|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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 protection Gloves | dust mask Face mask | | | safety goggles Eye protection | | foot protection Appropriate 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 others  PPE – to avoid foot/leg injury  Distance 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.** |
| 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. |
| 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. |
| 1. Retain this SWMS for the duration of the work. |