








ACTIVITY: Sweeping and Scrubbing				SWMS No.:	
SAFE WORK METHOD STATEMENT (SWMS) - Part 1					
Company Name:		Address:		ABN:	
Company Contact:		Position:		Phone No.:	
Project Details					
Project:				Insert Photo	
Job Address:					
Job Description:					
Relevant workers must be consulted in the development, approval and communication of this SWMS:				SWMS Approved by <i>Employer/PCBU/Director/Owner</i> :	
Name:		Signature:		Print Name	
Job Title:		Date:		Signature:	
				Date:	
Name of Principal Contractor:		Principal Contractor Company Name:			
Date SWMS provided to Principal Contractor:		Principal Contractor Signature:			Date:
Name of person responsible for ensuring compliance with SWMS:		Signature:			Date:

SWMS Scope					High Risk Construction Work			
<p>This SWMS covers mechanically powered, regenerative air street sweepers.</p> <p>This SWMS does not cover traffic management, hazardous manual tasks – prolonged sitting, noise control or ladders in sufficient detail. Dedicated SWMS should be developed for these tasks, and for any risks not covered in this SWMS.</p>					<p>This work activity involves the following “High Risk Construction Work”:</p> <ul style="list-style-type: none"> Is carried out on, in or adjacent o a road, railway, shipping lane or other traffic corridor that is in use by traffic other than pedestrians Is carried out in an area at a workplace in which there is any movement of powered mobile plant. 			
Personal Protective Equipment (PPE)								
Ensure all PPE meets relevant Australian Standards. Inspect, and replace PPE as needed.								
AS 1319-1994 Safety signs for the occupational environment reproduced with permission from SAI Global under licence 1210-c062. Standards may be purchased at http://www.saiglobal.com								
Foot Protection	Hearing Protection	High Visibility	Eye Protection	Hand Protection	Protective Clothing	Breathing Protection	Sun Protection	Rings, watches, jewellery that may become entangled in machines must not be worn. Long and loose hair must be tied back.
							Broad brimmed hat, UV rated clothing, SPF 30+ sunscreen, tinted safety glasses with adequate UV protection)	
Dangerous Goods / Hazardous Chemicals								
<p>Diesel is classified as a hazardous chemical according to the Australian Safety and Compensation Council (ASCC) and is not classified as a Dangerous Good according to Australian Code for the Transport of Dangerous Goods by Road or Rail (ADG Code). Diesel is classified as Harmful. Read the Safety Data Sheets (SDS) for all fuel products before use, follow the SDS recommendations and relevant SWMS.</p> <p>Environmental risks may include damage to waterways and water catchment areas due to incorrect disposal of, or from run-off of hazardous chemicals during spills or clean up. Diesel is toxic to aquatic organisms, may cause long-term adverse effects in the aquatic environment.</p> <p>Noise pollution is a risk when work is conducted in close proximity to public areas - check with local council regarding noise restrictions in urban areas.</p>								
Hazards - What can cause harm?		Risks - What can happen?		Control Measures to Reduce Risk				
Job Step: Planning								
<p>Hazards include:</p> <ul style="list-style-type: none"> Hazardous Manual Tasks - prolonged sitting Motor vehicle accident Noise - long term exposure 		<p>Risks include:</p> <ul style="list-style-type: none"> Muscular stress/ Musculoskeletal Disorder Entrapment - by vehicle Collision with objects / plant causing 		<p>Consultation in relation to hazards and risks. Ensure:</p> <ul style="list-style-type: none"> Consult with the person you are carrying out the work for on the potential hazards and risks associated with the task If represented by an elected Health and Safety Representative (HSR), they must be included in any consultation 				

<ul style="list-style-type: none"> - Pedestrians - Plant - operating - Static Electricity - refuelling - Explosion - Fire - Hazardous Chemical – single exposure (Diesel, lubricants). 	<ul style="list-style-type: none"> multiple injuries or death - Hit by flying or projected objects - Deafness, hearing loss - Entrapment - by machinery or equipment - Exposure to mechanical vibration - Fall off plant causing injury /death - Being run over/ struck by mobile plant causing serious injury/ death - Explosion causing injury or death - Sparking / Arching causing Fire - Burns caused by fire - Electric Shock - Single exposure to hazardous chemical causing illness or death. 	<ul style="list-style-type: none"> - Any other persons on site who are affected by the same matter are consulted and co-operative arrangements are made - Document consultation and action items. <p>Liaise with Principal Contractor to establish that the following on-site systems and procedures are in place:</p> <ul style="list-style-type: none"> - Health and Safety rules - Induction for all workers – site specific - Supervisory arrangements - Communication - Injury reporting - Hazard reporting - Personal Protective Equipment - Exclusion Zones - Risk Assessments - SWMS and JSA's. <p>Assess the exposure of workers to noise, including the frequency of exposure to noise levels that exceed the legislated Exposure Standard while operating the street sweeper and determine required controls such as Audiometric Testing and PPE. Refer to Noise Control SWMS for detailed information regarding the prevention of hearing loss and legislative requirements.</p> <p>Audiometric Testing. If Audiometric testing is required it must:</p> <ul style="list-style-type: none"> - Be provided within three months of the worker commencing work - Be started before people are exposed to hazardous noise (such as new workers or those changing jobs) - Provide a baseline as a reference for future audiometric test results - Have follow-up tests carried out at least every two years. - Be carried out with consultation with your workers and their health and safety representatives - Be carried out by competent persons in accordance with the procedures in the relevant Australian Standard - Workers should be given the results of audiometric testing accompanied by a written explanation of the meaning and implications. <p>All operators/workers to be trained and competent to safely operate the street sweeper, operators must hold a (MR) Medium Rigid Licence. Training should include:</p> <ul style="list-style-type: none"> - Induction (include location of amenities, first aid facilities, emergency plans and evacuation points, incident reporting, communication, contact persons etc) - Health and Safety Rules - Supervisory arrangements
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		<ul style="list-style-type: none"> - PPE requirements - Types of hazards - No go zones - Traffic Management plans - Relevant SWMS and JSA's - Security requirements - Read and understand the manufacturer's manual/safety precautions for the street sweeper. <p>Assess intended work site. Identify potential risks and develop specific SWMS. Consider:</p> <ul style="list-style-type: none"> - Preferred travel paths (including cleaning route, travel to/from dump site and access to water) - Water filling - Dumping - Speed limits - Traffic management plans - Obstacles (one-way roads, dead-ends, road works, dangerous intersections, parked vehicles etc) - Appropriate times for cleaning (avoid high volume of traffic and pedestrians etc) - Visibility - Overhead services/power lines - Ground surface/condition (soil condition, bridges, excavations, embankments, slopes, holes, drop-offs, pits, trees/root systems) - Sufficient room to work - Weather conditions - Lighting (only operate during daylight or floodlit conditions) - Cleaning and maintenance. <p>Do not undertake work in No Go Zones of electrical power lines unless de-energised/isolated from the power supply and evidence of the continuing isolation of the power supply is obtained.</p> <p>Ensure Water Truck is registered / licenced according to local State Authority requirements.</p> <p>Conduct Risk Assessment and JSA.</p> <table border="1" data-bbox="1014 1177 2042 1220"> <tr> <td>RB: 3H</td> <td>Person responsible to implement control measures:</td> <td>RA: 2M</td> </tr> </table>	RB: 3H	Person responsible to implement control measures:	RA: 2M
RB: 3H	Person responsible to implement control measures:	RA: 2M			
Job Step: Preparation					
<p>Hazards include:</p> <ul style="list-style-type: none"> - Hazardous Manual Tasks - prolonged sitting 	<p>Risks include:</p> <ul style="list-style-type: none"> - Muscular stress/ Musculoskeletal Disorder 	<p>Ensure all drivers entering construction site have a valid Construction Induction Card (or equivalent). Driver must be familiar with the Street Sweeper, including the operator's manual.</p>			

<ul style="list-style-type: none"> - Motor vehicle accident - Noise - long term exposure - Pedestrians - Plant - operating - Static Electricity - refuelling - Explosion - Fire - Hazardous Chemical – single exposure (Diesel, lubricants). 	<ul style="list-style-type: none"> - Entrapment - by vehicle - Collision with objects / plant causing multiple injuries or death - Hit by flying or projected objects - Deafness, hearing loss - Entrapment - by machinery or equipment - Exposure to mechanical vibration - Fall off plant causing injury /death - Being run over/ struck by mobile plant causing serious injury/ death - Explosion causing injury or death - Sparking / Arching causing Fire - Burns caused by fire - Electric Shock - Single exposure to hazardous chemical causing illness or death. 	<p>Note: Some traffic management plans may say that pedestrians have right-of-way. Never assume this. Ensure Drivers know who and/or what has right of way. Daily drivers should attend toolbox talk (safety briefing) to receive update on no go zones for pedestrians, any hazards present on that day, communication methods and emergency procedures.</p> <p>Drivers:</p> <ul style="list-style-type: none"> - Appropriate training in the proper procedures. - Appropriate ticket as required by local council by-laws - Check with the relevant local State regulator for driver training and licensing requirements, (MR Licence) - All operators to be trained and competent to drive the Street Sweeper as per the Driver's Operational Manual. <p>If night work is to be carried out, ensure adequate systems are in place to enable safe work at night. For example: lighting in parking and re-fuelling areas, illuminated signage, reflective tapes on truck cabin steps etc.</p> <table border="1" data-bbox="1014 754 2045 799"> <tr> <td style="width: 15%;">RB: 3H</td> <td style="width: 60%;">Person responsible to implement control measures:</td> <td style="width: 25%;">RA: 2M</td> </tr> </table>	RB: 3H	Person responsible to implement control measures:	RA: 2M
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Job Step: Pre- start Inspection					
<p>Hazards include:</p> <ul style="list-style-type: none"> - Hazardous Manual Tasks - prolonged sitting - Motor vehicle accident - Noise - long term exposure - Pedestrians - Plant – operating. 	<p>Risks include:</p> <ul style="list-style-type: none"> - Muscular stress/ Musculoskeletal Disorder - Entrapment - by vehicle - Collision with objects / plant causing multiple injuries or death - Hit by flying or projected objects - Deafness, hearing loss - Entrapment - by machinery or equipment - Exposure to mechanical vibration - Fall off plant causing injury /death - Being run over/ struck by mobile plant causing serious injury/ death. 	<p>Preparation for travel: Ensure operator is not under influence of drugs/alcohol or fatigued.</p> <p>Note: State road rules apply during operation of vehicle.</p> <ul style="list-style-type: none"> - Conduct visual check around vehicle before driving. Use spotters where required - Use handhold and steps when entering/exiting cabin. Do not jump from cabin. - Ensure seatbelt is worn - Adjust mirrors/reversing camera - Ensure vehicle is secured for travel (brooms in upright position, discharge door secured etc). - Do not drive with PTO engaged. <p>Hearing protection, ensure:</p> <ul style="list-style-type: none"> - It is worn by all persons throughout the period of exposure to noise - It is suitable for the type of working environment and the work tasks - It s comfortable and correctly fitting for the worker - It is regularly inspected and maintained to ensure it remains in good, clean condition. <p>Check all equipment before use. Ensure:</p> <ul style="list-style-type: none"> - Fluid levels correct (oil, coolant, brake, hydraulic, transmission etc) and no leaks. - Brake, indicator and emergency lighting functional - No wear or damage of tyres and pressure correct 			

		<ul style="list-style-type: none"> - Windscreen clear, undamaged - Cabin and dashboard clear of debris/ stored items - Brakes functional (including hand/park brake) - Seatbelt present and fully functional - Safety equipment functional - Hoses/hose couplings are free of damage - All guards/safety switches/interlocked switches are in place, functional and good condition - Controls labelled correctly and functional - Fire extinguisher/ first aid kit available and secured - All emergency stop devices present, undamaged and functional. - Water tank full and spray system functional – no leaks - Operators licensed and vehicle’s registration current - Flashing/rotating warning light functional - Audible reversing alarm functional. - If applicable, reversing camera functional - Mesh inside body is clear to allow proper suction - Roadside traffic control equipment available - Inspection doors on hopper are clear - Rear discharge door secured/closed for travel - Operating manual available - Communication systems functional. <p>Report any defects immediately and rectify before use.</p> <table border="1" data-bbox="1014 970 2047 1023"> <tr> <td data-bbox="1014 970 1155 1023">RB: 3H</td> <td data-bbox="1155 970 1924 1023">Person responsible to implement control measures:</td> <td data-bbox="1924 970 2047 1023">RA: 2M</td> </tr> </table>	RB: 3H	Person responsible to implement control measures:	RA: 2M
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Job Step: Operation					
<p>Hazards include:</p> <ul style="list-style-type: none"> - Hazardous Manual Tasks - prolonged sitting - Motor vehicle accident - Noise - long term exposure - Pedestrians - Plant – operating. 	<p>Risks include:</p> <ul style="list-style-type: none"> - Muscular stress/ Musculoskeletal Disorder - Entrapment - by vehicle - Collision with objects / plant causing multiple injuries or death - Hit by flying or projected objects - Deafness, hearing loss - Entrapment - by machinery or equipment 	<p>Hazardous Manual Handling:</p> <ul style="list-style-type: none"> - Avoid long periods of repetitive movements - Avoid awkward and sustained positions - Avoid prolonged sitting - Use mechanical lifting aids when possible - Use two or more people for lifting & moving heavy / awkward equipment - Regular breaks. <p>Driver must not drive or operate the Street Sweeper if fatigued or under the influence of drugs or alcohol.</p>			

	<ul style="list-style-type: none"> - Exposure to mechanical vibration - Fall off plant causing injury /death - Being run over/ struck by mobile plant causing serious injury/ death. 	<p>Check constantly for changing hazards while driving the Street Sweeper.</p> <p>Use handhold and steps when entering/exiting cabin. Do not jump from cabin.</p> <p>Before starting motor, ensure transmission is in neutral and check throttle for proper operation.</p> <p>Driver must not allow people to climb up onto the truck, and to travel on the truck while the vehicle is moving.</p> <p>Follow manufacturer's instructions and task-specific safe work method statement/traffic management plan.</p> <p>Ensure road rules are followed at all times. Do not exceed speed limits.</p> <p>Ensure steering wheel is turned in a smooth, sweeping motion at a moderate/even rate. Avoid hard turns as this can cause tipping.</p> <p>Before starting brooms, ensure no persons or animals are close to air intakes/vacuum units.</p> <p>Start gutter brooms, main broom and elevator in correct sequence.</p> <p>Turn on water to spray-bar. Always use spray system when cleaning to reduce dust.</p> <p>Monitor water level during use.</p> <p>Re-fill water as specified in SWMS. Ensure suitable traffic management in place if required (signs, reflective PPE, barriers, etc.).</p> <p>Report any litter that is beyond the capacity of the cleaner.</p> <p>Do not use mobile phones during driving or cleaning operations.</p> <p>Discontinue cleaning activities if weather conditions/lighting reduce visibility to unacceptable levels.</p> <p>Do not leave vehicle unattended whilst running.</p> <p>When parked, ensure all power to vacuum operations and brooms are turned off.</p> <p>When exiting vehicle, shut down engine and apply park brake.</p> <p>Remove keys to prevent unauthorised use.</p> <table border="1" data-bbox="1014 1023 2042 1066"> <tr> <td data-bbox="1014 1023 1153 1066">RB:4A</td> <td data-bbox="1153 1023 1924 1066">Person responsible to implement control measures:</td> <td data-bbox="1924 1023 2042 1066">RA:2M</td> </tr> </table>	RB:4A	Person responsible to implement control measures:	RA:2M
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Job Step: Re-fuelling					
<p>Hazards include:</p> <ul style="list-style-type: none"> - Explosion - Fire - Hazardous Chemical – single exposure (Diesel, lubricants). 	<p>Risks include:</p> <ul style="list-style-type: none"> - Burns caused by fire - Electric Shock - Explosion causing injury or death - Single exposure to hazardous chemical causing illness or death. 	<p>Read the current (issue date within 5 years) Safety Data Sheets (SDS) for all fuel products before use.</p> <p>Follow Manufacturers Manual for more details for re-fuelling.</p> <p>Additional PPE if any risk of splashing - Chemical splash goggles, chemical resistant gloves/gauntlets, boots, and apron.</p> <p>Note:</p> <ul style="list-style-type: none"> - Avoid breathing vapours or contact with fuel - If clothing is splashed with fuel, change it immediately - Ensure re-fuelling is undertaken in well-ventilated area, clear of ignition sources. 			

		<p>Re-fuelling:</p> <ul style="list-style-type: none"> - Shut off engine - Allow to cool before re-fuelling if possible - Remove cap slowly - Use a fuel hose, pouring spout or funnel - Fill tank and wipe away excess - Ensure there is no over spill - Ensure cap has been secured and any vapour residue has been wiped away - Check for leaks. <p>Note: Do not eat, drink or smoke after handling fuel until hands are carefully washed. Shower and wash immediately after work. Wash clothes in separate wash from other clothes.</p> <p>Note: Ignition sources include pilot lights, stoves, heaters, cigarettes, matches/lighters, grinding, welding, powerpoints, lighting, light switches, radio transmitters, mobile phones, battery powered forklifts etc.</p> <table border="1" data-bbox="1016 687 2047 730"> <tr> <td data-bbox="1016 687 1155 730">RB: 3H</td> <td data-bbox="1155 687 1924 730">Person responsible to implement control measures:</td> <td data-bbox="1924 687 2047 730">RA: 2M</td> </tr> </table>	RB: 3H	Person responsible to implement control measures:	RA: 2M
RB: 3H	Person responsible to implement control measures:	RA: 2M			
Job Step: Emptying Hopper					
<p>Hazards include:</p> <ul style="list-style-type: none"> - Hazardous Manual Tasks - prolonged sitting - Motor vehicle accident - Noise - long term exposure - Pedestrians - Plant – operating. 	<p>Risks include:</p> <ul style="list-style-type: none"> - Muscular stress/ Musculoskeletal Disorder - Entrapment - by vehicle - Collision with objects / plant causing multiple injuries or death - Hit by flying or projected objects - Deafness, hearing loss - Entrapment - by machinery or equipment - Exposure to mechanical vibration - Fall off plant causing injury /death - Being run over/ struck by mobile plant causing serious injury/ death. 	<p>When hopper is full:</p> <ul style="list-style-type: none"> - Retract brooms and disengage elevator - Travel to dump site (as specified in relevant SWMS) - Inspect intended dump- site. If unsuitable, do not unload. <p>Ensure:</p> <ul style="list-style-type: none"> - Ground is stable, soil is compacted sufficiently - Gradient/slope within safe limits – including entire travel distance if dumping whilst moving - Tyre pressure is equal on both sides of vehicle - No overhead electric lines - Weather conditions are acceptable. Do not unload in high winds - Pedestrians are clear of dump site (side and rear of vehicle) - Discharge door released - Driver remains in cabin with seatbelt on during unloading. <p>Do not leave cabin with engine running. Turn off and apply park brake before exiting cabin. Do not enter hopper to clear remaining load, utilise vibrator to dislodge stuck waste.</p> <p>Inspect hopper to ensure it is empty.</p> <p>Re-enter cabin and lower hopper. Ensure discharge door closed and secured for travel.</p> <p>Note: Emptying of hopper must be undertaken by operator only. All non-essential persons are to be</p>			

		excluded from area.	RB: 4A	Person responsible to implement control measures:	RA: 2M
Job Step: Cleaning / Maintenance					
<p>Hazards include:</p> <ul style="list-style-type: none"> - Hazardous Manual Tasks - prolonged sitting - Static Electricity – refuelling. 	<p>Risks include:</p> <ul style="list-style-type: none"> - Muscular stress/ Musculoskeletal Disorder - Entrapment - by vehicle - Entrapment - by machinery or equipment. 	<p>Ensure all servicing, maintenance and repairs are performed by suitably qualified & competent persons.</p> <p>Ensure:</p> <ul style="list-style-type: none"> - Park in a safe area - Clean as per manufacturer's instructions/specific SWMS - Only enter hopper via access stairs when engine is off and tray is completely horizontal - Ensure hopper is cleaned sufficiently - Follow manufacturer's instructions for regular servicing and maintenance - Ensure brakes are regularly inspected, tested and maintained as required - Ensure competent persons undertake any maintenance works (including auxiliary engine works) - Avoid rough patch-work on hopper surface as this can prevent free flowing of materials when unloading - When working under raised hopper, chock using props and follow lock out/tag out procedures - Ensure props are not rusted and are capable of supporting entire weight of hopper - Ensure that lifting cylinders are replaced with cylinders of same size and weight rating - Keep logbook of service and maintenance history. 	RB: 3H	Person responsible to implement control measures:	RA: 2M
Emergency Procedures / Emergency Response					
<p>Emergency Response: Call 000 immediately if there is a serious incident.</p> <p>Administer first aid to injured person/s after Emergency Services (000) have been called.</p> <p>Do not attempt to rescue a person who is trapped or has been crushed by a vehicle or plant unless Emergency Services personnel have provided direction and it is safe to do so.</p> <p>Develop and implement an emergency response plan for the site. Include:</p> <ul style="list-style-type: none"> - Assembly points - Communication - Consultation methods - Responsible persons - Emergency contacts - names and phone numbers - First aid equipment - Fire Extinguishers – accessible & serviced. 		<p>Develop site-specific rescue procedures/SWMS</p> <p>Ensure all workers on-site are trained and familiar with emergency and evacuation procedures.</p> <p>Person/s responsible to implement and follow emergency procedures and control measures:</p>			

Review

To ensure controls are implemented and monitored effectively:

- **Toolbox /pre-work** meetings will be undertaken
- Relevant persons will be consulted on hazards and contents of SWMS, work plans and other applicable information
- Control measures will be monitored throughout works:
 - **Spot checks**
 - **Consultation**
 - **Scheduled audits**
- Corrective actions will be recorded and rectified in a timely manner SWMS will be reviewed and updated accordingly (in consultation with relevant persons)

Ensure all controls are reviewed as per the following:

- If controls fail to reduce risk adequately
- When changes to the workplace or work activity occur that create new / different risks where controls may no longer be effective
- New hazards identified
- After an incident involving work activities relevant to this SWMS
- During consultation with relevant persons indicate review is needed
- **A Health and Safety Representative (HSR) requests a review in line with the requirements of the legislation.**

Person/s responsible to implement and follow monitoring and review procedures and control measures:

SAFE WORK METHOD STATEMENT - Part 2

Formal Training, Licences required for workers undertaking this task:	Duties of workers undertaking this task:	Details of Supervisory Arrangements for workers undertaking this task:
Example: <ul style="list-style-type: none"> - Licence to Perform High Risk Work (operating certain plant, equipment) - TAFE or other recognised training organisation - Construction Induction Card (or equivalent) - Competent in operation of make/model of plant - Emergency procedures – emergency response - PPE - Traffic Management Plans 	Example: (Name): Operator (Name): Clean-up crew (Name): Supervisor Etc.	Example: <ul style="list-style-type: none"> - Suitably qualified supervisors for job - Direct on-site supervision - Remote site – communication systems/ schedule - Audits - Spot Checks, etc. - Reporting systems
Details of: regulatory permits/licenses Engineering Details/Certificates/WorkCover Approvals:	Relevant Legislation, Codes of Practice: Note: Retain only the legislation references applicable to your state of operation for this SWMS.	
Example: <ul style="list-style-type: none"> - Local council permits - Building Approvals - EPA approvals/permits - Certain plant to be registered with State Authority <p>PPE to comply with relevant Australian Standards</p>	<ul style="list-style-type: none"> • Commonwealth, NSW, QLD, ACT <ul style="list-style-type: none"> ○ Work Health and Safety Act 2011 ○ Work Health and Safety Regulations 2011 • Northern Territory <ul style="list-style-type: none"> ○ Work Health and Safety (National Uniform Legislation) Act 2011 ○ Work Health and Safety (National Uniform Legislation) Regulations 	<ul style="list-style-type: none"> • Victoria <ul style="list-style-type: none"> ○ Occupational Health & Safety Act 2004 ○ Occupational Health & Safety Regulations 2007 ○ Codes of Practice: • Western Australia

Plant/Tools/Equipment: (List plant and equipment to be used on the job.)	<ul style="list-style-type: none"> • SA, Tasmania <ul style="list-style-type: none"> ○ Work Health and Safety Act 2012 ○ Work Health and Safety Regulations 2012 • Codes of Practice: Safe Work Australia (2011): <ul style="list-style-type: none"> ○ <i>First Aid in the Workplace</i> ○ <i>Managing the Risk of Falls at Workplaces</i> ○ <i>Managing the Risk of Plant in the Workplace</i> ○ <i>Managing Noise and Preventing Hearing Loss in the Workplace</i> ○ <i>How to Manage Work Health and Safety Risks</i> ○ <i>Hazardous Manual Tasks</i> ○ <i>Managing Risks of Hazardous Chemicals</i> ○ <i>Managing the Work Environment and Facilities</i> ○ <i>WHS Consultation, Cooperation & Coordination</i> • Australian Standards: <ul style="list-style-type: none"> ○ AS/NZS1269: 2005 <i>Occupational noise management</i> ○ AS/NZS 4501:2008 (set) <i>Occupational Protective Clothing</i> ○ AS 4024.1:1996 <i>Safeguarding of machinery - General principles</i> ○ AS 4024.1:2006 <i>Safety of machinery</i> ○ AS 1742.3:2009 <i>Manual of uniform traffic control devices - Traffic control for works on roads</i> 	
Example: Street Sweeper - Diesel (Make & Model)		
Reference Documents		
Safe Work Australia (2011): <i>Guidance on the Classification of Hazardous Chemicals under the WHS Regulations</i>	Safe Work Australia (2011): Code of Practice: <i>Hazardous Manual Tasks</i>	
Safe Work Australia (2011): Code of Practice: <i>Managing Risks of Hazardous Chemicals</i>	Schwarze Industries Australia: <i>A5500 Series Sweeper Specifications</i>	
Safe Work Australia (2011): Code of Practice: <i>Managing Noise and preventing hearing loss at work</i>	WorkSafe Victoria: Alert: <i>Prevention of falls in the transport of waste and recyclables</i>	

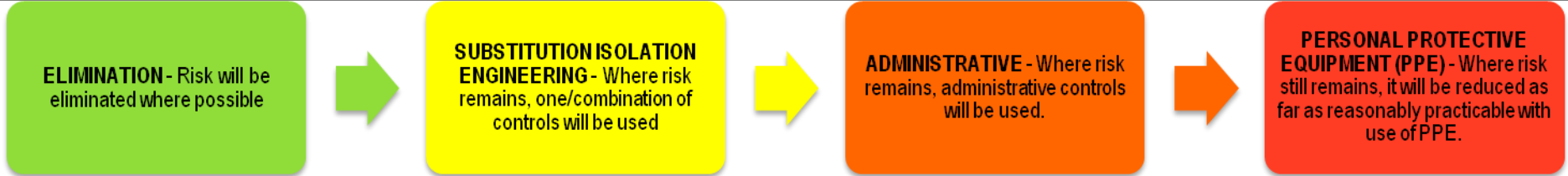
SAFE WORK METHOD STATEMENT - Part 3

This SWMS has been developed in consultation and cooperation with *employee/workers* and relevant *Employer/Persons Conducting Business or Undertaking (PCBU)*. I have read the above SWMS and I understand its contents. I confirm that I have the skills and training, including relevant certification to conduct the task as described. I agree to comply with safety requirements within this SWMS including risk control measures, safe work instructions and Personal Protective Equipment described.

Overall Risk Rating after Controls	1 Low	2 Moderate	3 High	4 Acute
Employee/Worker Name	Job Role / Position	Signature	Date	Time

Review No.	1	2	3	4	5	6	7	8
Name								
Initial								
Date								

HIERARCHY OF CONTROLS



RISK ASSESSMENT MATRIX

HB 436:2004 Risk Management Guidelines Tables 6.3 – 6.8 reproduced with permission from SAI Global under licence 1210-c062. Standards may be purchased at <http://www.saiglobal.com>
References: Safe Work Australia (2011) - Code of Practice: How to Manage Work Health and Safety Risks, AS/NZS 31000 -2009 Risk Management Principles and Guidelines.

Step 1: Determine Likelihood What is the possibility that the effect will occur?		
	Criteria	Description
Almost certain	Expected in most circumstances.	Effect is a common result
Likely	Will probably occur in most circumstances	Effect is known to have occurred at this site or it has happened
Possible	Might occur at some time	Effect could occur at the site or I've heard of it happening
Unlikely	Could occur at some time	Effect is not likely to occur at the site or I have not heard of it happening
Rare	May occur only in exceptional circumstances	Effect is practically impossible

Step 2: Determine Consequence What will be the expected effect?	
Level of Effect:	Example of each level:
Insignificant/Acceptable	No effect – or so minor that effect is acceptable
Minor	First Aid treatment only; no lost time injury
Moderate	Medical treatment; serious injuries, temporary partial disability; lost time injury < 7 days
Major	Hospital admittance; extensive injuries; lost time injury > 7 days; Permanent Total Disability injury; death
Catastrophic	Multiple Permanent Total Disability injuries; multiple deaths

Step 3 Determine the risk score					
Likelihood	Consequence				
	Insignificant	Minor	Moderate	Major	Catastrophic
Almost certain	3 High	3 High	4 Acute	4 Acute	4 Acute
Likely	2 Moderate	3 High	3 High	4 Acute	4 Acute
Possible	1 Low	2 Moderate	3 High	4 Acute	4 Acute
Unlikely	1 Low	1 Low	2 Moderate	3 High	4 Acute
Rare	1 Low	1 Low	2 Moderate	3 High	3 High

Step 4 Record risk score on worksheet (Note – Risk scores have no absolute value and should only be used for comparison and to engender discussion.)	
Score	Action
4 A: Acute	DO NOT PROCEED. Requires immediate attention. Introduce further high level controls to lower the risk level. Re-assess before proceeding.
3 H: High	Review before commencing work. Introduce new controls and/or maintain high level controls to lower the risk level. Monitor frequently to ensure control measures are working.
2 M: Moderate	Maintain control measures. Proceed with work. Monitor and review regularly, and if any equipment/people/materials/work processes or procedures change.
1 L: Low	Record and monitor. Proceed with work. Review regularly, and if any equipment/people/materials/work processes or procedures change.