



Safe Work Method Statement (SWMS)

SWMS Ref No:	1	Version	90.	Issue date	July 2019	Review Date	July 2022
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Section: CORPORATE SERVICES		Location: Council facilities, parks, reserves and natural areas		Date: July 2021	
Job / Task Description: • Working Outdoors / Tools					
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, ▪ At least one volunteer on site must have current first aid training		2. Training details are located in: <input type="checkbox"/> Training Register in Authority		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	
<ul style="list-style-type: none">• Mattock• Secateurs• Loppers• Rakes• Brooms• Pitch fork• Shovel• Wheelbarrow• Cordless/battery operated power tools such as drill, sander• Cordless blower• Cordless whipper snipper• Cordless hedge trimmer		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		Type: Daily inspection of all equipment required for the task.	
				Ref/Doc: <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.	

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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:	
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	
Activity/site inspection & preparation	Inappropriate site conditions.	2	3	MED	<ul style="list-style-type: none"> Conduct site inspection. Do not use site if conditions are inappropriate for activity 	2	2	LOW	Council RO & Site Supervisor
	Non-inducted and/or inexperienced volunteers.	3	2	MED	<ul style="list-style-type: none"> All participants to be inducted to site/activity via SWAT process and sign SWAT form. All participants to sign Daily Attendance Form. Toolbox the operation of the equipment and procedures to be followed. 	2	2	LOW	Council RO & Site Supervisor
	Adverse weather conditions	3	2	MED	<ul style="list-style-type: none"> Assess weather conditions each time. Do not proceed if too hot, windy, heavy rain or too cold. 	2	1	LOW	Council RO & Site Supervisor
	Insufficient or inappropriate PPE	2	2	LOW	<ul style="list-style-type: none"> Determine appropriate PPE requirements for activities. Spare PPE available on site. Create a PPE register to ensure borrowed PPE is returned Volunteers with inappropriate PPE not to work. 	1	2	LOW	Council RO & Site Supervisor

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		L	C	Risk		L	C	Risk	
Vehicle movements & traffic control	Volunteer vehicles being hazard to pedestrians or traffic.	3	3	HIGH	<ul style="list-style-type: none"> Park as per road and parking rules. Provide designated walking areas in carpark (if appropriate) 	3	2	MED	Council RO & Site Supervisor
	No traffic control.	3	3	HIGH	<ul style="list-style-type: none"> Traffic Control Plan (TCP) required for activities alongside roadsides. Do not proceed if no TCP in place - contact Council Responsible Officer. 	4	2	MED	Council RO & Site Supervisor
	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	Council RO & Site Supervisor
Public access and interaction	Disruption to pedestrian public access.	2	2	LOW	<ul style="list-style-type: none"> Place 'people at work' signs if appropriate. Keep public pathways accessible or block access. 	1	1	LOW	Council RO & Site Supervisor
	Violence/Aggression/Verbal abuse from members of public.	2	3	MED	<ul style="list-style-type: none"> Do not work in areas known to have aggressive residents nearby Don't confront the antagonist, remove yourself from the situation and contact Council or Police. Identify activity or volunteers as undertaking Council activities with signage and hi-vis vest. Ensure mobile phone with coverage on hand. 	2	2	LOW	Council RO Site Supervisor Volunteers
	Steep slopes, uneven ground and overhanging vegetation.	3	3	HIGH	<ul style="list-style-type: none"> Determine hazards and appropriate work area, and inform all participants. Avoid steep slopes and edges. Personal awareness of trip hazards, uneven ground, slippery surfaces and overhanging branches. Suitable PPE and appropriate footwear worn 	1	2	LOW	Council RO Site Supervisor Volunteers

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		L	C	Risk		L	C	Risk	
Moving around outdoor work area	Insect and tick bites, stings and allergies, Snake bites.	4	2	MED	<ul style="list-style-type: none"> Appropriate PPE – hat, gloves, suitable clothing, enclosed footwear, eye protection. Insect repellent available. Ensure first aid kit on site containing appropriate tick treatment/removal equipment, soothing spray & snake bite bandages (if appropriate). Volunteers with allergies to advise site supervisor. Mobile phone and coverage. 	3	2	MED	Council RO Site Supervisor Volunteers
	Sun exposure/sunburn/skin damage. Dehydration and heat exhaustion.	3	2	MED	<ul style="list-style-type: none"> Wear appropriate PPE at all times. Sunscreen available on site. Ensure supplies of water are available and appropriate rest breaks are taken. 	2	2	LOW	Council RO Site Supervisor Volunteers
	Dangerous dogs	2	3	MED	<ul style="list-style-type: none"> Determine hazards and appropriate work area, and inform all participants. Contact council to remove dogs from area 	2	2	LOW	Council RO Site Supervisor Volunteers
	Exposure to sharps	3	3	HIGH	<ul style="list-style-type: none"> Reference Litter Collection and Sharps SWMS 	3	1	LOW	Council RO Site Supervisor Volunteers
	Exposure to dead or decaying animals	3	2	MED	<ul style="list-style-type: none"> PPE, could pose a mental distress EAP available for council staff Cover dead or decaying animals if possible Contact council to remove animal from site 	3	1	LOW	Council RO Site Supervisor Volunteers
Fire Consideration	Bushland fire.	2	5	HIGH	<ul style="list-style-type: none"> Use NSW RFS Fires Near Me app Do work in periods of high fire danger. No smoking at all work sites. Park vehicle facing exit to bushland area. Appropriate communication device. Do not work alone. 	1	4	MED	Council RO Site Supervisor Volunteers

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		L	C	Risk		L	C	Risk	
	No or inappropriate first-aid equipment. Unsure of appropriate first aid treatment. Unsure of medical emergency procedure.	3	2	MED	<ul style="list-style-type: none"> Ensure volunteer activity has first-aid kit on site. Ensure first aid kit checked regularly and contents are appropriate and in date. Ensure someone trained in first aid is on site (if appropriate). Appropriate communication device and procedures. 	2	2	LOW	Council RO & Site Supervisor
	Unable to stabilise any sustained injury. Medical Emergency.	3	3	HIGH	<ul style="list-style-type: none"> Ensure have mobile phone with coverage. Dial 000 if appropriate, or complete form in 'Risk/incident/Hazard Report Book' and notify Council responsible officer within 24 hours. Ensure that all work sites have access to stocked first-aid kit and trained volunteer on-site. 	2	2	LOW	Council RO & Site Supervisor
Use of hand tools and equipment	Injury caused by loose handles, blades or damaged equipment.	3	3	HIGH	<ul style="list-style-type: none"> Check all equipment prior to use. Repair or substitute damaged tools. 	2	2	LOW	Council RO Site Supervisor Volunteers
	Muscular strain/back injury.	2	3	MED	<ul style="list-style-type: none"> Use correct tools and manual handling techniques. Stretch and breaks as required. Use two person lift techniques if required. Avoid using tool in awkward positions if possible (including overhead) 	2	2	LOW	Council RO Site Supervisor Volunteers
	Injury to self.	3	3	HIGH	<ul style="list-style-type: none"> Appropriate PPE including steel cap boots if using long handled mattock/pitch forks. Check tools in good working order. Use correct tool for task. 	2	2	LOW	Council RO Site Supervisor Volunteers
	Injury to others or disruption to public access.	3	2	MED	<ul style="list-style-type: none"> Be aware of others when using tools & equipment. Place equipment in safe place and out of public view when not using. Place people at work signs if appropriate. Keep public pathways accessible or block access if appropriate. 	2	2	LOW	Council RO Site Supervisor Volunteers

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		L	C	Risk		L	C	Risk		
Charging of cordless/battery operated power tools	Electrocution from damaged power cord.	3	4	HIGH	<ul style="list-style-type: none">Ensure power cords are not damaged.Chargers for battery operated power tools to be used at home.Chargers must be tested and tagged. (Testing and tagging can be pre-arranged though Building Trades.)Chargers stored at a Council facility such as a hall will be tested and tagged by Council.A Residual Current Device to be used	2	4	MED	Council RO& Site supervisor	
Use of cordless/battery operated power tools or other approved usage (eg blower, whipper snipper)	Non-inducted and/or inexperienced volunteers	3	2	MED	<ul style="list-style-type: none">All participants to be inducted to site/activity via SWAT process and sign SWAT form.All participants to sign Daily Attendance Form.Toolbox the operation of the equipment and procedures to be followed.	2	2	LOW	Council RO & Site Supervisor	
	Clothing / Object / Hair caught in machinery	2	3	MED	<ul style="list-style-type: none">Do not wear loose-fitting clothing or jewellery or dangling objects.Tie long hair back and out of the way.	1	3	MED	Council RO Site Supervisor Volunteers	
	Injury to self or others from defective tools/accessories or distraction from task	2	3	MED	<ul style="list-style-type: none">Inspect tool condition, as well as any tool or accessories.Check that all appropriate guards are in place and working.Never use any accessory except those specifically supplied or recommended by the manufacturer / supplier.Never rush what you are doing. Pay close attention.Do not use tool if untrained on how to operate	2	2	LOW	Council RO Site Supervisor Volunteers	
	Debris and dust flying around from use of blower	3	2	M	<ul style="list-style-type: none">Correct PPE and signs.Do not do when public nearby.Avoid or minimise use when operating in windy conditions (if possible)	2	2	L	Council RO Site Supervisor Volunteers	

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		L	C	Risk		L	C	Risk	
	Injuries to feet from whipper snipper use	4	3	H	Boots, gloves, glasses long sleeve pants and shirt and goggles as well as signs.	2	2	L	Council RO Site Supervisor Volunteers
Finish the work	Incorrect storage Identified faults not followed up on				Clean and store the tool in a safe, dry place. Dispose of faulty equipment or return to Council.				Council RO Site Supervisor Volunteers

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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

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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.

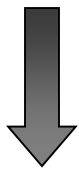
Step 4: Move on **Evaluate Risk** which will look at the risk rating against a **Matrix**

Once risks are assessed against the likelihood and consequence/impact, the rating/level of risk is determined against the Risk Rating Table/Matrix below:

<div> <div>LIKELIHOOD →</div> <div>CONSEQUENCE ↓</div> </div>		L1	L2	L3	L4	L5
		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

Note: ALARP = As Low As Reasonably Practicable

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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	<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