



## Safe Work Method Statement (SWMS)

<b>SWMS Ref No:</b>	<b>2</b>	<b>Version</b>	<b>9.2</b>	<b>Issue date</b>	<b>July 2019</b>	<b>Review Date</b>	<b>July 2022</b>
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<b>Section:</b> Corporate Services	<b>Location:</b> Council facilities, parks, reserves and natural areas	<b>Date:</b> July 2021
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### Job / Task Description:

- VOLUNTEERS - PLANTING, MULCHING & HAND WEEDING

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, <ul style="list-style-type: none"> <li>• SWAT induction</li> <li>• At least one volunteer on site must have current first aid training</li> </ul>	2. Training details are located in: <ul style="list-style-type: none"> <li><input type="checkbox"/> Training Register in Authority</li> </ul>	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, National Standards For Volunteer Involvement, Code of Practice – First aid in the workplace, Code of Practice – How to manage work health and safety risks, Code of Practice – Labelling of workplace hazardous chemicals, Code of Practice – Managing the risks of plant in the workplace, Code of Practice – Managing the work environment and facilities. Hazardous Manual Tasks Code of Practice	
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
Mattock Secateurs Loppers Rakes Brooms Pitch fork Shovel Wheelbarrow	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.	<ul style="list-style-type: none"> <li>• All works undertaken on Council land require the approval of Council prior to commencement of activity.</li> <li>• 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.</li> </ul>

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			<ul style="list-style-type: none"> <li>A Daily Attendance Form is required to be completed each day.</li> </ul>
<b>Person Involved in the production and completing the Safe Work Method Statement (SWMS):</b>			
Volunteers Coordinator	Parks Supervisors	WHS Officer	Natural Resources Team Leader
<b>Person(s) Responsible for Supervising/ Inspecting Work:</b>			
Person(s) responsible for supervising the work, inspecting and approving work areas, safe work method statements, SWAT's, protective measures, plant/ equipment & power tools:  <div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <b>Name:</b>  <b>Name:</b> </div> <div style="width: 30%;"> <b>Position:</b>  <b>Position:</b> </div> <div style="width: 30%;"> <b>Signature:</b>  <b>Signature:</b> </div> </div>			

		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		
Planting and hand weeding	Vegetation damage and destruction Lack of plant/weed knowledge	3	2	MED	<ul style="list-style-type: none"> <li>Follow supervisor instructions on weed removal techniques - if unsure of technical method ask supervisor.</li> <li>Identify your weed and lifecycle before removing.</li> <li>Seek advice on weeds/plants if unsure.</li> </ul>	2	3	MED	Council RO & Site Supervisor Volunteers	
	Over clearing or re-infestation of weed species.	3	2	MED	<ul style="list-style-type: none"> <li>Pile or store weeded material as to prevent reinfestation. eg rafts or roots hung in trees</li> <li>Let natural regeneration dictate rate of weed removal.</li> </ul>	2	3	MED	Site Supervisor Volunteers	
	Over clearing or opening up areas to weed invasion.	3	2	MED	<ul style="list-style-type: none"> <li>Work from least infested to most infested areas (Bradley method)</li> </ul>	2	3	MED	Council RO & Site Supervisor Volunteers	
	Personal injury from contact with vegetation	3	2	MED	<ul style="list-style-type: none"> <li>Site induction by Supervisor.</li> <li>Wear suitable work clothing and PPE when working.</li> <li>Be aware of first aid kit location.</li> <li>Inform supervisor of any known plant allergies</li> </ul>	2	2	LOW	Council RO & Site Supervisor Volunteers	

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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	
Mulching	Muscular strain/back injury	3	2	MED	<ul style="list-style-type: none"> <li>Use correct tools and manual handling techniques.</li> <li>Stretch and breaks as required.</li> <li>Use two person lift techniques if required.</li> <li>Refer to Hazardous Manual Tasks Code of Practice</li> </ul>	2	2	LOW	Site Supervisor Volunteers
	Contact with sharps (plastic, glass) contained within mulch  Insect bites, stings and allergies	3	2	MED	<ul style="list-style-type: none"> <li>Site induction by Supervisor.</li> <li>Wear suitable work clothing and PPE when working.</li> <li>Be aware of first aid kit location.</li> <li>Insect repellent available.</li> <li>Volunteers with allergies to advise site supervisor.</li> <li>Mobile phone and coverage.</li> </ul>	2	2	LOW	Site Supervisor Volunteers
	Inhalation of dust or liquid mists leading to Legionnaire's, hay fever or asthma	3	2	MED	<ul style="list-style-type: none"> <li>Avoid contact with skin and eyes through correct PPE.</li> <li>Avoid exposure to dust or liquid mists be wearing mask and eye protection.</li> <li>Keep mulch moist and do not do activity in dry windy conditions.</li> <li>Wash hands thoroughly after use, and clothes.</li> </ul>	2	2	LOW	Site Supervisor Volunteers
	Allergic reaction to plants – • Eucalyptus hazard – toxic/skin irritant, if working with/planting eucalyptus (in particular mulching containing eucalyptus - it's the oil that may cause issues) ensure hands are washed before eating, drinking and smoking.	1	2	LOW	<ul style="list-style-type: none"> <li>Site induction by Supervisor.</li> <li>Wear suitable work clothing and PPE when working.</li> <li>Be aware of first aid kit location.</li> </ul>	1	2	LOW	Site Supervisor Volunteers
Set up/down, working outdoors, using tools etc	Various. Refer to WORKING OUTDOORS & TOOLS/EQUIPMENT SWMS	-	-	-	Refer to WORKING OUTDOORS & TOOLS/EQUIPMENT SWMS	-	-	-	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
<b>Operations / Service Delivery (Business Continuity)</b>	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
<b>Financial (whichever is higher)</b>	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
<b>Environment</b>	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
<b>Safety &amp; People</b>	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
<b>Reputation</b>	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
<b>Governance / Compliance</b>	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
<b>Project Consequences</b>	<b>Time:</b> Insignificant impact on project milestones	<b>Time:</b> Minimal impact on project milestones	<b>Time:</b> Moderate to high impact on project milestones	<b>Time:</b> Major impact on project milestones	<b>Time:</b> Project failure
	<b>Quality:</b> Some non-key requirements are not met	<b>Quality:</b> A key requirement may not be met	<b>Quality:</b> Some key requirements may not be met	<b>Quality:</b> A majority of key requirements may not be met	<b>Quality:</b> Major deficiencies with all project deliverables. No requirements met
	<b>Cost:</b> Justifiable additional costs that can be absorbed in the project's budget	<b>Cost:</b> Additional costs requiring reprioritisation and/or reallocation of project funds	<b>Cost:</b> Additional costs requiring submission for supplementary funding	<b>Cost:</b> Significant additional costs delaying project	<b>Cost:</b> 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	<b>Almost certain</b>	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	<b>Likely</b>	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	<b>Possible</b>	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	<b>Unlikely</b>	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	<b>Rare</b>	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.

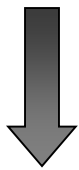
**Step 4:** Move on **Evaluate Risk** which will look at the risk rating against a **Matrix**

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

**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
<b>EXTREME</b>	<b>DO NOT PROCEED</b> The proposed task or process <b>MUST NOT</b> 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. <b>A Safe Work Method Statement (SWMS) must be documented and referred to the Section Manager.</b> <b>The Section Manager must review the effectiveness of the implemented risk controls and discuss with the Group Manager before work can proceed.</b>	Section Manager/Group Manager
<b>HIGH</b>	<b>DO NOT PROCEED</b> The proposed task or process <b>MUST NOT</b> proceed unless additional controls have been included to reduce the risk. <b>A Safe Work Method Statement (SWMS) must be documented and reviewed by the Section Manager to ensure the risk is reduced to medium level.</b>	Section Manager
<b>MEDIUM</b>	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
<b>LOW</b>	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
<b>EXTREME</b>	<ul style="list-style-type: none"> <li>Bring to the attention of the Group Manager for immediate management action</li> <li>All possible treatments must be put in place to reduce the risk to an acceptable level</li> <li>Report regularly to the Enterprise Risk Management Committee</li> </ul>	Group Manager
<b>HIGH</b>	<ul style="list-style-type: none"> <li>Bring to the attention of the Section Manager for immediate management action</li> <li>Allocate actions and budget to minimise risk</li> <li>Report monthly through the Group Risk Management Committee</li> </ul>	Section Manager
<b>MEDIUM</b>	<ul style="list-style-type: none"> <li>Identify management responsibility, monitor and review response action as necessary</li> <li>Allocate resources where existing controls are deemed inadequate</li> <li>Report to Group Risk Management Committee within the quarter</li> </ul>	Coordinator
<b>LOW</b>	<ul style="list-style-type: none"> <li>Accept and monitor</li> <li>Manage through existing processes and procedures</li> <li>Report via routine internal reporting mechanisms</li> </ul>	Coordinator

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