

Safe Work Method Statement (SWMS) for Commercial Operators

The SWMS is designed to communicate how you, the Commercial Operator, can reduce possible risks as much as possible and it shows you have thought about what you would need to do in the event of an incident or emergency during your event.

SWMS Ref No:		Version		Issue date		Review Date	
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Location:		Date:	
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Event Description:

Training Required to Complete the Event:	This SWMS has been produced to comply with the following Codes of Practice, Legislation, Australian Standards and Guides:
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List Equipment/Tools required for the Event:	List Personal Protective Equipment (PPE) for the Activity:
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Person Involved in the production and completing the Safe Work Method Statement (SWMS):

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Person(s) Responsible for Supervising the event:

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	

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

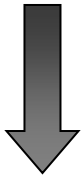
Step 3: Once the risk has been analysed, the existing methods to control the risk also need to be determined.

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
		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	ALARP	MEDIUM	MEDIUM	HIGH
	C1 Insignificant	LOW	LOW	LOW	MEDIUM	MEDIUM

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.