Safe Work Method Statement (SWMS)

How to Complete the Risk Assessment template –

Step 1. Complete all relevant highlighted fields on page 1 and 2 to outline the event details, any applicable accreditations and any equipment used for the event

Step 2. Review the prepopulated Activities, Hazards/Risks and Control Measures and Actions from page 3. Delete and remove any that are not applicable to your event and add in any additional controls that you are implementing that are specific to your event.

Step 3. In the highlighted rows on page 23, add in any additional Activities, Hazards/Risks and Control Measures that are applicable to your event that have not been mentioned in the prepopulated template

Step 4. Using the risk matrix on page 25 (coloured table), select the likelihood, consequence and risk for each activity before and after your control measures are implemented. For example, when completed it should look like –

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**	
Medical Services	Potential Health Issue and/or death	4	3	High	• First Aid will be provided to be able to supply medical services if required throughout the event from the Port Stephens Visitor Information Centre • Medical provider will supply all medical equipment required • Yoga Instructor to be First Aid Qualified	3	2	Medium	Yoga Sphere

Section:	**Location:** [enter site name and address]	**Date:** **[enter date]**
Job / Task Description: [Event Name + Description of Event]	**SWMS Ref #:**	**Next review date:** **[enter date]**

Training Required to Complete the Activity:	**This SWMS has been produced to comply with the following Legislation, Codes of Practice, Australian Standards and Guides:**

1. List training accreditation required e.g. traffic Control, Confined Space, First Aid,	2. Training details are located in:	*Work Health and Safety Act 2011* *Work Health and Safety Regulation 2017* *Code of Practice: Managing the work environment and facilities* *Code of Practice: First Aid in the Workplace*	
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/ Environmental Assessments Approvals required for this Activity** *e.g. demolition licences, road closure, hot works, confined spaces etc*
• Insert details of equipment/tools used in event eg. Speakers, Plant e.g. Amusement device	Eg. Gloves, Hat, Sunscreen	Type: annual check of equipment Eg. Logbooks Maintenance records	Ref/Doc: Eg. Road closure Permit, Marine Permit, Fire works Permit
Person Involved in the production and completing the Safe Work Method Statement (SWMS):		**Potential for Environmental Harm**	
Insert Name			

Air	Noise	Water	Soil	Flora & Fauna	Heritage
Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.
**Please select YES or NO for each category- If selecting YES also fill box Red*					

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**	
Permanent & portable structures	Potential injury				• All stallholders are to supply their own marquee and obtain their own public liability insurance. A list of these details is recorded by the event organiser • All marquees to be secured as per manufactures instructions • This will be checked by event organiser to ensure all stalls are secured correctly. • A site inspection of permanent fixtures (stage, BBQ areas, electrical outlets) will be undertaken by Council. • Any temporary structures will be installed by licensed site crew • Liaise with Council staff member about location of underground services if required				
Medical Services	• Potential Health Issue and/or death				• First Aid/Tent will be provided to be able to supply medical services if required throughout the event. • Medical provider will supply all medical equipment required • Medical Tent to be positioned close to emergency vehicle access gate • Tent to be identifiable to event attendees.				

				RISK ASSESSMENT GUIDELINES (Check for the following)						
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		L	**C**	**Risk**		**L**	**C**	**Risk**	
Natural disasters/ Weather	• Potential injury i.e. High Winds, Storms, Fires etc				• A site inspection with appropriate Council staff will be undertaken to ensure trees are safe and permanent fixtures sound. • Event organiser to notify all event attendees of event cancellation via social media due to severe weather. • Any other natural disasters to be managed by Police, SES, Fire Brigade, Council After Hours Service. • Obtain regular weather reports from the Bureau of Meteorology at RAAF Williamtown • Monitor NSW Rural Fire Service and cancel event if high risk to surrounding residents.				
	• Sun Exposure				• Covered stage, stalls & activities in shade where possible, hydration, sunscreen, sun protective clothing, some shade shelters made available to the public.				

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		L	**C**	**Risk**		**L**	**C**	**Risk**	
Stallholders	• Potential Injury to patrons through trip hazards, stallholders displays and structures				• All stallholders are to supply their own marquee and obtain their own public liability insurance. A list of these details is recorded by the event organiser. • All marquees to be securely weighted with restraints only and placed in clearly marked areas • This will be checked by event organiser to ensure all stalls are secured correctly. • All stallholders must have current Public Liability Insurance of at least $20million • All food stalls must comply with Food Safe regulations and have a permit from PSC • All generators or compressors used must be fuelled prior to coming on site • If refuelling is necessary – it must be done in an isolated area well clear of public and not on grassed area. • Safe refuelling procedures to be used to ensure the public and environment are protected.				

			RISK ASSESSMENT GUIDELINES (Check for the following)						
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		L	**C**	**Risk**		**L**	**C**	**Risk**	
Food Vendors	• Accessing the site whilst the public area in the area • Potential illness • Possible loss of power supply to run cooking and food storage units on food vans				• All stallholders are given a single access point where they are met with event organiser. The stallholders is to turn their hazard lights on whilst they are walked in by an event organiser and guided into their position. • Event organiser is to direct public of the vehicle accessing the site and clear a path for the stallholders to access whilst managing public safety. • Food to be stored in appropriate and correct environment. Comply with Food Safety Standards and have the relevant mobile food vendor approvals required. • All stallholders to ensure that food handling and hygiene procedures are followed at all times. • Food notification number obtained from all stall holders • All stallholders to provide a copy of their Public Liability Insurance of at least $20million • Event organiser to oversee the setup and operation of all stalls over the duration of event. • All stallholders to supply their own generators and allow for backs on standby and alternative water source.				

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		L	**C**	**Risk**		**L**	**C**	**Risk**	
Slips, Falls, trips	• Potential Injury				• Event organiser to maintain and to undertake a site inspection prior to event setup • Event Organiser to report customer complaints and potentially dangerous situations i.e. surface damage to action if required during event. • All stallholders that are accessing power will have their leads strung airily or taped down to avoid any trip hazards • Complete an incident report for any incidents and report to Council				
Amenities	• Inadequate toilets available for event				• Additional portable toilets are provided for the event including an accessible toilet if required. • Portable toilets will be checked throughout the event by Event Staff/Contractors to ensure they are clean and there are no issues. • Portable toilets to be collected the following day to prevent vandalism and/or any inappropriate behaviour within toilets unsupervised.				

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		L	**C**	**Risk**		**L**	**C**	**Risk**	
Terrorism	• Potential Injury from a terrorist attack in any form				• Any incident to be reported directly to 000 • Event organiser will be responsible for evacuating the event to the Emergency Evacuation Point with the assistance of the Police. All staff will be briefed prior to the event on emergency procedures. • Advise Police of this event (Notice of Assembly). • Any Traffic plans to be developed, endorsed and approved by accredited personnel and Council.				
Consigning	• Fatigue • Speeding • Non-conformance with legislative requirements				• When ordering ensure adequate time is allowed for delivery – do not enforce unrealistic time frames with suppliers and couriers				
Receiving, Loading and Unloading Heavy Vehicles (internal and external deliveries and pickup)	• Interaction with pedestrians and other vehicles				• Event organiser is to assess the risks and direct the delivery or pickup vehicle to a safe area to unload or load • Ensure loading and unloading areas do not encroach on vehicle or pedestrian travel paths. Where this is not possible ensure appropriate traffic control is employed (TCP, signage, traffic control personnel, etc.) • Employ spotters when moving in close proximity to buildings, pedestrians or other plant. • Ensure work area is clear of non-essential personnel				

					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**	
	• Driver unfit for work – Fatigued, inebriated, etc.				• Assess vehicle operator visually. If driver appears unfit to drive do not load vehicle. Within reason attempt to prevent driver from leaving premise. • If driver become difficult or threatening do not put yourself or others at risk of harm. • Allow driver to leave and alert police (provide vehicle and driver description, including registration number and vehicle company/owner and last known location/direction) • Notify vehicle company if applicable				
	• Vehicle not fit for purpose				• Ensure vehicle is appropriate for the load being picked up • If a safety issue is observed on the vehicle it is to be reported to the driver. If it is a critical safety issue (e.g. heavy oil leaks, damaged tyre, etc.) the driver is to be instructed to park up and not leave the area. The fault is to be reported to their head office and arrangements made to repair to vehicle on site or organise safe removal • If driver refuses to comply report to police and vehicle owner				

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		L	**C**	**Risk**		**L**	**C**	**Risk**	
	• Overloaded or Uneven Loaded Vehicle				• Ensure weight and dimensions of intended load is known prior to pick up vehicle arriving • Ensure pickup vehicle and/or trailer is appropriate for the intended load • Do not overload vehicle, either by weight or dimension • Observe limiting marks or signage when loading trucks, including tippers				
	• Unrestrained load				• Ensure retaining straps, ropes and chains are adequate • Ensure tarps are completely covering the load where appropriate • Ensure tarps and other restraints are correctly and securely fitted • Advise driver not to leave until load is fully restrained and/or covered				
Operating Heavy Vehicle	• Driver unfit for work – Fatigued, inebriated, etc.				• Ensure you are well rested and free from the influence of drugs, alcohol or medication before operating a vehicle • If you believe you are unfit for work, report to your site supervisor immediately and do not attempt to drive				
	• Speeding • Unsafe operation				• All operators are to be suitable licensed for the truck they are operating • Operators are to adhere to all road rules and any special requirements for the machine they are operating, such as vehicle specific cornering and speed limits • Any unsafe operation is to be reported to the workers supervisor				

RISK ASSESSMENT GUIDELINES (Check for the following)									
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		L	C	Risk		L	C	Risk	
	• Improperly maintained vehicle				• Ensure vehicle is maintained as per manufacturers requirements • Ensure pre-start checks are completed daily • If a fault is identified during the check or operation ensure faults are reported to your supervisor. Critical safety items shall result in discontinued use of the vehicle until repairs can be completed. Only drive vehicle back to depot if it is safe to do so				
	• Overloaded or Uneven Loaded Vehicle				• Confirm weight and dimensions of intended load before you arrive. Ensure you vehicles and/or trailer is adequate for the intended load • Do not overload vehicle, either by weight or dimension • Ensure attention is paid to axle weights and general positioning of load to ensure stability during transport				
	• Unrestrained load				• Ensure retaining straps, ropes and chains are adequate • Ensure tarps are completely covering the load where appropriate • Ensure tarps and other restraints are correctly and securely fitted • Do not attempt to drive any vehicle where load is partially restrained				

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		L	**C**	**Risk**		**L**	**C**	**Risk**	
Vehicle Access	• Vehicles driving on public areas causing damage to the site and/or people				• Administer this control by advising contractors that they will be met onsite by the event organiser. All vehicles must drive at walking pace with their hazard lights on • Delivery schedule for external equipment such as sound, amusements etc developed and communicated to contractors • Event Organiser will be responsible for managing the vehicle access to ensure there are no collisions and/or pedestrians at risk.				
Crowd Management	• Surging and swaying leading to crushing between people and against fixed structures. • Falling and being trampled underfoot. • Dangerous behaviour, such as climbing onto equipment/structures or throwing objects.				• Event marquees will be spaced to allow foot traffic to flow easily. • Parents are encouraged to attend and stay with their children at this event. • All staff will be briefed prior to the event on emergency procedures for emergency vehicle access into park. • Sound system to be used to communicate an emergency and/or to keep the emergency access clear if required.				

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		L	**C**	**Risk**		**L**	**C**	**Risk**	
Parade	• Potential injury to participants/ spectators/staff				• Traffic and crowd control barriers will be in place prior to starting the parade • A communication plan will be in place • Weather will be monitored for suitability and hydration stations available at appropriate positions. • First Aid attendant on duty for parade. Police notified of event and attend if available				
Power Sources	• Power source is overloaded and fails • Unsafe leads or damaged leads causing electrocution or damage to equipment.				• All electrical supply to be managed and checked by Port Stephens Council Electrician during event bump in. • All leads are to be tagged and tested prior to the event. • All stallholders requiring electrical access must have their equipment inspected by PSC Electrician during event bump in.				
Waste Management	• Bins overflowing and litter on the ground				• Ensure event staff are managing the bins and preventing this occurrence. • Additional bins ordered through PSC prior to event if required. • Pre-event check is conducted to administer this control by ensuring appropriate amount of bins are onsite for the type of event				

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		L	**C**	**Risk**		**L**	**C**	**Risk**	
Noise	• Complaints on increased level of noise				• Administer this control by doing a pre-event assessment of what could generate noise. Alleviate any of these occurrences. • A sound check will be completed prior to the event to identify an appropriate level of sound • Speakers will not face surrounding buildings, they will be positioned to project sound in the open space within the park and towards the water. • Notify surrounding residents of event via social media, newsletters, letterbox drop, newspaper etc.				
Performances/Entertainment on Stage – Band	• Trip				• Undertake a walkthrough of the site before the event commences to identify any potential hazards. Remove/pack away all potential trip hazards e.g. leads, boxes, music equipment etc. • Ensure cords are not in walkways, left lying on the ground etc. • Barriers/signage to be placed in the surrounds of the stage to ensure adequate clearance				
	• Electrical				• All Items to be tested and tagged prior to event bump in for electrical inspection. • Site Plan for event required to ensure appropriate setup of surrounding stalls/activities will not create risk to stage performances.				

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		L	**C**	**Risk**		**L**	**C**	**Risk**	
Amusements	• Trips, Falls, potential injury and/or death to user				• Appropriate barriers, supervision and signage • Ensure the amusement devices meet Australian Standards and have relevant registrations and insurances • Eliminate the risk by checking the rides setup prior to public use • Shut down any unsafe rides and do not permit operation until the hazard has been rectified • Monitor the rides throughout the event in accordance to weather				
	• Staking into the grassed areas and damaging a water pipe, gas main or electrical conduit				• Administer this control by ensuring that the underground services are identified on the site plan before the equipment is positioned. • Dial before you dig and transfer the information to site plan • Liaise with Council regarding any pegs to be used to seek approval prior to event				
	• Inflatables become unstable in high winds and cause injury				• Eliminate this risk by checking that the provider has adequately pegged (if pegging has been approved by Council) and weighted the equipment in accordance with the structures specifications.				
Car display	• Park up Area				• Minimal interaction with general public therefore no traffic plan required • Guided access by event organiser to manage pedestrian traffic and other operators setting up				

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		L	**C**	**Risk**		**L**	**C**	**Risk**	
Dog Show	• Dog attacks to the public and/or other dogs				• All dogs must remain on a leash as per the park rules and under control at all times • Dogs must be registered with Service NSW/Local Council • All faeces must be picked up and disposed of within surrounding waste bins • Children should be supervised at all times. • Show area must be sectioned off and event attendees kept clear of the area during the dog show				
Traffic Management	• Potential injury to pedestrians, drivers,				• Qualified Traffic Controllers • Emergency access provided at park and to be kept clear at all times during the event • Police Notified through completing a Notice of Assembly (Form 1) • Surrounding street parking available for event attendees				

				RISK ASSESSMENT GUIDELINES **(Check for the following)**					
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		L	**C**	**Risk**		**L**	**C**	**Risk**	
Petting Zoo	• Injury to other by animal or person				• Staff sent on externals are trained and authorised to handle specific species used on that external. • Staff are trained in importance of safety to other people at all times. • Staff using higher risk animals are trained in suitable safety 'stand-off areas' needed when handling high risk animals in public areas. • Staff are trained in first aid measures for possible animal bite/injuries. • At least one staff member attending external is trained in senior first aid. • At least one staff member attending external is trained in senior first aid. • A regularly checked & stocked first aid box is kept in all vehicles and taken to each external venue and staff are trained in its location. • Enclosed areas of each animal type and supervision by experienced and trained handlers • Clear instructions are provided to parents and children to follow. • Handlers control customer contact, manage customer numbers and reduce sudden movements.				

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		L	**C**	**Risk**		**L**	**C**	**Risk**	
	• Animal Nursery causes health concerns				Eliminate this risk by ensuring that the contractor has agreed to abide by the State Government Department of Health Guidelines. Check that the provider has provided adequate hand washing facilities. • Recommend that customers cleanse/wash hands after contact. • Signage advising visitors to the mini farm to wash hands after contact with the animals. • Verbal instructions from handlers to wash hands after contact. • Antibacterial liquid soap and portable sink units provided.				

RISK ASSESSMENT GUIDELINES (Check for the following)									
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		L	**C**	**Risk**		**L**	**C**	**Risk**	
	• Animal Waste				• Removal of waste immediately by handlers • All animal waste is to be stored on the vehicle and returned back to the farm for disposal. • Recommend that customers cleanse/wash hands after contact. • Signage advising visitors to the mini farm to wash hands after contact with the animals. • Verbal instructions from handlers to wash hands after contact. • Antibacterial liquid soap and portable sink units provided.				

Step 1: Analyse the Consequences of each Risk Event using the **Consequence Criteria**. *[Analysis 1 = prior to identified controls being applied (inherent risk)]*

CONSEQUENCE		Insignificant (1)	Minor (2)	Moderate (3)	Major (4)	Severe (5)
Financial	• *Financial loss incurred directly*	≤ $50K	≤ $250K	≤ $1M	≤ $5M	> $5M
	• *Excessive spend on Service Unit agreed budget*	≤ 2.5%	≤ 5%	≤ 10%	≤ 25%	> 25%
Service delivery & assets	• *Impact of disruption to key operations, services or assets (including infrastructure)* • *Impact of remediation & recovery*	• Isolated impact on service or asset • Short-term customer inconvenience	• Service disruption < 1 day • Assets degraded but still fit for purpose • Noticeable customer dissatisfaction • Minimal effort to resolve and resume normal operation	• Service disruption < 5 days • Assets partially fit for purpose • Moderate customer inconvenience • Moderate effort to resolve and resume normal operation	• Service disruption < 10 days • Unplanned outsourcing required to continue critical operations • Key assets are temporarily unfit for purpose • Major effort to resolve and resume normal operation	• Long-term inability to deliver critical services • Key assets are long-term unfit for purpose • Extreme effort to resolve and resume normal operation
Reputation	• *Customer / community sensitivity* • *Adverse social / media attention* • *Key stakeholder relationships impacts* • *Political attention* *(due to actions or decisions of Council &/or its workers)*	• Isolated complaints • One-off insignificant enquiries from local media or social media commentary • No brand or reputation damage	• Minor localised adverse media / social media interest • Minor customer / community sensitivity • Minor loss of credibility with key stakeholders • Minor brand damage	• Limited regional adverse media / social media attention • Moderate customer / community dissatisfaction • Moderate but temporary loss of credibility with key stakeholders • Moderate brand damage, but repairable	• Widespread state media / social media adverse attention • Material customer / community dissatisfaction (multiple locality) • Significant damage to key stakeholder relationships • Major adverse political attention • Major brand damage, costly to remediate	• Prolonged, extensive adverse national media / social media attention • Severe widespread community discontent & loss of trust • Extensive damage to key stakeholder relationships • Political censure or enquiry • Prolonged severe brand damage
Compliance	• *Regulatory attention / action* • *Fines or penalties* • *Legal action or prosecution*	• Isolated non-compliance • Short-term significance	• Minor regulator warning or instruction • Individual minor legal actions	• Substantial fine or penalty • Substantial legal action • Systemic non-compliance	• Major fine or penalty • Multiple significant legal actions • Major systemic, recurring or significant breaches • Short-term regulator attention	• Severe fine or penalty • Highly public, prolonged significant legal action(s) • Dismissal of Council or significant restrictions imposed • Potential or actual imprisonment • Severe adverse findings against Council &/or officers • Extensive regulatory oversight
People	• *Safety & wellbeing of worker, contractor or member of public while on Council property or undertaking Council operations* • *Workplace relations* • *Employee morale & loyalty*	• Minor first aid. • No noticeable impact on morale • Minimal change to work conditions	• Minor medical attention required off-site • Minimal lost time • No long-term effects • Isolated loss of morale	• Significant medical attention • Medium-term lost time • Short-term loss of morale • Industrial dispute or action localised at individual or team level	• Major injury / illness or multiple serious • Long-term effects &/or lost time • Serious but localised loss of morale with moderate turnover • Industrial dispute or action localised at Section level	• Fatality • Permanent disability / illness • Wide-spread loss of morale resulting in high turnover • Industrial action Council-wide
Environment & culture	• *Actual or potential impact on environment or items of cultural and/or heritage significance (places, sites or objects)*	• 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
Project	*Quality sub-optimal (outcomes impacted)*	• Some minor requirements not met	• A key requirement may not be met	• Multiple key requirements may not be met	• Noticeable quality degradation requires remediation & re-approval	• Major scope changes & quality degradation requires redesign
	Budget (whole of project) exceeded	• ≤ 2.5% of total project budget	• ≤ 5% of total project budget	• ≤ 10% of total project budget	• ≤ 25% of total project budget	• > 25% of total project budget
	Delivery timeframe delay	• No material milestone slippage	• Some material milestone slippage	• Multiple key milestone slippage, potential delay to delivery date	• Multiple key milestone slippage requiring major revision of delivery date	• Major timeframe over-run, requiring extensive revision of delivery date

Step 2: Analyse the Likelihood of the Risk Event occurring using the **Likelihood Criteria**. *[Analysis 1 = prior to identified controls being applied (inherent risk)]*

LIKELIHOOD Criteria	Descriptor	Frequency or Probability	
5 – Almost certain	Clear indication that the risk will materialise. Would be very surprised if it didn't.	Annual	> 90%
4 – Likely	Risk is expected to occur. Would be quite surprised if it didn't.	1 in 2 year event	50 – 90%
3 – Possible	Risk is not expected to occur, but would also not be surprised if it did.	1 in 4 year event	20 – 50%
2 – Unlikely	Risk is not expected to occur, would be quite surprised if it did.	1 in 8 year event	5 – 20%
1 – Rare	Would be very surprised if the risk occurred.	1 in 20 year event or less	< 5%

Step 3: Plot the Inherent risk rating on the Matrix below.

LIKELIHOOD		1 Insignificant	2 Minor	3 Moderate	4 Major	5 Severe
Almost certain	5	Medium	High	High	Extreme	Extreme
Likely	4	Medium	Medium	High	High	Extreme
Possible	3	Low	Medium	Medium	High	High
Unlikely	2	Low	Low	Medium	Medium	High
Rare	1	Low	Low	Low	Medium	High

CONSEQUENCE

Step 4: Confirm key controls to treat the risk (consider preventative, detective and responsive controls).

Step 5: Repeat steps 1-3 to analyse and assess the Residual Risk (i.e. risk after identified controls are applied).

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 / Environmental Safeguard	Accept the initial hazards and protect personnel by using personal protective equipment to reduce the risk – i.e. safety glasses, ear muffs. Accept the initial impact and protect the environmental with safeguards to reduce risk of pollution and harm – i.e. erosion and sediment controls, spill kits, wash down bays, water cart for dust suppression, no-go zones.	**LEAST PREFERABLE**

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

Residual Risk Rating	Preferred Risk Treatment Options	Minimum reporting / escalation level for decision to cease or continue activity or take other necessary actions
Extreme	**Preferred treatment options: AVOID** • Cease activity, process or task until further directed. • Requires immediate escalation and active management through additional and effective treatment measures to reduce risk before proceeding. • Detailed planning required in consultation with relevant Group Manager (and/or General Manager) to prepare a risk management plan. • For safety risks, a Safe Work Method Statement (SWMS) must be approved by the Group Manager (and/or General Manager).	**Group Manager** *(escalate to General Manager as deemed necessary)*
High	**Preferred treatment options: AVOID, SHARE, REDUCE** • Subject to discussions with Section Manager (and/or Group Manager), consider ceasing activity, process or task temporarily to explore alternative options or review risk treatment strategies to enhance adequacy and effectiveness. • For safety risks, a Safe Work Method Statement (SWMS) must be approved by the Section Manager (and/or Group Manager). • Consider implementation of additional or improved controls to reduce risk to ALARP. • Continue to monitor control effectiveness.	**Section Manager** *(escalate to Group Manager as deemed necessary)*
Medium	**Preferred treatment options: REDUCE, ACCEPT** • Subject to discussions with Coordinator or Supervisor (and/or Section Manager), review risk treatment strategies to determine their adequacy and effectiveness. • Consider implementation of additional or improved controls to reduce risk to ALARP. • Continue to monitor control effectiveness.	**Coordinator / Supervisor** *(escalate to Section Manager as deemed necessary)*
Low	**Preferred treatment options: ACCEPT** • Manage by existing approved procedures and work practices, • Continue to monitor control effectiveness.	**Responsible staff** *(escalate as deemed necessary)*

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
9.2	30/01/2020	WHS Manager	Integrated with Environment.
10.0	14/07/2021	Enterprise Risk	Updated to align with new Risk Management Plan.