



ACTIVITY SAFE WORK METHOD STATEMENT

ACTIVITY NAME; Establishing a tree planting project

PROJECT LOCATION; _____

ACTIVITY CO-ORDINATOR; _____

ASSESSMENT DATE; _____

ACTIVITY LOCATION; _____

HAZARDS	MITIGATION (CONTROL) STRATEGIES	PROCEED Yes / No
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If a no is recorded then a job safety analysis should be conducted on the risk identified and the risk reassessed when controls are identified and enacted

GENERAL SAFETY

Weather conditions

Use the Vic emergency app or website to look for warnings about

- Fire danger
- Total fire bans
- Wind
- Thunderstorms
- Days of extreme heat or cold
- Air quality



- Activities will not take place on days when the fire danger rating is Severe, Extreme or Code Red. On days of total fire ban when the rating is Very High or below, the decision to proceed or not will be taken on the day.
- On days when thunderstorms are predicted or likely, activities should be postponed.
- Days of extreme wind carry dangers of falling trees and limbs so activities around these areas should be postponed
- On days that are extremely hot or cold, the decision to proceed should be taken on the day with regard to local conditions
- Bushfire smoke assessment if present

Dehydration and sunburn

Cool Drinking Water;

- Drinking water should be available
- Drinks of 100-200ml of water at frequent intervals to replace fluids lost in sweating should be taken

Suitable Clothing;

- Light coloured clothing reflects radiant heat.
- Loose clothing, of loosely woven natural fabrics assists evaporation of sweat.
- Wide brimmed hats protect from direct sunlight

Sunscreen should be used and be available for reapplication during the day

Snake Habitat	<ul style="list-style-type: none"> • Be aware of potential for snakes • Keep to animal or other tracks in the site if available • If a snake is spotted do not approach or attempt to interact with the animal • Inform other crew members • Turn back if the snake cannot be safely passed 	
Bites and Stings	<ul style="list-style-type: none"> • Use insect repellent. • Participants with sting allergy to have personal emergency plan • Avoid areas with high numbers of social insects such as European wasps, bullants or bees as a nest or hive may be close and the insects will defend it if disturbed 	
Accessing the planting area	<ul style="list-style-type: none"> • Wear appropriate footwear • Ensure footwear is properly laced/fastened • Be aware of unstable banks and areas of animal burrows and choose a safe path to walk. • Electric fences turned off if possible • Be aware of livestock in paddocks that may need to be traversed or worked in 	
Biosecurity	<ul style="list-style-type: none"> • Footwear should be cleaned between visits to separate properties. Clothing should be monitored for weed seeds and action such as brushing down and changing clothes taken to reduce the spread of weeds. • Farm biosecurity protocols should be followed 	
Covid-19	<ul style="list-style-type: none"> • Stay 1.5 metres apart if working with others • In general - do not share belongings; no social greetings involving touch. People showing signs of illness should self-isolate. • Follow Government directives 	
USING FARM MACHINERY		
Tractor safety	<ul style="list-style-type: none"> • Keep your tractor in good repair and immediately fix or replace faulty parts. Make detailed notes on services and repairs in a logbook and conduct a general maintenance check on the tractor every day before use. If you are uncertain about how to properly service and maintain your tractor, it is recommended you have a close working relationship with your local machinery expert. • only start the tractor when sitting in the driver's seat and turn the tractor engine off before leaving the driver's seat. • Install ROPS and seatbelts on all tractors. • If using a front-end loader, install FOPS. • Don't allow anyone to stand near the tractor when it's being started. • Don't operate your tractor close to dams, pipes, drains or powerlines, on steep slopes or near other potential hazards. • Remember that tractors have a high centre of gravity and are more likely to tip when riding over hilly ground. 	

	<ul style="list-style-type: none"> • Don't carry passengers. • Make sure that steps and control pedals are non-slip and kept clean. 	
<p>Quad bike safety</p>	<ul style="list-style-type: none"> • fit a suitably designed and tested operator protective device (OPD) where there is risk of quad bike rollover. • Use the quad bike strictly according to the manufacturer's instructions. • Leave all safety guards in place. • If your quad bike needs accessories, make sure to use the manufacturer's equipment or their recommendations. • Fit accessories properly. Don't 'customise' the fit or you may compromise the quad bike's stability. • Strictly observe the load ratings. • Keep the quad bike in good mechanical repair. • Perform a safety check each time before you ride. • Don't ride in terrain beyond your riding ability. • Whenever possible, ride on familiar tracks. Even then, think carefully about the position of any drains or other obstacles, the weather conditions, the nature of the surface and how fast you may be required to ride. • Ride cautiously when riding the quad bike on bitumen roads, as the smooth road surface may compromise control. • Remember that liquids within a spray tank can cause sudden shifts to your quad bike's centre of gravity when riding over uneven terrain. Make sure you are able to carry additional weight and that it does not exceed the carrying capacity. Take extra care. • Assess the terrain carefully before choosing to ride on it. Steep slopes, particularly if the dirt is loose or wet, should be avoided as they can cause the quad bike to roll over. • Watch the ground ahead for potential hazards. Riding into or over rocks, pipes or any other obstacle can cause an accident. • If you are not confident that you can negotiate a particular stretch of terrain, don't attempt it. Go another way or turn around. • Do not carry passengers 	
<p>Using farm machinery such as but not limited to post hole diggers/rammers; angle grinders; drills; fencing wire strainers. Add site specific equipment here -</p>	<ul style="list-style-type: none"> • Read and follow the manufacturers' instructions for operation. • Don't remove or modify safety features. • Ensure that everyone working on the farm is thoroughly familiar with operating procedures and safety requirements for any machinery they use. • If needed, replace and fit guards to cover the moving parts of machinery • Make sure that tractors are correctly ballasted or weighted for particular jobs. • Fit falling object protective structures (FOPS) on front-end loaders. • Always wear appropriate protective and visible clothing. • Make sure your workers are thoroughly trained in equipment operation and safety. 	



	<ul style="list-style-type: none"> • Keep all equipment in good repair. • Warn workers of potential hazards and insist they undertake training and use equipment safely. • Only allow a worker to perform a task when you are confident they can handle it. • Keep visitors and children well away from operating machinery and warn them of potential hazards. 	
PREPARING THE AREA FOR PLANTING		
<p>Picking up the trees and materials for the project</p>	<ul style="list-style-type: none"> • Safe manual handling procedures are <ul style="list-style-type: none"> ○ Lift and carry heavy loads correctly by keeping the load close to the body and lifting with the thigh muscles. ○ Never attempt to lift or carry loads if you think they are too heavy. ○ Pushing a load (using your body weight to assist) will be less stressful on your body than pulling a load. ○ Use mechanical aids or get help to lift or carry a heavy load whenever possible. ○ Organise the work area to reduce the amount of bending, twisting and stretching required. • Load vehicles correctly • Drive safely to and from the worksite • Store materials safely 	
<p>Spraying area pre planting</p>	<ul style="list-style-type: none"> • Have a current Agricultural Chemical Users Certificate • Follow farm hazardous substances policies and procedures including but not limited to <ul style="list-style-type: none"> ○ isolate hazardous substances in separate storage areas ○ be aware of and implement safe handling and safety procedures ○ use personal protection equipment such as respirators, gloves and goggles ○ have MSDS's available for all chemicals used • Use mechanical grass removal methods instead of chemicals where possible 	
<p>Planting and guarding trees</p>	<ul style="list-style-type: none"> • Wear appropriate protective clothing including gloves as some species of plant can cause allergies on skin contact • Use safe manual handling methods (see above) • Schedule work to include frequent breaks. • Vary tasks so that repetitive movements are alternated with other work • Set realistic deadlines. 	
<p>Any other site specific hazard</p>	<p>Use extra sheet if required</p>	

Are you prepared for	Yes	No	Outline Arrangements
Emergency Evacuation			Proceed away from the incident. Follow emergency services directions if appropriate
Have a farm emergency response plan			<ul style="list-style-type: none"> • Ensure easy access to a suitable and well-stocked first aid kit. • Make sure at least one person on the farm is trained in first aid. • Keep emergency numbers and correct addresses next to the telephone or loaded onto a mobile phone. • Plan routes to the nearest hospital – make sure it has an operational emergency department. • Regularly talk through your emergency plan with your family and other workers. • Make sure your children understand what to do in an emergency (if applicable).
First Aid			Call 000 in emergency. Have first aid kit on hand with snake bite bandages.
Bushfire			Have a current bushfire plan
Note any other site specific hazards here (eg flood, snow, hail etc)			

NAME	SIGNATURE	DATE