MAINTENANCE

Policy Number:	300		
Title:	Working at Heights		
Owner:	Village Baxter Maintenance		
Next Review Date:	March 2023	**Risk Rating:**	High

1. POLICY

The Village Baxter is committed to providing a safe place of work and safe systems of work for all employees

To ensure compliance with the respective Legislative requirements – OH&S act 2004, OH&S Regulations 2017 and all applicable regulations embodied in that Act or provide by Statutory Regulations appended to that Act. The Village Baxter will ensure that; -

A) No employee will be placed at risk from working at a height of greater than two meters.
B)) No contractor will be placed at risk from working at a height of greater than two meters.
C)) No volunteer will be placed at risk from working at a height of greater than two meters.
D) A copy of all “risk assessments”, “risk control measures”, “Safety advice sheets” and “safe work method statements” are available in the staff lunchroom and from site property Infrastructure and General Services managers.

To comply with the relevant regulations, The village Baxter will identify all tasks that involves working or operating at heights greater than two meters above the safe working plane.

This is also to apply to any area which is adjacent to a trench, or similar void, or where a worker can fall unimpeded for a distance of two meters or more.

2. PROCEDURE

In compliance with the above; - all falls’ hazards will be identified either initially or as tasks are developed or become evident. A hazard identification form will be completed if there is a likelihood of a task presenting a risk or hazard to any person or property. This will be done prior to any task being undertaken. This form will be forwarded to the Site Property Infrastructure and General Services Managers for assessment prior to the task being undertaken (See BVB Working at Heights SWMS).

The Site Property Infrastructure and General Services Managers will in conjunction with the OH&S representative and/or the DWG members, will assess the risk of falls and develop a safe work method of undertaking the task with a minimised or eliminated risk.

Provided the risk has been reduced to an acceptable level by the DWG or the risk has been completely eliminated; the task may be completed in accordance with Safety Advice Data and/or to the specifications of the SWMS, whichever is applicable.

The Village Baxter will provide safety measures to prevent or minimise the risk of a fall and ensure these measures are implemented by both training and supervisions. In the event of a fall, the emergency procedures in place, will be followed.

To provide for reliable equipment and thus prevent equipment failure, all plant and equipment will be inspected as per the plant and equipment policy (see policy 302). Hand tools will be checked and operated as per the Small Tools Policy (see policy 303).

Where practicable, all tasks above two meters will be outsourced to organisations appropriately equipped, trained and qualified for the task. These organisations must be

inducted by the Site Property Infrastructure and General Services Managers into the Village Baxter prior to commencement of any works on site.

All work conducted at height will be in accordance with “Prevention of Falls in General Construction” Code of practice No 28, 31 March 2004. Copies of this code of practice are available in the staff lunchroom or from the Site Property Infrastructure and General Services Managers.

Under no circumstances are The Village Baxter employees to undertake any task which involves working at heights above two meters.

Any task involving work at height above two meters, advice and direction of the Site Property Infrastructure and General Services Managers must be sought, and the appropriate risk assessments and controls undertaken.

3. RELATED POLICIES AND DOCUMENTS

Occupational Health and Safety Act 2004 (legislation.vic.gov.au)

Occupational Health and Safety Regulations 2017 (legislation.vic.gov.au)

Compliance Code: Prevention of falls in housing construction – Worksafe

Maintenance Policy 301 – Injuries – Emergency

Maintenance Policy 302 – Plant and Equipment

Maintenance Policy 303 – Small Tools

MAINTENANCE

Policy Number:	301		
Title:	Injuries – Emergency Procedures		
Owner:	Village Baxter Maintenance		
Review Date:	March 2023	**Risk Rating:**	Medium

1. POLICY

The Village Baxter is committed to providing a safe place of work and safe systems of work for all employees

To ensure compliance with the respective Legislative requirements – OH&S act 2004, OH&S Regulations 2017 and all applicable regulations embodied in that Act or provide by Statutory Regulations appended to that Act. The Village Baxter will ensure that; -

A) All staff will have unimpeded and immediate access to assistance and appropriate medical treatment.
B) No employee will be discriminated against in any way as a result of an injury sustained during the course of their employment.
C) A copy of all “risk assessments”, “risk control measures”, “Safety advice sheets” and “safe work method statements” are available in the staff lunchroom and from site property Infrastructure and General Services managers.

2. PROCEDURE

When an employee witnesses or is involved in an accident, they must report it to the site Property Infrastructure and General Services managers, (personally, in writing or by phone if the accident occurred remotely) as soon as possible.

An “” Incident Report Form” is to be completed and are available from the Site property Infrastructure and General Services managers. The information and all relevant documents are then transferred to the Village Baxter HR Manager, who will contact all the relevant authorities.

The Site property Infrastructure and General Services managers will liaise with the employees, family / emergency contacts and ensure that the personal assistance (secure employees belongings, car, etc) is provided, if required.

First aid kits are provided in all public buildings, Maintenance buildings and in all vehicles used by maintenance personnel. The Village Nurse may be contacted to provide assistance if required and if available, “nurse call” system can be used.

The Village nurse, if required, will make the arrangements for transport to a doctor / hospital. Transport to a doctor / hospital, in a private car must be sanctioned by the Site property Infrastructure and General Services managers.

3. RELATED POLICIES AND DOCUMENTS

Occupational Health and Safety Act 2004 (legislation.vic.gov.au)

Occupational Health and Safety Regulations 2017 (legislation.vic.gov.au)

MAINTENANCE

Policy Number:	302		
Title:	Plant and Equipment		
Owner:	Village Baxter Maintenance		
Review Date:	March 2023	**Risk Rating:**	High

1. POLICY

The Village Baxter is committed to providing a safe place of work and safe systems of work for all employees

To ensure compliance with the respective Legislative requirements – OH&S act 2004, OH&S Regulations 2017 and all applicable regulations embodied in that Act or provide by Statutory Regulations appended to that Act. The Village Baxter will ensure that; -

A) All plant and equipment will be maintained to a safe standard.
B) Employees required to operate equipment are provided with training to enable them to safely operate that equipment.
C) Safety advice and manufacturers operating instructions are available at all times to the staff required to use that equipment.
D) A copy of all “risk assessments”, “risk control measures”, “Safety advice sheets” and “safe work method statements” are available in the staff lunchroom and from site property Infrastructure and General Services managers.
E) No person will operate any tool for which a licence, permit or formal training is required until such time as that person has obtained that licence, permit or formal training, and a copy of proof of qualification has been appended to their personal file held by the site property Infrastructure and General Services managers.

2. PROCEDURE

When using a piece of plant or equipment for the first time each day, each employee will check that equipment is safe to use. This includes inspection of tags are current, all guards and safety devices are in place and functional, all fittings are at a standard which will allow the operator to use the equipment safely, and without risk which has not been identified, or for which there is no “Risk / hazard assessment” or “Safety Advice”.

The operator must be fully conversant with the SWMS for the task involved and must also signed to show they have an understanding of the “Risk / hazard assessment” and relevant “safety advice”. The operator must have past experience and / or training in the use of the plant or equipment.

Should any plant or equipment be found to be defective, the employee must inform a supervisor or site property Infrastructure and General Services managers.

A “Hazard Alert” to be completed for the plant and equipment and immediately withdrawn from service until repairs have been completed by a competent person.

Plant and equipment will be inspected and assessed for safety on an annual basis or in case of electrical appliances and equipment, the inspections will be undertaken as scheduled according to Maintenance policy 306 – Electrical Test and Tagging.

No person is to operate plant or equipment for which they do not have the required qualification, endorsements, licences or experience.

All relevant personal protective equipment (PPE) is supplied to staff and must be worn when operating equipment or machinery on the Village Baxter Grounds. Hired equipment cannot be used unless the relevant PPE is available and worn.

All contractors must supply and use their own PPE when operating equipment and machinery within the Village Baxter grounds.

3. RELATED POLICIES AND DOCUMENTS

Occupational Health and Safety Act 2004 (legislation.vic.gov.au)

Occupational Health and Safety Regulations 2017 (legislation.vic.gov.au)

Maintenance policy 306 – Electrical Testing and Tagging.

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MAINTENANCE

Policy Number:	303		
Title:	Small tools		
Owner:	Village Baxter Maintenance		
Review Date:	March 2023	**Risk Rating:**	Moderate

1. POLICY

The Village Baxter is committed to providing a safe place of work and safe systems of work for all employees

To ensure compliance with the respective Legislative requirements – OH&S act 2004, OH&S Regulations 2017 and all applicable regulations embodied in that Act or provide by Statutory Regulations appended to that Act. The Village Baxter will ensure that; -

A) All small tools, electric, hand, pneumatic, hydraulic or explosive powered will be assessed for risk / hazard potential and control measures will be introduced to reduce or eliminate such risk / hazards.
B) “Safety Advice” sheets are available to provide information for all individual tools which have been inherent risks.
C) Training or instruction on the use of any small tool used withing the Village Baxter will be available from competent staff or instruction sessions will be arranged from a registered training organisation.
D) No person will operate any tool for which a licence, permit, or formal training and a copy of proof of qualification, has been appended to their person file held by the site property Infrastructure and General Services managers.
E) A copy of all “risk assessments”, “risk control measures”, “Safety advice sheets” and “safe work method statements” are available in the staff lunchroom and from site property Infrastructure and General Services managers.

2. PROCEDURE

Inspect the tool and ensure they are in a safe working order prior to using them each day.

Use the appropriate personal protective equipment (PPE).

Use the appropriate tolls in the right environment for the purpose that they are designed for and operated by the person/s in accordance with the manufacturer’s guidelines.

Should any tool be found to be defective, the employee must inform a supervisor or site property Infrastructure and General Services manager and the tool withdrawn from service until repairs have been completed by a competent person.

3. RELATED POLICIES AND DOCUMENTS

Occupational Health and Safety Act 2004 (legislation.vic.gov.au)

Occupational Health and Safety Regulations 2017 (legislation.vic.gov.au)

MAINTENANCE

Policy Number:	304		
Title:	Manual Handling		
Owner:	Village Baxter Maintenance		
Review Date:	March 2023	**Risk Rating:**	High

1. POLICY

The Village Baxter is committed to providing a safe place of work and safe systems of work for all employees

To ensure compliance with the respective Legislative requirements – OH&S act 2004, OH&S Regulations 2017 and all applicable regulations embodied in that Act or provide by Statutory Regulations appended to that Act. The Village Baxter will ensure that; -

A) All work tasks with a recognised risk of injury due to manual handling will be identified and an assessment of the risk will be completed. A risk control measure will be developed, a “Safety Advice” form will be produced to include a listing of PPE, manufacturers warnings and operating instruction, code of practice and Safe Work Method Statements.
B) All employees in the maintenance department are aware that their individual capacity limitations are recognised, and no employees will be expected to perform near to or above those limitations.
C) All employees are required to bring to the attention of their supervisor or site property Infrastructure and General Services managers any task which an employee suspects will present a manual handling problem which is outside of their scope of ability.
D) A copy of all “risk assessments”, “risk control measures”, “Safety advice sheets” and “safe work method statements” are available in the staff lunchroom and from site property Infrastructure and General Services managers.

2. PROCEDURE

All manual handling tasks have a safety advice form completed prior to being undertaken. If no safety advice form has been prepared, the task is to be referred back to the supervisor or site property Infrastructure and General Services manager and is not to be commenced until the safety advice form is available. All safety advice measures are to be followed.

Prior to manual handling any items first ensure that the area in which you will be moving is free of risk / hazards and is wide enough to accommodate the item. Make mental notes of points where the item may be easily set down to provide a rest break or the opportunity to change your grip position.

All activities involving manual handling will be undertaken in accordance with “Hazardous Manual Handling” code of practice. Copies of the code of practice can be obtained from the site property Infrastructure and General Services manager.

3. RELATED POLICIES AND DOCUMENTS

Occupational Health and Safety Act 2004 (legislation.vic.gov.au)

Occupational Health and Safety Regulations 2017 (legislation.vic.gov.au)

Compliance Code: Hazardous Manual Handling – Worksafe

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MAINTENANCE

Policy Number:	305		
Title:	Vehicle Operation		
Owner:	Village Baxter Maintenance		
Review Date:	March 2023	**Risk Rating:**	High

1. POLICY

The Village Baxter is committed to providing a safe place of work and safe systems of work for all employees

To ensure compliance with the respective Legislative requirements – OH&S act 2004, OH&S Regulations 2017 and all applicable regulations embodied in that Act or provide by Statutory Regulations appended to that Act. The Village Baxter will ensure that; -

A) All vehicles will be serviced on a regular basis.
B) All vehicles which are required to be used on public roads will be registered, insured, and maintained in a roadworthy condition.
C) All vehicles subject to “Bus Safety Regulations 2020 Victoria”, will be tested, inspected and maintained in accordance with the relevant legislation. All documentation for these vehicles will be maintained and available upon request from VicRoads. All drivers of these vehicles will maintain their accreditation as prescribed by “Bus Safety Regulations 2020 Victoria”.
D) All staff required to operate vehicles on the public roads have current Victorian driver’s licence, appropriate for the vehicle they are operating.
E) When operating a non-registered vehicle (service vehicles) onsite, all PPE required for a safe operation of these vehicles are available.
F) A copy of all “risk assessments”, “risk control measures”, “Safety advice sheets” and “safe work method statements” are available in the staff lunchroom and from site property Infrastructure and General Services managers.

2. PROCEDURE

All vehicles will be operated within the regulations which apply to them. Registered vehicles will operate on the public road network within the Victorian road laws. Both registered and service vehicles operating within the Village Baxter will comply with all road signage and adhere to the 20K/hr speed limit at all times or 10 K/hr on unpaved areas.

All requirements for vehicle operation under the “Bus Safety Regulations 2020 Victoria” will be scheduled for service and safety inspections within the “Essential Service Inspection System” and documented within that system by the site property Infrastructure and General Services managers.

All of The Village Baxter vehicles operating within the “Bus Safety Regulations 2020 Victoria” will be monitored and all operating details will be recorded as per the “Village Program for Bus Accreditation”.

Vehicles left running to charge up the batteries while unattended and when parked, the park brake must be fully applied.

Service vehicles and the utility will be parked in work areas in such a manner that if the park brake were to fail, the vehicle would not roll, if this is not practical, the direction of the roll must be away from the work area and pedestrian traffic.

When loading or unloading the utility, the tray sides must be in the down position thus reducing the lift height to a minimum. On occasions when the vehicle is not on level ground, the loading of the tray must take place from the high ground. Awkward items, bulky items, and any item greater than 10kgs must be loaded by two people. If it is likely that more than two people will be needed to load or unload an item, then the site property Infrastructure and General Services managers must be notified, and a SWMS compiled of the task being completed.

The load on all vehicles must be secured with rope or similar, in such a manner so as to prevent any team from shifting or falling from the tray. In the case of debris loaded onto the utility, this must be packed down with the use of ropes. Under no circumstances is any employee permitted to stand on the tray or debris in an attempt to pack down the load.

No employee is permitted to ride on the tray of the vehicle or tray of a connected trailer under any circumstances.

When two people are working in a vehicle together, one person must watch the vehicle reverse to ensure no person or object is in the path of the reversing vehicle. The person outside of the vehicle must stand to the rear of the vehicle on the driver's side and the driver's side window must be fully open to provide the clearest form of communication.

When operating the hydraulic tilt tray, no person is permitted to stand closer than one meter to the tray. If more than one person is present whilst the tray is being lowered, all persons other than the operator must stand in front of the vehicle in clear view of the operator.

Under no circumstances is any employee to climb onto the rear chassis of the vehicle or position their body or part of their body between the chassis and tray, or rear assemblies of the vehicle with the tray in the raised position. Washing of the underside of the tray and rear chassis assemblies is permitted only with the use of a hose extension or high-pressure wand. This enables the task to be completed with an employee not being positioned under the tray.

Caution must be exercised when removing and replacing the rear tailgates on all vehicles as there are several pinch points. When checking the utility tray is empty whilst in the raised position, care must be taken to stand beside the tray and not behind the tray.

To dislodge any debris, stand beside the tray and use a shovel or rake to remove the debris from the tray. Never attempt to dislodge debris with your hands.

Before using a vehicle for the first time each day, a "vehicle checklist" must be completed and all non-compliant items are to be reported to the supervisor and the site property Infrastructure and General Services managers.

Smoking is not permitted in any vehicle.

The Village Baxter vehicles are to be used for work related activity only.

3. RELATED POLICIES AND DOCUMENTS

Occupational Health and Safety Act 2004 (legislation.vic.gov.au)

Occupational Health and Safety Regulations 2017 (legislation.vic.gov.au)

MAINTENANCE

Policy Number:	306		
Title:	Electrical Testing and Tagging		
Owner:	Village Baxter Maintenance		
Review Date:	March 2023	**Risk Rating:**	High

1. POLICY

The Village Baxter is committed to providing a safe place of work and safe systems of work for all employees

To ensure compliance with the respective Legislative requirements – OH&S act 2004, OH&S Regulations 2017 and all applicable regulations embodied in that Act or provide by Statutory Regulations appended to that Act. The Village Baxter will ensure that; -

A) No employee shall be permitted to perform test and tagging of electrical items unless they have a current licence to do so, and they have been approved by the Village Baxter site property Infrastructure and General Services managers to do so.
B) Proof of current licence for test and tagging will be kept by the site property Infrastructure and General Services managers on the employees' personnel records or in the contractor's induction records file.
C) All electrical items and appliances held or used in the boundaries of the Village Baxter site by staff, contractors or residents that are required to be tested and tagged on a regular scheduled basis, will be tested, and tagged when they are due.
D) Records confirming regular testing and tagging of electrical items will be kept by the electrician conducting the tests and/or the Village Baxter site property Infrastructure and General Services managers.
E) All items brought into the Village Baxter Care facilities by visitors, residents, resident family members, Village Baxter staff or by contractors to the Village Baxter must show that they have been test and tagged as per the Australian Standards AS/NZS 3760 & 3012. (Refer Table A)
F) Employees and contractors are required to perform pre-inspections of electrical equipment and appliances prior to using them. If a suspected fault is noted, then the equipment or appliance should be removed from use and the site property Infrastructure and General Services managers must be informed.
G) A copy of all "risk assessments", "risk control measures", "Safety advice sheets" and "safe work method statements" are available in the staff lunchroom and from site property Infrastructure and General Services managers.

2. PROCEDURE

As differing environments require differing test frequencies, the following table provided as the guide for the Village Baxter. The table (A) below includes the timeframes as being the same timeframes, for Hostile environments but does not refer to them specifically; -

Table A

Area and Environment	Class 1	Class 2	EPOD's and LEDS
Lodge	12 Months	12 Months	12 Months
Manor	12 Months	12 Months	12 Months
Day Care Centre	12 Months	12 Months	12 Months
Home Care	12 Months	12 Months	12 Months
Administration	12 Months	12 Months	12 Months
Grant Centre	12 Months	12 Months	12 Months
Robinsons Centre	12 Months	12 Months	12 Months
Manning Centre	12 Months	12 Months	12 Months
Parkside Centre	12 Months	12 Months	12 Months
Clarke Centre	12 Months	12 Months	12 Months
Maintenance workshop	3 Months	3 Months	3 Months
Maintenance Onsite	3 Months	3 Months	3 Months
Maintenance Staff Owned	3 Months	3 Months	3 Months
Maintenance office	3 Months	3 Months	3 Months
Contractors on site	3 Months	3 Months	3 Months
All other areas and items	12 Months	12 Months	12 Months

The above table is to be substituted for Table 4 – "Testing and Inspection Intervals for Electrical equipment of the AS/NZS 3760:2010 unless the standard is revised to state a more frequent interval of any time. All items and situations not listed in the above table are to be inspected and tested in accordance with AS/NZS 3760:2010.

All items that are tested will be tagged with printed out labels that contain the test date, the date that the next test is due and a unique number. The tag will be recorded in the appropriate record book. The book serves as a record of the maintenance tests on the equipment.

Any electrical item which displays a current and valid test tag but has sustained damage or is suspected by staff to have a condition which would cause it to fail a test, is to be withdrawn from service and tested immediately. The outcome of such test shall be recorded in the appropriate test record book, and should the item be proven safe, the item is to be re-

tagged. The tag will show the date of the re-test, but the validity of the re-test shall expire on the date of the original expiry period for that item.

(Example; a re-test on an item in January with an original expiry date of June will be re-tested (as per all other items originally due in June) at their original date of June.)

Electrical items owned by staff but used in their day-to-day activities, will be tested in accordance with Table A. These items will be tagged in the same way that Village Baxter owned equipment is tested and tagged.

No employee-owned electrical equipment is to be used in conjunction with Village activities unless it has a current valid test tag issued by the Village Baxter tester. The site property, Infrastructure and Maintenance Managers may approve the acceptance of outside test and tagging of at their discretion.

Electrical items owned by outside private contractors but used in conjunction with their work inside of the Village Baxter, will be tested in accordance with TABLE “A”. These items will be tagged in the same way that Village Baxter owned equipment is tested and tagged.

No contractor owned electrical equipment is to be used in conjunction with Village activities unless it has a current valid test tag issued by the Village Baxter tester. The site property, Infrastructure and Maintenance Managers may approve the acceptance of outside test and tagging of at their discretion.

3. RELATED POLICIES AND DOCUMENTS

Occupational Health and Safety Act 2004 (legislation.vic.gov.au)

Occupational Health and Safety Regulations 2017 (legislation.vic.gov.au)

Test & Tag regulations VIC. AS/NZS 3760 & 3012 Standards

Testing and Inspection Intervals for Electrical equipment of the AS/NZS 3760:2010

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MAINTENANCE

Policy Number:	307		
Title:	Flammable Liquids		
Owner:	Village Baxter Maintenance		
Review Date:	March 2023	**Risk Rating:**	High

1. POLICY

The Village Baxter is committed to providing a safe place of work and safe systems of work for all employees

To ensure compliance with the respective Legislative requirements – OH&S act 2004, OH&S Regulations 2017 and all applicable regulations embodied in that Act or provide by Statutory Regulations appended to that Act. The Village Baxter will ensure that; -

A) Each employee knows how to identify a liquid as being a flammable liquid.
B) Each employee knows what a "Safety Data Sheet "(SDS) is. When they should need one and how to use it to minimise or remove the risk when using or in close contact to flammable liquids.
C) All flammable liquids that need to be stored on site in the Village Baxter grounds, will be stored as per the Australian Standards AS 1940-2017.
D) Each person who fills a container with flammable liquid should first make sure that the container to be filled, complies with the AS/NZ 2906 Australian Standard for portable fuel containers.
E) Correct signage will be placed on the outside of any building in the Village Baxter boundaries as required by Australian Standard publication AS 1940. The Storage and handling of Flammable and Combustible liquids.
F) A copy of all "risk assessments", "risk control measures", "Safety advice sheets" and "safe work method statements" are available in the staff lunchroom and from site property Infrastructure and General Services managers.

2. PROCEDURE

Be aware that vapours from flammable liquids, such as petrol or kerosene, can be easily ignited by static electricity or courtesy lights inside vehicles.

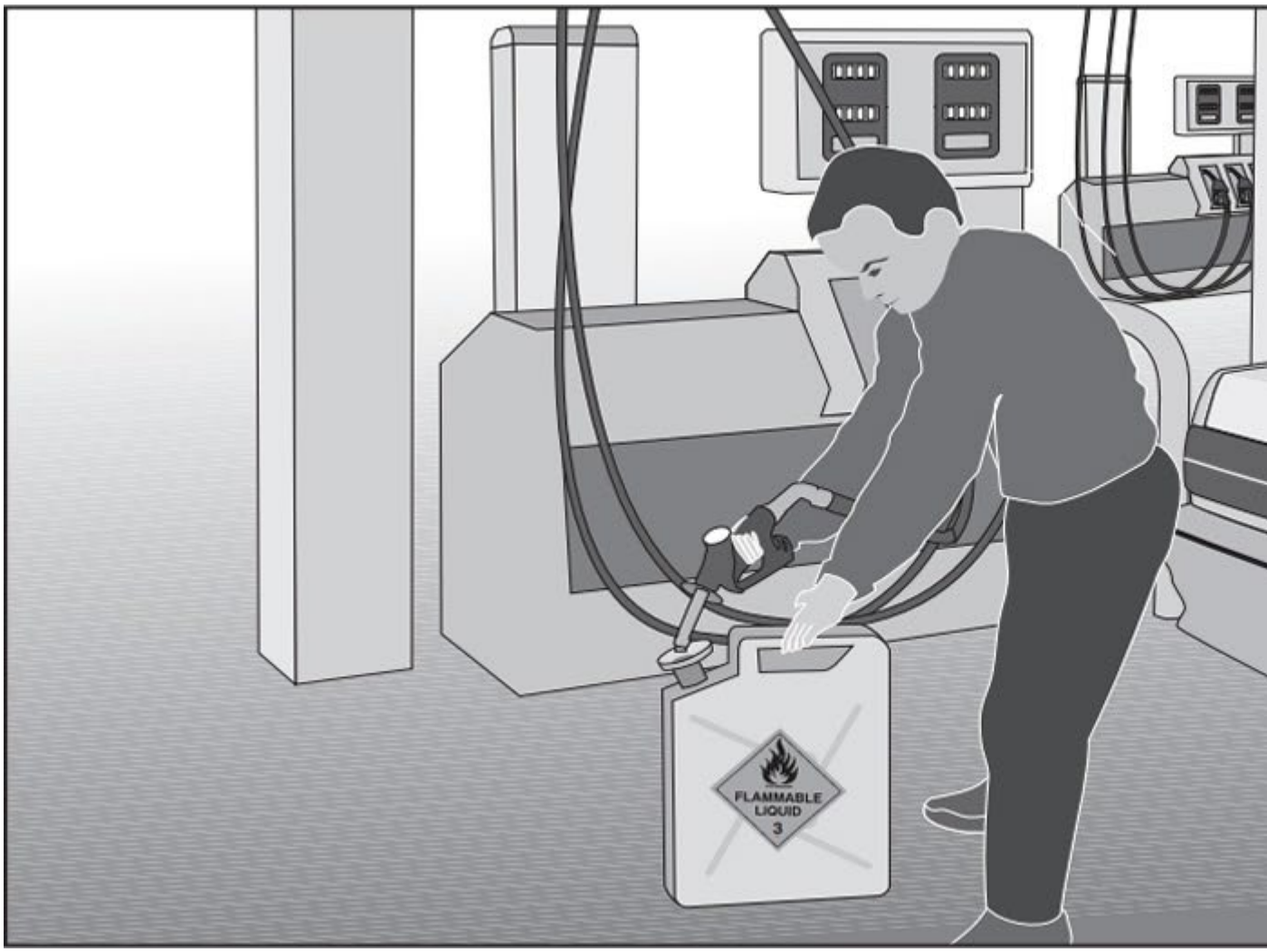
Some cleaning fluids, paints and adhesives can also be classed as flammable liquids. It is important to identify the label on the container of the product to ensure that is listed as a dangerous goods, flammable liquid or neutral product to know what the correct method and PPE used is to safely store or use that product. The "SDS" for that product will inform the user.

When filling or using portable fuel containers, consider the following safety measures:

- Always place portable fuel containers on the ground away from all possible ignition sources when open for filling (figure 1).
- Flammable liquids should never be decanted inside vehicles or on trailers, boats, caravans or motorcycles.
- Portable fuel containers to be filled at service stations are limited to a maximum of 25 litres each.
- Portable fuel containers should seal effectively and be of an approved type.

MAINTENANCE

- Look for UN package approval markings which indicate that the container has been manufactured to meet the mandatory requirements of the Australian Code for the Transport of Dangerous Goods Code by road and rail (ADG Code).
- Use containers designed for the storage of fuel.
    - Plastic, metal or equivalent containers that bear the marking AS/NZ 2906 should meet the Australian Standard for portable fuel containers.
    - UN package approval markings will indicate that the container is manufactured to meet the mandatory requirements of the Australian Code for the Transport of Dangerous Goods by road and rail (ADG Code).
    - Drink bottles or plastic five litre oil containers are not designed for the storage of fuel and should not be used.
- Keep one hand on the container while filling to reduce the likelihood of static electricity build up and discharge.
- Use an earthing strap if there is one supplied by the service station
- Ensure the container cap is replaced tightly on the filled container before attempting to lift and place the container back in the vehicle.
- Transport portable fuel containers in a secured and upright position, away from heat sources, such as the sun, in a well-ventilated space.



(Above Information supplied by Worksafe Victoria. Updated 14-7-2021)

NOTE; Jerry cans must be approved containers for the transport of Class 3 liquids (petrol) (ie, AS2906) and the maximum permissible quantity is 250 litres**. Diesel is not considered a dangerous good, but a combustible, and must be carried in a safe manner.**

3. RELATED POLICIES AND DOCUMENTS

Occupational Health and Safety Act 2004 (legislation.vic.gov.au)

Occupational Health and Safety Regulations 2017 (legislation.vic.gov.au)

Australian Standards AS 1940-2017 The Storage and Handling of Flammable and Combustible Liquids

- **Occupational Health and Safety Act and regulations**

  https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and-regulations

- **Standard Australia: AS/NZS 2906:2001- Fuel containers - Portable - plastic and metal**

  https://www.worksafe.vic.gov.au/resources/standard-australia-asnzs-29062001-fuel-containers-portable-plastic-and-metal

- **Standards Australia: AS 1940:2017 - The storage and handling of flammable and combustible liquids**

  https://www.worksafe.vic.gov.au/resources/standards-australia-19402017-storage-and-handling-flammable-and-combustible-liquids

- **Safe Work Australia: Australian Code for the Transport of Explosives by Road and Rail**

  https://www.worksafe.vic.gov.au/resources/safe-work-australia-australian-code-transport-explosives-road-and-rail

MAINTENANCE

Policy Number:	308		
Title:	Refuelling Vehicles		
Owner:	Village Baxter Maintenance		
Review Date:	March 2023	**Risk Rating:**	High

1. POLICY

The Village Baxter is committed to providing a safe place of work and safe systems of work for all employees

To ensure compliance with the respective Legislative requirements – OH&S act 2004, OH&S Regulations 2017 and all applicable regulations embodied in that Act or provide by Statutory Regulations appended to that Act. The Village Baxter will ensure that; -

A) All vehicles which are registered for normal road use and are operated by Village Baxter employees during the course of their shift, irrespective of whether they are a company vehicle or privately owned; shall be refuelled only at a petrol service station. Under no circumstance is any employee to decant fuel into a registered vehicle within the Village grounds.
B) In the event of a vehicle stopping in the Village Baxter due to a lack of fuel, permission to decant fuel into the vehicle may be granted under the supervisor's direction and/or with supervisor supervision. The amount of fuel decanted must not be from a container capable of holding more than five litres.
C) All fuel containers must be an approved fuel container under the AS/NZS 2906:2001 standard and must be clearly marked with the type of fuel it is to hold. Under no circumstances is any fuel to be put in a container marked for a different type of fuel.
D) A copy of all "risk assessments", "risk control measures", "Safety advice sheets" and "safe work method statements" are available in the staff lunchroom and from site property Infrastructure and General Services managers.

2. PROCEDURE

All registered vehicles are to be refuelled at a petrol service station, in a manner prescribed at the petrol station. All safety procedures as set down by the petrol station are to be followed. At no time is it permitted to fill portable containers while they are in a vehicle or in a tray of the utility. Portable fuel containers must be filled outside of the vehicle and resting on the ground (see maintenance policy No 309)

- Portable fuel containers to be filled at service stations are limited to a maximum of 25 litres each.
- Portable fuel containers should seal effectively and be of an approved type.
- Look for UN package approval markings which indicate that the container has been manufactured to meet the mandatory requirements of the Australian Code for the Transport of Dangerous Goods Code by road and rail (ADG Code).
- Use containers designed for the storage of fuel.
    - Plastic, metal, or equivalent containers that bear the marking AS/NZ 2906 should meet the Australian Standard for portable fuel containers.

- UN package approval markings will indicate that the container is manufactured to meet the mandatory requirements of the Australian Code for the Transport of Dangerous Goods by road and rail (ADG Code).
- Drink bottles or plastic five litre oil containers are not designed for the storage of fuel and should not be used.

- Keep one hand on the container while filling to reduce the likelihood of static electricity build up and discharge.
- Use an earthing strap if there is one supplied by the service station
- Ensure the container cap is replaced tightly on the filled container before attempting to lift and place the container back in the vehicle.
- Transport portable fuel containers in a secured and upright position, away from heat sources, such as the sun, in a well-ventilated space.

3. RELATED POLICIES AND DOCUMENTS

Occupational Health and Safety Act 2004 (legislation.vic.gov.au)

Occupational Health and Safety Regulations 2017 (legislation.vic.gov.au)

AS/NZS 2906;2001 – Fuel Containers (Portable, Plastic and Metal)

VILLAGE BAXTER
every person cared for, every person valued

MAINTENANCE

Policy Number:	309		
Title:	Refuelling Equipment		
Owner:	Village Baxter Maintenance		
Review Date:	March 2023	**Risk Rating:**	High

1. POLICY

The Village Baxter is committed to providing a safe place of work and safe systems of work for all employees

To ensure compliance with the respective Legislative requirements – OH&S act 2004, OH&S Regulations 2017 and all applicable regulations embodied in that Act or provide by Statutory Regulations appended to that Act. The Village Baxter will ensure that; -

A) All equipment which requires fuels and oils will be replenished in a safe manner.
B) Any fuel or oil spills will be cordoned off and cleaned up using the recommended and supplied spills kit, as a matter of urgency. All spills must be reported to the Site Property Infrastructure and General Services managers who will determine if the Fire Department and/or the Environmental Protection Authority are to be involved.
C) Only small amounts of fuel and oils will be stored for day-to-day use. Fuels and oils will be stored only in approved fuel containers as per AS/NZS 2906;2001, away from all ignition sources.
D) A copy of all “risk assessments”, “risk control measures”, “Safety advice sheets” and “safe work method statements” are available in the staff lunchroom and from Site Property Infrastructure and General Services managers.

2. PROCEDURE

NOTE: Jerry cans must be approved containers for the transport of Class 3 liquids (petrol) (ie, AS2906) and the maximum permissible quantity is 250 litres. Diesel is not considered a dangerous good, but a combustible, and must be carried in a safe manner.

Prior to refuelling any item of equipment, ensure that the equipment and the fuel have discharged all static electricity. This can be achieved by placing the fuel container on the ground in an open-air environment while the cap is still sealed. Maintain your grip on the container with one hand and touch the equipment to be refuelled with the other hand. This is done whilst both the container and the equipment are resting on the ground.

Equipment may only be refuelled in an open-air environment with a minimum of 2 (TWO) meters away from the nearest ignition source.

The Village Baxter remains a non-smoking site but ensure that there is no-one smoking anywhere near the fuel.

All other ignition sources are to be disabled (examples – electric or petrol driven motors. Mobile phones, static electricity points are all to be disabled or moved away from the refuelling area.

Care must be taken not to spill fuel onto motor parts as they may be still hot from previous use and cause ignition.

Prior to refuelling, the position of the nearest portable fire extinguisher should be noted.

Do not refuel on long grass or combustible material where the equipment resting on the grass or material, may be still very hot and cause an ignition point.

3. RELATED POLICIES AND DOCUMENTS

Occupational Health and Safety Act 2004 (legislation.vic.gov.au)

Occupational Health and Safety Regulations 2017 (legislation.vic.gov.au)

AS/NZS 2906:2001 – Fuel Containers (Portable, Plastic and Metal)

VILLAGE BAXTER
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MAINTENANCE

Policy Number:	311		
Title:	Electrical Appliance Services		
Owner:	Village Baxter Maintenance		
Review Date:	March 2023	**Risk Rating:**	High

1. POLICY

The Village Baxter is committed to providing a safe place of work and safe systems of work for all employees

To ensure compliance with the respective Legislative requirements – OH&S act 2004, OH&S Regulations 2017 and all applicable regulations embodied in that Act or provide by Statutory Regulations appended to that Act. The Village Baxter will ensure that; -

A) No person other than a an appropriately qualified and licenced electrician or authorized technician shall work on, service or adjust any electrical appliance to a point where active wires or active parts can be contacted.
B) A copy of all “risk assessments”, “risk control measures”, “Safety advice sheets” and “safe work method statements” are available in the staff lunchroom and from site property Infrastructure and General Services managers.

2. PROCEDURE

NOTE; If the equipment is fixed into position, directly connected to mains supply, and requires isolation and disconnection to be repaired, replace or maintained on site, you will require an electrical worker’s licence to conduct this type of work.

If the equipment is transportable and is connected by a plug to a socket, this equipment is considered “Plug In”, and does not require a licence but the manufacturer’s user manual should be followed as most electrical items are recommended to be serviced or repaired by the authorized technician for safety reasons. Ensure that the appliance or electrical item is unplugged and isolated from a power source prior to any works being done.

All electrical appliances will be covered by Village Baxter Maintenance policy number 306.

3. RELATED POLICIES AND DOCUMENTS

Occupational Health and Safety Act 2004 (legislation.vic.gov.au)

Occupational Health and Safety Regulations 2017 (legislation.vic.gov.au)

VILLAGE BAXTER
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MAINTENANCE

Policy Number:	312		
Title:	Tree Pruning		
Owner:	Village Baxter Maintenance		
Review Date:	March 2023	**Risk Rating:**	

1. POLICY

The Village Baxter is committed to providing a safe place of work and safe systems of work for all employees

To ensure compliance with the respective Legislative requirements – OH&S act 2004, OH&S Regulations 2017 and all applicable regulations embodied in that Act or provide by Statutory Regulations appended to that Act. The Village Baxter will ensure that; -

A) No employee will prune, cut back or completely remove any tree growing in any part of the Village Baxter unless directed to do in writing so by a supervisor or site property Infrastructure and General Services managers.
B) No employee will prune, cut back or completely remove any tree growing in any part of the Village Baxter unless they have read and understood the SWMS provided for that specific task.
C) A copy of all “risk assessments”, “risk control measures”, “Safety advice sheets” and “safe work method statements” are available in the staff lunchroom and from site property Infrastructure and General Services managers.

2. PROCEDURE

Only those parts of a tree which can be comfortably and safely reached from either the ground level, or from a stable, elevated work position which is less than two meters off the ground, may be cut.

No branch which is greater than150mm in diameter may be cut unless it can be cut from ground level at a point which is not above shoulder height of the employee.

No branch which is greater than 100mm in diameter may be cut from an elevated work position. Chainsaws, either petrol or electric are not to be used unless the operator has both feet on the ground.

Chainsaws are not to be used from an elevated position or for overhead work. Where practicable the work area must be clear of any trip hazards prior to starting up the chainsaw.

When working at ground level with a chainsaw, two employees must be involved in the task, and both must be present when the chainsaw is being operated.

Two persons must also be present if the task involves cutting branches greater than 400mm in diameter with a pruning saw from an elevated work position.

3. RELATED POLICIES AND DOCUMENTS

Occupational Health and Safety Act 2004 (legislation.vic.gov.au)

Occupational Health and Safety Regulations 2017 (legislation.vic.gov.au)

VILLAGE BAXTER
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MAINTENANCE

Policy Number:	313		
Title:	Asbestos Cement Sheet Removal		
Owner:	Village Baxter Maintenance		
Review Date:	March 2023	**Risk Rating:**	Extreme

1. POLICY

The Village Baxter is committed to providing a safe place of work and safe systems of work for all employees

To ensure compliance with the respective Legislative requirements – OH&S act 2004, OH&S Regulations 2017 and all applicable regulations embodied in that Act or provide by Statutory Regulations appended to that Act. The Village Baxter will ensure that; -

A) All works scheduled, which will involve the removal or any material containing asbestos, must be conducted in accordance with OH&S Regulations 2017 S.R. No. 22/2017 part 4.4
B) All works which involve the removal of in excess of ten square meters of asbestos containing material, must be conducted by a person/s licenced to remove asbestos under the OH&S Regulations 2017 S.R. No. 22/2017.
C) All works which involves the removal of less than ten square meters of asbestos contain material may conducted by staff suitably trained and in accordance with OH&S Regulations 2017 S.R. No. 22/2017.
D) If the complete removal of any asbestos or asbestos containing material is not a practical option and the material is stable (not friable), the material must be enclosed or sealed with a liberal coating of paint.
E) A copy of all “risk assessments”, “risk control measures”, “Safety advice sheets” and “safe work method statements” are available in the staff lunchroom and from site property Infrastructure and General Services managers.

2. PROCEDURE

If the circumstances dictate that asbestos or a product containing asbestos is to be removed from the Village Baxter site, such removal will be removed in accordance with OH&S Regulations 2017 S.R. No. 22/2017.

Any quantity greater than ten meters will be removed by an appropriately licenced person and this will be arranged by the Site Property Infrastructure and Maintenance Manager.

No staff will be permitted in the work area from the commencement of the removal until completion of the site decontamination.

For removal of areas less than ten square meters, the following will apply; -

As only some units have wall tiles mounted with backing of asbestos cement sheet, but cannot be established which units are involved, it is to be assumed that all tiles’ backs contain asbestos until the sheet is able to be identified.

To remove a panel of tiles with the backing still adhered to the tiles, first cut the plaster around the perimeter of the panel of tiles, break away the plaster to enable an entry to the wall cavity large enough to enable water to be applied to the back of the asbestos cement sheet backing.

Gently ease the panel off the studs applying water at frequent intervals to ensure no dust is created by the process.

A pinch bar may be required in some instances. This method may tend to fracture the panel. The resultant fracture will need immediate flooding with water to eliminate dust from the fractured surface.

If the panel to be removed is likely to be too large to be handled by one person, it may be necessary to split the panel into easily handled pieces. This can be done by scouring the grout line of tiles where the separation is required. This must be done with water constantly being applied to the line of grout being removed.

The panel may then be snapped whilst water is continuously being applied to the breaking line.

Once the panel or part thereof is removed, the material can be identified. If the material and cement sheet is fibrous, then it may be discarded in the usual manner. If the material is identified as asbestos cement sheet, then it must be kept wet to avoid any dust and it must also be wrapped and sealed in plastic sheeting.

The outside must be labelled, and the site Property Infrastructure and Maintenance Manager will arrange for the disposal at a waste facility licenced to accept asbestos waste.

No person shall work more than one hour in any seven-day period on any task that involves the removal of asbestos or a material that contains asbestos. No other person/s shall be permitted to work within the same unit simultaneously with the removal of asbestos.

3. RELATED POLICIES AND DOCUMENTS

Occupational Health and Safety Act 2004 (legislation.vic.gov.au)

Occupational Health and Safety Regulations 2017 (legislation.vic.gov.au)

VILLAGE BAXTER "SAFE WORK METHOD STATEMENT"

Last reviewed – August 2021 **Next review August 2023**

This Safe Working Method Statement is provided to remind staff of the inherent hazards involved when using tools, plant and equipment during their normal day to day activities. These SWMS will also cover some routine tasks, but it is expected that staff will work in a safe and tradesman like manner consistent with their training and skills.

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NOTE: Work must be performed in accordance with this SWMS.

This SWMS must be kept and be available for inspection until the high-risk construction 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.

[PCBU Name, contact details]		**Principal Contractor (PC)** [Name, contact details]	
Works Manager: **Contact phone:**	Infrastructure Manager or GSM	**Date SWMS provided to PC:**	
Work activity:	Operate lawn mower – rotary, internal combustion engine driven.	**Workplace location:**	Village Baxter. 8 Robinsons Road Frankston South. Vic 3199

High risk construction work:	☐ Risk of a person falling more than 2 metres (*Note:* in some jurisdictions this is 3 metres)	☐ Work on a telecommunication lines and equipment.	☐ Demolition of load-bearing structure
	☐ Likely to involve disturbing asbestos	☐ Temporary load-bearing support for structural alterations or repairs	☐ Work in or near a confined space
	☐ Work in or near a shaft or trench deeper than 1.5 m or a tunnel	☐ Working in a confined space or area	☐ Work on or near pressurised gas mains or piping
	☐ Work on or near chemical, fuel or refrigerant lines	☐ Work on or near energised electrical installations or services	☐ Work in an area that may have a contaminated or flammable atmosphere
	☐ Work with registered or licence required equipment.	☐ Work on, in or adjacent to a road, railway, shipping lane or other traffic corridor in use by traffic other than pedestrians	☐ Work in an area with movement of powered mobile plant
	☐ Work in areas with artificial extremes of temperature	☐ Work in or near water or other liquid that involves a risk of drowning	☐

Person responsible for ensuring compliance with SWMS:		**Date SWMS received:**	
What measures are in place to ensure compliance with the SWMS?			
Person responsible for reviewing SWMS control measures:		**Date SWMS received by reviewer:**	
How will the SWMS control measures be reviewed?			
Review date:		**Reviewer's signature:**	

What are the tasks involved?	What are the hazards and risks?	What are the control measures?
List the work tasks in a logical order.	Identify the hazards and risks that may cause harm to workers or the public.	Describe what will be done to control the risk. What will you do to make the activity as safe as possible?
Wear correct fitting PPE.	Cuts, eye damage, toe or finger injury or loss.	Protective Glasses, Gloves. Long sleeved clothing and possibly denim or leather clothing. Reinforced work shoes / boots. Sun screen, hat and ear protection should also be worn.
Beware of other people in work area.	Injury from high-speed objects projecting from rotating blades. Injury when turning or reversing.	Check that the area is clear prior to commencement of work and be aware that high speed projectiles from the rotating barrel may cause damage to
Foreign materials in the mowing path.	Damage to windows, ornaments, vases or people through high speed projectiles coming from the mower running over hard, solid objects.	Be aware of glass windows, vases or ornaments opposite the grass clearing shoot and avoid these areas or move the objects. Tree seed pods, stones, metal objects or concrete should be cleared from mower path prior to cutting grass.
Keep body parts (feet, fingers, etc) clear of blades when starting the mower	Body parts slipping or falling into rotating blades causing injury.	Start the mower with feet and hands away from rotating blades.
Don’t pull mower towards yourself.	Crush, cuts or amputation injury may occur.	Never reverse the mower whilst it is running. Make sure that you know what is behind you before you step back to avoid falls and injury.
Safety features when not in use.	Mower starting up or barrel rotating when work is being performed on the mower.	When clearing the barrel or working on the mower, disconnect the plug lead as an extra measure to avoid the mower starting up unexpectantly.
Refuelling the mower.	Fire through heat, spark or static electricity.	Turn the mower off and let it cool down for three minutes prior to refuelling. Move electrical equipment (Inc. phones) away and possibly attach an earth lead prior to refuelling.

Exhaust omissions and heat.	Carbon Monoxide building up to lethal levels in small or confined spaces. Touching hot exhaust during use.	Be aware of your surroundings and ensure good airflow. Be conscious of hot parts of the mower at all times.
Unusual vibrations.	This could be signs of loose parts on the mower, something entangled in the mower or worn blades.	Thoroughly inspect the mower for damage, entanglements or worn parts prior to and after use.
Name of Worker(s)		**Worker signature(s)**

Date SWMS received by workers:	

VILLAGE BAXTER "SAFE WORK METHOD STATEMENT"

Last reviewed – August 2021 **Next review August 2023**

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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.

[PCBU Name, contact details]		**Principal Contractor (PC)** [Name, contact details]	
Works Manager: **Contact phone:**	Infrastructure Manager or GSM	**Date SWMS provided to PC:**	
Work activity:	Operating a chain saw.	**Workplace location:**	Village Baxter. 8 Robinsons Road Frankston South. Vic 3199

High risk construction work:	☐ Risk of a person falling more than 2 metres (*Note:* in some jurisdictions this is 3 metres)	☐ Work on a telecommunication lines and equipment.	☐ Demolition of load-bearing structure
	☐ Likely to involve disturbing asbestos	☐ Temporary load-bearing support for structural alterations or repairs	☐ Work in or near a confined space
	☐ Work in or near a shaft or trench deeper than 1.5 m or a tunnel	☐ Working in a confined space or area	☐ Work on or near pressurised gas mains or piping
	☐ Work on or near chemical, fuel or refrigerant lines	☐ Work on or near energised electrical installations or services	☐ Work in an area that may have a contaminated or flammable atmosphere
	☐ Work with registered or licence required equipment.	☐ Work on, in or adjacent to a road, railway, shipping lane or other traffic corridor in use by traffic other than pedestrians	☐ Work in an area with movement of powered mobile plant
	☐ Work in areas with artificial extremes of temperature	☐ Work in or near water or other liquid that involves a risk of drowning	☐

Person responsible for ensuring compliance with SWMS:		**Date SWMS received:**	
What measures are in place to ensure compliance with the SWMS?			
Person responsible for reviewing SWMS control measures:		**Date SWMS received by reviewer:**	
How will the SWMS control measures be reviewed?			
Review date:		**Reviewer's signature:**	

What are the tasks involved?	**What are the hazards and risks?**	**What are the control measures?**
List the work tasks in a logical order.	Identify the hazards and risks that may cause harm to workers or the public.	Describe what will be done to control the risk. What will you do to make the activity as safe as possible?

Name of Worker(s)	Worker signature(s)

Date SWMS received by workers:	

VILLAGE BAXTER "SAFE WORK METHOD STATEMENT"

Last reviewed – August 2021 **Next review August 2023**

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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.

[PCBU Name, contact details]		**Principal Contractor (PC)**	[Name, contact details]
Works Manager: **Contact phone:**	Infrastructure Manager or GSM	**Date SWMS provided to PC:**	
Work activity:	Operating Angle Grinder	**Workplace location:**	Village Baxter. 8 Robinsons Road Frankston South. Vic 3199

High risk construction work:	☐ Risk of a person falling more than 2 metres (*Note:* in some jurisdictions this is 3 metres)	☐ Work on a telecommunication lines and equipment.	☐ Demolition of load-bearing structure
	☐ Likely to involve disturbing asbestos	☐ Temporary load-bearing support for structural alterations or repairs	☐ Work in or near a confined space
	☐ Work in or near a shaft or trench deeper than 1.5 m or a tunnel	☐	☐ Work on or near pressurised gas mains or piping
	☐ Work on or near chemical, fuel or refrigerant lines	☐ Work on or near energised electrical installations or services	☐ Work in an area that may have a contaminated or flammable atmosphere
	☐ Work with registered or licence required equipment.	☐ Work on, in or adjacent to a road, railway, shipping lane or other traffic corridor in use by traffic other than pedestrians	☐ Work in an area with movement of powered mobile plant
	☐ Work in areas with artificial extremes of temperature	☐ Work in or near water or other liquid that involves a risk of drowning	☐

Person responsible for ensuring compliance with SWMS:		**Date SWMS received:**	
What measures are in place to ensure compliance with the SWMS?			
Person responsible for reviewing SWMS control measures:		**Date SWMS received by reviewer:**	
How will the SWMS control measures be reviewed?			
Review date:		**Reviewer's signature:**	

What are the tasks involved?	What are the hazards and risks?	What are the control measures?
List the work tasks in a logical order.	Identify the hazards and risks that may cause harm to workers or the public.	Describe what will be done to control the risk. What will you do to make the activity as safe as possible?
Equipment pre-check	Test – tag current. No obvious damage to leads or equipment.	Ensure equipment is turned off and not connected to power. Check that test & tag is current.
Test equipment prior to use.	Worn or oval disc causing vibration. Disc loose. Wrong disc for task. Damaged or overworn disc may fragment or shatter at high speed.	Ensure grinder is switched off prior to power connection. Check all bolts are tight. Check and change disc prior to use as required. Check that guards are in place and functioning correctly.
Starting the grinder.	Inertia of start may cause the operator to let go or jerk with grinder running.	When starting grinder. grip the grinder firmly with both hands. Keep away from all persons and surfaces. look for vibration.
Safe turning off method	Disc still turning when grinder is placed down onto surface and is let go.	Ensure that the grinder is turned off and disconnected from power. Make sure that the disc has completely stopped before placing down.
Keeping power lead dry and secure.	Power lead must be kept dry and away from wet areas. Keep lead away from turning disc and sharp objects.	Keep leads away from wet weather, stored liquids and sharp or hot objects.
Potential for fire.	Hot sparks and debris can become airborne and may cause fire or melting of leads.	Have a full fire extinguisher close by. Employ a person to spot for potential fore or damage whilst using the grinder. Hot work permit completed. Isolate the fire panel and inform staff.
Potential for eye, personal or equipment damage.	Hot sparks may deflect into eyes. Clothing, bare skin or equipment may be damaged by hot sparks.	Wear correct PPE. Erect a barrier (if necessary) to contain sparks. Have a full fire extinguisher close by. Remove combustible materials from the area.
Name of Worker(s)		**Worker signature(s)**

Date SWMS received by workers:	

VILLAGE BAXTER "SAFE WORK METHOD STATEMENT"

Last reviewed – August 2021 **Next review August 2023**

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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.

[PCBU Name, contact details]		**Principal Contractor (PC)** [Name, contact details]	
Works Manager: **Contact phone:**	Infrastructure Manager or GSM	**Date SWMS provided to PC:**	
Work activity:	Operating Bench Grinder	**Workplace location:**	Village Baxter. 8 Robinsons Road Frankston South. Vic 3199

High risk construction work:	☐ Risk of a person falling more than 2 metres (*Note:* in some jurisdictions this is 3 metres)	☐ Work on a telecommunication lines and equipment.	☐ Demolition of load-bearing structure
	☐ Likely to involve disturbing asbestos	☐ Temporary load-bearing support for structural alterations or repairs	☐ Work in or near a confined space
	☐ Work in or near a shaft or trench deeper than 1.5 m or a tunnel	☐ Working in a confined space or area	☐ Work on or near pressurised gas mains or piping
	☐ Work on or near chemical, fuel or refrigerant lines	☐ Work on or near energised electrical installations or services	☐ Work in an area that may have a contaminated or flammable atmosphere
	☐ Work with registered or licence required equipment.	☐ Work on, in or adjacent to a road, railway, shipping lane or other traffic corridor in use by traffic other than pedestrians	☐ Work in an area with movement of powered mobile plant
	☐ Work in areas with artificial extremes of temperature	☐ Work in or near water or other liquid that involves a risk of drowning	☐

Person responsible for ensuring compliance with SWMS:		**Date SWMS received:**	
What measures are in place to ensure compliance with the SWMS?			
Person responsible for reviewing SWMS control measures:		**Date SWMS received by reviewer:**	
How will the SWMS control measures be reviewed?			
Review date:		**Reviewer's signature:**	

What are the tasks involved?	What are the hazards and risks?	What are the control measures?
List the work tasks in a logical order.	Identify the hazards and risks that may cause harm to workers or the public.	Describe what will be done to control the risk. What will you do to make the activity as safe as possible?
Equipment pre-check	Test – tag current. No obvious damage to leads or equipment.	Ensure equipment is turned off and not connected to power. Check that test & tag is current.
Test equipment prior to use.	Worn or oval disc causing vibration. Disc loose. Wrong disc for task. Damaged or overworn disc may fragment or shatter at high speed.	Ensure grinder is switched off prior to power connection. Check all bolts are tight. Check and change disc prior to use as required. Check that guards are in place and functioning correctly.
Starting the grinder.	Inertia of start may cause the operator to let go or jerk with material in hand.	When starting grinder. grip the material firmly with both hands and ease the material into position for grinding. Keep away from all persons and surfaces. look for vibration.
Safe turning off method	Disc still turning when grinder is turned off.	Ensure that the grinder is turned off and disconnected from power. Make sure that the disc has completely stopped before moving away from the bench.
Keeping power lead dry and secure.	Power lead must be kept dry and away from wet areas. Keep lead away from turning disc and sharp objects.	Keep leads away from wet weather, stored liquids and sharp or hot objects.
Potential for fire.	Hot sparks and debris can become airborne and may cause fire or melting of leads.	Have a full fire extinguisher close by.
Potential for eye, personal or equipment damage.	Hot sparks may deflect into eyes. Clothing, bare skin or equipment may be damaged by hot sparks.	Wear correct PPE. Erect a barrier (if necessary) to contain sparks. Have a full fire extinguisher close by. Remove combustible materials from the area.
Name of Worker(s)		**Worker signature(s)**

Date SWMS received by workers:	

VILLAGE BAXTER "SAFE WORK METHOD STATEMENT"

Last reviewed – August 2021 **Next review August 2023**

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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.

[PCBU Name, contact details]		**Principal Contractor (PC)** [Name, contact details]	
Works Manager: **Contact phone:**	Infrastructure Manager or GSM	**Date SWMS provided to PC:**	
Work activity:	Operating electric drill (hand held)	**Workplace location:**	Village Baxter. 8 Robinsons Road Frankston South. Vic 3199

High risk construction work:	☐ Risk of a person falling more than 2 metres (*Note:* in some jurisdictions this is 3 metres)	☐ Work on a telecommunication lines and equipment.	☐ Demolition of load-bearing structure
	☐ Likely to involve disturbing asbestos	☐ Temporary load-bearing support for structural alterations or repairs	☐ Work in or near a confined space
	☐ Work in or near a shaft or trench deeper than 1.5 m or a tunnel	☐ Working in a confined space or area	☐ Work on or near pressurised gas mains or piping
	☐ Work on or near chemical, fuel or refrigerant lines	☐ Work on or near energised electrical installations or services	☐ Work in an area that may have a contaminated or flammable atmosphere
	☐ Work with registered or licence required equipment.	☐ Work on, in or adjacent to a road, railway, shipping lane or other traffic corridor in use by traffic other than pedestrians	☐ Work in an area with movement of powered mobile plant
	☐ Work in areas with artificial extremes of temperature	☐ Work in or near water or other liquid that involves a risk of drowning	☐

Person responsible for ensuring compliance with SWMS:		**Date SWMS received:**	
What measures are in place to ensure compliance with the SWMS?			
Person responsible for reviewing SWMS control measures:		**Date SWMS received by reviewer:**	
How will the SWMS control measures be reviewed?			
Review date:		**Reviewer's signature:**	

What are the tasks involved?	What are the hazards and risks?	What are the control measures?
List the work tasks in a logical order.	Identify the hazards and risks that may cause harm to workers or the public.	Describe what will be done to control the risk. What will you do to make the activity as safe as possible?
Equipment inspection prior to use	Damage to drill or power lead and plug. Test & tag not current. Blunt drill bits.	Check drill for possible damage to case or lead - plug. Check for current test & tag. Ensure that drill bits are sharp and not damaged.
Constant run button.	Trigger engaged and constant run button locked in prior to use and when power is turned on.	Check that constant run button and start trigger is disengaged in the off position prior to connecting power.
Secure light material to be drilled.	Whilst drilling, material may move and spin out of control causing damage to persons or equipment.	Make sure that the object that is being drilled is secure prior to drilling. A vice or vice grips, clamps might be used to restrict the movement of the item being drilled.
Manage the swarf or “Cut-Curl”.	Swarf or Cut-Curl may become airborne or hot material may land on surfaces causing damage or fire.	Ensure that the area around the drill is clear of flammable materials and
Correct PPE.	Harm to person/s from hot or fast-moving objects.	Ensure that gloves, glasses, leather or other suitable personal protective equipment is correctly fitted prior to commencing work.
Changing drill bits.	Drill bits may be hot, sharp or damaged causing burns or cuts to skin. Chuck key or rotating chuck may cause injuries.	Where possible, wear gloves to change drill bits. Remove chuck key prior to use and hold drill securely when using a key-less chuck.
Drilling into walls or hollow objects.	Power cables fluids or flammable liquids may be inside the cavity.	Thoroughly inspect the cavity or structure prior to drilling to ensure that only the material that you want to drill through is affected or altered. If unsure, seek professional advice.
Name of Worker(s)		**Worker signature(s)**

Date SWMS received by workers:	

VILLAGE BAXTER "SAFE WORK METHOD STATEMENT"

Last reviewed – August 2021 **Next review August 2023**

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[PCBU Name, contact details]		**Principal Contractor (PC)** [Name, contact details]	
Works Manager: **Contact phone:**	Infrastructure Manager or GSM	**Date SWMS provided to PC:**	
Work activity:	Operating Hedge Shears (Mains powered and Battery powered)	**Workplace location:**	Village Baxter. 8 Robinsons Road Frankston South. Vic 3199

High risk construction work:	☐ Risk of a person falling more than 2 metres (*Note:* in some jurisdictions this is 3 metres)	☐ Work on a telecommunication lines and equipment.	☐ Demolition of load-bearing structure
	☐ Likely to involve disturbing asbestos	☐ Temporary load-bearing support for structural alterations or repairs	☐ Work in or near a confined space
	☐ Work in or near a shaft or trench deeper than 1.5 m or a tunnel	☐ Working in a confined space or area	☐ Work on or near pressurised gas mains or piping
	☐ Work on or near chemical, fuel or refrigerant lines	☐ Work on or near energised electrical installations or services	☐ Work in an area that may have a contaminated or flammable atmosphere
	☐ Work with registered or licence required equipment.	☐ Work on, in or adjacent to a road, railway, shipping lane or other traffic corridor in use by traffic other than pedestrians	☐ Work in an area with movement of powered mobile plant
	☐ Work in areas with artificial extremes of temperature	☐ Work in or near water or other liquid that involves a risk of drowning	☐

Person responsible for ensuring compliance with SWMS:		**Date SWMS received:**	
What measures are in place to ensure compliance with the SWMS?			
Person responsible for reviewing SWMS control measures:		**Date SWMS received by reviewer:**	
How will the SWMS control measures be reviewed?			
Review date:		**Reviewer's signature:**	

What are the tasks involved?	What are the hazards and risks?	What are the control measures?
List the work tasks in a logical order.	Identify the hazards and risks that may cause harm to workers or the public.	Describe what will be done to control the risk. What will you do to make the activity as safe as possible?
Prior checks to use safety.	Test/tag not current. Damaged equipment & leads. Equipment unsafe for use.	Ensure that test & tag is still current. Check leads and equipment for any damage and blades are sharp. Lubricate parts that require it.
Wear correct fitting PPE.	Cuts, eye damage.	Protective Glasses, Gloves. Long sleeved clothing and possibly denim or leather clothing.
Use of the equipment.	Cuts, loss of fingers. Damage to equipment, etc.	Make sure that you have both hands firmly gripping the equipment. Watch out when performing vertical and horizontal movements that the trimmer stays away from body parts and inertia from the trimmer does not throw you out of balance. Follow manufacturer's user manual guidance.
Repetitive or sustained movement.	Muscle spasm or other injury.	Be aware to reduce continuous backwards and forwards motion across the face and top of hedge (Vertical and horizontal movement) which can cause injury through twisting action of the trunk of the body whilst arms and shoulders continuously support the full weight of the shears.
Long duration of work.	Muscle spasm or injury.	Large hedges should be trimmed in small period durations. Other duties in between trimming times should be done to reduce the possibility of injury.
Working at height's	Ladder work. Falls from ladder. Injury from continuous work from ladder. Significant vibration to upper body.	The risk of vibration injuries can be reduced by wearing soft gloves to reduce the vibration. Ladders should be checked for stability and good working order (no damage) prior to use. Never overextend your reach whilst working from ladders. Secure ladder prior to use where possible.
Name of Worker(s)		**Worker signature(s)**

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[PCBU Name, contact details]		**Principal Contractor (PC)** [Name, contact details]	
Works Manager: **Contact phone:**	Infrastructure Manager or GSM	**Date SWMS provided to PC:**	
Work activity:	Operate manual pruning shears (Hand held)	**Workplace location:**	Village Baxter. 8 Robinsons Road Frankston South. Vic 3199

High risk construction work:	☐ Risk of a person falling more than 2 metres (*Note:* in some jurisdictions this is 3 metres)	☐ Work on a telecommunication lines and equipment.	☐ Demolition of load-bearing structure
	☐ Likely to involve disturbing asbestos	☐ Temporary load-bearing support for structural alterations or repairs	☐ Work in or near a confined space
	☐ Work in or near a shaft or trench deeper than 1.5 m or a tunnel	☐ Working in a confined space or area	☐ Work on or near pressurised gas mains or piping
	☐ Work on or near chemical, fuel or refrigerant lines	☐ Work on or near energised electrical installations or services	☐ Work in an area that may have a contaminated or flammable atmosphere
	☐ Work with registered or licence required equipment.	☐ Work on, in or adjacent to a road, railway, shipping lane or other traffic corridor in use by traffic other than pedestrians	☐ Work in an area with movement of powered mobile plant
	☐ Work in areas with artificial extremes of temperature	☐ Work in or near water or other liquid that involves a risk of drowning	☐

Person responsible for ensuring compliance with SWMS:		**Date SWMS received:**	
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What are the tasks involved?	What are the hazards and risks?	What are the control measures?
List the work tasks in a logical order.	Identify the hazards and risks that may cause harm to workers or the public.	Describe what will be done to control the risk. What will you do to make the activity as safe as possible?
Correct fitting and suitable PPE.	Cuts and injuries from plants or branches. Blisters from repetitive use.	Wear long sleeved shirts or overalls. Suitable foot ware and gloves. Eye protection as required. Soft gloves may reduce the cause of blisters.
Equipment checks prior to use.	Notches or damaged blades can cause jarring to occur when cutting. Blunt blades, loose screws, slippery handles can be dangerous when in use.	Ensure blades and clear, clean and sharp. Ensure screws and coatings on handles are in good condition.
Holding plants ready to be cut.	Injury caused by prickly, damaged or heavy plant cuttings.	Cut the plant at least 150mm away from hands that grip the plant.
Name of Worker(s)		**Worker signature(s)**

Date SWMS received by workers:	

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[PCBU Name, contact details]		**Principal Contractor (PC)** [Name, contact details]	
Works Manager: **Contact phone:**	Infrastructure Manager or GSM	**Date SWMS provided to PC:**	
Work activity:	Rubbish bins filling and emptying.	**Workplace location:**	Village Baxter. 8 Robinsons Road Frankston South. Vic 3199

High risk construction work:	☐ Risk of a person falling more than 2 metres (*Note:* in some jurisdictions this is 3 metres)	☐ Work on a telecommunication lines and equipment.	☐ Demolition of load-bearing structure
	☐ Likely to involve disturbing asbestos	☐ Temporary load-bearing support for structural alterations or repairs	☐ Work in or near a confined space
	☐ Work in or near a shaft or trench deeper than 1.5 m or a tunnel	☐ Working in a confined space or area	☐ Work on or near pressurised gas mains or piping
	☐ Work on or near chemical, fuel or refrigerant lines	☐ Work on or near energised electrical installations or services	☐ Work in an area that may have a contaminated or flammable atmosphere
	☐ Work with registered or licence required equipment.	☐ Work on, in or adjacent to a road, railway, shipping lane or other traffic corridor in use by traffic other than pedestrians	☐ Work in an area with movement of powered mobile plant
	☐ Work in areas with artificial extremes of temperature	☐ Work in or near water or other liquid that involves a risk of drowning	☐

Person responsible for ensuring compliance with SWMS:		**Date SWMS received:**	
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Person responsible for reviewing SWMS control measures:		**Date SWMS received by reviewer:**	
How will the SWMS control measures be reviewed?			
Review date:		**Reviewer's signature:**	

What are the tasks involved?	What are the hazards and risks?	What are the control measures?
List the work tasks in a logical order.	Identify the hazards and risks that may cause harm to workers or the public.	Describe what will be done to control the risk. What will you do to make the activity as safe as possible?
Correct fitting PPE	Dust, sharp objects, heavy objects might fly out of the bin as it is emptied. Unsanitary items may be a hygiene or infection risk.	Long sleeved overalls, dust mask or respirator, gloves and work foot ware should be used and either cleaned or disposed of after use.
Overloading bins	Bins loaded in excess of 15kg can result in injury when being lifted above knee level. If the load shifts whilst being lifted or emptied, then straining injuries could occur.	When loading a bin, be conscious of the weight. Larger bins can be filled up with lighter weight products. Smaller bins should be used for heavier weight products. A two-person lift should be used when unsure or unable to manage the initial lift of the bin.
Sharp dangerous items or fluids in bins	Broken glass, sharp metals, containers of fluids, hazardous products could move or stab you or cause illness. Spiders and other insects may be hiding under the bin or around handles or lips.	Ensure that hazardous products are clearly labelled and placed in clearly labelled bins. Sharp objects and broken glass should be visible and made aware to the person who is emptying the bin. Watch out for items coming out of the bin, breaking up and thus bouncing back and injuring the person emptying it. Check for insects prior to touching the bin.
Surrounding conditions	Gusts or strong winds may cause product to blow back at the people emptying the bin or other people close by causing injury. Uneven or slippery ground may cause the person emptying the bin to slip, fall or the loaded bin to fall onto them causing injury.	Review the surrounding weather conditions and surfaces that you are standing on prior to making the lift to ensure that it is safe to do so.
Damaged bins	Old and damaged bins may fall apart whilst lifting or might have sharp edges that cut.	Check bin thoroughly before lifting.

Name of Worker(s)	Worker signature(s)
Date SWMS received by workers:	

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[PCBU Name, contact details]		**Principal Contractor (PC)** [Name, contact details]	
Works Manager: **Contact phone:**	Infrastructure Manager or GSM	**Date SWMS provided to PC:**	
Work activity:	Step Ladders & extension ladders.	**Workplace location:**	Village Baxter. 8 Robinsons Road Frankston South. Vic 3199

High risk construction work:	☐ Risk of a person falling more than 2 metres (*Note:* in some jurisdictions this is 3 metres)	☐ Work on a telecommunication lines and equipment.	☐ Demolition of load-bearing structure
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What are the tasks involved?	What are the hazards and risks?	What are the control measures?
List the work tasks in a logical order.	Identify the hazards and risks that may cause harm to workers or the public.	Describe what will be done to control the risk. What will you do to make the activity as safe as possible?
Correct ladder checks prior to use.	Ladder too large and clumsy for task or too small for task required causing injury to user or damage to surrounds. Illegal timber ladder. Nonconductive ladder required for electrical tasks. Ladder correct weight rating. Ladder not suitable for uneven surfaces.	Check that you are going to use the correct size, type and style of ladder for the task required. Check the weight rating is suitable for your use including any equipment that you may be carrying or attaching to the ladder. Only use nonconductive material type ladders for any electrical work. Ensure that the ladder is design and caters for uneven surfaces prior to use.
Check safety and for damage to the ladder prior to use.	Damage to frames, spreader bars or rungs causing failure whilst in use. Corrosion or rust may weaken the ladder.	Do not use ladders that show signs of damage or wear to steps (rungs), frames or spreader bars. Make sure that the spreader bars lock into position prior to use.
Review surrounding areas for hazards.	Whilst erecting ladder you might touch power cables or get caught in trees, ceiling fans, lighting, etc. causing serious injury or damage.	Check that it is safe to erect the ladder prior to use. Be careful not to trap fingers or other body parts in ladder whilst erecting or removing the ladder. Be wary of nip points.
Name of Worker(s)		**Worker signature(s)**

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[PCBU Name, contact details]		**Principal Contractor (PC)** [Name, contact details]	
Works Manager: **Contact phone:**	Infrastructure Manager or GSM	**Date SWMS provided to PC:**	
Work activity:	Use of Saw horse	**Workplace location:**	Village Baxter. 8 Robinsons Road Frankston South. Vic 3199

High risk construction work:	☐ Risk of a person falling more than 2 metres (*Note:* in some jurisdictions this is 3 metres)	☐ Work on a telecommunication lines and equipment.	☐ Demolition of load-bearing structure
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What are the tasks involved?	What are the hazards and risks?	What are the control measures?
List the work tasks in a logical order.	Identify the hazards and risks that may cause harm to workers or the public.	Describe what will be done to control the risk. What will you do to make the activity as safe as possible?
PPE	Nip points, splits, sharp edges, etc may cause cuts.	Correct fitting gloves
Identical horses	Different height's may cause product to move whilst working from the horses.	Make sure both horses are identical prior to use.
Damage	Nip points, splits, sharp edges, etc may cause cuts.	Check for dangers and damage prior to use. Do not use if the horse is damaged and report this to your immediate supervisor.
Set up	Legs not locked, loose bolts, uneven surfaces may cause product to move whilst working from the horses.	Check equipment and surrounding area prior to use.
Name of Worker(s)		**Worker signature(s)**

Date SWMS received by workers:	