Safe Work Method Statement (SWMS)
Volunteers – Painting, Outdoor Cleaning and Graffiti Removal

SWMS Ref No:	6	Version	9.0	Issue date	July 2020	Review Date	July 2021

Section: Corporate Services	**Location:** Council parks and facilities, reserves and natural areas	**Date:**

Job / Task Description:

- VOLUNTEERS – Painting, Outdoor Cleaning and Graffiti Removal

Training Required to Complete the Activity:		**This SWMS has been produced to comply with the following Codes of Practice, Legislation, Australian Standards and Guides:**	
1. List training accreditation required eg traffic Control, Confined Space, First Aid, ▪ SWAT induction ▪ Depending on nature of activity, a volunteer on site with first aid training may be appropriate	2. Training details are located in: ☐ Training Register in Authority ☐ Other (specify):_____	WHS Regulation 2017,WHS Act 2011, EAP (Operations) Act, Environmentally Hazardous Chemicals Act 1995, Road and rail transport (Dangerous goods) Act 1995, Manual Handling Procedure, WHS policy, Sun Protection Procedure, Training and development policy, Safety Data Sheets (SDS), Personal Protective Equipment (PPE) Procedure, Training and Development Policy, Lone Worker Procedure. PSC Code of Conduct.	
List Plant/Equipment/Tools required for the Activity:	**List Personal Protective Equipment (PPE) for the Activity:**	**List Equipment Maintenance Checks required for this Activity:** *e.g. daily inspection checklists, lifting slings, SWL, etc*	**Engineering Certificates /Permits/ Approvals required for this Activity** *e.g. demolition licences, road closure, hot works, confined spaces etc*
Painting tools Sanders hand and mechanical General hand tools Cleaning equipment Cleaning chemicals Water blaster	High vis vest Long sleeves/long pants Broad brim hat Sturdy shoes (closed in, non-slip) Gloves Mask Sun screen and sun protection Insect repellent Sun glasses or other eye protection First Aid kit	Daily inspection of all equipment required for the task.	▪ All works undertaken on Council land require the approval of Council prior to commencement of activity. ▪ A Specific Worksite Assessment and Toolbox (SWAT) form is to be completed by a Council Responsible Officer (RO) in conjunction with volunteer representatives prior to project starting. Only those volunteers directly inducted by a Council RO are then able to induct other volunteers. ▪ A Daily Attendance Form is required to be completed each day.
Person Involved in the production and completing the Safe Work Method Statement (SWMS):			

Volunteers Coordinator	Parks Supervisors	WHS Officer	Natural Resources Team Leader

Person(s) Responsible for Supervising/ Inspecting Work:

Person(s) responsible for supervising the work, inspecting and approving work areas, safe work method statements, SWAT's, protective measures, plant/ equipment & power tools:

Name: **Position:** **Signature:**

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RISK ASSESSMENT GUIDELINES
(Check for the following)

Activity	Hazard/Risk	Initial Risk			Control Measures & Actions Required (Implementation of risk control measures MUST be in accordance with the Hierarchy of Control)	Risk After Actions			Person Responsible
		L	C	Risk		L	C	Risk	
Sanding and preparation	Dust inhalation	3	2	MED	• Use PPE – dust masks when sanding • Avoid sanding in windy conditions • Health monitoring to be conducted for identification of silica dust	2	2	LOW	Site Supervisor Volunteers
	Inappropriate tool choice	3	2	MED	• Only battery operated hand tools to be used by volunteers. • Choose tools which provide lower vibrations (where possible)	2	2	LOW	Site Supervisor Volunteers
	Cuts, splinters and abrasions	3	2	MED	• PPE and First Aid kit on site.	2	2	LOW	Site Supervisor Volunteers
	Wrong products chosen for cleaning	3	2	MED	• Check with Building Trades to be sure using correct products.	2	2	LOW	Site Supervisor Volunteers

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		L	**C**	**Risk**		**L**	**C**	**Risk**	
Cleaning of outdoor park tables, seating or signs **Graffiti removal & pressure cleaning** **Painting**	Inexperienced operators	3	3	HIGH	• Tool box with Volunteers the operation of the equipment to be used and procedures to be followed.	2	2	LOW	Site Supervisor Volunteers
	Contaminate skin, eye, damage from splashing chemicals	3	3	HIGH	• Read SDS and manufactures recommendations for cleaning agents used. • Use appropriate PPE. • First aid kit on site. • Access to clean water.	2	2	LOW	Site Supervisor Volunteers
	Muscular strain/back injury from manual handling	2	3	MED	• Use correct tools and manual handling techniques. • Stretch and breaks as required. • Use two person lift techniques if required. • Use mechanical aids whenever possible	2	2	LOW	Site Supervisor Volunteers
	Injuries from slips, trips and falls	3	2	MED	• Determine clear access. Clear egress to be maintained on job site. • For pressure cleaner, ensure no leaks and hose is not a trip hazard by laying out in an orderly fashion free of kinks. • Additional care taken in wet conditions or areas.	2	2	LOW	Site Supervisor Volunteers
	Cuts, splinters and abrasions	3	2	MED	• PPE. • First aid kit on site.	2	2	LOW	Site Supervisor Volunteers

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		L	**C**	**Risk**		**L**	**C**	**Risk**	
	Fume inhalation	3	3	HIGH	• Read Safety Data sheet. • Use appropriate PPE in accordance with SDS. • All ventilation requirements are to be checked. • Engine of pressure cleaner to be cool and no ignition sources when refuelling.	2	2	LOW	Site Supervisor Volunteers
	Electrocution	3	5	H	• Do not undertake pressure cleaning activity if electrical equipment is in the immediate area. • Turn off any electrical equipment from power mains • Remove electrical equipment from site	3	3	M	Volunteers
	Pressure injection injury	2	3	M	• PPE as above. • Do not point lance at another person. • Do not tie trigger to the ON position. • Avoid walking around with finger on trigger when not using pressure cleaner	2	1	L	Volunteers
	Stormwater pollution	4	3	H	• Cover drains with Geo fabric or seal with plastic to contain water runoff into drains.	2	1	L	Volunteers
Paint choice	Wrong type or colour of paint chosen	2	2	LOW	• Only Council approved paint colour and type of paint to be used. See approval beforehand.	1	1	LOW	Site Supervisor
	Oil or water based paint Transport and storage requirements depending on type. Potential expose to old lead based paint on existing structures whilst cleaning, pressure hosing, sanding Exposure to rust	2	3	M	• SDS for paints to be obtained and followed. • If lead based paint is suspected - Requires extra controls e.g. P2 dust mask. • If cut by rusted metal, tetanus shot to occur.	2	3	M	Site Supervisor Volunteers

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		L	**C**	**Risk**		**L**	**C**	**Risk**	
Cleaning and packing up	Worksite left untidy Inappropriate care of painting and cleaning equipment	3	2	MED	• Ensure work area is tidy and left clear after activity. • Following manufacturer's instructions for cleaning and storing of painting equipment. • Seal paint tin lid and store in dry location.	2	2	LOW	Site Supervisor Volunteers
	Environmental contamination	3	2	MED	• Correct disposal of all rubbish and chemicals as per manufacturer's specifications. • Wipe excess paint with an absorbent material, allow to dry and dispose in waste bin. • Dispose of chemicals appropriately (eg Council's chemical drop off or community recycling centre).	2	2	LOW	Site Supervisor Volunteers

Step 1: Analyse risks in terms of **consequence/impact** (outcome of an event) using the **Consequence/Impact Table**. The analysis must consider the range of potential consequences and how these are likely to occur.

RISK CATEGORY	Insignificant (C1)	Minor (C2)	Moderate (C3)	Major (C4)	Extreme (C5)
	Consequences are not important	Consequences are somewhat important	Consequences are important	Consequences are very significant or extremely serious	Consequences are catastrophic
Operations / Service Delivery (Business Continuity)	Insignificant disruption to service activities. Negligible impact on service provision. Short term inconvenience	Minor to moderate disruption to service activities. Minor to moderate % of customers inconvenienced and may receive some complaints	Moderate disruption to services (1-5 days). Medium to large % of customers inconvenienced and will receive complaints	Continuing difficulties in servicing customers over prolonged period (5-10 days) across majority of service locations that will result in a large amount of complaints	Severe long term disruption or permanent loss of capability to provide critical services to customers for 10+ days
Financial (whichever is higher)	1% of budget for service unit/s or >$100k for the organisation as a whole	2.5% of budget for service unit/s or >$1M for the organisation as a whole	5% of budget for service unit/s or >$5M for the organisation as a whole	10% of budget for service unit/s or >10M for organisation as a whole	25% of budget for service unit/s or >$20M for the organisation as a whole
Environment	Negligible impact with no remediation required	Minor impact, reversible with short-term remediation required	Moderate impact, reversible with medium term remediation required	Significant impact contained to site / project, irreversible or long term remediation required	Significant ongoing impact, irreversible and not contained to site / project life
Safety & People	Local first aid may be required	Minor injury that may require medical attention with no ongoing treatment	Injury requiring ongoing medical treatment and/or lost time	Extensive injuries that are life threatening; or multiple serious injuries and hospitalisation	Any fatality or multiple permanent disability or ill health
Reputation	No impact on reputation/ staff morale & no public/media interest	Minimal customer/morale sensitivity or minimal damage to Council name	Moderate customer/morale sensitivity and damage to Council name with minor local media interest	Major customer/morale sensitivity; damage to Council name attracting national media & social interest and some impact on business activities	Significant customer/morale sensitivity and damage to Council name; significant international media & social media attention and impacting noticeably on business activities
Governance / Compliance	No regulatory consequence, no litigation, prosecution or penalty	Minor regulatory consequence with formal warning / instruction with unlikely litigation, prosecution or penalty	Moderate regulatory consequence which may result in fines. Contractual non-compliance or breach of legislation with threat of litigation, prosecution and/or penalty	Major regulatory consequence resulting in material fines or restrictions on Council operations. Probably litigation or prosecution and/or penalty	Extreme regulatory consequence which could result in dismissal of Council. Non-compliance or breach of legislation with litigation, prosecution and/or penalty with fines
Project Consequences	**Time:** Insignificant impact on project milestones	**Time:** Minimal impact on project milestones	**Time:** Moderate to high impact on project milestones	**Time:** Major impact on project milestones	**Time:** Project failure
	Quality: Some non-key requirements are not met	**Quality:** A key requirement may not be met	**Quality:** Some key requirements may not be met	**Quality:** A majority of key requirements may not be met	**Quality:** Major deficiencies with all project deliverables. No requirements met
	Cost: Justifiable additional costs that can be absorbed in the project's budget	**Cost:** Additional costs requiring reprioritisation and/or reallocation of project funds	**Cost:** Additional costs requiring submission for supplementary funding	**Cost:** Significant additional costs delaying project	**Cost:** Budget expanded without achieving any key deliverables

Step 2: Analyse risks in terms of **likelihood** (probability or frequency) using the **Likelihood Table**.

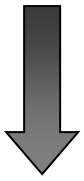
Level	Descriptor	Description	Frequency	Probability	Project/Program
L5	**Almost certain**	Clear indication that the risk will materialise. Would be very surprised if it didn't	Annual	>90%	Likely to occur in more than 1 in 2 projects of this kind
L4	**Likely**	Risk is expected to occur. Would be quite surprised if it didn't	1 in 2 year event	50-90%	Likely to occur in 1 in 2 projects of this kind
L3	**Possible**	Risk is not expected to occur, but would also not be surprised if it did	1 in 4 year event	20-50%	Likely to occur in between 1 in 4 projects of this kind
L2	**Unlikely**	Risk is not expected to occur, would be quite surprised if it did	1 in 8 year event	5-20%	Likely to occur in less than 1 in 10 projects of this kind
L1	**Rare**	Would be very surprised if the risk occurred	1 in 20 year event or less	<5%	Unlikely to happen

Step 3: Once the risk has been analysed, the existing methods to control the risk also need to be determined.
Step 4: Move on **Evaluate Risk** which will look at the risk rating against a **Matrix**
Once risks are assessed against the likelihood and consequence/impact, the rating/level of risk is determined against the Risk Rating Table/Matrix below:

LIKELIHOOD →		L1	L2	L3	L4	L5
CONSEQUENCE ↓		Rare	Unlikely	Possible	Likely	Almost Certain
C5	Extreme	HIGH	HIGH	HIGH	EXTREME	EXTREME
C4	Major	MEDIUM	MEDIUM	HIGH	HIGH	EXTREME
C3	Moderate	MEDIUM	MEDIUM	HIGH	HIGH	HIGH
C2	Minor	LOW	LOW	MEDIUM	MEDIUM	HIGH
C1	Insignificant	LOW	LOW	LOW	MEDIUM	MEDIUM

ALARP

Note: ALARP = As Low As Reasonably Practicable

HIERARCHY OF CONTROLS		
Elimination	Remove the risk from the process by eliminating the step in the process – i.e. do not do it.	**MOST PREFERABLE**
Substitution	Reduce risk by changing processes, materials or equipment to something that does the job more safely	
Isolation	Put in place physical preventative mechanisms – i.e. locks, alarms, lights, ventilation, guards & barriers	
Engineering Control	Minimise the risk by engineering means – i.e. use a mechanical lifting device rather than manual handling techniques	
Administrative Control	Develop and implement work procedures – i.e. Safe Operating Procedures, training, direction, supervision, job rotation, consultation	
Personal Protective Equipment	Accept the initial hazards and protect personnel by using personal protective equipment to reduce the risk – i.e. safety glasses, ear muffs	**LEAST PREFERABLE**

Note: **The cost associated with controlling the risk must also be considered, including whether the cost is grossly disproportionate to the risk.**

SAFETY RISK ASSESSMENT

RISK RATING	ACTION	RESPONSIBILITY FOR ACTION
EXTREME	**DO NOT PROCEED** The proposed task or process **MUST NOT** proceed at this time due to the potential risk of a fatality and an alternative safer method of work is required before work can commence. **A Safe Work Method Statement (SWMS) must be documented and referred to the Section Manager.** **The Section Manager must review the effectiveness of the implemented risk controls and discuss with the Group Manager before work can proceed.**	Section Manager/Group Manager
HIGH	**DO NOT PROCEED** The proposed task or process **MUST NOT** proceed unless additional controls have been included to reduce the risk. A **Safe Work Method Statement (SWMS) must be documented and reviewed by the Section Manager to ensure the risk is reduced to medium level.**	Section Manager
MEDIUM	The proposed task or process can proceed as the work is considered safe but the risk control measures need monitoring to ensure the risk level does not increase during the task or process.	Team Leader/Coordinator
LOW	The work is safe to proceed as per the identified control measures and no further action is required unless additional hazards arise during the work.	Team Leader

VALUE FOR MONEY, SUSTAINABLE BUSINESS, REPUTATION AND ENVIRONMENTAL RISK ASSESSMENT

RISK RATING	ACTION	RESPONSIBILITY FOR ACTION
EXTREME	▪ Bring to the attention of the Group Manager for immediate management action ▪ All possible treatments must be put in place to reduce the risk to an acceptable level ▪ Report regularly to the Enterprise Risk Management Committee	Group Manager
HIGH	▪ Bring to the attention of the Section Manager for immediate management action ▪ Allocate actions and budget to minimise risk ▪ Report monthly through the Group Risk Management Committee	Section Manager
MEDIUM	▪ Identify management responsibility, monitor and review response action as necessary ▪ Allocate resources where existing controls are deemed inadequate ▪ Report to Group Risk Management Committee within the quarter	Coordinator
LOW	▪ Accept and monitor ▪ Manage through existing processes and procedures ▪ Report via routine internal reporting mechanisms	Coordinator

COMPILATION OF SWMS	
STEP	Number each discrete step in the task in sequence – e.g., 1, 2, etc.
ACTIVITY	Briefly describe the activity to be carried out in each step.
HAZARDS	Identify what in each activity could cause harm to a person, the job, materials, or the environment.
RISK (1)	The degree of risk posed by the hazard. (Use Risk Matrix to determine risk ranking before controls implemented).
CONTROL MEASURES AND ACTIONS REQUIRED	What precautions or control measures must be taken to control the risk?
RISK (2)	The degree of risk following implementation of risk controls (Use Risk Matrix to determine ranking of residual risk).
PERSON RESPONSIBLE	The name or the position of the person responsible for the implementation of the risk controls.

Version Control

Version	Date	Author	Details
1.0	10/11/2010	WHS Manager	First Release - New document
2.0	9/3/2012	WHS Manager	Document reviewed March 2012 due to the new WHS Legislation. All reference to OHS was changed to WHS and *The cost associated with controlling the risk must also be considered, including whether the cost is grossly disproportionate to the risk* was inserted on page 4
3.0	25/06/2012	WHS Manager	Risk matrix replaced with 5 x 5 matrix and changes were made to document following a review based on WorkCover's recommendations.
4.0	13/02/2014	WHS Manager	Put into new format
5.0	10/02/2015	WHS Manager	Updated Risk Matrix Inserted
6.0	6/03/2015	WHS Manager	Added Compilation of SWMS
7.0	3/06/2015	WHS Manager	Updated to incorporate Brand Identity Style Guide v1.0
8.0	08/07/2016	WHS Manager	Inserted updated Risk Matrix
9.0	01/03/2018	Corporate Risk	Updated following a review of the Integrated Risk Management Framework