**Safe Work Method Statement**

**Form 007.2**

**Safe Work Method Statement (Part 1)**

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| **Job: GRASS TRACK MAINTENANCE** | **Document Reference** |
| **Department: RACECOURSE MAINTENANCE****Section:****Work Area: GRASS TRACKS** | **No:** |
| **Revision Date:****Manager’s Approval:****Manager’s Name:** |
| **Key Safety Plant / Equipment / (including P.P.E.)** | **Safety Checks / Hazardous Substances** |
| * Tractor, mower, brush cutter, trailer, ute, shovels, fertilizer spreader, chemical sprays, aerator
* PPE: masks, gloves, ear protection, safety boots, protective clothing, eyewear, sunscreen, broad brimmed hat
 | * Check for foreign objects on track
* Refueling practices
* Safe handling of fertilizers and chemicals
* Safe operation of machinery
* Snakes
 |
| **Codes of Practice Legislation: Applicable to Work? Y/N** **If Yes, state:** | **External Considerations**Weather, ground conditions |
| **Person/s required to carry out work** | **Duties & Responsibilities** | **Qualifications / Experience / Training required to complete work** |
| Course curatorPaid casualsCommunity service workers | Supervision Operate machinery and equipment | On the job trainingTurf management courseTrack maintenance courseWHS training |

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| **SAFE WORK METHOD STATEMENT (PART 2)** | **Document Reference:** |
| **Job: GRASS TRACK MAINTENANCE** | **No:** |
| **Procedure (in steps)** | **Possible Hazards in Executing Procedure** | **Key Safety Controls & Associated Procedures** |
| Check machinery | Sharp edges, loose blades, no guards | PPE |
| Refuel tractor as required  | Fuel spillageFire & explosion | Ensure refuelling is undertaken in area with containment bunding/berm, away from drains & spill kit is available. Wear protective clothing as necessary.Ref: Refueling Procedure. Keep clear of ignition sources including mobile phones & microwave ovens. |
| Check work areas | Foreign objects | Visual inspection, no rocks, branches etc |
| Operational areas | Slippage/bogging of machinery | Do not use on wet damp or slippery ground |
| Mowing | As above, ear damage or personal injury | Hearing protection / PPE |
| Roller | Roller can become unattached | Use safety chain and couple correctly |
| Filling divots | Muscle strain, back strain | Buckets to weigh under 10kgs |
| Spraying | Chemical poisoning | PPE – safe handling in accordance with MSDS |
| Fertilizers | As above | Safe loading practices, hook spreader up correctly and cover over |
| Aerator | Sharp tynes – injury to feet | Keep everyone well clear / turn tractor off and take key with you. Never work on machinery whilst operating. |
| Return tractor to shed | Collisions with plant and equipment and people | Careful observation / drive slowly |
| Turn tractor off | Burns from engine and exhaust | Cool down before cleaning & washing chemicals/ fertilizers off. Ensure runoff from washing procedure is captured as above – do not allow to flow into drains. |