

JOB SAFETY ANALYSIS WORK SHEET/SAFE WORK PROCEDURE

JOB: Whipper Snipper (Brush Cutter) Operation		DATE:			
ANALYSIS BY:		REVIEW & APPROVED BY:			
REQUIRED AND/OR RECOMMENDED PERSONAL PROTECTIVE EQUIPMENT:		Full face shield, safety glasses, safety footwear, full length clothing, ear protection, leggings, gloves, harness			
STEPS	SEQUENCE OF BASIC JOB STEPS	POTENTIAL ACCIDENTS OR HAZARDS	RISK RANKING	RECOMMENDED SAFE STEPS	RESIDUAL RISK RANKING
Prior to Starting Machine					
1.	Wear personal protective equipment	Contamination	3	• Use and wear personal protective equipment as instructed	6
2.	Ensure start switch is at off position.	Strains, damage	3	• Use correct manual handling techniques • Physically check that switch is turned off	6
3.	Lay machine down and undo spool to check that there is sufficient cord to complete job.	Strains, damage	2	• Use correct manual handling techniques • Use a bench where possible • Lay machine down carefully on flat surface • Undo spool	6
4.	Adjust length of cord if required to 15cm.	Strains, damage	2	Ensure cord is not longer than 15cm.	6
5.	Re-tighten nut on spool, note that the thread tightens in anti clockwise direction.	Strains, damage	3	Ensure parts are correctly fitted and secure	6
6.	Check that the spool is free from grass and other objects	Damage	3	Remove unwanted objects and debris	6
7.	Check engine is clean and that wire and cables are connected and that there are no breaks or tears.	Strains, damage	2	• Use correct manual handling techniques • Physically check - remove objects	6
8.	Fill petrol tank with 2 stroke fuel.	Strains, damage, fire	2	• Use correct manual handling techniques • Ensure correct fuel is used - be careful not to pour fuel over motor	6
9.	Connect sling to the machine. Sling should be worn over shoulder to take the weight off the machine.	Strains	2	• Use correct manual handling techniques • Ensure sling is comfortable and holding the weight of the machine	6

STEPS	SEQUENCE OF BASIC JOB STEPS	POTENTIAL ACCIDENTS OR HAZARDS	RISK RANKING	RECOMMENDED SAFE STEPS	RESIDUAL RISK RANKING
10.	Pump fuel into engine by means of small plastic dome on engine. 2 or 3 presses would be sufficient.	Damage	3	Do not pump more than 3 times	6
11.	Turn switch to on position, located on shaft.	Damage, malfunction	3	Physically check that switch is on	6
12.	Hold shaft securely with one hand, with other pull starting cord sharply to start the engine. [Restart process if required] [if machine does not start, seek advice]	Strains, damage	2	<ul style="list-style-type: none"> Use correct manual handling techniques Pull cord smoothly but sharply 	5
13.	Once motor has started, hold machine at approximately 45° angle 'to the ground' so that cord/blade is just touching the ground.	Strains, damage	2	Caution where wire, rocks and sticks are evident	5
14.	You are ready to begin cutting. Engage cutting by squeeze the two buttons on the shaft with the thumb and forefinger.	Strains, damage	2	<ul style="list-style-type: none"> Use correct manual handling techniques Beware of bystanders and moving vehicles etc and location of machine to cutting area 	5
15.	To cut grass, slowly move forward while at the same time moving machine from side to side in an arc.	Strains, damage	2	<ul style="list-style-type: none"> Use correct manual handling techniques Move machine smoothly, moving hands no more than shoulder width and watch for bystanders 	5
16.	On completion.	Strains, damage	2	Clean down machine and store appropriately	5

Points to remember

***Do Not** try to cut thick clumps of grass in one go, start from the top and work down until required length has been covered.*

***Do Not** try and cut branches etc. as this may cause damage to the machine or injury to operator.*

***Where** there are loose rocks and stones ensure that no one is in the area, if unavoidable then they must be protected from flying debris.*

***Do Not** lift the cutting head up whilst the engine is still running.*

***Always** turn off the engine when refuelling, putting new cord in, tightening the cable, not in use, when someone comes up to talk to you.*

These are a minimum guideline, designed for everyone's safety. Please adhere to them.

NOTE: The Risk Score Matrix must be used to calculate the risks of each step

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Safe Work Method Statement (part 3) SWMS 901			
Training Required to Complete Activity: Instruction under supervision of an experience employee			
List of Training Required, e.g., Hazardous Substance, First Aid, PPE Usage	Training details are located on (please tick box):	List Codes of Practice, Legislation, Standards which apply to this Activity:	
1. Manual Handling	Project File: <input type="checkbox"/> Training Data Base: <input type="checkbox"/> Other (specify): <input type="checkbox"/>	NSW OH&S Act 2000, NSW OH&S Regulation 2001	
List Plant/Equipment/Personal Protective Equipment required for this Activity:	List Equipment Maintenance Checks required for this Activity: PPE, Tooling	Engineering Certificates/Permits/Approvals required for this Activity	
List:	Complete daily maintenance check: First aid kit: PPE Required:	Type	Reference/Document

Person(s) Responsible for Supervising/Inspecting Work:

Risk Assessment 1. Identify each step in the task. 2. Identify all hazards associated with each step or work environment factor. Record the hazard in the table above. Use the Hazard Identification Checklist as a guide. 3. Identify the 'severity' & 'likelihood' (using the information on page 1) for each hazard with no controls in place. Determine the 'risk score' for each hazard using the grid shown and record it in the table above. 4. Identify all existing controls and/or action required for each hazard (using the hierarchy of control on page 1) and record them in the table below. 5. Identify the 'severity' & 'likelihood' (using the information on page 1) for each hazard with controls implemented. Determine the 'risk score' for each hazard using the grid shown and record it in the table below. 6. Identify any future controls that may assist in reducing the risk further	Hazard Identification Checklist				
	Likelihood				
	Severity	1 – Very likely	2 - Likely	3 – Unlikely	4 – Very unlikely
	1-Catastrophic	Very High (1)	High (1)	Medium-High (2)	Medium (3)
	2-Major	High (1)	Medium-High (2)	Medium (3)	Medium-Low (4)
	3-Moderate	Medium-High (2)	Medium (3)	Medium-Low (4)	Low (5)
4-Minor	Medium (3)	Medium-Low (4)	Low (5)	Very Low (6)	

