



Safe Work Method Statement (SWMS) Volunteers – Litter Collection and Sharps

| | | | | | | | |
|---------------------|----------|----------------|------------|-------------------|------------------|--------------------|------------------|
| SWMS Ref No: | 3 | Version | 9.1 | Issue date | July 2020 | Review Date | July 2021 |
|---------------------|----------|----------------|------------|-------------------|------------------|--------------------|------------------|

| | | | | | |
|--|--|--|--|--|--|
| Section: CORPORATE SERVICES | | Location: Council facilities, parks, reserves and natural areas | | Date: July 2020 | |
| Job / Task Description: | | | | | |
| • VOLUNTEERS – Litter Collection and Sharps | | | | | |
| 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: <input type="checkbox"/> Training Register in Authority <input type="checkbox"/> Other (specify): _____ | | WHS Legislation 2017, WHS Act 2011, EPA (Operations) Act, Manual Handling Procedure, WHS Policy, Sun Protection Procedure, Training and Development Policy, Safety Data Sheets (SDS), PPE Procedure, 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 | |
| Litter pickers Collection bags People at work signs Mobile phone | | High vis vest Long sleeves/long pants Broad brim hat Sturdy shoes (closed in, non-slip) Gloves Sun screen and sun protection Insect repellent Sun glasses or other eye protection First Aid kit Hand sanitiser Effective communication | | Daily inspection of all equipment required for the task. | |
| Engineering Certificates /Permits/ Approvals required for this Activity e.g. demolition licences, road closure, hot works, confined spaces etc | | | | | |
| <ul style="list-style-type: none"> • 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): | | | | | |

WARNING: This is a CONTROLLED Document. Hardcopies of this document may not be the latest version. Before using this document, check it is the latest version; refer to Council's intranet *myPort* under the Enterprise Risk Management System.

| | | | |
|--|-------------------|-------------------|-------------------------------|
| 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: | |
| Name: | Position: | Signature: | |

| | | 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 | |
| Litter collection | Inexperienced volunteers. | 4 | 2 | MED | <ul style="list-style-type: none"> Refer to Working Outdoors SWMS and Tools/Equipment SWMS. Toolbox with volunteers operation of equipment and procedures to be used. | 2 | 2 | LOW | Council RO & Site Supervisor |
| | Glass and other general sharps. | 3 | 3 | HIGH | <ul style="list-style-type: none"> Isolate hazard. Use litter pickers and appropriate PPE. Double bag if required. | 3 | 2 | LOW | Council RO Site Supervisor Volunteers |
| | Illegal dumped material, large or contaminated waste. Exposure to unknown liquids/substances (e.g. if a container is picked up but has a liquid in it and it contaminates the person or clothing) | 3 | 2 | MED | <ul style="list-style-type: none"> Do not disturb illegally dumped material. Contact Council's Customer Service on 4988 0255 or email council@portstephens.nsw.gov.au to report. | 2 | 2 | LOW | Site Supervisor & Volunteers |
| | Muscular strain. | 2 | 3 | MED | <ul style="list-style-type: none"> Litter collection aids. Safe manual handling techniques. Take regular breaks if repetitive movement has occurred | 2 | 2 | LOW | Council RO Site Supervisor Volunteers |

WARNING: This is a CONTROLLED Document. Hardcopies of this document may not be the latest version. Before using this document, check it is the latest version; refer to Council's intranet *myPort* under the Enterprise Risk Management System.

| | | 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 | |
| | No traffic control. | 3 | 3 | HIGH | <ul style="list-style-type: none"> Traffic Control Plan required for activities alongside roadsides. Do not proceed if no TPC in place - contact Council Responsible Officer. | 4 | 2 | MED | Council RO Site Supervisor Volunteers |
| | Exposure to bodily fluids/waste (e.g. nappies, contaminated cloths, condoms etc) | | | | <ul style="list-style-type: none"> Use litter pickers and appropriate PPE. Double bag if required. Avoid using hands to pick up waste | | | | |
| | Vehicle movements nearby. | 3 | 3 | HIGH | <ul style="list-style-type: none"> Park to minimise requirement to cross road or walk along road shoulder. Wear high vis vests. Personal vigilance and awareness. Do not work closer than 3m to the sealed road. Put out road signs if appropriate. | 2 | 3 | MED | Site Supervisor & Volunteers |
| Sharps pick up & disposal | Injury to volunteer or public from "sharps". | 3 | 3 | HIGH | <ul style="list-style-type: none"> Visual check prior to and whilst undertaking work. Contact Council Responsible Officer or Customer Service to notify of location of sharp to be collected – phone 49800255 (24hrs). Site Supervisor to make site safe. <i>Groups too have appropriate sharps collection equipment and PPE.</i> <i>Only volunteers who have been given instruction on sharps collection to collect.</i> <i>Disposal as per approved processes.</i> | 2 | 2 | LOW | Council RO Site Supervisor Volunteers |

WARNING: This is a CONTROLLED Document. Hardcopies of this document may not be the latest version. Before using this document, check it is the latest version; refer to Council's intranet *myPort* under the Enterprise Risk Management System.

| | | 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 | |
| Disposal of litter or plant clippings | Reduced public amenity from leaving collected bags behind or improper disposal of litter/clippings. | 2 | 2 | LOW | <ul style="list-style-type: none"> Determine waste disposal needs and process with Council Responsible Officer prior to activity. Public waste bins can be used for disposal of minor quantities. | 1 | 1 | LOW | Council RO & Site Supervisor |

WARNING: This is a CONTROLLED Document. Hardcopies of this document may not be the latest version. Before using this document, check it is the latest version; refer to Council's intranet *myPort* under the Enterprise Risk Management System.

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 |

WARNING: This is a CONTROLLED Document. Hardcopies of this document may not be the latest version. Before using this document, check it is the latest version; refer to Council's intranet *myPort* under the Enterprise Risk Management System.

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.

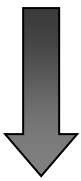
Step 4: Move on **Evaluate Risk** which will look at the risk rating against a **Matrix**

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 | |
|---------------|---------------|---------|----------|----------|--------|----------------|---------|
| | | Rare | Unlikely | Possible | Likely | Almost Certain | |
| CONSEQUENCE ↓ | 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 | |

Note: ALARP = As Low As Reasonably Practicable

WARNING: This is a CONTROLLED Document. Hardcopies of this document may not be the latest version. Before using this document, check it is the latest version; refer to Council's intranet *myPort* under the Enterprise Risk Management System.

| HIERARCHY OF CONTROLS | | |
|--------------------------------------|---|---|
| Elimination | Remove the risk from the process by eliminating the step in the process – i.e. do not do it. |  |
| 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 | <p>DO NOT PROCEED</p> <p>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.</p> <p>The Section Manager must review the effectiveness of the implemented risk controls and discuss with the Group Manager before work can proceed.</p> | Section Manager/Group Manager |
| HIGH | <p>DO NOT PROCEED</p> <p>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.</p> | 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 | <ul style="list-style-type: none"> ▪ 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 | <ul style="list-style-type: none"> ▪ 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 | <ul style="list-style-type: none"> ▪ 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 | <ul style="list-style-type: none"> ▪ 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 <i>The cost associated with controlling the risk must also be considered, including whether the cost is grossly disproportionate to the risk</i> 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 |