



SureFire Lawn & Yard Care

Safe Work Method Statement (SWMS)

ABN: 23 501 737 283













Address: 16 Coolibah St, Barcaldine

Phone: 0447 762 074

Email: admin@schq.com.au

Project:	Generic		Client/Principal Contractor (PC):		
Risk Assessment #:	SWMS-0001	Site:	Generic	Work Activity:	Grounds Maintenance - General

NOTE: Work must be performed in accordance with this SWMS. All persons involved in the works must have the SWMS explained and COMMUNICATED to them prior to start of works. This SWMS must be kept and be available for inspection until the work to which this SWMS relates is completed. If the SWMS is revised, all versions should be kept. If a notifiable incident occurs in relation to the high-risk construction work in this SWMS, the SWMS must be kept for at least 2 years from the date of the notifiable incident.

Prepared By:	Michael BEAK				Signed & Dated:	01 May 2026					
Reviewed By:	Michael BEAK				Signed & Dated:	01 May 2026					
Date Assessment Conducted:	01 May 2026				Date to be Reviewed:	01 May 2026; or if processes change, or an incident occurs					
Personnel Responsible for Monitoring this Activity:	Manager, Supervisor, Operator, Workers										
Plant and Equipment Required for this Activity:	Various power tools, garden Machinery and general grounds maintenance equipment										
Hard Hat	Fully Enclosed Boots	Ear Protection	Eye Protection	Face Shield	Protective Gloves	Protective Clothing	P2 Mask	Respirator	Harness	Sun Protection	High Vis Clothing
											
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Details of Maintenance Checks Required for this Activity:				Equipment to be subjected to daily pre-start inspections, scheduled inspections and maintenance							
Materials Used:				Fuels and Oils, Various Cleaning products							

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SDS Required? (Yes / No)		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Codes of Practice / Standards Consulted: These must be complied with.		<ul style="list-style-type: none"> • Work Health & Safety Act 2011 • Work Health & Safety Regulations 2011 ▪ First Aid in the Workplace Code of Practice 2021 ▪ Hazardous Manual Tasks Code of Practice 2021 ▪ How To Manage Work Health & Safety Risks Code of Practice 2021 ▪ Labelling Of Workplace Hazardous Chemicals Code of Practice 2021 ▪ Managing Noise & Preventing Hearing Loss at Work Code of Practice 2021 ▪ Managing The Risk of Falls at Workplaces Code of Practice 2021 ▪ Managing The Risk of Psychosocial Hazard at Work Code of Practice 2022 ▪ Managing The Work Environment & Facilities Code of Practice 2021 ▪ Work Health & Safety Consultation, Co-Operation, & Co-Ordination Code of Practice 2021 	
Personnel Qualifications Required for this Activity: Relevant state certification for task has been undertaken or plant being operated		General training	
Specific Training Required for this Activity: All personnel to have completed a Site Induction. Must be trained in this SH&ESWMS and have all relevant certification for this task.		Site Specific Induction Training Appropriate training for equipment	
High Risk Work involves:	<input type="checkbox"/> Risk of falls from greater than 2 metres	<input type="checkbox"/> Work on a telecommunications tower	<input type="checkbox"/> Demolition of load-bearing structure
	<input type="checkbox"/> Likely to involve disturbing asbestos	<input type="checkbox"/> Temporary load-bearing support for structural alterations or repairs	<input type="checkbox"/> Work in or near a confined space
	<input type="checkbox"/> Work in or near shaft or trench with an excavated depth greater than 1.5m or a in tunnel	<input type="checkbox"/> Use of Explosives	<input type="checkbox"/> Work on or near pressurised gas pipes or mains
	<input type="checkbox"/> Work on or near chemical, fuel or refrigerant lines	<input type="checkbox"/> Work on or near energised electrical installations or services	<input type="checkbox"/> Work in an area that may have a contaminated or flammable atmosphere
	<input type="checkbox"/> Work with tilt up or pre-cast concrete	<input type="checkbox"/> Work on, in or adjacent to a road, railway, shipping lane or other traffic corridor in use by traffic other than pedestrians	<input type="checkbox"/> Work in an area with movement of powered mobile plant
	<input type="checkbox"/> Work in or areas with artificial extremes of temperature	<input type="checkbox"/> Work in or near water or other liquid that involves a risk of drowning	<input type="checkbox"/> Diving work
	<input type="checkbox"/> Other [please specify]:		

RISK ASSESSMENT

Step 1 – Determine Consequence (Impact) (C)

Consequence (Impact) Table				
Impact band	Health & Safety		Environment & Heritage	Reputation
Substantial (5)	Fatal Incident (Class 1)		Permanent widespread ecological damage	International negative media coverage. Loss of business from key sector.
Major (4)	Permanent Injury (Class 1)	Damage, which permanently alters a person's future (e.g. quadriplegia, paraplegia, amputation of a limb).	Heavy ecological damage, costly restoration	Sustained national negative media coverage. Loss of long term key client.
Moderate (3)	Lost Time Injury (Class 2)	Damage, which temporarily alters a person's future.	Major but recoverable ecological damage	Regional/short negative media coverage. Loss of Client / project.
Minor (2)	Medical Treatment (Class 2)	Damage, which temporarily inconveniences a person	Limited but medium term damage	Local negative media coverage. Site or project problem
Negligible (1)	First Aid Treatment (Class 3)	Actual injury which requires no treatment or simple first aid	Short term damage	Brief local negative media coverage.

Step 2 - Determine Probability (Likelihood) of Event Occurring (P)

Probability (Likelihood) Table			
Probability band	Description		
Almost Certain (5)	The threat can be expected to occur 75% - 99%	Common / Frequent Occurrence	More than 1 event per month
Likely (4)	The threat will quite commonly occur 50% - 75%	Is known to occur or "it has happened regularly"	More than 1 event per year
Possible (3)	The threat may occur occasionally 25% - 50%	Could occur or "I've heard of it happening"	1 event per 1 to 10 years
Unlikely (2)	The threat could infrequently occur 10% - 25%	Not likely to occur very often	1 event per 10 to 100 years
Rare (1)	The threat may occur in exceptional circumstances 0% - 10%	- Conceivable but only in exceptional circumstances	Less than 1 event per 100 years

Step 3 – Assess Risk Level (R) Determine the risk level by combining Consequence with Probability

Risk Assessment Matrix	Consequence (Impact) Table				
	Negligible (1)	Minor (2)	Moderate (3)	Major (4)	Substantial (5)
Almost Certain (5)	Low (5)	Moderate (10)	Very High (15)	Extreme (20)	Extreme (25)
Likely (4)	Low (4)	Moderate (8)	Very High (12)	Very High (16)	Extreme (20)
Possible (3)	Low (3)	Moderate (6)	High (9)	Very High (12)	Very High (15)
Unlikely (2)	Low (2)	Low (4)	High (6)	High (8)	Very High (10)
Rare (1)	Low (1)	Low (2)	Moderate (3)	High (4)	High (5)

HIERARCHY OF CONTROLS

Highest Level of Control					Lowest Level of Control
Elimination	Substitution	Isolation	Engineering	Administration	Personal Protective Equipment

PROBABILITY:

- 5=Almost Certain
- 4=Likely
- 3=Possible
- 2=Unlikely
- 1=Rare

CONSEQUENCE:

- 5=Substantial
- 4=Major
- 3=Moderate
- 2=Minor
- 1=Negligible

1-6 Acceptable

7-10 Acceptable with Strict Control Measures or Short Duration

11-25 Unacceptable



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Activity Break the job down into steps	Potential Safety and Environmental Hazards What can go wrong	Risk Rating			Control Measures	Risk Rating After Controls			Person Responsible To ensure management method applied
		C	P	R		C	P	R	
Removal of garbage from wheelie bins	<ul style="list-style-type: none"> Sprain & Strain Injuries Manual Handling Cuts from sharp objects, broken glass in bins 	3	4	12	<ul style="list-style-type: none"> Pick bag up from as close to bin as possible. Do not carry more than you can comfortably lift. Ensure that you bend and the knees and do not use your back. Manual Handling SWMS to be followed. Do not pile bags up where they can be tripped over. Manual Handling SWMS to be utilised. Wear protective gloves. 	2	2	4	Workers
Entanglement from power tools (eg drills) and garden machinery (eg mower, whipper snipper, hedge trimmer)	<ul style="list-style-type: none"> Long hair, loose clothing, rags, cleaning brushes and jewellery could become entangled in the moving parts of tools. 	4	3	12	<ul style="list-style-type: none"> Make sure hair, loose clothing, rags and jewellery are kept clear of moving parts when in use. Appropriate guarding to be in place. Operators to conduct a pre-start inspection to ensure tools are in good usable condition prior to use. 	2	1	2	Workers
Impact and Cutting Injuries from power tools (eg drills) and garden machinery (eg mower, whipper snipper, hedge trimmer)	<ul style="list-style-type: none"> Exposed moving parts present a significant risk to an operator's hands and body parts. 	3	3	9	<ul style="list-style-type: none"> Ensure operator hands and body parts are kept clear of moving parts during operation and maintenance. Make sure appropriate guarding is in good condition and installed appropriately. Make sure work piece/item is securely clamped (or secured) prior to using tool. 	2	2	4	Workers

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					<ul style="list-style-type: none"> Ensure any pieces cannot fly off and strike operator or bystander 				
Noise from power tools (eg drills) and garden machinery (eg mower, whipper snipper, hedge trimmer)	<ul style="list-style-type: none"> Operation of tools can result in high noise levels. 	3	4	12	<ul style="list-style-type: none"> Where possible eliminate the requirement to use noisy tools otherwise use a quieter tool if possible. Isolate operations from other workers. Exposure to noise is to be kept within acceptable limits – this can be done by rotating the user to different tasks which don't produce noise, and also through use of PPE. 	2	2	4	Manager/Supervisor Workers
Condition	<ul style="list-style-type: none"> Inadequate maintenance could result in the tool disintegrating/ failing 	3	3	9	<ul style="list-style-type: none"> Tool to be maintained in line with manufacturers specifications. Prestart checks to be conducted. 	1	2	2	Workers
Grounds Maintenance Housekeeping	<ul style="list-style-type: none"> Poor housekeeping - build-up of waste or failure to clean up spills could result in a slip hazard. Inappropriate placement of objects resulting in a trip hazard 	3	3	9	<ul style="list-style-type: none"> Make sure appropriate housekeeping standards are maintained at all times to minimise the risk of a slip, trip or fall. All items are to be placed in appropriate storage areas. 	2	2	4	Workers

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Fuel/Chemicals (for petrol powered tools)	<ul style="list-style-type: none"> Inhalation of fumes whilst refuelling. Contact with skin Explosion Ignition risk whilst refuelling 	4	5	20	<ul style="list-style-type: none"> Current SDS to be held for any fuels utilised in the tool. Gloves to be worn. Tool to be refuelled in a well-ventilated area only. Tool to be switched off prior to refuelling. 	3	3	9	Workers
Electrical Hazard	<ul style="list-style-type: none"> Electrocution 	4	5	20	<ul style="list-style-type: none"> Ensure that electrical lead is in good condition – this is to be checked prior to use of tool. Lead to display current test/tag status. Keep leads off the floor and stored correctly when not in use. Lead to be plugged into an RCD unit, unless the building is fitted with a fixed RCD. 	3	2	6	Workers
Out of Service	<ul style="list-style-type: none"> Unauthorised operation 	3	3	9	<p>Equipment shall be positioned at its designated storage area and stowed in its specific out of service configurations;</p> <ul style="list-style-type: none"> The engine shall be stopped. Isolation and ignition switches shall be removed/where possible to prevent unauthorised operations. 	2	1	2	Workers
Tools - General	<ul style="list-style-type: none"> Cuts to hands Guard missing Incorrect parts 	4	5	20	<ul style="list-style-type: none"> Keep hands away from cutting/moving parts of tools. Second hand should be placed on handle or over motor to ensure no free hands can come in contact with the sharp/moving parts. Never remove the guard. 	3	2	6	Workers

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		C	P	R		C	P	R	
					<ul style="list-style-type: none"> Never attempt to reach under the sharp/moving parts to remove a work piece. Never use damaged or incorrect components. Appropriate screening/PPE to be worn. 				
General	<ul style="list-style-type: none"> Failure to comply with the content and intent of this SWMS results in injury to persons or damage to equipment 	4	4	16	<ul style="list-style-type: none"> Ongoing inspection by Supervisor will be conducted to ensure all members of the team are compliant with the requirements of this SWMS. Observations and workplace inspections will be conducted randomly. All identified non-conformances to the process contained with this SWMS shall be closed out and offending personnel may be subject to disciplinary action. 	2	1	2	Supervisor Workers
	<ul style="list-style-type: none"> Environment in which the work is undertaken changes or hazards are identified which do not appear in this SWMS resulting in unacceptable risk to persons and potential injury 	4	4	16	<ul style="list-style-type: none"> Work is to cease immediately when the environmental changes and there is an identified need to reassess the exposure to a risk or when hazards are identified that are not covered by this SWMS. Immediately notify Supervisor who will consultant with the workers. Once the SWMS are reviewed and all required changes included the Supervisor signs off on the revised SWMS and submit it for final approval. Changes to the SWMS must be communicated with all workers prior to work recommencing. 				Supervisor Workers

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		C	P	R		C	P	R	
	<ul style="list-style-type: none"> Unable to respond to emergencies 	3	3	9	Workers are to know the following: <ul style="list-style-type: none"> Location of the first aid equipment Location and use of the fire fighting equipment. 	2	1	2	Workers
Incident and Injury	<ul style="list-style-type: none"> Personnel hurt Plant or equipment damaged 	3	3	9	<ul style="list-style-type: none"> First aid – report to nearest first aider for assistance. Accidents – stop work and report incident to nearest Supervisor. Major accident i.e. load dropping etc. – stop work, inform nearest Supervisor and barricade area off. Dial 000 for all Emergency Services. Dial 112 from mobile phones. Activate site emergency Procedures. 	2	1	2	Workers
Site Specific Hazards and Controls									
	<ul style="list-style-type: none"> 				<ul style="list-style-type: none"> 				

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SIGNOFF

We the undersigned, confirm that the SWMS nominated above has been explained and its contents are clearly understood and accepted. We also confirm that our required qualifications to undertake this activity are current. We also clearly understand the controls in this SWMS must be applied as documented; otherwise work is to cease immediately.

Name	Qualification Required for this Activity	Signature	Date	Time	High Risk Licence number & Expiry

WORKER CONSULTATION AND PARTICIPATION

Workers consulted in SWMS development: Date: / /

Worker suggestions incorporated:

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