

**Brisbane Trees and Gardens**  
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## **SWMS - Task Specific Risk Assessment – Tree Works**

Brisbane Trees and Gardens	Safe Work Method Statement, 28 01 19	Owner: David Taylor.	Page 1 of 21
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Brisbane Trees and Gardens

Task Specific Additional Risk Assessment			Task: Chipping	
<i>Work Sequence Basic Job Steps</i>	<i>Potential Hazard</i>	<i>Initial Risk Score</i>	<i>Proposed Action Control Measure</i>	<i>Residual Risk Score</i>
Break the job down into steps. Each step should accomplish some major task and be a logical sequence	Identify and document the site-specific hazards associated with the task. Refer to the predetermined industry specific risk assessment documentations	Assess the risk of the hazards	Specify what action/procedures will be taken to eliminate or minimise the hazard, the risk of injury/damage, and/or potential severity factors. Include the measures to be taken to ensure the proposed controls will be maintained	Assess the risk of the control
Driving onto site	Other vehicles and obstructions	M	Stay within designated vehicle pathway Have watch person to guide when turning or reversing Operator must be vigilant when reversing. Use a spotter when possible.	L
Set-up	Traffic, public access	H	Set-up before or after peak traffic periods Set up appropriate signage, barricades and road cones. Have person(s) on traffic control duty where required Wear hi-vis shirt or vest	L
	Manual handling of road signs and cones	M	Divide load into smaller parts Use correct lifting technique.	L
Set-up	Falls from vehicles or plant	M	Access/egress the vehicle from kerbside if possible Maintain three points of contact when alighting to & from vehicle Maintain oil & debris free surfaces Check treads of boots for condition and oil contamination Inspect non-slip surfaces on treads/steps are functional	L

Pre-operational checks	Moving machinery and parts	H	<p>Ensure engine is off and all moving parts have stopped rotating before pre-op checks</p> <p>Ensure truck or towing vehicle is stopped and hand brake on and chipper wheels chocked if necessary</p> <p>Use locking pin to stop disc or drum rotation when checking or changing blades and adjusting anvil</p> <p>Keep hands clear of drive belt and pulleys when adjusting or changing</p> <p>Ensure guards over moving parts are in place and bolts tightened</p> <p>Ensure safety features such as reverse bar and last minute emergency stop are in working order before operation</p>	L
	Loose debris and dust when under chipper adjusting anvil or clearing debris from rollers	H	<p>Keep off to side of work area</p> <p>Wear eye protection</p>	L
	Sharp machinery parts	M	<p>Do not handle sharp objects</p> <p>Wear gloves when handling tools or blades</p>	L
	Hot machinery parts	M	<p>Do not work on machinery which is hot</p> <p>Wait until machine has cooled down and wear gloves and eye protection where appropriate</p>	L
	Hydraulic oil and fuel	M	<p>Keep tanks and hoses clean and maintained</p> <p>Do not go near hydraulic leaks when machine is on</p> <p>Confirm location of spill kits, fire extinguisher and MSDS prior to commencing work</p>	L

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Operation	Moving machinery parts	H	<p>Keep clear of moving machinery Machinery inspected and maintained before operation as per manufacturers guidelines. Ensure all safety stickers and signs on chipper are attached and easily read Ensure chipper knives and anvil are sharp and adjusted securely Ensure guards over moving parts are in place and bolts tightened Ensure safety features such as reverse bar and last minute emergency stop are in working order before operation Ensure all bearings and moving parts are greased or lubricated</p>	L
	Noise	H	<p>Avoid leaving machine running at “full noise” when not in use Ensure machine sound dampening features are inspected and maintained before use Wear hearing protection to AS 1269/1270 or greater</p>	L
Feeding the chipper	Flying debris	H	<p>Don't face or stand directly behind chipper when feeding Don't stand in front of chipper discharge chute while disc or drum is turning Wear visor and or eye protection to AS 1337 or greater Wear helmet to AS 1801 or greater</p>	L
	Dust	M	<p>Mix dead or dusty debris with green/live debris where possible Wear eye protection Wear dust masks if appropriate</p>	L
	Moving machinery parts & Branches being pulled into chipper	H	<p>Stand clear after putting branch into rollers Avoid putting any body part over chipper feeding tray unless feed rollers are stopped Place debris difficult to chip into tray and push in with plastic recycling bin, plastic rake, another branch or log, or designated pushing instrument. (Avoid metal tools) Ensure safety features such as reverse bar and last minute emergency stop are in working order before operation</p>	L
	Loose clothing etc	H	<p>Avoid loose clothing, long hair, rings and bracelets when feeding chipper</p>	L

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	Manual Handling	M	Cut debris into manageable pieces Use chipper winch installed Use correct lifting techniques or two person lifts. Wear safety boots	L
	Branches on ground	M	Keep area around chipper tray free of loose debris and trip hazards	L
	Chainsaw operation	H	Only use saw if necessary Ensure saw is sharp and all safety features are operating Use low risk cutting techniques Wear appropriate PPE	L

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Freeing a blocked chipper or chute	Moving machinery parts	H	Do not commence unblocking until ALL moving parts (ie feed rollers, disc or drum, drive belts and engine) have stopped Ensure lockout trip wire or tags are in place on chute and disc covers Wear gloves Lock disc or drum off with pin before clearing debris away	L
	Chainsaw operation	H	Only use saw if necessary, rather use a crow bar. Ensure saw is sharp and all safety features are operating Use low risk cutting techniques	L
Chipping poisonous or allergy causing trees	Poisonous trees	M	Avoid chipping if severely affected or if seriously toxic species (ie Rhus tree) Wear dust masks and appropriate PPE	L
Using chipper winch	Moving parts / Sharp objects	H	Use gloves when handling wire rope Ensure hands are free and people are clear before commencing winching	L
	Winch getting caught in feed rollers	H	Only operate winch when rollers are stopped and no other branches are being chipped Detach winch from end of branch/log closest to rollers before feeding Rewind winch back in before chipping or attach to back end of branch/log to aid in feeding process	L
Using blower	Noise	M	Use the blower only when necessary, rather, rake all debris up first as much as possible Wear hearing protection	L
	Dust	M	Use the blower only when necessary, rather, rake all debris up first as much as possible Try to blow dust down wind and or away from other workers, people, property and vehicles Wear dust mask if severely dusty	L



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Task Specific Additional Risk Assessment			Task: Ground Support	
<i>Work Sequence Basic Job Steps</i>	<i>Hazard</i>	<i>Initial Risk Score</i>	<i>Proposed Action Control Measure</i>	<i>Residual Risk Score</i>
Break the job down into steps. Each step should accomplish some major task and be a logical sequence	Identify and document the site-specific hazards associated with the task. Refer to the predetermined industry specific risk assessment documentations.	Assess the risk of the hazards	Specify what action/procedures will be taken to eliminate or minimise the hazard, the risk of injury/damage, and/or potential severity factors. Include the measures to be taken to ensure the proposed controls will be maintained	Assess the risk of the control
Site Assessment and Preparation	Public Access	M	Identify site with warning signs and witches hats Have a person watching public access while critical works are undertaken Traffic control of road and walkways	L
	Terrain	M	Wear safety boots with ankle support Remove any loose debris Mark and or move trip hazards	L
	Overhead trees	M	Wear helmet Don't stand directly under broken or hanging branches	L
	Manual Handling	M	Use correct lifting techniques, two person lifts or wheel barrow or trolley	L
	Services	M	Identify services	L
Equipment preparation	Fuel	H	Avoid smoking and naked flames near fuel area Smoke free worksite Fuel stored in labelled designated red containers	L
	Sharp cutting chain	M	Wear gloves when handling and sharpening chains	L
	Manual Handling	M	Use correct lifting techniques, two person lifts or wheel barrow or trolley	L



Brisbane Trees and Gardens

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Lowering branches and dropping branches	Rope under load	H	Communicate with climber before lowering branch Have enough turns around friction drum or tree to control load Avoid wrapping the rope around body or body parts Gloves to be worn when lowering without friction device Keep excess rope in a neat pile, bag or box	L
	Overhead branches and Loads	H	Don't stand directly under load/ branch being lowered Wear helmet Wear eye protection or helmet with visor	L
	Dropping branches	H	Don't stand directly in drop zone Traffic control of road and walkways Communicate with climber Wear Hi-Vis shirt or vest Wear helmet/ eye protection/visor	L
Cutting branches and logs	Chainsaw	H	Wear all PPE, helmet, visor, eye and hearing protection, hi-vis shirt or vest Use correct technique / two hands on saw Keep a safe distance from other workers when operating Maintain saw as per manufacturers guidelines	L
	Branches under tension and compression	H	Be in a safe working position when cutting Wear PPE Use correct cutting sequence and technique	L

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Cutting branches and trees	Damage to threatened and vulnerable flora and fauna species	H	<p>Have ecologist on site to identify, nests, species or species area prior to cutting.</p> <p>Dismantle trees by climbing rather than fell them in sensitive areas</p> <p>Use rigging, lowering and felling techniques to direct loads away from subject species.</p> <p>Cut trees/branches into manageable pieces and carry by hand to avoid damage to threatened species</p>	L
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Dragging branches and Moving logs	Manual handling	H	Only move branch weights within personal capabilities Cut Branches into smaller sizes Use 2 or more people to drag larger limbs Utilise wheel barrows and or trolleys	L
	Terrain	M	Remove loose debris Be aware of loose or slippery surfaces Wear safety boots with ankle support	L
Weather	Heat and Exposure	M	Avoid fatigue, dehydration, heat exhaustion and sunburn by Have regular intake of fluids Take regular breaks Wear cool clothing, Wear sun-cream	L
	Wind / Rain	M	Take extra time and care when working in extremely windy and, or wet conditions.	L
Poisonous or allergy causing insects	Bees or wasps	M	Have an apiarist remove the nest prior to works Seal the nest with expanding foam Have someone who is not allergic handle the job Avoid disturbing the nest	L

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Tree Assessment	Falling Branches	<i>M</i>	Avoid standing directly under dead or suspect branches Wear helmet	<i>L</i>
Tree Assessment	Steep, slippery, loose terrain	<i>M</i>	Move loose debris if appropriate Wear safety boots with ankle support	<i>L</i>
Equipment preparation	Equipment failure	<i>H</i>	Inspect all climbing and rigging equipment prior to work as per relevant Australian Standards Test locking devices	<i>L</i>
Chainsaw pre-operation checks	Sharp objects	<i>M</i>	Wear gloves	<i>L</i>
Chainsaw pre-operation checks	Fire	<i>M</i>	No smoking or naked flames in fuelling area	<i>L</i>

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Ascending tree spikeless	Falling debris	H	Avoid climbing under suspect limbs Ensure climb rope is free of suspect limbs Wear appropriate climbing helmet with chinstrap Wear eye protection to AS 1337	L
Climbing	Falling from height	H	Ensure there are no tree defects between anchor point and the ground Double check: anchor point is strong enough harness is fitted correctly knots are tied, dressed and packed correctly connection hardware or karabiners connected correctly preload new attachment points before releasing other always remain attached helmet with chinstrap attached	L
Climbing	Heat and Exposure	L	Wear appropriate clothing Drink plenty of water Steady work pace Take breaks when required in hot weather	L

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Brisbane Trees and Gardens

Install rigging system	Breaking anchor points or equipment during lowering of loads	<i>M</i>	Use an alternative remote lowering point Use EWP or crane hook for high point if practicable Increase tree strength by correct rigging techniques Use correct rated equipment Work within Safe Working Load (SWL) limits	<i>L</i>
Branch walking	Falling /Swinging from height	<i>H</i>	Use two points of attachment where practicable Face anchor point in the event of a fall Wear climbing helmet with chin strap Wear appropriate footwear with rubber soles and ankle support	<i>L</i>
Climbing	Electricity services	<i>H</i>	Have a watchperson. Keep safe distances. Have lines tiger tailed or sleeved Have power authority shut out power. Permit signed	<i>L</i>
Attaching loads	Being hit by branch / Branch falling out	<i>H</i>	Rig to swing away from climber Double check knots or other method of attachment is secure Communicate with ground crew to direct load as required before cutting	<i>L</i>
Cutting with pruning saw or pole saw	Chainsaw use/ Sharp moving object	<i>H</i>	Wear PPE Low risk starting & cutting techniques Use correct cutting sequence Chainsaw lanyard must be connected to a weak link Chainsaw lanyard must allow the saw to hang below climbers feet Saw to be maintained as per manufacturers instructions Communicate with ground crew to ensure cutting area is free of climber ropes and attachments Communicate with ground crew to ensure they are clear of drop zone	<i>L</i>

Brisbane Trees and Gardens

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Climbing on spikes	Sharp objects and slipping	<i>M</i>	Maintain spurs as per manufacturers guidelines Use correct climbing technique Steady work pace	<i>L</i>
Descending	Falling from height	<i>H</i>	Ensure rope length is enough and use stopper knot	<i>L</i>
Tree pruning with pole saw	Falling debris	<i>M</i>	Stand clear of drop zone Ensure drop zone is clear Communicate before cutting	<i>L</i>
Tree Felling	Falling / flying debris	<i>H</i>	Clear drop zone Remove trip hazards in work area Communicate with crew before cutting Have watch person look out for hazards or people. Fell tree in direction it is leaning if possible Use a rope to pull tree when against the lean Use wedges to aid felling Use correct cutting and felling technique	<i>L</i>
Ladder Use	Falling from height	<i>H</i>	Only use rated ladder Ensure ladder is tied off Ladder is at a safe working angle of 75° Have someone hold/foot the ladder	<i>L</i>
Completed by:			Signature	





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Completed by:			Signature	

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	Name of crew member	Qualification / Training Codes from Section 6																			
		CO	TC	FA	CS	SG	AR	TR	TA	GC	CA	A1	A2	A3	A4	A5	E0	E1	E2	E3	E4
1																					
2																					
3																					
4																					
5																					

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Code	Equipment Training
CO	Chipper operation
TC	Tree climbing

Code	Specific Training
AR	Aerial rescue
TR	Traffic controller

Code	Arboricultural Training
A1	Arboriculture level 1
A2	Arboriculture level 2

Code	Industry Experience
E0	No experience needed
E1	1 years experience

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FA	Senior first aid
CS	Chainsaw operator
SG	Stump grinder operation

CA	Close approach/Electrical
GC	Green card induction

A3	Arboriculture level 3
A4	Arboriculture level 4

E2	2 years experience
E3	3 years experience
E4+	More than 4 years

Section 5: Compliance			
Position or task			
Signature			
Date signed			
Legislation	Codes of Practice	Australian Standards	Regulations, Permits and Approvals

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<p>Work, Health &amp; Safety Regulation 2012                  Work, Health &amp; Safety (WHS) Act 2011 No. 40, Workplace Injury Management. Workplace Injury Management and Workers Compensation Act 1998 No. 86. Occupational Health &amp; Safety Regulation 2001                  Occupational Health &amp; Safety Act 2000 No. 40                  Rail Safety Regulation 2008, Rail Safety Act 2008                  Rail Safety Drug and Alcohol Testing Regulation 2008</p>	<p>Workcover Code of practice amenity tree industry (1998)                  Workcover Code of practice Storage and handling of dangerous goods                  Workcover Code of practice Risk assessment                  Workcover Code of practice Noise Management and Protection of Hearing at Work</p>	<p>AS1270 hearing conservation devices (1999)                  AS1337 eye protection for industrial situations (1992)                  AS1801 industrial safety helmets (1997)                  AS2210.1 &amp; AS2210.2 safety footwear (1994)                  AS2726.1 &amp; AS2726.2 use of chainsaws (1995)</p>	<p>Local Council Tree Preservation Order</p>
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Probability	Consequence				
	1	2	3	4	5
A	High	High	High	Medium	Medium
B	High	High	Medium	Medium	Low
C	High	High	Medium	Low	Low
D	High	Medium	Low	Low	Low
E	Medium	Medium	Low	Low	Low

Probability Key
A = Common
B = Has Happened
C = Could Happen
D = Not Likely
E = Almost Impossible

Consequence Key
1 = Fatality
2 = Permanent Disability
3 = Major Injury
4 = Medical Treatment
5 = First Aid

Office use only	
Management Review	
Reviewed by	<input type="text"/>
Date of review	<input type="text"/>

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The Risk Assessment Process
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The Hierarchy of Controlling Risk
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Is any further action required	Yes	No
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Step 1	Identify the hazards in the workplace
Step 2	Assess the probability and consequence
Step 3	Implement risk Control measures
Step 4	Constantly Monitor changes and review the process

Control 1	Elimination the risk totally (Most effective)
Control 2	Separate the risk from the people
Control 3	Substitution or change the work method
Control 4	Wear Personal Protective Equipment (Least effective)

Provide details: