









ACTIVITY: Forklift			SWMS No.:		
SAFE WORK METHOD STATEMENT (SWMS) - Part 1					
Company Name: Infront Staffing & Training Pty Ltd		Address: Se 18, Level 1, 104 Bathurst Street, Sydney, NSW 2000		ABN: 37 114 768 464	
Company Contact:		Position:		Phone No.: 02 8252 7565	
Project Details					
Host Employer:			 <p>Insert Photo</p>		
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: (Include names of workers who were consulted in relation to the development of this SWMS)	Signature:	Job Title:	Date:	Print Name:	
				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:
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SWMS Scope	High Risk Construction Work
<p>This SWMS covers the general operation of an LPG powered Forklift. This SWMS does not cover operating forklifts near Overhead Power Lines. Dedicated SWMS should be developed for these tasks, and for any risks not covered in this SWMS. Check with the relevant local State regulator for driver (operator) training and licensing requirements.</p>	<p>This SWMS involved the following “High Risk Construction Work” (Working on, in or near):</p> <p style="text-align: center;">Moving Plant.</p>

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	Head Protection	Eye Protection	Hand Protection	Protective Clothing	Sun Protection
							Broad brimmed hat, UV rated clothing, SPF 30+ sunscreen, tinted safety glasses with adequate UV protection)

Hazardous Chemicals / Dangerous Goods / Environmental Risks

Liquefied Petroleum Gas (LPG) is not classified as a hazardous chemical according to the Australian Safety and Compensation Council (ASCC) and is classified as a hazardous chemical according to Australian Code for the Transport of Dangerous Goods by Road or Rail (ADG Code).

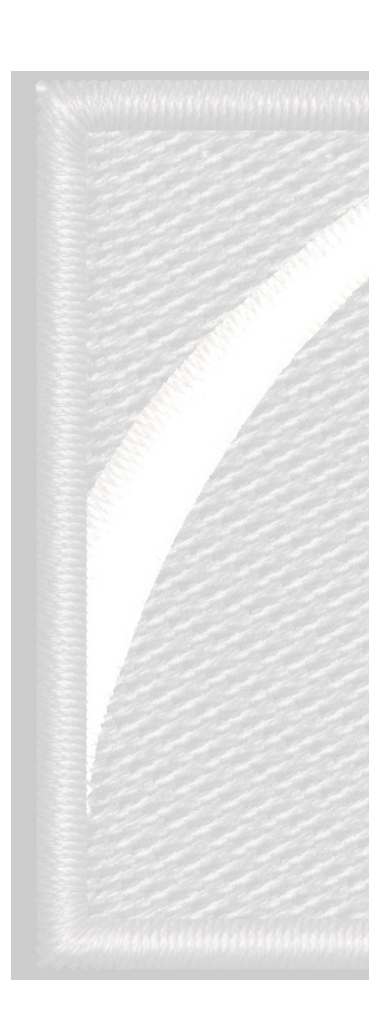
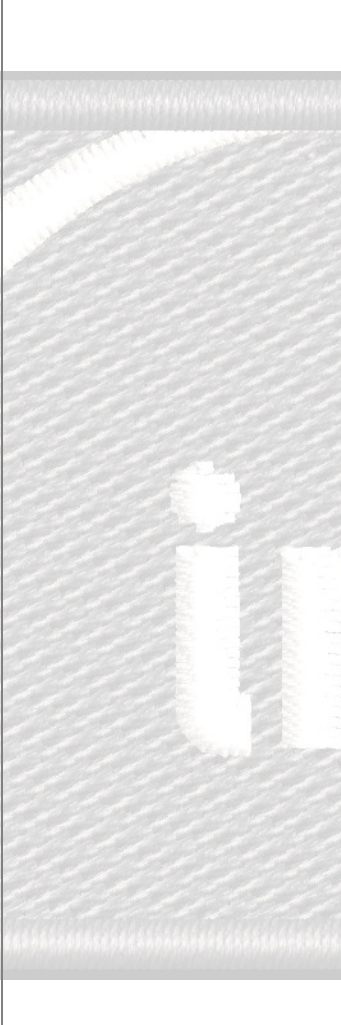
LPG is extremely flammable and is an Asphyxiant gas. Symptoms of exposure are directly related to displacement of oxygen from air. Read the Safety Data Sheets (SDS) for all LPG products before use, follow the SDS recommendations and relevant SWMS.

Environmental risks may include contamination of waterways or land and poisoning of animals (including fish) due to inappropriate disposal of hazardous chemicals, including Battery fluids and LPG.

Hazards - What can cause harm?	Risks - What can happen?	Control Measures to Reduce Risk
Job Step: Planning		
Main hazards include: - Mobile plant – forklift - Work in vicinity of mobile plant	Main hazards include: - Being struck or run over by moving vehicles	Consultation in relation to hazards and risks. Ensure: - Consult with the person you are carrying out the work for on the potential hazards and risks associated with the task

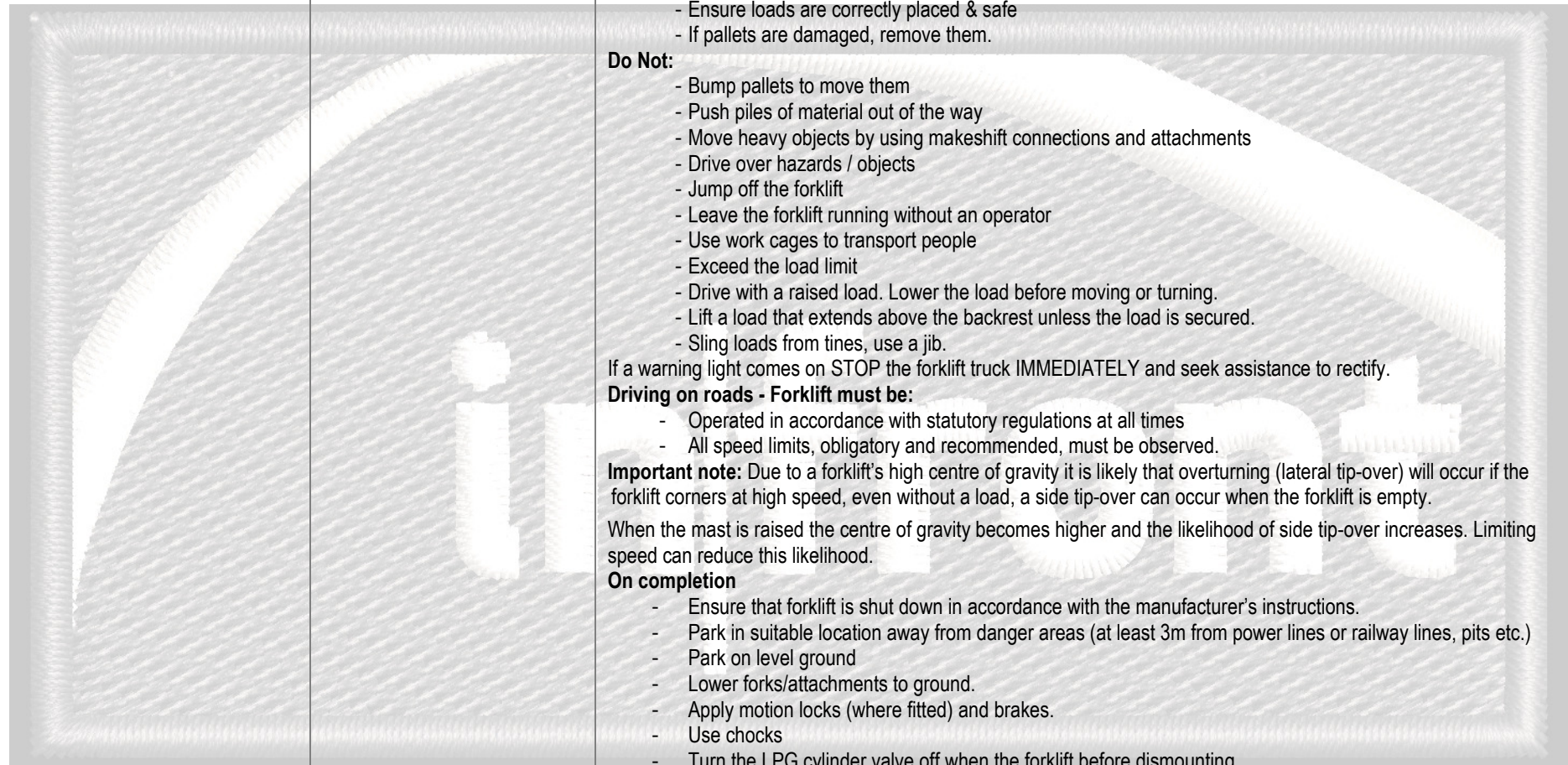
<ul style="list-style-type: none"> - / vehicles - Electricity - Static electricity - Noise - Hazardous chemical (Battery acid, LPG) - Hazardous Manual Tasks - prolonged sitting - Electric shock (Battery) - Explosion / Fire (LPG). 	<p>(collisions)</p> <ul style="list-style-type: none"> - Being crushed by plant - rollover - Electric shock - Hearing Loss - Exposure to hazardous chemical causing illness or death - Burns caused by fire - Serious injury or death caused by explosion - Chemical burns - Inhalation of LG gas causing serious illness or death - Muscular stress/ Musculoskeletal Disorder. 	<ul style="list-style-type: none"> - If represented by an elected Health and Safety Representative (HSR), they must be included in any consultation - 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 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 - Site plans – showing no go zones for pedestrians - Traffic Management plans - Exclusion Zones - Risk Assessments - SWMS and JSA's. <p>Ensure all operators working on a construction site have a valid Construction Induction Card (or equivalent). Ensure all operators using public roads have the appropriate Driver's Licence. Assess the exposure of operators to noise, including the frequency of exposure to noise levels that exceed the legislated Exposure Standard while operating the forklift and determine required controls such as Audiometric Testing and PPE.</p> <p>Operator's Training & Licence must be current. Check for requirements in the State of operation.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%; padding: 2px;">RB: 3H</td> <td style="width: 60%; padding: 2px;">Person responsible to implement control measures:</td> <td style="width: 25%; padding: 2px;">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			
<p>Job Step: Preparation</p>					

<p>Main hazards include:</p> <ul style="list-style-type: none"> - Mobile plant – forklift - Work in vicinity of mobile plant / vehicles - Electricity - Static electricity - Noise - Hazardous chemical (Battery acid, LPG) - Hazardous Manual Tasks - prolonged sitting - Electric shock (Battery) - Explosion / Fire (LPG). 	<p>Main hazards include:</p> <ul style="list-style-type: none"> - Being struck or run over by moving vehicles (collisions) - Being crushed by plant rollover - Electric shock - Hearing Loss - Exposure to hazardous chemical causing illness or death - Burns caused by fire - Serious injury or death caused by explosion - Chemical burns - Inhalation of LG gas causing serious illness or death - Muscular stress/ Musculoskeletal Disorder. 	<p>Workers should make contact with Site Supervisor before commencing work.</p> <p>All persons on site 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>The principles of traffic and pedestrian flow should be included in all induction processes including a site map. It should especially reinforce the “road rules”.</p> <p>Pedestrian/bystander access should be eliminated from all loading/receiving areas.</p> <p>Ensure Principal Contractor has communicated presence of pedestrians to operators as required.</p> <p>Inspect intended work area. Ensure:</p> <ul style="list-style-type: none"> - Sufficient lighting and visibility - No electrical hazards - Within clear sight of near-by plant operators - No hazardous work (such as hot works, asbestos demolition, confined spaces etc) in close proximity - No work being undertaken overhead (from scaffolds where items may fall into work area, access points or pathways) - Safe access and egress - Fencing, barriers, barricades, temporary warning signs are in place if required - Appropriate paths are to be determined for the movement of loads and equipment/vehicles. <p>Note: Forklifts, by their design, limit the operator’s vision. This must be taken into account when traffic movements are considered.</p> <p>Pedestrians must be kept at a safe distance from working forklifts.</p> <p>Review: Logbook. Manufacturer’s operational guide/owner’s manual.</p> <table border="1" data-bbox="898 970 1933 1018"> <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
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<p>Job Step: Noise</p>					
<p>Hazards include:</p> <ul style="list-style-type: none"> - Mobile plant - Noise. 	<p>Risks include:</p> <ul style="list-style-type: none"> - Being hit by moving vehicle due to lack of ability to hear warning signals causing injury or death - Hearing Loss. 	<p>A person conducting a business or undertaking (PCBU) has specific obligations under the WHS Regulations to manage the risks of hearing loss associated with noise at the workplace, including:</p> <ul style="list-style-type: none"> - Ensuring that the noise a worker is exposed to at the workplace does not exceed the exposure standard for noise (85dB averaged) - Providing audiometric testing to a worker who is frequently required to use PPE to protect the worker from hearing loss associated with noise that exceeds the exposure standard. <p>Whether the exposure standard of 85 dB(A) averaged over eight hours is exceeded depends on the level of noise involved and how long workers are exposed to it.</p> <p>Assess the exposure of driver to noise, including the frequency of exposure to noise levels that exceed the legislated</p>			

		<p>Exposure Standard while operating the Fork Lift 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>If a formal Noise Assessment is required, a competent person in accordance with the relevant Australian Standard should do it.</p> <p>Workers must be able to hear warning signals on forklifts above any other noise (ambient noise) at the workplace. For reversing alarm, the noise level of the alarm needs to be at least as high as the noise from the engine under high idle.</p> <p>Administrative control measures that can be used to reduce the amount / length of time operators are exposed to noise include:</p> <ul style="list-style-type: none"> - Organise the tasks so work is done efficiently & reduces the amount of driving time - Switch off the engine during work delays or waiting times - Provide quiet areas for rest breaks. <p>PPE, ensure:</p> <ul style="list-style-type: none"> - It is worn by operators throughout the period of exposure to noise - It is correct type - It is comfortable and correctly fitting for the worker - It is regularly inspected and maintained to ensure it remains in good, clean condition - Signs are used to indicate, "Hearing PPE must be worn." <p>When choosing hearing protection consider:</p> <ul style="list-style-type: none"> - Overprotecting by cutting out too much sound can cause difficulties hearing verbal instructions and other sounds needed to work safely - Earmuffs can be uncomfortable to wear in hot environments. <p>Audiometric Testing</p> <p>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. <p>Workers should be given the results of audiometric testing accompanied by a written explanation of the meaning and implications.</p>
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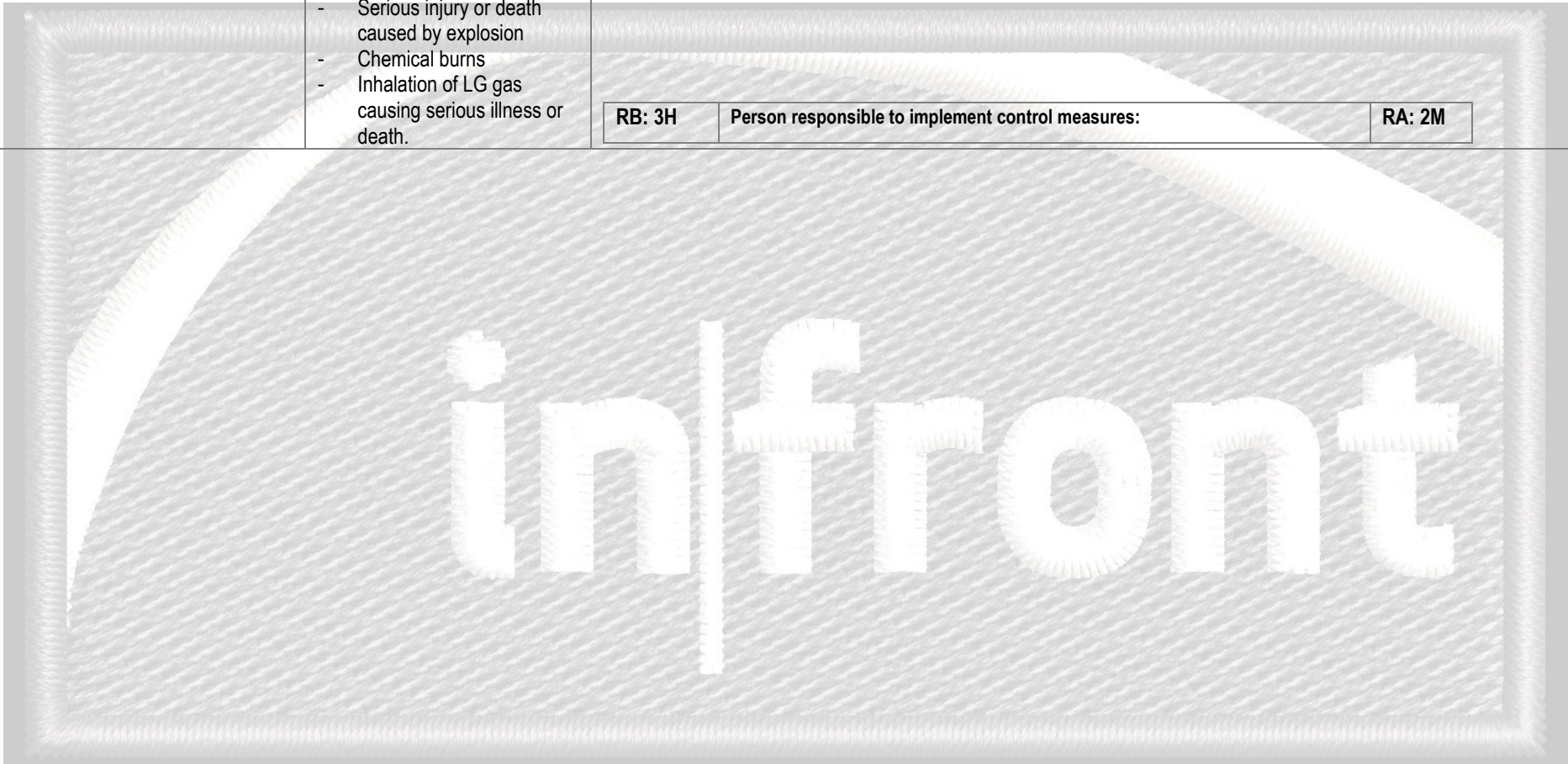
		RB: 3H	Person responsible to implement control measures:	RA: 2M
Job Step: Pre – Operational Inspection				
<p>Main hazards include:</p> <ul style="list-style-type: none"> - Mobile plant – forklift - Work in vicinity of mobile plant / vehicles - Electricity - Static electricity - Noise - Hazardous chemical (Battery acid, LPG) - Hazardous Manual Tasks - prolonged sitting - Electric shock (Battery) - Explosion / Fire (LPG). 	<p>Main hazards include:</p> <ul style="list-style-type: none"> - Being struck or run over by moving vehicles (collisions) - Being crushed by plant rollover - Electric shock - Hearing Loss - Exposure to hazardous chemical causing illness or death - Burns caused by fire - Serious injury or death caused by explosion - Chemical burns - Inhalation of LG gas causing serious illness or death - Muscular stress/ Musculoskeletal Disorder. 	<p>Ensure: Capacity chart is legible, applies to forklift, is amended for attachments and displays the load limits for that forklift.</p> <p>Pre-start Check:</p> <ul style="list-style-type: none"> - Roll – over protection - Falling object protection - Seat – in good condition - Seat belt - Lights & mirrors - Steering - Controls - Battery - Horn & Warning signs (decals) - Brakes - Mast - Reversing alarms - Chains - Tynes - Hoses - Counterweight - Tyres - Oil and hydraulic fluid levels - Report any defects. <p>LPG Check:</p> <ul style="list-style-type: none"> - LPG Compliance Plate is present & readable - LPG cylinder correctly installed - Gas fuel level is adequate - No gas leaks. <p>Check attachments where applicable:</p> <ul style="list-style-type: none"> - Extended forks for damage and load rating. - Person lift cage. - Drum Lifter / Clamp. 		

		- Forks – spacing positions.
	RB: 2M	Person responsible to implement control measures:
		RA: 1L
Job Step: Operation of Fork Lift		
<p>Main hazards include:</p> <ul style="list-style-type: none"> - Mobile plant – forklift - Work in vicinity of mobile plant / vehicles - Electricity - Static electricity - Noise - Hazardous chemical (Battery acid, LPG) - Hazardous Manual Tasks - prolonged sitting - Electric shock (Battery) - Explosion / Fire (LPG). 	<p>Main hazards include:</p> <ul style="list-style-type: none"> - Being struck or run over by moving vehicles (collisions) - Being crushed by plant rollover - Electric shock - Hearing Loss - Exposure to hazardous chemical causing illness or death - Burns caused by fire - Serious injury or death caused by explosion - Chemical burns - Inhalation of LG gas causing serious illness or death - Muscular stress/ Musculoskeletal Disorder. 	<p>Operators must ensure that no person other than the operator rides on the plant unless the person is provided with a level of protection that is equivalent to that provided to the operator. Do not allow anyone to stand or pass under elevated forks or attachments, whether loaded or empty.</p> <p>Operators:</p> <ul style="list-style-type: none"> - Plan the direction that plant moves (forward movement as much as possible) - Implement safe working distances - Use clear communication systems - Use reversing alarms, sensors or cameras - Use flashing lights - Use Spotters or observers - Use speed limits when required. <p>Mounting and dismounting:</p> <ul style="list-style-type: none"> - Do not hold steering wheel or levers - Use steps and handrail for support. <p>When seated:</p> <ul style="list-style-type: none"> - Adjust seat as required – put your seat belt on - Adjust mirror(s) - Ensure there are no loose objects around feet. <p>Note: Seatbelt is to be worn at all times. If a forklift overturns, the safest place for the operator is in the cabin with a seatbelt on.</p> <p>Ensure:</p> <ul style="list-style-type: none"> - Material is shifted using appropriate equipment such as drum lifters - Weight of load is compatible with the safe working limit for the forklift and attachments - Loads are placed so that they are stable. <p>While operating:</p> <ul style="list-style-type: none"> - Tilt mast slightly backwards - Travel with load close to the ground - Operate smoothly - Travel slowly when turning - Don't turn on inclines

		<ul style="list-style-type: none"> - Ensure there is enough room for the tail to swing around - Keep clear of upright mast and carriage lift chains - Ensure loads are correctly placed & safe - If pallets are damaged, remove them. <p>Do Not:</p> <ul style="list-style-type: none"> - Bump pallets to move them - Push piles of material out of the way - Move heavy objects by using makeshift connections and attachments - Drive over hazards / objects - Jump off the forklift - Leave the forklift running without an operator - Use work cages to transport people - Exceed the load limit - Drive with a raised load. Lower the load before moving or turning. - Lift a load that extends above the backrest unless the load is secured. - Sling loads from tines, use a jib. <p>If a warning light comes on STOP the forklift truck IMMEDIATELY and seek assistance to rectify.</p> <p>Driving on roads - Forklift must be:</p> <ul style="list-style-type: none"> - Operated in accordance with statutory regulations at all times - All speed limits, obligatory and recommended, must be observed. <p>Important note: Due to a forklift's high centre of gravity it is likely that overturning (lateral tip-over) will occur if the forklift corners at high speed, even without a load, a side tip-over can occur when the forklift is empty.</p> <p>When the mast is raised the centre of gravity becomes higher and the likelihood of side tip-over increases. Limiting speed can reduce this likelihood.</p> <p>On completion</p> <ul style="list-style-type: none"> - Ensure that forklift is shut down in accordance with the manufacturer's instructions. - Park in suitable location away from danger areas (at least 3m from power lines or railway lines, pits etc.) - Park on level ground - Lower forks/attachments to ground. - Apply motion locks (where fitted) and brakes. - Use chocks - Turn the LPG cylinder valve off when the forklift before dismounting - Remove key & store in a secure location - Stow any used equipment correctly. (Example – pallets, ropes, person lift cages etc.)
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		RB: 3H	Person responsible to implement control measures:	RA: 2M
Job Step: Refuelling LPG Cylinder(s)				
<p>Main hazards include:</p> <ul style="list-style-type: none"> - Mobile plant – forklift - Work in vicinity of mobile plant / vehicles - Electricity - Static electricity - Hazardous chemical (LPG) - Explosion / Fire (LPG). 	<p>Main hazards include:</p> <ul style="list-style-type: none"> - Being struck or run over by moving vehicles (collisions) - Being crushed by plant rollover - Electric shock - Exposure to hazardous chemical causing illness or death - Burns caused by fire - Serious injury or death caused by explosion - Inhalation of LG gas causing serious illness or death. 	<p>Forklift operators and others are exposed to a risk of sustaining serious freeze burns if LPG cylinders are attached to a forklift incorrectly.</p> <p>When the cylinder is attached to a forklift the Designated Relief Valve should be located at the top of the cylinder. Empty tanks must be replaced / refuelled by the operator by the end of the shift.</p> <p>Use correct Manual Handling techniques when replacing LPG cylinders.</p> <p>Ensure: NO naked flames or ignition sources are in the vicinity.</p> <p>Check tank gauge before replacing/refuelling tank.</p> <p>When replacing “in use” gas tank:</p> <ul style="list-style-type: none"> - Turn valve clockwise until valve is completely closed - Run the engine until it stops - Turn the key switch off - Disconnect the quick disconnect fitting - Release the LPG tank latch and remove the tank - Replace tank - Connect the quick disconnect fitting - Open fuel valve (counter clockwise) - Check for leaks (frost or strong odour). <p>LPG needs to be stored and handled in accordance with relevant Australian Standard.</p>		
Job Step: Maintenance				
<p>Main hazards include:</p> <ul style="list-style-type: none"> - Mobile plant – forklift - Work in vicinity of mobile plant / vehicles - Electricity - Static electricity - Hazardous chemical (Battery acid, LPG) - Electric shock (Battery) 	<p>Main hazards include:</p> <ul style="list-style-type: none"> - Being struck or run over by moving vehicles (collisions) - Being crushed by plant rollover - Electric shock - Exposure to hazardous chemical causing illness or 	<p>Only qualified and competent persons should carry out maintenance of forklifts, including the fitting, repair & removal pneumatic tyres.</p> <p>Parts on LPG powered forklifts must be repaired and/or replaced using a licensed gas fitter.</p> <p>Refer to the manufacturer’s operational manual for the recommended maintenance schedule.</p> <p>Keep records of all maintenance, including servicing, testing, commissioning and alterations.</p> <p>Repair any damaged or unsafe parts immediately.</p> <p>Check toolboxes for missing items.</p>		

<p>- Explosion / Fire (LPG).</p>	<p>death</p> <ul style="list-style-type: none"> - Burns caused by fire - Serious injury or death caused by explosion - Chemical burns - Inhalation of LG gas causing serious illness or death. 	<p>Fire Extinguishers must be regularly serviced, tested & tagged.</p> <table border="1" data-bbox="896 486 1937 534"> <tr> <td data-bbox="896 486 1041 534">RB: 3H</td> <td data-bbox="1041 486 1814 534">Person responsible to implement control measures:</td> <td data-bbox="1814 486 1937 534">RA: 2M</td> </tr> </table>	RB: 3H	Person responsible to implement control measures:	RA: 2M
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Emergency Procedures / Emergency Response

Call 000 immediately if a person is entrapped, has been crushed, hit or run over by a forklift.

Do not attempt to rescue a person who is trapped or has been crushed by a forklift unless Emergency Services personnel have provided direction and it is safe to do so.

Develop and implement an emergency response plan for the site. Include:

- Assembly points
- Communication
- Consultation methods

Develop site-specific rescue procedures/SWMS.

Ensure all workers on-site are trained and familiar with emergency and evacuation procedures.

- Responsible persons
- Emergency contacts - names and phone numbers
- First aid equipment
- Fire Extinguishers – accessible & serviced.

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

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:

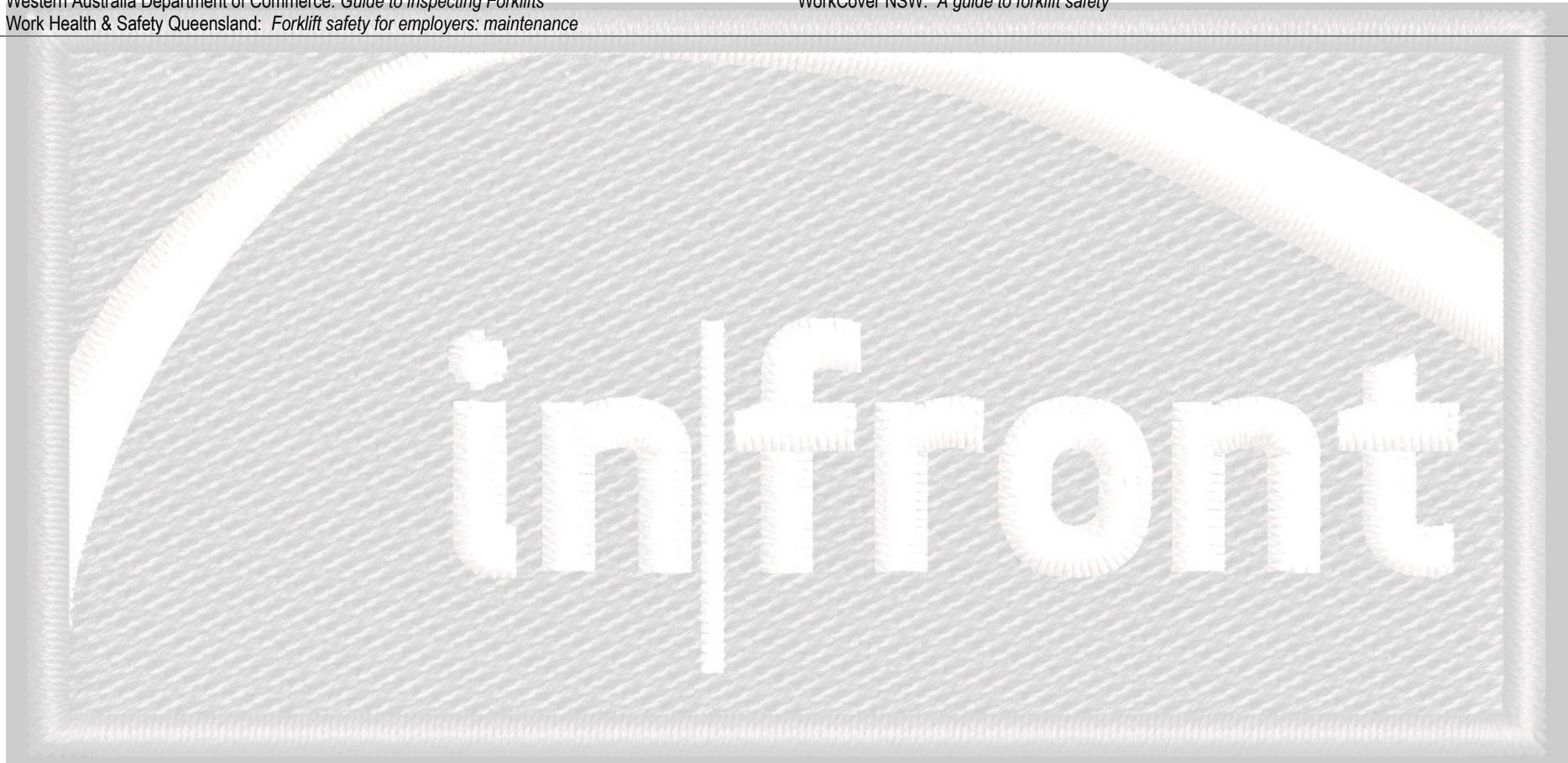
- If controls fail to reduce risk adequately
- When changes to the workplace or work activity occur that create new / different risks where controls may no longer be effective
- New hazards identified
- After an incident involving work activities relevant to this SWMS
- During consultation with relevant 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: - Licence to Perform High Risk Work (operating certain plant, equipment) - TAFE or other recognised training organisation - Construction Induction Card (or equivalent)	Example: (Name): Operator (Name): Clean-up crew (Name): Supervisor Etc.	Example: - Suitably qualified supervisors for job - Direct on-site supervision - Remote site – communication systems/ schedule - Audits - Spot Checks, etc. - Reporting systems
Details of: regulatory permits/licences 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: - Local council permits - Building Approvals - EPA approvals/permits - Certain plant to be registered with State Authority PPE to comply with relevant Australian Standards	<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 • 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>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>WHS Consultation, Cooperation & Coordination</i> 	
Plant/Tools/Equipment: (List plant and equipment to be used on the job.) Fork Lift – LPG (Make & Model)	<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 <ul style="list-style-type: none"> ○ Occupational Safety & Health Act 1984 ○ Occupational Safety & Health Regulations 1996 ○ Codes of Practice: • Australian Standards: <ul style="list-style-type: none"> ○ AS/NZ 1596 <i>The storage and handling of LP gas</i> ○ AS2359: 1995 <i>Powered industrial trucks</i> ○ AS/NZS.1269: 2005 <i>Occupational noise management</i> ○ AS/NZS 4501:2008 (set) <i>Occupational Protective Clothing</i> ○ ISO: 9533: 2010 <i>Earth-moving machinery – Machine-mounted audible travel alarms and forward horns – Test methods and performance criteria</i> ○ ISO 7731:2003 <i>Ergonomics – Danger signals for public and work areas – Auditory danger signals</i> 	
Reference Documents		

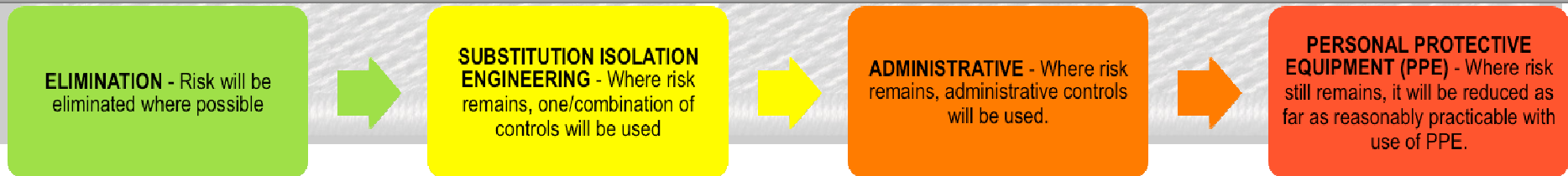
Monash University & WorkSafe Australia (2008) : *A Guidebook of Industrial Traffic Management & Forklift Safety*
Western Australia Department of Commerce: *Guide to inspecting Forklifts*
Work Health & Safety Queensland: *Forklift safety for employers: maintenance*

Work Health & Safety Queensland: *Forklift safety – Reducing The Risk*
Work Health & Safety Queensland: *Attaching a LPG Cylinder to a Forklift*
WorkCover NSW: *A guide to forklift safety*



SAFE WORK METHOD STATEMENT - Part 3								
This SWMS has been developed in consultation and cooperation with <i>employee/workers</i> and relevant <i>Employer/Persons Conducting Business or Undertaking (PCBU)</i> . 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	Employer/PCBU/ Supervisor	
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.

