

SAFE WORK METHOD STATEMENT		SMWS Concrete Works, Kerb & Gutter Construction, Paving, Footpath Repairs and Minor Construction
<b>Reference documents</b>	Work Health & Safety Act 2011, Work Health & Safety Regulation's 2017, P01 Responsibility and Supervision, P02 Planning / Reporting & Review, P03 Safety Legislation Procedure, P04 Document Control & Safety Records Procedure, P05 Procurement of Goods, P06 Contractor & Volunteer Management Procedure, P08 Consultation and Communication Procedure, P09 Safety Training Procedure, P10 Risk Management Procedure, P11 Hazardous Chemical Procedure, P12 Managing Plant, P13 Working at Heights, P14 Noise Management, P15 Hazardous Manual Tasks, P17 Construction and Demolition, P18 Electrical Safety, P19 Asbestos Management, P20 Inspection Testing & Monitoring, P23 Emergency Preparedness and First Aid, P24 Materials Handling, P25 Hot Work Procedure, P28 Energy Isolation & Barricading, P29 Personal Protective Equipment, P30 Working Remotely or in Isolation	
<b>SWMS / SWI:</b>	SWI3 – Backhoe, SWI7 – Chainsaw, SWI8 – Chainsaw Concrete Cutting, SWI10, Concrete Mixer Electric, SWI12 – Demolition Hammer Electric, SWI14 – Drill Battery, SWI19 – Excavator, SWI24 – Generator, SWI25 – Grinder, SWI33 – Hypodermic Needle & Syringe Handling & Disposal, SWI34 – Jackhammer Petrol, SWI35 – Kerbing Machine, SWI37 – Laser Operation, SWI42 – Load Restraint, SWI44 – Loading & Unloading Small Plant from Trailer, SWI45 – Maintaining Servicing Small Plant, SWI46 – Measuring Clearance to Overhead Power Lines, SWI53 – Nail Gun Gas, SWI59 – Plate Compactor, SWI61 – Poker Vibrator, SWI64 – Power Screed Board, SWI65 – Pressure Washer Electric, SWI66 – Pressure Washer Petrol, SWI68 – Roller, SWI77 – Saw Circular, SWI80 – Saw Compound Mitre, SWI85 – Saw Reciprocating, SWI87 – Site Inspection, SWI90 – Star Picket Driver, SWI91 – Tag Out, SWI93 – Trailers Towing, SWI99 – Truck Tipping, SWI102 – Wacker Packer, SWI103 – Water Cart, SWI142 – Blower, SWI143 – Accidental Disturbance of Asbestos by Workers, SWI152 – Heat Stress, SWI224 – Grinder Concrete, SWI228 – Skidsteer Loader (Bobcat)	
<b>Training and Competencies</b>	<b>Safework NSW Certificates:</b> General Construction Induction Training Hi-Ab, Dogman <b>RMS:</b> C, LR, MR or HR driver's licence by one crew member depending on size of truck / vehicle, Traffic Controller / Implement Traffic Control Plans. Prepare Work Zone Traffic Management Plan (least one crew member) <b>SCC required Certificates of Competencies:</b> First Aid, Asbestos Awareness(least one crew member), Working near Overhead Power Lines, Working at Heights, If operating plant Front-end loader - backhoe operation or - Front-end loader – Skid Steer type or - Front-end Loader operation or - Excavator Operator <b>Other (In-house training)</b> Corporate Induction, Perform – (hazardous manual tasks) training, Load restraint & Trailer-Towing, Fire Extinguisher ( <i>includes spill kit</i> ) training	
<b>Safety data Sheets</b>	A1 Clean Break, Asphalt, Barrier Creme, Bondcrete, Cement Colour Oxides, Chain & Bar Oil, Diesel, Graffiti Remover, Heavy Duty Hand-cleaner, Hydrochloric Acid, Inox-mx3 Lubricant, Insect Repellent, Lip Balm, Liquid Nails, Methylated Spirits, Powdered Chalk, Priming Fluid, PVC Glue, Sand & Cement Mix, Sand Cement & Gravel Mix, Selleys Aquadhere, Selleys Ezy Glide, Selleys Kwik Grip, Selleys No-More Gaps, Silicon Sealant, Solvent Cement, Sunscreen, Spray & Mark Paint, Truckwash, Two Stroke Fuel, Unleaded Petrol, Quick Set Cement type A	
<b>Personal Protective Equipment</b>	As identified in (specific to work tasks) site risk assessment, SWMS's, SWI's and site rules	
<b>Plant and Equipment</b>	Backhoe, Chainsaw, Chainsaw Concrete Cutting, Concrete Mixer Electric, Demolition Hammer Electric, Battery Drill, Excavator, Generator, Grinder, Jackhammer Petrol, Kerbing Machine, Laser, Nail Gun, Plate Compactor, Poker Vibrator, Power Screed Board, Pressure Washer Electric, Pressure Washer Petrol, Roller, Saw Circular, Saw Compound Mitre, Saw Reciprocating, Star Picket Driver, Truck, Wacker Packer, Water Cart, Blower, Grinder Concrete, Skidsteer Loader (Bobcat), Utility, Truck Mounted Crane, Roller, Cut Quick	

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<b>Inspection and Testing</b>	Pre start checks on all plant and equipment		
<b>Hazardous Chemicals and Dangerous Goods</b>	A1 Clean Break, Diesel, Graffiti Remover, Heavy Duty Hand-cleaner, Hydrochloric Acid, Inox-mx3 Lubricant, Insect Repellent, Liquid Nails, Methylated Spirits, Priming Fluid, PVC Glue, Sand & Cement Mix, Sand Cement & Gravel Mix, Selleys Aquadhere, Selleys Ezy Glide, Silicon Sealant, Solvent Cement, Spray & Mark Paint, Two Stroke Fuel, Unleaded Petrol, Quick Set Cement type A		
<b>High Risk Work</b> <i>Indicate if any of the HIGH risk activities are performed by workers</i>	<input type="checkbox"/> Where there is a risk of a person falling more than two metres.	<input type="checkbox"/> On in or adjacent to roadways, railways, shipping lanes or other traffic corridor.	<input type="checkbox"/> In, over or adjacent to water or other liquids where there is a risk of drowning.
	<input type="checkbox"/> At workplaces where there is any movement of powered mobile plant.	<input type="checkbox"/> Involving the use of explosives.	<input type="checkbox"/> In an area where there are artificial extremes of temperature.
	<input type="checkbox"/> On or near energised electrical installations or services.	<input type="checkbox"/> Involving a trench or shaft if the excavated depth is more than 1.5 metres.	<input type="checkbox"/> On or near pressurised gas distribution mains or piping.
	<input type="checkbox"/> Involves structural alterations or repairs that require temporary support to prevent collapse.	<input type="checkbox"/> Involving a confined space.	<input type="checkbox"/> On or near chemical, fuel or refrigerant lines.
	<input type="checkbox"/> Involving tilt-up or precast concrete.	<input type="checkbox"/> On telecommunications towers.	<input type="checkbox"/> Involving diving.
	<input type="checkbox"/> Involving removal or likely disturbance of asbestos	<input type="checkbox"/> In an area that may have a contaminated or flammable atmosphere.	<input type="checkbox"/> Involves demolition of an element of a structure that is load-bearing or otherwise related to the structural integrity of the structure.
	<input type="checkbox"/> Involving a tunnel.		
<b>SWMS Prepared by:</b>	<b>Name and signature:</b>		<b>Date:</b>
<b>Authorised by:</b>	<b>Name and signature:</b>		<b>Date:</b>
<b>Persons Responsible for Ensuring Compliance with SWMS:</b>	Ganger and or Supervisor		
<b>Methods used to Ensure Compliance with SWMS:</b>	Observation during daily work activities by ganger		
<b>Persons Responsible for Reviewing SWMS Control Measures:</b>	Ganger and or Supervisor		
<b>When should Risk Control Measures be reviewed:</b>	When an incident occurs, notifiable incident to Safework NSW, change to work task / Process e.g. new technology used or Legislation also in accordance with SCC P-4 Document Control & Safety Records Procedure.		
<b>Review Date:</b>		<b>Reviewer's Signature:</b>	

**Note: Job Step-11(A) is additional specific step / hazards / risk controls required for 'Kerb and Gutter Construction' – work**

\*SWMS are to be reviewed as per the Document Control Procedure or when there has been a change to the Task / Process or Legislation.

Job Step	Hazard	Risk	Initial Risk Rating E,H,M,L	Control Measures <i>Controls have been identified using the hierarchy of controls</i>	Responsibility <i>Who</i>	Residual Risk Rating E,H,M,L
1. Planning Requirements	Lack of information provided to workers including exposure hazardous energy / environment conditions	Injury, illness, fatality. Interruption of services	H	Appropriate approvals completed e.g.: - Dial before you Dig completed / pothole. - Authorised Traffic Control Plan completed. - Scope of works approved. - Plans approved for construction. - Correct materials for the task.	Engineer Supervisor Ganger	L
	Incorrect skill set for job	Injury, illness, fatality. Interruption of services	H	- Team numbers confirmed. - Team members confirmed. - Team skill set confirmed. - Appropriate worker certification.	Engineer Supervisor Ganger	L
2. Pre-Start - Depot	Lack of information provided to workers	Injury, illness, fatality	H	- Ensure appropriate information is supplied before work commences. - Pre-start toolbox talk to ensure all staff are fully aware of the scope of work before work commences.	Supervisor or Ganger	L
3. Load equipment and materials at the depot <i>(also at Council Stores if required)</i> and collect relevant documents for the job.	Hazardous Manual Tasks e.g. Lifting, lowering, pushing, pulling, hoisting different shapes, weight of materials / loads.	Musculoskeletal Injuries e.g. Sprains and strains of muscles, tendons and other soft tissue.	H	- For new identified manual hazardous tasks complete <b>P15.F01 PErforM Hazardous Manual Task Risk Assessment</b> . - Use mechanical lifting aids where possible as a substitute for manual lifting. - Use correct lifting techniques or team lift. - If unable to lift safely, report to your supervisor /ganger. - Assess the load before lifting. - Remove hazards / risks associated with pathway used to relocate the loads. - Awareness of any sharp edges. - Wear appropriate PPE for the task. - Ensure all loads are secure, including use of tarp nets.	Ganger Workers	L
	Loading / Unloading of Hazardous Chemicals.	Eye, skin and respiratory injuries from exposure associated with damaged packaging, lids not correctly fitted or incorrect lift.	H	- Ensure <b>P11.F01 Hazardous Chemical - Risk Assessment Checklist</b> is completed when using hazardous chemicals, and control measures implemented. - SDS's accessible to workers. - Workers must comply with safety specification prescribed in SDS's including transporting	Ganger and Workers	L

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				requirements for those hazardous chemicals. - Assess the load before lifting, check; - containers/packaging for damages, lids are fixed securely. - Remove hazards / risks associated with the pathway being used to relocate the loads including possible spills/ obstructions on truck and or trailer tray - Wear PPE prescribed in SDS's & Risk Assessment. - Appropriate spill containment plan.		
	Slips trips- falls from loading /unloading	Sprains and strains of muscles, tendons and other soft tissues. Fractures.	H	- Check ground conditions and access. - Use correct manual handling techniques e.g.: Overreaching. - Ensure good housekeeping on vehicles and site.	Workers	L
4. Complete a Vehicle walk around before leaving depot	Trailer not hitched correctly Unsecured Loads Mobile Plant Failure	Injury, illness, fatality Damage to property and environment	H	- Comply with <b>P12.F01 Pre-Plant Operational checklist</b> before leaving site. - Complete a physical walk around of the vehicle and trailer to ensure connections, load security and load condition.	Workers	L
5. On site, complete a Site Specific Risk Assessment, Toolbox Talk, Establish Entry & Exit Points and Induct all Workers	Multiple Hazards	Injury, illness, fatality Damage to property and environment	H	- Complete site-specific risk assessment in consultation with workers and implement specified risk controls on site. - Before work commences complete WHS site inductions with all workers. - Ensure the induction discusses the identified hazards & controls prescribed in the risk assessment and SWMS's. - Workers including contractors to sign site risk assessment / site induction form. - Awareness of traffic entering /existing site. - Where possible establish a designated parking area. - Risk assessment or project plan shall identify whether a TCP, pedestrian, vehicle movement plans are required, or only advance warning signs. - <u>At site induction and subsequent toolbox talks</u>	Ganger / Site Supervisor, Workers	L

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Job Step	Hazard	Risk	Initial Risk Rating E,H,M,L	Control Measures <i>Controls have been identified using the hierarchy of controls</i>	Responsibility <i>Who</i>	Residual Risk Rating E,H,M,L
	Overhead Power Lines	Electrocution. Interruption of services. Death Serious Injury	H	<ul style="list-style-type: none"> <li>- Refer &amp; implement control measures in <b>Corporate SWMS1416 Work On or Near Energised Electrical Installations or Services.</b></li> <li>- Ensure <b>P18.F01 Risk Assessment Checklist - Working Near Overhead Powerlines</b> is completed and control measures implemented.</li> </ul>	Ganger Workers	L
8. Set Out Site	Multiple Hazards	Injury, illness, fatality Damage to property and environment	H	<ul style="list-style-type: none"> <li>- Ensure TCP and devices are operational.</li> </ul>	Ganger Workers	L
9. When required, install Erosion and Sediment Controls	Struck by mobile plant	Injury, illness, fatality Damage to property and environment	H	<ul style="list-style-type: none"> <li>- Contact with operator.</li> <li>- Always stay in view of operator.</li> <li>- Keep safe working distance from plant.</li> <li>- If required, shut plant down.</li> <li>- Wear required PPE.</li> <li>- Refer and implement control measures in <b>Corporate SWMS 1413 – Working in an Area with Movement of Powered Mobile Plant</b></li> </ul>	Ganger Workers	L
	Hazardous Manual Tasks e.g. Shovelling, lifting, lowering, pushing, pulling, hoisting different shapes, weight, size of materials / loads.	Musculoskeletal Injuries e.g. Sprains and strains of muscles, tendons and other soft tissue.	M	<ul style="list-style-type: none"> <li>- Control Measures same as listed in <b>Step 3 HAZARDOUS MANUAL TASKS.</b></li> <li>- Where possible undertake job rotation.</li> </ul>	Ganger Workers	L
	Incorrect use of hand and power tools	Muscle Sprains Impact Injuries Cuts and Abrasions	M	<ul style="list-style-type: none"> <li>- Refer to and implement instructions in relevant SWI.</li> <li>- Use hand and power tools as per manufacturer's instructions.</li> <li>- Don't use damaged or faulty equipment.</li> </ul>	Workers	L
10. Box Out / Form Up	Uneven or slippery ground	Slips, Trips and Falls	M	<ul style="list-style-type: none"> <li>- Control Measures same as listed in <b>Step 7 UNEVEN OR SLIPPERY GROUND</b></li> </ul>	Workers	L
	Overhead Powerlines and Underground Services	Death or serious injury Electrocution. Interruption of	H	<ul style="list-style-type: none"> <li>- Ensure Dial before You Dig.</li> <li>- Services located by accredited locator.</li> <li>- Ganger / Supervisor to ensure locator complies with their own SWMS.</li> </ul>	Supervisor Ganger	L

Job Step	Hazard	Risk	Initial Risk Rating E,H,M,L	Control Measures <i>Controls have been identified using the hierarchy of controls</i>	Responsibility <i>Who</i>	Residual Risk Rating E,H,M,L
		services.		<ul style="list-style-type: none"> <li>- Use a spotter when excavating near services and maintain communications with the operator.</li> <li>- Refer &amp; implement control measures in <b>Corporate SWMS1416 Work On or Near Energised Electrical Installations or Services</b>.</li> <li>- Ensure <b>P18.F01 Risk Assessment Checklist - Working Near Overhead Powerlines</b> is completed and control measures implemented.</li> </ul>		
	Struck by mobile plant	Injury, illness, fatality Damage to property and environment		- Control Measures same as listed in <b>Step 9</b> STRUCK BY MOBILE PLANT	Ganger Workers	L
	Excessive Exposure to Heat and UV	Sunburn Skin cancer Fatigue Heat Stress	M	<ul style="list-style-type: none"> <li>- Refer to and implement instructions in <b>SWI152 Heat Stress</b> e.g.:</li> <li>- Hats, long sleeves, long trousers, sunscreen.</li> <li>- Job rotation.</li> <li>- Regular breaks in excessive heat.</li> </ul>	Workers	L
	Hazardous Manual Tasks e.g. Shovelling, lifting, lowering, pushing, pulling, hoisting different shapes, weight, size of materials / loads.	Musculoskeletal Injuries e.g. Sprains and strains of muscles, tendons and other soft tissue.	H	<ul style="list-style-type: none"> <li>- Control Measures same as listed in <b>Step 3</b> HAZARDOUS MANUAL TASKS.</li> <li>- Also, where possible undertake job rotation.</li> </ul>	Workers	L
	Incorrect use of hand and power tools	Muscle Sprains Impact Injuries Cuts and Abrasions	M	<ul style="list-style-type: none"> <li>- Refer to and implement instructions in relevant SWI's.</li> <li>- Use hand and power tools as per manufacturer's instructions.</li> <li>- Don't use damaged or faulty equipment.</li> </ul>	Workers	L
11. Pour Concrete and / or Lay Pavers	Hazardous Manual Tasks e.g. Shovelling, lifting, lowering, pushing, pulling, hoisting different shapes, weight, size of materials / loads.	Musculoskeletal Injuries e.g. Sprains and strains of muscles, tendons and other soft tissue.	H	<ul style="list-style-type: none"> <li>- Control Measures same as listed in <b>Step 3</b> HAZARDOUS MANUAL TASKS.</li> <li>- Also, where possible undertake job rotation.</li> </ul>	Workers	L

Job Step	Hazard	Risk	Initial Risk Rating E,H,M,L	Control Measures <i>Controls have been identified using the hierarchy of controls</i>	Responsibility <i>Who</i>	Residual Risk Rating E,H,M,L
	Fatigue	Injuries and Illness, Poor judgement,	M	<ul style="list-style-type: none"> <li>- Where possible undertake job rotation.</li> <li>- Regular breaks in excessive heat.</li> <li>- Use of shade.</li> <li>- Fluid and food intake.</li> </ul>	Ganger Workers	L
	Exposure to Concrete and other hazardous materials	Eye, skin and respiratory injuries	M	<ul style="list-style-type: none"> <li>- Correct PPE as prescribed in the related SDS e.g.: safety glasses, gloves, barrier cream.</li> </ul>	Ganger Workers	L
11. (A) Kerb & Gutter Construction	Struck by mobile plant	Injury, illness, fatality Damage to property and environment	H	<ul style="list-style-type: none"> <li>- Control Measures same as listed in <b>Step 9</b> STRUCK BY MOBILE PLANT</li> </ul>	Ganger Workers	L
	Lifting Kerb Machine into Place	Injury, illness, fatality Damage to property and environment	H	<ul style="list-style-type: none"> <li>- Ensure lifting chains / slings have current certification.</li> <li>- Only approach the machine when the operator indicates it is safe to do so.</li> <li>- Confirm communications signals with operator.</li> <li>- For additional information refer <b>SWI35 – Kerbing Machine</b>.</li> </ul>	Ganger Workers	L
	Hazardous Manual Tasks e.g. Shovelling, lifting, lowering, pushing, pulling, hoisting different shapes, weight, size of materials / loads.	Musculoskeletal Injuries e.g. Sprains and strains of muscles, tendons and other soft tissue.	H	<ul style="list-style-type: none"> <li>- Control Measures same as listed in <b>Step 3</b> HAZARDOUS MANUAL TASKS.</li> <li>- Also, where possible undertake job rotation</li> </ul>	Workers	L
	Hookup of Stormwater Services	Chainsaw and Quikcut Injury, fatality Damage to property and environment.	H	<ul style="list-style-type: none"> <li>- Refer and implement instructions and PPE as per <b>Corporate SWMS 1323 Cutquik Cutting Tools</b></li> </ul>	Workers	L
	Fatigue	Injuries and Illness, Poor judgement,	M	<ul style="list-style-type: none"> <li>- Where possible undertake job rotation.</li> <li>- Regular breaks in excessive heat.</li> <li>- Use of shade.</li> <li>- Fluid and food intake.</li> </ul>	Ganger Workers	L
	Exposure to Concrete and other hazardous materials	Eye, skin and respiratory injuries	M	<ul style="list-style-type: none"> <li>- Correct PPE as prescribed in the related SDS e.g.: safety glasses, gloves, barrier cream.</li> </ul>	Ganger Workers	L
	Excessive exposure to loud noise	Loss of hearing	M	<ul style="list-style-type: none"> <li>- Appropriate PPE to be worn e.g.: earmuffs and/or ear plugs.</li> </ul>	Ganger Workers	L



Job Step	Hazard	Risk	Initial Risk Rating E,H,M,L	Control Measures <i>Controls have been identified using the hierarchy of controls</i>	Responsibility Who	Residual Risk Rating E,H,M,L	
12. Stripping and Restoration	Dust	Permanent lung damage Impaired vision of hazards on site	M	- Site Supervisor to consider water suppression if large amounts of dust are being generated on site. - Rated dust mask, e.g.: P2 dust masks, eye protection to be worn.	Workers	L	
	Hazardous Manual Handling including removal of formwork pegs	Musculoskeletal Injuries e.g. Sprains and strains of muscles, tendons and other soft tissue.	H	- Control Measures same as listed in <b>Step 3</b> HAZARDOUS MANUAL TASKS. - Also, where possible undertake job rotation.	Workers	L	
	Uneven or slippery ground	Slips, Trips and Falls	M	- Control Measures same as listed in <b>Step 7</b> UNEVEN OR SLIPPERY GROUND.	Workers	L	
13. De-Establish Site including Remove Traffic Control, Signs, Devices, Rubbish	Moving Traffic or Plant Damage to Property Disruption of Traffic Interruption of essential services	Death Serious Injury Struck by mobile plant Pedestrian incidents	H	- Control Measures as listed in <b>Step 6</b> IMPLEMENT TCP.	Ganger Workers	L	
	Hazardous Manual Tasks e.g. Lifting, lowering, pushing, pulling, hoisting different shapes, weight of materials / loads	Musculoskeletal Injuries e.g. Sprains and strains of muscles, tendons and other soft tissue.	H	- Control Measures as listed in <b>Step 3</b> HAZARDOUS MANUAL TASKS. - Where possible undertake job rotation.	Workers	L	
	Loading / Unloading of Hazardous Chemicals.	Eye, skin and respiratory injuries from exposure associated with damaged packaging, lids not correctly fitted or incorrect lift.	H	- Control Measures as listed in <b>Step 3</b> LOADING / UNLOADING HAZARDOUS CHEMICALS.	Workers	L	
14. Return and Unload required materials / equipment at Depot	Fatigue	Impaired judgement	M	- Where possible undertake job rotation. - Regular breaks in excessive heat. - Use of shade. - Fluid and food intake.	Ganger Workers	L	
	Hazardous Manual Tasks e.g. Lifting, lowering, pushing,	Musculoskeletal Injuries e.g. Sprains and strains of	H	- Control Measures as listed in <b>Step 3</b> HAZARDOUS MANUAL TASKS. - Where possible undertake job rotation.	Ganger Workers	L	
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	pulling hoisting different shapes, weight of materials / loads.	muscles, tendons and other soft tissue.				
	Loading / Unloading of Hazardous Chemicals	Eye, skin and respiratory injuries from exposure associated with damaged packaging, lids not correctly fitted or incorrect lift.	H	- Control Measures as listed in <b>Step 3</b> LOADING / UNLOADING HAZARDOUS CHEMICALS.	Ganger Workers	L
	Slips / Trips / Falls from loading /unloading	Musculoskeletal Injuries e.g. Sprains and strains of muscles, tendons and other soft tissue.	H	- Control Measures as listed in <b>Step 3</b> SLIPS / TRIPS / FALLS FROM LOADING / UNLOADING.	Ganger Workers	L

<b>LIKELIHOOD</b> How likely is it to happen? ↓	<b>E=EXTREME H=HIGH M=MEDIUM L=LOW</b>				
	← CONSEQUENCES – How severely could it affect health and safety? →				
	<b>CATASTROPHIC</b> Kill or cause Permanent Disability	<b>MAJOR</b> Serious Illness or Injury	<b>MODERATE</b> Medical Attention, Time off Work	<b>MINOR</b> First Aid Required	<b>INSIGNIFICANT</b> No Injuries
<b>ALMOST CERTAIN</b> Is expected to occur	<b>E</b>	<b>E</b>	<b>H</b>	<b>H</b>	<b>M</b>

<b>LIKELY</b> Will probably occur	<b>E</b>	<b>H</b>	<b>H</b>	<b>M</b>	<b>M</b>
<b>POSSIBLE</b> Might occur	<b>H</b>	<b>H</b>	<b>H</b>	<b>M</b>	<b>L</b>
<b>UNLIKELY</b> Could occur	<b>H</b>	<b>M</b>	<b>M</b>	<b>L</b>	<b>L</b>
<b>RARE</b> May occur only in exceptional circumstances	<b>H</b>	<b>M</b>	<b>M</b>	<b>L</b>	<b>L</b>

Risk Level	Required Action
<b>Extreme</b>	<b>Act immediately:</b> The proposed task or process activity must not proceed. Steps must be taken to lower the risk level to as low as reasonably practicable using the hierarchy of controls.
<b>High</b>	<b>Act today:</b> The proposed activity can only proceed, provided that: The risk level has been reduced to as low as reasonably practicable using the hierarchy of controls. The risk controls must include those identified in legislation, Australian Standards, Codes of Practice etc. and The document has been reviewed and approved by the supervisor and A Safe Working Procedure or Safe Work Method has been prepared and The supervisor must review and document the effectiveness of the implemented risk controls
<b>Medium</b>	<b>Act this week:</b> The proposed task or process can proceed, provided that (i) The risk level has been reduced to as low as reasonably practicable using the hierarchy of controls and The document has been reviewed and approved by the supervisor and A Safe Working Procedure or Safe Work Method has been prepared.
<b>Low</b>	<b>Act this month:</b> Managed by local documented routine procedures which must include application of the hierarchy of controls.

## Acknowledgement register

All workers are to sign this register to indicate they have read and understood this document prior to commencing work.

Name	Signature	Date	Name	Signature	Date
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