



Trees In Newcastle

Safe Work Method Statement

Activity	Date	Training, Licenses, Permits and Competency or equivalents required
SEED COLLECTION		<ul style="list-style-type: none"> • Seed collection OH&S induction • Appropriate licenses, permits & permission notes • Knowledge of 'Florabank' guidelines

TIN policies and Safe Operating Procedures required for task	Equipment required for task	Safety equipment	Personal protective equipment
	<ul style="list-style-type: none"> • Paper & plastic bags • Pens & tags for labeling • Extension pole pruner • Secateurs • Appropriate licenses, permission notes etc. <p style="text-align: center;"><u>Optional</u></p> <ul style="list-style-type: none"> • GPS equipment • Maps & compass • Site survey sheet • Plant identification books • Binoculars • Hand lens • Camera • Throwing ropes, rope saw Etc. 	<ul style="list-style-type: none"> • First aid kit • Risk assessment • Accident and injury report sheet • Induction sheet • Mobile phone • Protective gloves • Insect repellent • Sunscreen • Water & cups 	<ul style="list-style-type: none"> • Hat • Long sleeved shirt • Long sleeved pants • Sunglasses • Sturdy footwear • Hard hat

Work Sequence	Potential Hazards	Control Measures
1.0 <u>Prepare for seed collection</u> 1.1 Source seed collection equipment 1.2 Source First Aid Kit 1.3 Complete tools & safety equipment check list 1.4 Place equipment in vehicle	<ul style="list-style-type: none"> • Inadequate/faulty equipment • Incomplete First Aid Kit • Inadequate Vehicle maintenance • Unprepared for sun exposure/sunstroke & dehydration • Manual handling, lifting incorrectly 	<ul style="list-style-type: none"> • Check equipment & repair/replace faulty equipment • Check First aid kit & replenish as needed • Check vehicle oil, water, tyre pressure etc. & maintain on regular basis • Wear appropriate clothing & fill water container with fresh water • Use proper lifting techniques
2.0 <u>Seed collection</u> 2.1 Seed Collection OH&S Inductions 2.2 Site specific risk assessment 2.3 Seed collection	<ul style="list-style-type: none"> • Sun exposure/ Sunburn/ Sunstroke/ Dehydration • Plants & Wildlife • Topography 	<ul style="list-style-type: none"> • Wear long sleeved shirts with collars, long pants, broad-rimmed hat, sunglasses • Have sunscreen available • Make use of available shade • Drinking water provided • Take rest breaks and / or work in shade • Avoid working in the hottest part of the day • Site specific risk assessment undertaken • Wear suitable work clothing and PPE when working near to or collecting from poisonous, allergenic and dangerous plants • Be aware of first aid kit location • Be aware of wildlife and take measures to reduce contact with dangerous species, e.g. tread loudly to scare off snakes, look for funnel webs when moving mulch, etc. • You may also encounter paper wasps, bees, ticks, spiders, ants, mosquitoes, sandflies, leeches, etc. • Insect repellent is in the kit • Site induction and risk assessment undertaken • Maintain clear access in/out of bush • Flag off danger zones

	<ul style="list-style-type: none"> • Fire hazards • Equipment and tools 	<ul style="list-style-type: none"> • Create and use safe access trails • Avoid slippery edges and rocks • Risk assessment taken for non-swimmers • Do not run on site • Be aware of and locate hazardous branch falls • Always park vehicle facing the exit to the bushland • Risk assessment by supervisor on medium to high fire risk days • Avoid seed collection activities completely on strong wind days or high and extreme bushfire threat days. • Fire hazard awareness in isolated situations • Hypothetical fire drill covering exits in all directions • Keep fuel away from flames • No smoking near petrol or other flammable materials • Ensure cigarette butts are extinguished, collected and removed from site • If using secateurs or other sharp tools we need to be careful not to cut our fingers and hands. • Keep well clear of the operator of extension pole pruner. • The operator of extension pole pruner needs to wear appropriate personal protective equipment.
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Site induction conducted by	Briefing Date	Attendees	Signature	Permits, etc sited at briefing