2. **Provide appropriate personal protective equipment.**
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| 1. All volunteers should be briefed on the SWMS before commencing work. Ensure all volunteers know that work is to immediately stop if the SWMS is not being followed.
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| 1. Observe work being carried out. If controls are not adequate, stop the work, review the SWMS, adjust as required and re-brief the team.
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| 1. Retain this SWMS for the duration of the work.
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