Sorell Council

Work Health and Safety (WHS) Management Plan

Version 1
October 2017

Contents

1 Project information

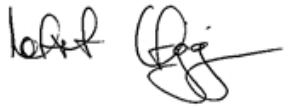
1.1 Management and review

This WHS Management Plan has been developed to outline our approach to managing work health and safety (WHS) at the Sorell Council at 47 Cole St, Sorell Tasmania.

We will:

- make this plan available to all workers and contractors working for Sorell Council and ensure they have the opportunity to read, understand, clarify and ask questions;
- keep a copy of the WHS Management Plan readily available on the Council intranet; and
- review the plan regularly throughout the year and make any revisions known to all workers and contractors working for Sorell Council.

1.2 Principal contractor details

Council name:	Sorell Council
Address:	47 Cole Street, Sorell Tasmania
Contact person:	Russell Fox
Work phone:	03 6269 0066
Mobile phone:	0418 504 300
Fax:	03 6269 0014
Email:	Russell.Fox@sorell.tas.gov.au
ABN:	12 690 767 695
Principal contractor signature:	

1.3 Details of persons at workplace with WHS responsibilities

Name	Position	WHS responsibilities
Robert Higgins	General Manager	Organisation
Russell Fox	Manager Engineering & Regulatory Services	Department
Tina House	Manager Finance & Information	Department
Jess Radford	Manager HR, Customer & Community	Department
Darren Johnson	Works Manager	Department
Adam Wilson	WHS Officer	General WHS

1.4 Scope of work

All works undertaken or managed by Council.

2 Roles and responsibilities

2.1 Council – Primary Duty of Care

The Council is responsible for:

- preparing, updating and implementing this WHS Management Plan, including all associated procedures;
- identifying and observing all legal WHS requirements;
- ensuring that all works are conducted in a manner without risk to workers;
- planning to do all work safely;
- participating in the planning and design stages of trade activities;
- identifying WHS training required for an activity;
- ensuring workers undertake identified WHS training;
- communicating and consulting with workers;
- investigating hazard reports and ensuring that corrective actions are undertaken;
- assisting in rehabilitation and return to work initiatives; and
- dispute resolution.

2.2 Contractors

Contractors who are engaged by Council are responsible for:

- fulfilling the duties of PCBU for their own operations;
- identifying all high risk construction work associated with their activities and ensuring safe work method statements are developed and implemented;
- complying with the duties as listed under 'Workers' (see 2.3);
- following all safety policies and procedures and site rules;
- complying with this WHS Management Plan;
- complying with any direction given to them by the Council ;
- ensuring their workers have all undertaken the on-line induction before starting work;
- ensuring the workers they engage have the correct PPE; and
- ensuring they have the correct plant and equipment and these are in a serviceable condition for the task.

2.3 Workers

All workers (including those employed by contractors) are responsible for:

- taking reasonable care of their own health and safety;
- taking reasonable care that their conduct does not adversely affect others;
- complying with instruction, so far as they are reasonably able; and
- cooperating with reasonable notified policies or procedures.

3 General WHS information

3.1 Legislation

Relevant legislation	Tick if applicable
Work Health and Safety Act 2012	☑
Work Health and Safety Regulations 2012	☑

3.2 Codes of Practice

Relevant Codes of Practice [1]	Tick if applicable
Confined Space	☑
Construction Work	☑
Demolition Work	☑
Excavation Work	☑
Hazardous Manual Tasks	☑
First aid in the workplace	☑
How to Manage Work Health and Safety Risks	☑
How to Safely Manage and Control Asbestos in the Workplace	☑
How to Safely Remove Asbestos	☑
Managing Hazardous Chemical	☑
Labelling of Workplace Hazardous Chemicals	☑
Managing Electrical Risks at the Workplace	☑
Managing Noise and Preventing Hearing Loss at Work	☑
Managing Risks of Plant in the Workplace	☑
Managing the Risks of Falls in the Workplace	☑
Managing the Work Environment and Facilities	☑
Traffic Management	☑
Welding Processes	☑
Work Health and Safety Consultation, Cooperation and Coordination	☑

[1] Note that these are the Codes of Practice available at date of publication. It is the responsibility of the Council to be aware of the latest available Codes. These are available at www.worksafe.tas.gov.au

Sorell Council

Work Health & Safety Policy

MP/HR/POL/OO1

TABLE OF CONTENTS

AUTHORITY & APPLICATION

Date of approval	2/5/2017
Source of approval	General Manager
Start date	2/5/2017
Related Council Documents	This Policy should be considered in the context of the following policies and procedures: • *Code of Conduct* • *Communications* • *Disciplinary* • *Fitness for Work* • *Issue Resolution* • *Managing Performance* • *Workplace Behaviour*
Date of review	2/5/2018
Publication of Policy	Sorell Council Intranet
Definitions **Applicable Laws**	All laws in connection with the carrying out of work or the Workplace including: • *Age Discrimination Act 2004* (Cth) • *Anti-Discrimination Act 1998* (TAS) • *Australian Human Rights Commission Act 1986* (Cth) • *Disability Discrimination Act 1992* (Cth)

	• *Fair Work Act 2009* (Cth) • *Local Government Act 1993* (TAS) • *Racial Discrimination Act 1975* (Cth) • *Sex Discrimination Act 1984* (Cth) • *Work Health & Safety Act 2012* (TAS) • *Workers Rehabilitation & Compensation Act 1988* (TAS)
Council	Sorell Council
Councillor	An elected member of Council known as a Councillor or Alderman or otherwise meeting the definition of a 'councillor' as defined under section 3 of the *Local Government Act 1993* (TAS).
Employee	A person who carries out work for Council as an employee of Council.
General Manager	The general manager of Council as appointed under section 61 of the *Local Government Act 1993* (TAS).
Infringing Workplace Behaviour	Any act or omission, which amounts to a breach of any Council policy, contractual obligation or misconduct at common law.
Manager/Supervisor	A person at the Workplace who is appointed to a position that has management/supervisory responsibilities for others or their appropriately nominated or authorised delegate.
Officer	(a) an officer within the meaning of section 9 of the Corporations Act 2001 of the Commonwealth other than a partner in a partnership; or (b) an officer of the Crown within the meaning of section 247 of the Work Health and Safety Act 2012 (Tas); or (c) an officer of a public authority within the meaning of section 252 of the Work Health and Safety Act 2012 (Tas) –.other than an elected member of a local authority acting in that capacity (which includes a Councillor).
Other Persons at the Workplace	Any person at the Workplace who is not a Worker including visitors and ratepayers.
Policy	This Work Health & Safety Policy including the 'Authority and Application'.

Worker	A person who carries out work in any capacity for Council, including work as: (a) a contractor or subcontractor; (b) an employee of a contractor or subcontractor; (c) an employee of a labour hire company who has been assigned to work at Council; (d) an outworker; (e) an apprentice or trainee; (f) a student gaining work experience; (g) a volunteer; or (h) a Councillor.
Workplace	A place where work is carried out for Council.
Training	Council will provide all persons covered by this Policy with appropriate training so they are made aware of their responsibilities and obligations under the Policy.
Amendment	Council retains the sole discretion to vary, terminate or replace this Policy from time to time. Council will consult before amendments are made and will notify and train those the amendments apply to.
Interpretation of Policy	(a) The singular includes the plural and vice versa. (b) A reference to any legislation includes all delegated legislation made under it and amendments, consolidations, replacements or re-enactments of any of them. (c) A reference to policy or procedure means any approved policies or procedures of Council unless otherwise stated. (d) 'Including' and similar expressions are not words of limitation. (e) A reference to a document (including this document) is to that document as amended, novated or replaced unless otherwise stated. (f) Where a word or expression is given a particular meaning, other parts of speech and grammatical forms of that word or expression have a corresponding meaning.

	(g) Examples used in this Policy are for illustrative purposes only and are not intended to be exhaustive and depending on the circumstances may or may not amount to Infringing Workplace Behaviour. (h) Unless expressly provided for this Policy is not in any way incorporated as part of any enterprise agreement and does not form part of any Employee's contract of employment and any applicable enterprise agreement or contract of employment will prevail over this Policy to the extent of any inconsistency. (i) It is not intended that this Policy impose any obligations on the Council or those covered by it that are unreasonable or contrary to the operation of Applicable Laws. Any obligation, direction, instruction or responsibility imposed by this Policy must be carried out in a manner that an objective third party would consider to be fair and reasonable taking into account and in the context of all the relevant Applicable Laws, operational and personal circumstances. Questions relating to the interpretation, application or enforcement of this Policy should be directed to a person's Manager/Supervisor.
Reporting of Breaches	Persons covered under paragraph 0 (Coverage) must reasonably report breaches of Infringing Workplace Behaviour as follows: For breaches by a) an Employee, Worker (other than a Councillor or General Manager), or Other Person at the Workplace the report must go to the reporting person's applicable Manager/Supervisor; b) the General Manager the report must go to the Mayor (or if unavailable to the next appropriately delegated Councillor); c) a Councillor the report must go to the Mayor (or if unavailable to the next appropriately delegated Councillor); and/or d) the Mayor the report must go to the Deputy Mayor (or if unavailable to the next appropriately delegated Councillor); and as otherwise required or permitted by Applicable Laws.
Breach of Policy	Persons covered under paragraph 0 (Coverage) who engage in Infringing Workplace Behaviour may (as is appropriate and as applicable) be subject to appropriate disciplinary action in accordance with Disciplinary Policy and Procedure (Employees), Councillor's Code of Conduct complaint process

	(Councillors), or removal from the Workplace or termination of services (Workers [other than Employees or Councillors] and Other Persons at the Workplace). Infringing Workplace Behaviour may also amount to breaches of Applicable Laws: (a) exposing individuals to legal proceedings; and (b) making Council vicariously liable for conduct of others.

PURPOSE

The aims of this Policy are to:

(a) recognise Council's committment to its primary duty of care under the *Work Health & Safety Act 2012* (TAS);
(b) recognise Council's committment to providing a safe and healthy workplace for Employes, Workers and Other Persons at the Workplace whose health or safety could be at risk through our work;
(c) direct and guide Employees, Workers and Other Persons at the Workplace regarding action considered reasonably practicable to protect health and safety;
(d) provide a fair and flexible approach to work health and safety activities which take into consideration the individual, operational and environmental circumstances;
(e) operate with any Applicable Laws or policies and procedures;
(f) comply with Applicable Laws through implementing:
    (i) appropriate plans, policies, procedures and programs to support and implement this Policy;
    (ii) measurable safety performance objectives and targets;
    (iii) training on health and safety matters relevant to Council work;
    (iv) induction programs;
    (v) consultation, cooperation and coordination processes;
    (vi) adequate resources;
    (vii) monitoring, reviewing and verification of Council systems; and
    (viii) corrective action where it is identified that the acts or omissions of persons are putting themselves or others at risk.

COVERAGE

This Policy covers and applies to Employees, Workers and Other Persons at the Workplace in relation to all work, health and safety matters.

REQUIREMENTS

(a) Workers and Other Persons at the Workplace must comply with this Policy.

(b) Workers and Other Persons at the Workplace are required meet their duty of care obligations and to be accountable for their own safety and the safety of others at the Workplace.

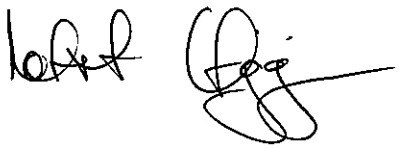
(c) Workers and Other Persons at the Workplace (unless otherwise notified in writing) are required to adhere to lawful and reasonable directions, policies and procedures regarding compliance with this Policy and health and safety generally.

(d) Managers/Supervisors are required to:

(j) promote this Policy within their area of responsibility;

(ii) take reasonable steps to ensure that any potential breaches of this Policy are identified, taken seriously and acted upon appropriately; and

(iii) where applicable, if and as Officers, meet their due diligence obligations.



Robert Higgins

General Manager

3.4 Risk Mangement Policy and Strategy

RISK MANAGEMENT POLICY

TITLE:	**RISK MANAGEMENT POLICY**
RESPONSIBLE OFFICER:	**GENERAL MANAGER**

APPROVED BY COUNCIL ON:	22 March 2005
RESOLUTION NUMBER:	063/2005
AMENDED ON:	21 April 2009
RESOLUTION NUMBER:	421/2009
AMENDED ON:	19 July 2016
RESOLUTION NUMBER:	120/2016
REVIEW DATE:	1 July 2018

RISK MANAGEMENT POLICY

1) VISION

Sorell Council's vision is to have a mature risk management framework which is embedded in the organisation's culture, enabling risk management principles and practices to be seamless in all planning, decision making and operations.

2) SCOPE

This policy includes all services and functional areas of the organisation, including contractors, consultants and volunteers, and all levels within the organisation.

The policy is applicable across the organisation and encompasses risk management principles pertaining to all classes of risk.

Risk assessments will be undertaken for all:

- ⇨ Strategic goals documented in the Strategic Plan 2014/2018
- ⇨ Operational activities
- ⇨ Projects
- ⇨ New activities
- ⇨ Community events sponsored by Council

3) OBJECTIVES

The objective of the Sorell Council's Risk Management Policy is to ensure effective Risk Management practices and procedures are fully integrated into our organisation's culture, enabling us to minimise threats and maximise opportunities in the achievement of our strategic objectives. This policy will be supported by a complementary Risk Management Strategy.

Fundamental to Risk Management are the following objectives:

- ⇨To improve council's overall performance in areas such as decision making, legislative compliance and achievement of the objectives outlined in council's strategic and annual plans.
- ⇨To ensure that council's resources are allocated effectively and efficiently.
- ⇨To raise awareness of risk management in our organisation.
- ⇨Engage all stakeholders of Sorell Council, including staff, in supporting and driving risk management principles as outlined in AS/NZS ISO31000:2009 Risk Management – Principles and Guidelines.

4) DELEGATION OF AUTHORITY

Authority for implementation of the Risk Management Policy is delegated by Council to the General Manager in accordance with the *Local Government Act 1993*.

5) RISK APPETITE

As Council has limited resources, risk identified as extreme and high will be addressed immediately. Moderate risks will be assessed in terms of other competing needs and action will be taken to reduce this risk if resources permit. Low risks require no immediate action but could be managed by routine procedures.

6) ROLES AND RESPONSIBILITIES

Councillors, management, employees and contractors all have a joint responsibility of making risk management a priority as they undertake their daily tasks in the operations of Sorell Council. Management and staff are to be familiar with and competent in the application of Council's Risk Management Policy and are accountable for adherence to that policy within their areas of responsibility.

Council

- Are committed to best practice risk management in order to benefit the community and manage costs;
- Provide the support and basis on which the risk management policy can be implemented. This includes listing risk management as a priority in Council's Annual Plan;
- Ensuring risk management issues are considered in decision making;
- Ensuring there is adequate budgetary provision for the implementation and maintenance of this policy; and
- Responsible for approving the risk management policy and risk management strategy.

General Manager

- Recognising and adopting risk management as a key function of the organisation;
- Ensuring risks are managed in accordance with the AS/NZS ISO31000:2009 Risk Management - Principles and Guidelines;
- Development and provision of awareness and training throughout Council; and
- Provide risk management related information, as requested by Council.

Departmental Managers

- Ensuring that Council's assets and operations, together with liability risks to the public, are adequately protected through appropriate risk financing and loss control programs and measures.
- Maintaining overall responsibility for the effective management of all types of risks related to this policy across Council's operations.
- Providing risk management related information as requested by Council.
- Preparing and implementing documented procedures for each aspect of operations under their control and/or direction.
- Monitoring and auditing practices and processes to ensure appropriateness to current conditions and practices.
- Immediately act upon information provided by employees or residents who are reporting a hazard or incident through the Customer Request system.

Managers/Supervisors

- Providing assistance and requested information in relation to any insurance claim or risk management issue, in a timely manner.
- Ensuring that Council responds immediately to any report of a hazard or incident received from a resident, employee or visitor.
- Advising of any risk management matter that should be incorporated in forthcoming budgets.

Employees

- Familiarising themselves with Council's risk management policy, principles and procedures.
- Making loss control/prevention a priority whilst undertaking daily tasks in Council's operations.
- Reporting any hazard or incidents as soon as possible that may have a potential risk exposure to Council, employees, contractors or the public.
- Providing risk management related information as requested by their manager/Supervisor.

Contractors

- Familiarising themselves with Council's risk management policy, principles and procedures.
- Reporting any hazard or incidents as soon as possible that may have a potential risk exposure to Council, employees, contractors or the public.

Audit Committee

- Review Council's risk management policies, procedures and registers.
- Recommend new procedures or amendments to existing procedures.
- Monitor the recommendations and outcomes from audits conducted by Council's Public Liability Insurer.

7) IMPLEMENTATION

A Risk Management Strategy including internal audits and reviews will be completed on a regular basis to enable progressive adjustment of practices to be undertaken to achieve full compliance with this policy.

8) PERFORMANCE REVIEW

Council will ensure that there are ongoing reviews of its management system to ensure its continued suitability and effectiveness in satisfying the requirements of AS/NZS ISO 31000:2009 Risk Management – Principles and Guidelines. Records of all reviews and changes shall be documented for future reference.

9) REFERENCES

Australian/New Zealand Standard AS/NZS ISO 31000:2009, Risk Management – Principles and Guidelines

Work Health and Safety Act 2012

Work Health and Safety Regulations 2012

Sorell Council Risk Management Strategy

Sorell Council Risk Register

RISK MANAGEMENT STRATEGY

TITLE:	**RISK MANAGEMENT STRATEGY**
RESPONSIBLE OFFICER:	**GENERAL MANAGER**
APPROVED BY COUNCIL ON:	**16 AUGUST 2016**
RESOLUTION NUMBER:	**135/2016**
AMENDED ON:	
RESOLUTION NUMBER:	

EXECUTIVE SUMMARY

This document provides a framework for assessing and responding to the current and potential risks to Sorell Council. It provides the objective, principles, operating framework and broad process to ensure a consistent and flexible approach to the management of risks on the Sorell Council resources, now and in the future. This strategy is to safeguard the assets and resources of the Sorell Municipality ("Council").

The Councillors, General Manager, Senior Management Team and staff of Council recognise risk management as fundamental element for successful corporate governance and assurance. AS/NZS ISO31000:2009: Risk Management – Principles and Guidelines states *"organisations should have a framework that integrates the process for managing risk into the organisation's overall governance, strategy and planning, management, reporting processes policies, values and culture."*

The vision of the risk management strategy is

> *"To have a mature risk management framework which is embedded in the organisation's culture, enabling risk management principles and practices to be seamless in all planning, decision making and operations."*

The detailed framework for risk management at Council is based on AS/NZS ISO31000:2009: Risk Management – Principles and Guidelines.

BACKGROUND

INTRODUCTION

An integrated risk management is critical to the Council's successful achievement of the guiding principles contained in the Sorell Community Strategic Plan 2014-2018 ("CSP"). As a small/medium rural council we have limited human resources and capital. It is imperative we allocate these resources effectively through strong and robust decision making.

To this end, all Council staff need to identify and minimise threats to the safe and effective employment of Council resources and look for opportunities which exploit the effective and efficient use of all resources. By fostering a dynamic culture which embeds risk management as a key role of all staff, the Council will endeavor to minimise ineffective use of Council resources and ensure all Council events, activities and projects are undertaken with minimal risk to staff, the general public and other stakeholders.

The risk factors identified are:

- Integrity – ethics, fraud, corruption, brand, image and reputation;
- Infrastructure – assets and property;
- Operational – business continuity, environment, public health, human resources, knowledge capital, legal, service delivery and compliance;
- Financial – liquidity, credit and price;
- Empowerment – leadership, communications and change management;
- Information processing and technology – technology and information; and
- External environment – political, legislative, economic and social.

Environmental scanning (the process of identifying emerging issues, situations, and potential pitfalls that may affect an organisation's future) will be utilised in the business planning process to increase Council's awareness of the key risks it faces. The characteristics and attributes of these risks will be clearly documented and understood by the organisation.

Key questions for Councillors and the Senior Management Team ("SMT") to consider in undertaking this analysis include:

- **the type of risk** – technological, financial, health, safety etc;
- **the source of risk** – external (political, economic, natural disasters) or internal (reputation, security, knowledge management, etc);
- **what is at risk** – area of impact and the type of exposure (people, reputation, program results, assets etc); and
- **the level of control** – the degree to which the organisation can influence, affect or manage the risk.

The environmental scan will provide Council with the tool to set a strategic direction for risk management, which can be amended, or adjusted, as more information comes to light, or as the Council's capacity to manage risks increases.

DEFINITIONS

Risk Management: refers to the "architecture (principles, framework and process) for managing risks effectively" **(AS/NZS ISO31000:2009: Risk Management – Principles and Guidelines).**

Risk: "the effect of uncertainly on objectives."

- ⇨ A risk is often specified in terms of an event or circumstance and the consequences that flow from it.
- ⇨ A risk is measured in terms of a combination of the consequences of an event and their likelihood.
- ⇨ Risk may have a positive or negative impact.

Consequence: "the outcome or impact of an event."

- ⇨ There can more than one consequence from one event.
- ⇨ Consequences can range from positive to negative.
- ⇨ Consequences can be expressed qualitatively or quantitatively.
- ⇨ Consequences are considered in relation to the achievement of objectives.

Likelihood: "used as a general description of probability or frequency."

- ⇨ Can be expressed qualitatively or quantitatively.

SOURCE DOCUMENTS

- ⇨ AS/NZS ISO31000:2009: Risk Management – Principles and Guidelines
- ⇨ Sorell Council Community and Strategic Plan 2014-2018
- ⇨ Sorell Council Risk Management Policy 2016
- ⇨ Sorell Council Strategic Risk Register
- ⇨ Sorell Council WHS Policy

RISK MANAGEMENT VISION

"To have a mature risk management framework which is embedded in the organisation's culture, enabling risk management principles and practices to be seamless in all planning, decision making and operations

STATEMENT OF COMMITMENT

The risk management process focuses attention and resources on critical areas, provides more robust operational plans and assists in improving our decision making process. Council is committed to embedding risk management within the Council's organisational culture via:

- √ The General Manager driving risk management practices from the top of the organisation and leading by example;
- √ Incorporating risk management into Council's strategic planning process, including the review of the strategic risk register by SMT;
- √ Endorse risk management practices in our daily operational activities; and
- √ Provide support to staff to build their knowledge and understanding of risk management practices.

OBJECTIVES

The risk management objectives are:

- ⇨ To support the achievement of organisational health;
- ⇨ To support Council's values and ethics;

- ⇨ To adopt risk management practices as an integral part of our Corporate policies, practices and strategies;
- ⇨ To incorporate risk management in the business planning process by reviewing the risk register annually which assigns specific actions to manage priority risks and opportunities;
- ⇨ To embed ethical behaviour into our organisational culture as part of our risk management practices;
- ⇨ To promote ownership within the Council through increased levels of awareness and skills development of Council staff; and
- ⇨ To incorporate risk management principles in all Council decision making processes.

SCOPE

The risk management strategy will be implemented by all Council departments and across all Council services, functions and activities, whether directly controlled by Council or delivered through third party arrangements.

All employees, contractors, partner organisations and volunteers engaged in the conduct of Council business are to apply consistent, proactive and systematic risk management practices in the employment of Council resources and delivery of Council services.

To manage risk in accordance with best practice, Council will observe the principles contained in AS/NZS ISO31000:2009: Risk Management – Principles and Guidelines. Council business practices, processes and policy will be reviewed in conjunction with this standard to maintain best practices.

GUIDING PRINCIPLES

AS/NZS ISO31000:2009: Risk Management – Principles and Guidelines suggests there are 11 principles of risk management:

6.1 CREATES AND PROTECTS VALUE

Good risk management contributes to the achievement of an agency's objectives through the continuous review of its processes and systems.

6.2 BE AN INTEGRAL PART OF ORGANISATIONAL PROCESSES

Risk management needs to be integrated with an agency's governance framework and become a part of its planning processes, at both the operational and strategic level.

6.3 BE PART OF DECISION MAKING

The process of risk management assists decision makers to make informed choices, identify priorities and select the most appropriate action.

6.4 EXPLICITLY ADDRESS UNCERTAINTY

By identifying potential risks, agencies can implement controls and treatments to maximise the chance of gain while minimising the chance of loss.

6.5 BE SYSTEMATIC, STRUCTURED AND TIMELY

The process of risk management should be consistent across an agency to ensure efficiency, consistency and the reliability of results.

6.6 BASED ON THE BEST AVAILABLE INFORMATION

To effectively manage risk it is important to understand and consider all available information relevant to an activity and to be aware that there may be limitations on that information. It is then important to understand how all this information informs the risk management process.

6.7 BE TAILORED

An agency's risk management framework needs to include its risk profile, as well as take into consideration its internal and external operating environment.

6.8 TAKE INTO ACCOUNT HUMAN AND CULTURAL FACTORS

Risk management needs to recognise the contribution that people and culture have on achieving an agency's objectives.

6.9 BE TRANSPARENT AND INCLUSIVE

Engaging stakeholders, both internal and external, throughout the risk management process recognises that communication and consultation is key to identifying, analysing and monitoring risk.

6.10 BE DYNAMIC, ITERATIVE AND RESPONSIVE TO CHANGE

The process of managing risk needs to be flexible. The challenging environment we operate in requires agencies to consider the context for managing risk as well as continuing to identify new risks that emerge, and make allowances for those risks that no longer exist.

6.11 FACILITATE THE CONTINUAL IMPROVEMENT OF ORGANISATIONS

Agencies with a mature risk management culture are those that have invested resources over time and are able to demonstrate the continual achievement of their objectives.

RESPONSIBILITIES

All employees, contractors and volunteers are to be familiar with and competent in the application of Council's Risk Management Policy and Strategy. The General Manager, Department Managers and supervisors are accountable for adherence to this Strategy within their areas of responsibility. Detailed responsibilities are listed in Appendix A.

APPENDIX A

RISK MANAGEMENT RESPONSIBILITIES

1. Council

Council will:

- Develop and maintain CSP.
- Adopt a Risk Management Strategy to support the CSP.
- Adopt a Risk Management Policy to support the Risk Management Strategy.
- Ensure funding is available to adequately manage the risks identified in the risk register.

2. General Manager

The General Manager will:

- Provide a safe and healthy work environment in accordance with the *Work Health and Safety Act 2012*.
- Understand the principles of risk management.
- Ensure Council meets its duty of care to all staff and the general public and protects its assets and operations through;
  - Education and training
  - Appropriate funding
  - Adequate loss control programs
- Assist the Council in the regular monitoring and reviewing of the risk register.
- Lead the Senior Management Team to promote and support risk management as a vital business principle.

3. Senior Management Team

The Senior Management Team will;

- Support and monitor the implementation of the Risk Management Policy and Strategy across the organisation.
- Assess recommendations and make decisions with respect to the annual review of council's Risk Management Policy and Strategy.
- Monitor and review (at least annually) the risk register
- Provide regular reports to Council with respect to the risk register.
- Together with the General Manager, promote and support an ethical environment.

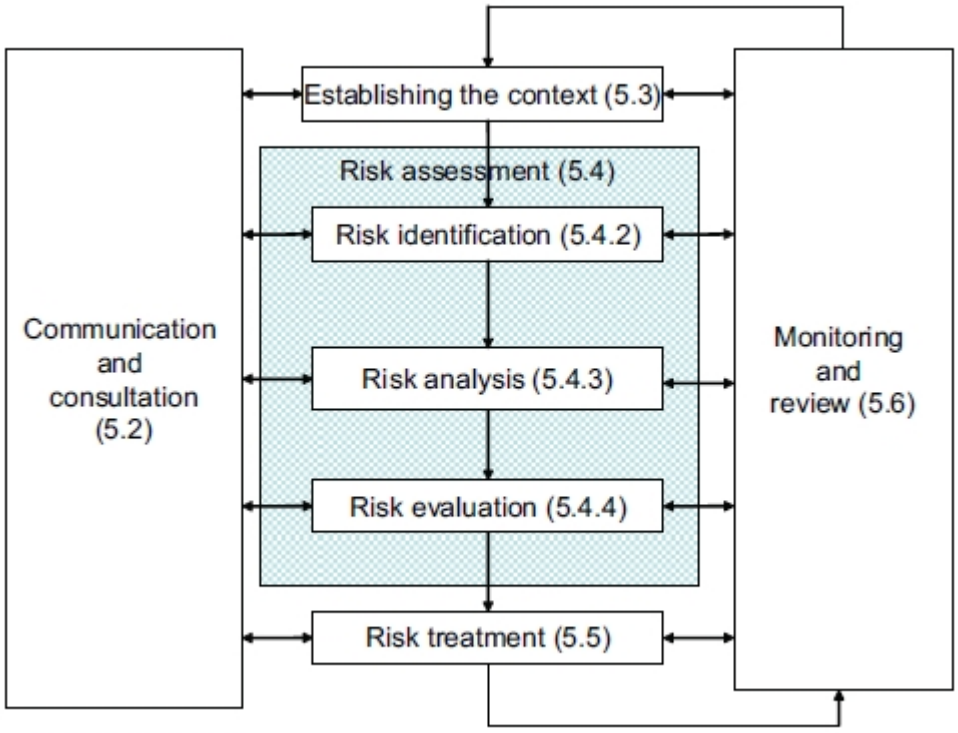
4. All Staff

- Understand and observe the Risk Management Strategy and Policy and related procedures.
- Provide timely assistance and requested information in relation to any risk management issue.
- Make loss control/prevention a priority whilst undertaking daily tasks in the Council's operations.
- Perform duties in an ethical manner.
- Report illness, injury, hazard, near miss or incident and losses as they are detected, to their manager or supervisor.

APPENDIX B

RISK MANAGEMENT PROCESS

AS/NZS ISO 31000:2009: RISK MANAGEMENT – Principles and Guidelines



APPENDIX C

RISK MANAGEMENT PROCEDURE

This procedure is based on AS/NZS ISO 31000:2009 Risk Management – Principles and guidelines. An overview of the Risk Management process is outlined in Appendix B. For guidance in relation to the application of this procedure or assistance in the conduct of risk assessments contact the WHS Officer.

This procedure is to provide guidance to:

- The Senior Management Team in formulating, defining and refining the Risk Register.
- Individual council officers when undertaking operational risk assessments. Such assessments should then be sent to the Senior Management Team for confirmation and/or modification of the risk level and recommendations.

1. Communication and Consultation

It is important as an organisation that we have broad "ownership" of risk management practices and principles to ensure successful outcomes. Communication and consultation are important considerations at each stage of the Risk Management process. Ask the question *"has everybody been consulted, informed, and kept informed who needs to"*?

2. Establishing the Context

Establishing the context is the first step in Risk Management. This can be achieved by asking a series of questions, such as:

What are the desired outcomes of the event, activity or project?

How do we measure our success?

Who are the major stakeholders?

Do any of these stakeholders need to be involved in the risk assessment?

What records do we keep? Keeping in mind legal and governance needs, cost and benefits.

What criteria we will use to analyse the risk?

How will the rest of the risk management process be structured?

3. Risk Identification

What, where, when, how and why can things happen to prevent us from achieving our goals and objectives? Transfer all identified risk to the Risk Register.

4. Risk Analysis

How big is the identified risk? Determine how likely a risk is to occur and how large the impact would be if it did occur. Use the risk matrix below to determine the risk level of each identified risk and enter this into the Risk Register. Refer to Appendix E for definitions on likelihood and consequences for each category of risk.

Risk Matrix

Likelihood	Consequences				
	Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
A (Almost Certain)	H	H	E	E	E
B (Likely)	M	M	H	E	E
C (Possible)	L	M	H	E	E
D (Unlikely)	L	L	M	H	E
E (Rare)	L	L	M	H	H

LEGEND
E = extreme risk; immediate action required.
H = high risk; senior management attention needed.
M = moderate risk; management responsibility must be specified.
L = low risk; manage by routine procedures.

Hierarchy of control measures

The hierarchy of control is a sequence of options which offer the organisation a number of ways to approach the hazard control process.

Eliminate the hazard

- Remove a noisy machine
- Cease in-house operations of hazardous work.

Substitute the hazard with a lesser risk

- Replace hazardous electrics with hydraulics
- Purchase less hazardous machinery.

Isolate the hazard

- Install guards, screens or enclosures
- Install roll-over protection on mobile powered plant.

Engineering controls

- Redesign the task, to enable it to be carried out in a different way.

Administrative controls

- Set up entry permits to operate work systems
- Install warning signs or danger tags.

Personal protective equipment

- Safety belts and harnesses, fall-arrest systems
- Industrial safety gloves and footwear.

5. Risk Evaluation

Are there any controls in place? Existing controls includes policies, procedures or processes. Once existing controls have been identified, risks need to be re-evaluated and prioritised, to ensure that the greatest risks are addressed first. The process to follow is;

- ❖ Re-assess the risk in light of existing controls and adjust its Risk Level accordingly.
- ❖ Make a recommendation as whether the risk is acceptable or unacceptable, with the reason why.

6. Risk Treatment

What are we going to do about the risks we have identified? Develop action plans to address the risk. In addition, assign a Council Officer or department responsible for the actioning this risk, a completion date and note primary and secondary stakeholders to be influenced and communicated with regard to this risk.

Actions to be taken in relation to specified Risk Levels are:

Extreme – immediate action to be initiated and Risk Action Plans to be developed and implemented under the direct control of the Senior Management Team and General Manager. All documentation retained for future reference.

High – action timeframe to be determined by Senior Management Team, with Risk Action Plans developed by Responsible Manager/s for Senior Management Team approval.

Moderate – assess in terms of other competing priorities and take action to fix if resources permit.

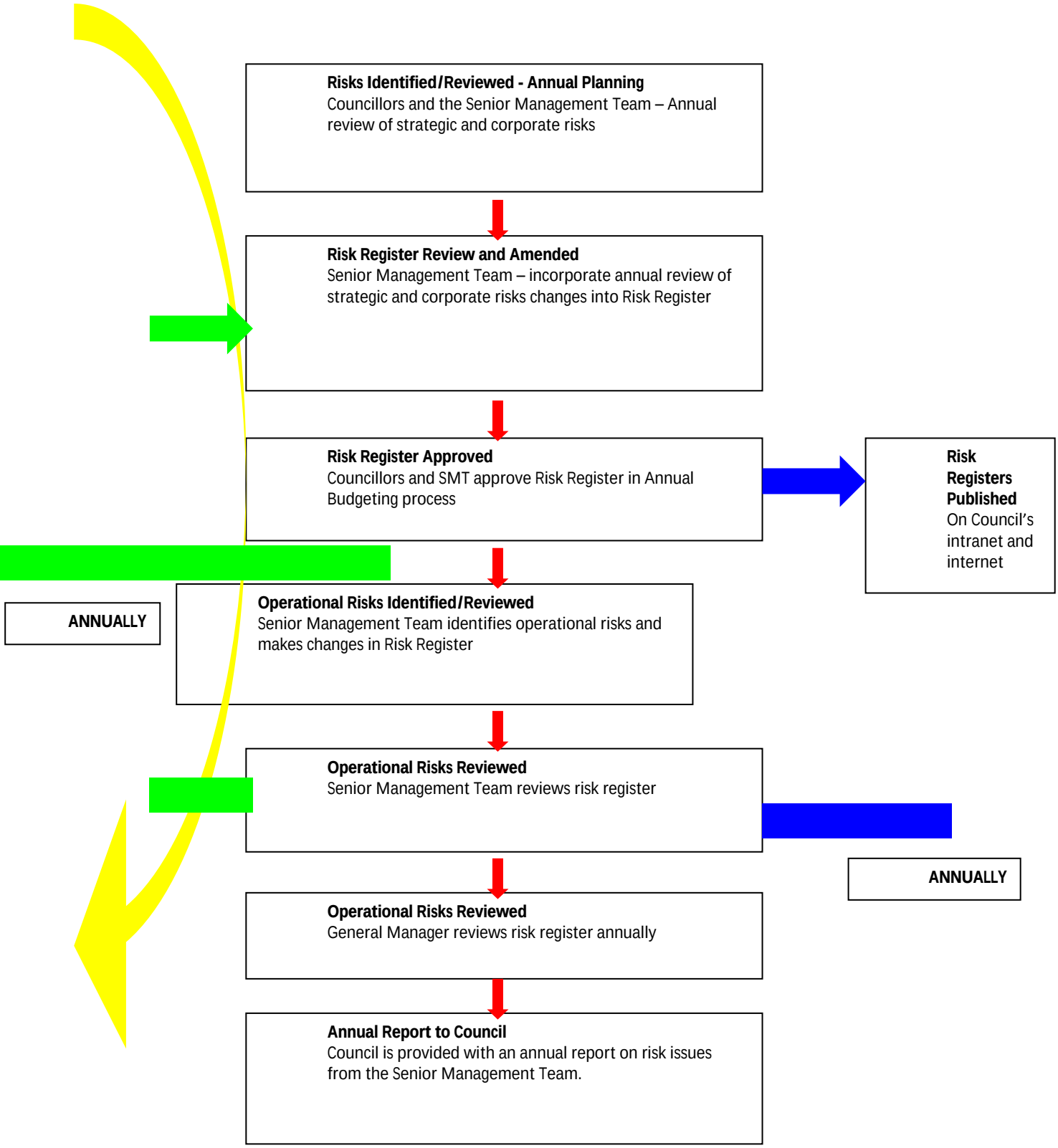
Low – no immediate action required – could be managed by routine procedures.

7. Monitoring and Review

Have we got it right? Registered risks will remain open until they have been eliminated, controlled or reduced to an acceptable level. The Responsible Manager and the Senior Management Team are to monitor the implementation of Risk Action Plans to ensure agreed actions are being taken and review the risk levels, to reflect changes made.

APPENDIX D

RISK MANAGEMENT REPORTING AND MONITORING FRAMEWORK



APPENDIX E

LIKELIHOOD AND CONSEQUENCE DEFINITIONS FOR EACH AREA OF RISK

Contractual & Legal

Likelihood		Consequence	
Rare	Only ever occurs under exceptional circumstances	Insignificant	Isolated non-compliance or breach; negligible financial impact
Unlikely	Conceivable but not likely to occur under normal operations; no evidence of previous incidents	Minor	Contained non-compliance or breach with short term significance and minor financial impact
Possible	Not generally expected to occur but may under specific circumstances	Moderate	Serious breach involving statutory authority or investigation; prosecution possible with significant financial impact
Likely	Will probably occur at some stage based on evidence of previous incidents	Major	Major breach with fines and litigation; long term significance and major financial impact
Almost Certain	Event expected to occur most times during normal operations	Catastrophic	Extensive fines and litigation with possible class action; threat to viability of program or service

Environment & Public Health

Likelihood		Consequence	
Rare	Only ever occurs under exceptional circumstances	Insignificant	Minimal environmental impact; isolated release only
Unlikely	Conceivable but not likely to occur under normal operations; no evidence of previous incidents	Minor	Minor environmental impact; on-site release immediately controlled
Possible	Not generally expected to occur but may under specific circumstances	Moderate	Significant environmental impact; on-site release contained with assistance
Likely	Will probably occur at some stage based on evidence of previous incidents	Major	Major environmental impact; release spreading off-site; contained with external assistance
Almost Certain	Event expected to occur most times during normal operations	Catastrophic	Fatalities occur; extensive release off-site; requires long term remediation

Financial

Likelihood		Consequence	
Rare	Only ever occurs under exceptional circumstances	Insignificant	Negligible financial loss (< $10,000); no impact on program or business operations
Unlikely	Conceivable but not likely to occur under normal operations; no evidence of previous incidents	Minor	Minor financial loss ($10,000 - $50,000); minimal impact on program or business operations
Possible	Not generally expected to occur but may under specific circumstances	Moderate	Significant financial loss ($50,000 - $500,000); considerable impact on program or business operations
Likely	Will probably occur at some stage based on evidence of previous incidents	Major	Major financial loss($500,000 - $1M); severe impact on program or business operations
Almost Certain	Event expected to occur most times during normal operations	Catastrophic	Extensive financial loss ($1M+); loss of program or business operation

Industrial Relations

Likelihood		Consequence	
Rare	Only ever occurs under exceptional circumstances	Insignificant	Isolated, internal or minimal impact on staff morale or performance; minimal loss to organisation
Unlikely	Conceivable but not likely to occur under normal operations; no evidence of previous incidents	Minor	Contained impact on staff morale or performance with short term significance; medium loss to organisation
Possible	Not generally expected to occur but may under specific circumstances	Moderate	Significant impact on staff morale or performance involving investigation; significant loss to organisation
Likely	Will probably occur at some stage based on evidence of previous incidents	Major	Major impact on staff morale or performance with long term significance; very high loss to organisation
Almost Certain	Event expected to occur most times during normal operations	Catastrophic	Extensive impact on organizational morale or performance; worst case loss to organisation; threat to viability of program or service

LIKELIHOOD AND CONSEQUENCE DEFINITIONS FOR EACH AREA OF RISK

Information Technology

Likelihood		Consequence	
Rare	Only ever occurs under exceptional circumstances	Insignificant	No measurable operational impact to organisation
Unlikely	Conceivable but not likely to occur under normal operations; no evidence of previous incidents	Minor	Minor downtime or outage in single area of organisation; addressed with local management and resources
Possible	Not generally expected to occur but may under specific circumstances	Moderate	Significant downtime or outage in multiple areas of organisation; substantial management required and local resources
Likely	Will probably occur at some stage based on evidence of previous incidents	Major	Loss of critical functions across multiple areas of organisation; long term outage; extensive management required and external resources
Almost Certain	Event expected to occur most times during normal operations	Catastrophic	Extensive and total loss of functions across organisation; disaster management required

Natural Hazards

Likelihood		Consequence	
Rare	Only ever occurs under exceptional circumstances	Insignificant	Minimal physical or environmental impact; isolated hazards only; dealt with through normal operations
Unlikely	Conceivable but not likely to occur under normal operations; no evidence of previous incidents	Minor	Minor physical or environmental impact; hazards immediately controlled with local resources
Possible	Not generally expected to occur but may under specific circumstances	Moderate	Significant physical or environmental impact; hazards contained with assistance of external resources
Likely	Will probably occur at some stage based on evidence of previous incidents	Major	Major physical or environmental impact; hazard extending off-site; external services required to manage
Almost Certain	Event expected to occur most times during normal operations	Catastrophic	Extensive physical or environmental impact extending off-site; managed by external services; long term remediation required

OH&S

Likelihood		Consequence	
Rare	Only ever occurs under exceptional circumstances	Insignificant	First Aid only required
Unlikely	Conceivable but not likely to occur under normal operations; no evidence of previous incidents	Minor	Minor medical treatment with or without potential for lost time
Possible	Not generally expected to occur but may under specific circumstances	Moderate	Significant injury involving medical treatment or hospitalisation and lost time
Likely	Will probably occur at some stage based on evidence of previous incidents	Major	Individual fatality or serious long term injury
Almost Certain	Event expected to occur most times during normal operations	Catastrophic	Multiple fatalities or extensive long term injury

LIKELIHOOD AND CONSEQUENCE DEFINITIONS FOR EACH AREA OF RISK

Political & Governance

Likelihood		Consequence	
Rare	Only ever occurs under exceptional circumstances	Insignificant	Isolated non-compliance or breach; minimal failure of internal controls managed by normal operations
Unlikely	Conceivable but not likely to occur under normal operations; no evidence of previous incidents	Minor	Contained non-compliance or breach with short term significance; some impact on normal operations
Possible	Not generally expected to occur but may under specific circumstances	Moderate	Serious breach involving statutory authority or investigation; significant failure of internal controls; adverse publicity at local level
Likely	Will probably occur at some stage based on evidence of previous incidents	Major	Major breach with formal inquiry; critical failure of internal controls; widespread adverse publicity
Almost Certain	Event expected to occur most times during normal operations	Catastrophic	Extensive breach involving multiple individuals; potential litigation; viability of organisation threatened

Professional Indemnity

Likelihood		Consequence	
Rare	Only ever occurs under exceptional circumstances	Insignificant	Isolated, internal or minimal complaint, minimal loss to organisation
Unlikely	Conceivable but not likely to occur under normal operations; no evidence of previous incidents	Minor	Contained complaint or action with short term significance; medium loss to organisation
Possible	Not generally expected to occur but may under specific circumstances	Moderate	Significant complaint involving statutory authority or investigation; prosecution possible with significant loss to organisation
Likely	Will probably occur at some stage based on evidence of previous incidents	Major	Major complaint with litigation and long term significance; very high loss to organisation
Almost Certain	Event expected to occur most times during normal operations	Catastrophic	Extensive litigation with possible class action; worst case loss to organisation; threat to viability of program or service

Property and Infrastructure

Likelihood		Consequence	
Rare	Only ever occurs under exceptional circumstances	Insignificant	Isolated or minimal loss; short term impact; repairable through normal operations
Unlikely	Conceivable but not likely to occur under normal operations; no evidence of previous incidents	Minor	Minor loss with limited downtime; short term impact; mostly repairable through normal operations
Possible	Not generally expected to occur but may under specific circumstances	Moderate	Significant loss with temporary disruption of services; medium term impact on organisation
Likely	Will probably occur at some stage based on evidence of previous incidents	Major	Critical loss or event requiring replacement of property or infrastructure; long term impact on organisation
Almost Certain	Event expected to occur most times during normal operations	Catastrophic	Disaster with extensive loss and long term consequences; threat to viability of service or operation

LIKELIHOOD AND CONSEQUENCE DEFINITIONS FOR EACH AREA OF RISK

Public Liability

Likelihood		Consequence	
Rare	Only ever occurs under exceptional circumstances	Insignificant	First Aid only required; minimal loss to organisation
Unlikely	Conceivable but not likely to occur under normal operations; no evidence of previous incidents	Minor	Some medical treatment required; medium loss to organisation
Possible	Not generally expected to occur but may under specific circumstances	Moderate	Significant injury involving medical treatment or hospitalization; high loss to organisation
Likely	Will probably occur at some stage based on evidence of previous incidents	Major	Severe injuries or fatality to individual; very high loss to organisation
Almost Certain	Event expected to occur most times during normal operations	Catastrophic	Multiple fatalities or extensive long term injury; worst cast loss to organisation

Reputation

Likelihood		Consequence	
Rare	Only ever occurs under exceptional circumstances	Insignificant	Isolated, internal or minimal adverse attention or complaint
Unlikely	Conceivable but not likely to occur under normal operations; no evidence of previous incidents	Minor	Heightened local community concern or criticism
Possible	Not generally expected to occur but may under specific circumstances	Moderate	Significant public criticism with or without media attention
Likely	Will probably occur at some stage based on evidence of previous incidents	Major	Serious public or media outcry; broad media attention
Almost Certain	Event expected to occur most times during normal operations	Catastrophic	Extensive public outcry; potential national media attention

Other

Likelihood		Consequence	
Rare	Only ever occurs under exceptional circumstances	Insignificant	An isolated event, the impact of which can be absorbed during normal operations
Unlikely	Conceivable but not likely to occur under normal operations; no evidence of previous incidents	Minor	A minor event, the impact of which can be absorbed with specific management
Possible	Not generally expected to occur but may under specific circumstances	Moderate	A significant event, the impact of which can be managed but has medium term implications
Likely	Will probably occur at some stage based on evidence of previous incidents	Major	A critical event, the impact of which may be endured with proper management but has long term implications
Almost Certain	Event expected to occur most times during normal operations	Catastrophic	A disaster or event with extensive impact across multiple areas of the organisation; threatens viability of the business

3.5 Insurances

Insurance type	Company	Policy number	Expiry date
Industrial Special Risk	Affiliated FM	FM200812RQ	30/06/18
Public Liability	MAV	LMI000322	30/06/18
Workers Compensation	QBE	HO0695034GWC	30/06/18

4 High risk work

4.1 High risk construction work

Council have identified the following high risk activities. A Safe Work Method Statement (SWMS) has been developed for each of the high risk construction work activities. We will also develop SWMSs for any additional high risk work that is introduced or identified during the normal course of work.

High risk construction work activity	Safe Work Method Statement developed and attached Yes/No
Road Works	**Yes**
Reserves	**Yes**
Stormwater Drainage Construction	**Yes**
Traffic Counter Placement / Removal	**Yes**

A copy of Council's SWMS are included in Section 10, which forms part of this WHS Management Plan.

Council will review the SWMS where:

- there is a need to change the method of carrying out of the high risk work; and / or
- a risk has been identified that is not included and managed within a SWMS.

4.2 Licences for high risk work

Council require workers to be licenced to undertake high risk work. Our register of licence holders is below:

Licence holder name	Type of licence	Expiry date

4.3 Asbestos Management Plan

Please refer to the Asbestos Management Plan on the Council website as this document has been prepared to guide management of asbestos containing materials (ACM) at the following buildings owned or operated by Council: Sorell Memorial Hall, Copping Hall, Primrose Sands Community Hall and the Midway Point Hall. The purpose of this Asbestos Management Plan is to reduce the risk of exposure of any person to measurable levels of respirable asbestos fibre and to comply with the relevant requirements of the Tasmanian Work Health and Safety Regulations 2012.

4.4 Confined Space Management Plan

Please refer to the Confined Space Management Plan on the Council website as this document has been prepared as Council recognised its obligations in relation to the management of risk associated with the exposure of workers, contractors and visitors to hazards created by workplaces or workplace activities under its control. The plan ensures that a risk management approach is applied to all situations likely to be considered a risk from confined spaces.

5 Emergency and incident response

5.1 Emergency preparedness

To ensure Council are prepared for an emergency Council will:

- show all workers and subcontractors the emergency point as part of their induction (this is included in our induction checklist);
- display emergency procedures in the Council office, Depot or other visible location; and
- check and mark fire extinguishers.

Emergency procedure

In the event of a fire or similar emergency evacuation:

- stop work immediately and vacate the workplace;
- assist anyone in the workplace who may not be familiar with the evacuation procedures;
- call emergency services on 000 or on 112 from a mobile phone. Other emergency numbers are on display in the site office or other visible location (if applicable);
- notify the Council; and
- assemble in the nominated assembly points until you receive further instructions from the Council or emergency services personnel.

Emergency meeting point

Our emergency meeting points are: Carpark for Council Office (CAC) and outside the Depot Gate.

Emergency contact list

Our emergency contact list is provided overleaf.

Council will maintain emergency contact details.

5.2 Incident procedure

If an incident occurs at the workplace the procedure is:

- immediately notify the Manager;
- do not interfere with the scene of the incident; and
- depending on the nature and severity of the injury, the Council will notify WorkSafe.

The Council may record details of the incident and will ensure any remedial action is taken.

5.3 Notifiable incidents

Council will report the following incidents to WorkSafe:

- a fatality;
- an incident requiring hospitalisation; or
- a dangerous incident, which could have resulted in someone being killed, or suffering a serious bodily injury.

In the event of such an occurrence:

- notify the Council who must notify WorkSafe by the quickest means possible. The number for WorkSafe is **1300 366 322** – this number is on the emergency contact list;
- fax an **Incident Notification Form** to WorkSafe as soon as possible following the incident (must be within 48 hours);
- do not disturb the site until given clearance by the Council who will take advice from WorkSafe;
- the Council will confirm the reporting requirements required by WorkSafe and Tasmania Police;
- the Council shall only give permission to disturb the site when notified by WorkSafe that a formal investigation is not required; and
- if a formal investigation is required, the Council will secure the site.

5.4 First aid

- Council will supply adequate first aid equipment;
- If anyone becomes aware that an item of first aid is out of stock or out of date, they are to notify the Council immediately; and
- First aid should be administered by trained first aid personnel.

In the event of a person being injured, trained first aid personnel should:

- stabilise the person and administer first aid;
- phone an ambulance (depending on the extent of the injuries); and
- if emergency services are called, notify the Council immediately. In all other circumstances notify the Council as soon as practicable.

EMERGENCY CONTACT NUMBERS

AMBULANCE **POLICE** **FIRE SERVICE**

000 or 112 (mobile)

(BOTH NUMBERS ARE ACCESSIBLE WHILE MOBILE KEY PADS ARE LOCKED)

EMERGENCY CENTRE

Name:	**Royal Hobart Hospital - Emergency**
Address:	**Liverpool Street**
Phone:	**03 6166 8308**
Operating hours:	**24 hours, 7 Days a week**

LOCAL INFORMATION

Police Station:	**03 6230 2111**
Telstra:	**13 2000**
Electrical Emergency:	**132 004**
Dial before you dig:	**1100**
Gas Emergency:	**180 2111**
Water or Sewerage Emergency:	**136 992**
WorkSafe:	1300 366 322

INTERNAL INFORMATION

Council:	Russell Fox
Contact details:	0418 504 300
Works Manager:	Darren Johnson
Contact details:	0459 982 108

6 Induction and training

6.1 Worker induction

Council will work with other contractors to ensure a site specific induction and online induction is provided for all workers before starting work.

6.2 Worker training

Council will:

- ensure workers are trained and competent for the work to be carried out;
- ensure workers are trained to deal with any risks associated with the work and understand the control measures in place;
- ensure all workers have had relevant white card training (or other appropriate training from another jurisdiction);
- ensure on-site training and supervision is provided;
- organise external training for specific tasks where required;
- seek high risk licences for all high risk work and maintain a register of licences; and
- communicate with other contractors to ensure their workers are appropriately trained and competent.

7 Consultation and communication

7.1 Consultation

Council will consult with all workers and contractors on WHS issues:

- at toolbox meetings where anyone can raise issues for discussion;
- informally during the planning of activities or the development of Safe Work Method Statements;
- when changes to workplace arrangements could affect the health and safety of workers; and
- during investigations into any incident to establish details of the incident or to formulate corrective action to prevent the incident re-occurring.

Council will also consult with contractors and suppliers on WHS issues associated with any products or services provided by the contractor:

- during the negotiation phase before agreeing on the work requirements;
- before starting any contractor operations; and
- when any changes to workplace arrangements occur that could affect the health and safety of the contractors or affect their work procedures.

7.2 Communication

Council will ensure our workers and other contractors are aware of WHS requirements by providing them with this WHS Management Plan. Contractors are expected to make their workers aware of all WHS requirements.

Council will communicate relevant WHS information to everyone involved by:

- Induction;
- pre-work meetings;
- toolbox meetings;
- incident reports and outcomes; and
- distributing safety alerts or guidance material about industry specific hazards/incidents.

7.3 Disciplinary procedures

If anyone does not comply with the requirements of this WHS Management Plan, the following will apply:

- **First violation**: verbal warning (and advise contractor if it involves their worker/s);
- **Second violation**: written notification (and advise contractor if it involves their worker/s); and
- **Third violation**: complete removal/suspension of contract.

For a serious breach of safety, workers can be immediately dismissed or removed from the site without notice.

8 Safety procedures

8.1 Personal protective equipment

Council will provide the personal protective equipment (PPE) to workers at the workplace, unless the PPE has been provided by another contractor.

The person providing the PPE must ensure that the PPE is:

- suitable for the nature of the work and any hazard associated with the work;
- a suitable size and fit and reasonably comfortable for the worker who is to use or wear it;
- maintained, repaired or replaced so that it continues to minimise risk to the worker who uses it, including by:
    - ensuring it is clean and hygienic;
    - ensuring it is in good working order; and
    - ensuring it is used or worn by the worker, so far as is reasonably practicable.

The person supplying the PPE must also:

- provide workers with information, training and instruction in the proper use, wearing, storage and maintenance of PPE; and
- ensure that any other person at the workplace (such as volunteers, clients or inspectors) is appropriately provided with PPE to wear as required.

Workers must:

- follow all instructions to wear and use PPE; and
- take reasonable care of PPE.

8.2 Managing hazards specified in the Regulations

Falls from heights

Council will manage the risks associated with falls from heights by:

- ensuring that where practicable, any work involving the risk of a fall is undertaken on the ground or on a solid construction (such as an elevated work platform);
- where this is not practicable, providing a fall prevention device such as secure fencing, edge protection, working platforms and/or covers;
- where this is not practicable, providing a work positioning system such as plant or a structure (other than a temporary work platform) that enables a person to be positioned and safely supported; and
- where this is not practicable, providing a fall arrest system such as a safety harness system. Workers will be trained in emergency procedures for fall arrest systems.

When undertaking work involving the risk of a fall from height, workers must:

- follow all instructions;
- work with a buddy when using a ladder; and
- only use approved work platforms.

Falling objects

Where practical, we will provide adequate protection against the risk of falling objects through the use of control measures such as barrier screen, toe-boards and by storing and stacking materials safely.

Where this is not possible, a risk assessment must be undertaken and appropriate control measures implemented to manage the risk of injuries from falling objects.

Demolition work

Council will submit a demolition work notification form to WorkSafe at least five days before starting demolition work.

Excavation work/trenching

Anyone undertaking excavation work must not start work unless they have:

- found out about any underground services that may be affected by their works, before starting work;
- implemented control measures to avoid direct or inadvertent contact with underground services; and
- pot-hole dug (by hand) to expose existing services before any mechanical excavation near the services.

Any issues must be reported to the Council.

Safe Work Method Statements (SWMS) are included in this WHS plan for road excavation. Workers must be familiar with and implement the control measures in the SWMS.

Work near overhead or underground essential services

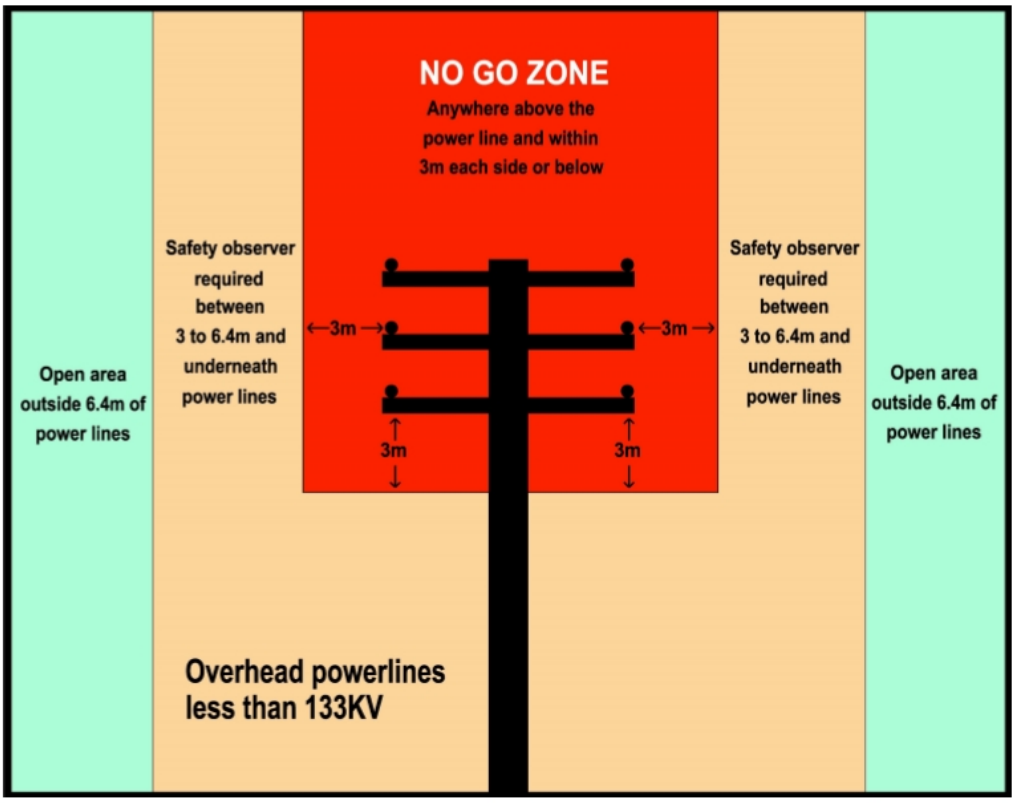
Council will ensure, where reasonably practical, that no-one comes within an unsafe distance of an overhead or underground power line.

If maintaining a safe distance is not reasonably practical, Council will:

- assess the risk associated with the proposed work;
- implement control measures consistent with the risk assessment; and
- contact and consult with the local essential service provided.

For work near overhead power lines up to and including 132 kV:

- work is not permitted within 3 metres of overhead power lines;
- the Council (or contractor in charge of the work) must have written authority from the electrical supply authority to work within the “no go” (exclusion) zone (as per diagram on the next page); and
- if using plant or equipment within 3 to 6.4 metres of overhead power lines ensure you have a safety observer (as per diagram on the next page).



For work near overhead power lines of greate r than 133kV:

- work is not permitted within 8 metres of overhead power lines;
- the Council (or contractor in charge of the work) must have written authority from the electrical supply authority to work within the "no go" (exclusion) zone; and

- if using plant or equipment within 8 to 10 metres of overhead power lines ensure you have a safety observer.

For excavation work near underground essential services :

- take all reasonable steps to obtain current underground essential services information before directing or allowing the excavation work to start;
- provide this information to any person engaged to carry out the excavation work;
- consider this information when carrying out, directing, or allowing the carrying out of the excavation work; and

- ensure this information is available for inspection.

Electrical

- Power supplied must only come from:
  - an electricity distributers main;
  - an existing switchboard permanently installed at the premises;
  - a compliant low voltage generator; or
  - a compliant inverter.

- Switchboards and distribution boards used on site must:
    - be of robust construction and materials capable of withstanding damage from the weather and other environmental and site influences (IP23 minimum rating);
    - be securely attached to a post, pole, wall or other structure unless it is of a stable freestanding design able to withstand external forces likely to be present;
    - incorporate suitable support and protection for flexible cords and cables and prevent mechanical strain to the cable connections inside the board;
    - protect all live parts at all times; and
    - be individually distinguished by numbers, letters or a combination of both (where multiple boards are present).
- Flexible cords used on construction sites must be rated heavy duty;
- To avoid confusion with individual earthing conductors, green sheathed flexible power cords must not be used on site;
- Flexible cords must be either protected by a suitable enclosure or barrier (flexible or rigid conduit) or located where they are not subjected to mechanical damage, damage by liquids or high temperature (elevated on stands or hung from nonconductive support brackets);
- Council will ensure our cords do not exceed the maximum length as stated in Table 1 of AS3012 below:

Rated current	Conductor size	Maximum length in metres
10amp	1.5mm 2.5mm 4.0mm	35 60 100
15/16 amp	1.5m 2.5m 4.0mm	25 40 65
20 amp	2.5mm 4.0m 6.0mm	30 50 75

- Council will maintain an in-service inspection and test regime for all portable electrical leads, tools and earth leakage devices;
- Council will ensure that after the equipment has been inspected and tested, it will be fitted with a durable, non-reusable, non-metallic tag. The tag will include the name of the person or company who performed the test and the test and re-test date;
- Records of all inspections, tests, repairs and faults related to all electrical equipment will be recorded in a testing and tagging register;
- RCDs and portable equipment must be inspected, tested and tagged every 3 months;
- Workers must conduct an RCD push button test after connection to a socket and before connection to equipment at least once a day;
- Workers must report any damaged electrical equipment to the Council. It will be removed from service and either repaired or replaced and subsequently inspected and tested as required; and
- New electrical equipment must be recorded in the register and subjected to the in-service testing regime within the first 3 months of service.

Plant

To ensure all plant used complies with the requirements of the WHS Regulations:

- only use plant for the purpose for which it was designed;
- use all health and safety features and warning devices on plant;
- follow all information, training and instruction provided;
- guarding must be permanently fixed and is not permitted to be removed; and
- no person other than the operator may ride on the plant unless the person is provided with a level of protection that is equivalent to that provided to the operator.

Council will ensure that:

- all plant is regularly maintained, inspected and tested by a relevant competent person;
- the plant has a warning device that will warn persons who may be at risk from the movement of the plant; and
- all plant that lifts or suspends loads is specifically designed to lift or suspend that load.

Scaffolds

Council will ensure:

- that the scaffold is erected by a competent person (having regard for high risk licence for above 4 metres);
- that before we use the scaffold, the competent person has advised (in writing) that it is safe;
- that scaffolding is inspected by a competent person:
    - before use of the scaffold is resumed after an incident occurs that may reasonably be expected to affect the stability of the scaffold;
    - before use of the scaffold is resumed after repairs; and
    - at least every 30 days.
- that, if an inspection indicates that any scaffold or its supporting structure creates a risk to health or safety:
    - any necessary repairs, alterations and additions will be made or carried out; and
    - the scaffold and its supporting structure will be inspected again by a competent person before use of the scaffold is resumed.

Workers must:

- not use incomplete scaffolding;
- report any scaffolding issues to the Council; and
- comply with the directions of any tags attached to the scaffold .

Council will prevent unauthorised access to the scaffold by:

- removing ladders where there is no site fencing.

8.3 Managing other hazards

Ladder safety

Council will manage hazards associated with ladders by:

- using ladders according to the manufacturer's instructions;
- only allowing one person at a time on a ladder;
- performing all work from a ladder while facing the ladder; and
- not setting up ladders on scaffolds or elevated work platforms to gain extra height.

Manual handling

Council will manage hazards associated with manual handling by:

- ensuring all users follow good manual handling practices;
- assessing risk assessments; and
- providing mechanical lifting aids where applicable.

Slips, trips and falls

Council will manage hazards associated with slips, trips and falls by:

- using a slips, trips and falls checklist as required;
- checking for hazards that could cause someone to slip, trip or fall by doing a visual check; and
- ensuring workers keep the site tidy as part of the written site rules.

Hand operated and p ower tool use

Council will manage hazards of hand operated and power tool use by:

- regularly checking all tools to ensure they are in a safe working order;
- recording all electrical tools in a tag and testing register;
- testing and tagging electrical tools every 3 months; and
- communicating any issues identified with power tools to workers through a toolbox meeting.

Before using power tools, workers must ensure:

- electrical connections are secure;
- electricity supply is through an RCD;
- safety guards are in position;
- the machine is switched off before activating the electricity supply; and
- appropriate PPE is used as required by manufacturer's guidelines or as guided by the Council.

Workers must report any issues with power tools to the Council. Unsafe tools will be tagged and removed from service.

Sun safety

All workers should:

- wear adequate clothing (eg hats) and other protection methods (eg sunscreen) to protect themselves from the effects of working while exposed to UV rays.
- manage working in the sun to avoid dehydration and heat stress related illnesses.

Hazardous chemicals

All workers should:

- ensue they are trained in handling chemicals and follow the Code of Practice for managing risks of hazardous chemicals in the workplace.
- Council has a ChemWatch system and MSDS are available from the Depot Office.

9 Safe Work Method Statements (SWMS)

This section of our plan includes the organisations Safe Work Method Statements for all high-risk work.

Safe Work Method Statement

COUNCIL DETAILS:			
Principal Contractor:	Sorell Council	**Contact Number:**	6269 0031
Project Manager or Supervisor:	Darren Johnson	**Contact Number:**	0459 982 108
Other PCBU's:	Robert Higgins	**Contact Number:**	6269 0031
Person completing the SWMS:	Darren Johnson	**Contact Number**	0459 982 108
Position:	Works Manager	**Reviewed By:**	Adam Wilson
Date Prepared:	1st August 2016	**Review Date:**	1st September 2017
PROJECT DETAILS			
Appendix Referrals	**A Yes / No** | **B Yes / No** | **C Yes / No** | **D Yes / No** | **E Yes / No**		
What is the scope of the work:	**Road Works** - **Road Pavement Construction / Resheeting** - **Maintenance With Flocon Vehicle – Unsealed and Sealed** - **Maintenance – Shoulder, Drains, Culverts and Potholing** - **Maintenance - Kerb and Channel / Footpaths** - **Maintenance - Regrade, Roll and Drains – Unsealed** - **Maintenance - Roadside Furniture**		
Who else was consulted / involved in preparing this SWMS?	• **Works Manager** • **Supervisor Roads** • **WHS Officer**		

What high risk work activities are covered by this SWMS?	• **Road traffic accident** • **Manual Handling** • **Damage to Utilities and/or Services** • **Plant Tipping / Roll Over / Collision** • **Road Traffic Accident** • **Hot Works** • **Injury to Workers**
References: Legislation, Australian Standards, Codes of Practice, MSDS & SOP's	• **Work Health and Safety Act 2012** • **Work Health and Safety Regulations 2012** • **Code of Practice - Hazardous Manual Tasks** • **Code of Practice - How to Manage Work Health and Safety Risks** • **Code of Practice - Managing Risks of Plant in the Workplace** • **Code of Practice – Excavation Work** • **Code of Practice – Working in the vicinity of Overhead and Underground Electric lines Lines** • **Code of Practice - Traffic Management in Workplaces (Draft)**
Plant and equipment involved in the scope of work	Backhoe, Grader, Water Cart, Flocon, Excavators, Truck, Road Broom, Roller and Work Vehicles
What "high risk" licence classes will be required to do the work?	Drivers Licences for Heavy Rigid Vehicles, White Card Certification, Machinery Operator qualifications for all plant

PROJECT: Road Maintenance – Shoulder, Drains, Culverts and Potholing

STEP	DESCRIBE TASK STEP	HAZARDS/POTENTIAL INCIDENTS	RISK CONTROL OR ACTION	SCORE AFTER CONTROLS		
No.each step	List logical task steps (not too detailed)	What type of injuries / incidents can happen at each step?	Describe how hazards can be managed or removed. Consider hierarchy of control: eliminate, substitute, engineering, procedures (admin), PPE	**Li**	**Co**	**Risk**

1.	Plant pre-start	Operating plant without identifying maintenance issues or potential safety hazards	Plant daily inspection to be undertaken by operator, conduct visual and document plant pre-start before operating plant; If fault or hazard identified – Backhoe, Grader, Water Cart, Flocon, Truck, Road Broom and Roller shall not be used until Manager or Supervisor gives clearance for use.	D	2	L
2.	Drive to and from worksite	Road traffic accident/ vehicle damage / traffic infringement	Drive to conditions; Vehicle checked & maintained; Licensed, competent operators; and Operator fit for work, not fatigued	D	2	L
3.	Setting up signage	Road traffic accident / injury to worker or people struck by vehicles	Traffic Management Plan; Signs to be set up as per guidelines by persons with traffic control qualifications; and Wear PPE (steel cap boots, high visibility clothing, long trousers / long sleeve shirts or overalls, eye protection, gloves if required);	D	3	M
4.	Machinery on site interact with other vehicles at the work site (within town streets or rural roads with a high volume of traffic , areas where there is inadequate site distance, and	Road traffic accident/ vehicle damage / injury to worker or people struck by vehicles	Traffic Management Plan; Spotters and stop slow bat where necessary; Road condition; Licensed competent operators; Vehicle checked & maintained; and	C	3	H

	when the stopping time is longer than 3 seconds		Exclude non-essential persons			
5.	Machinery on site interact with other vehicles working on streets or roads with low volume traffic, good visibility and adequate site distance	Road traffic accident/ vehicle damage / injury to worker or people struck by vehicles	Traffic Management Plan; Spotters and stop slow bat where necessary; Road condition; Licensed competent operators; Vehicle checked & maintained; and Exclude non-essential persons.	C	3	H
6.	Machinery on site interact with workers or pedestrians	Road traffic accident / injury to worker or people struck by vehicles	Traffic Management Plan; Spotters and stop slow bat where necessary; Road condition; Keep pedestrians clear of worksite and traffic; Undertake work at a time when pedestrian usage is low if possible; Licensed competent operators; Vehicle checked & maintained Wear PPE (steel cap boots, high visibility clothing, long trousers / long sleeve shirts or overalls, eye protection, gloves if required); and Exclude non-essential persons.	C	3	H

7.	Overhead hazards / structures	Overhead services – Contact or Damage to: Electrical – Shock, electrocution, damage to plant and equip, disruption to services Telecommunications – damage, disruption to services	Operator to conduct visual assessment to identify overhead hazards; If electrical overhead hazards identified – Operators MUST Follow Safe Approach Distances = Standard power lines No Go Zones anywhere above = No Go Zone 3m below and all sides = No Go Zone. SPOTTER MUST BE USED WHEN WORKING WITHIN 6M	E	5	H
8.	Underground Service Identification	Underground services – Contact or Damage to: Electrical – Shock, electrocution, damage to plant and equip, disruption to services; Water damage, disruption to services; Sewerage damage, disruption to services; Stormwater damage, disruption to services; Telecommunications – damage, disruption to services.	Dial Before You Dig must be completed and onsite for visual assessment before work can start; All services identified as potential hazards MUST be isolated, disconnected, or protected by qualified and licensed provider before work tasks can commence; Service isolation checklist MUST be completed / signed off and onsite before excavation demolition can commence. UNDERGROUND CABLE – PHONE UNDERGRAOUND – TEMP POWER SUPLY PER CONSOLIDATED SERVICE DRAWINGS	E	5	H

9.	Preparing pothole or sealed road shoulder before placing material	Road traffic accident/ vehicle damage / injury to worker or people struck by vehicles	Traffic Management Plan; Spotters and stop slow bat where necessary; Keep pedestrians clear of worksite and traffic; Undertake work at a time when pedestrian usage is low if possible; Licensed competent operators; Vehicle checked & maintained Wear PPE (steel cap boots, high visibility clothing, long trousers / long sleeve shirts or overalls, eye protection, gloves if required); and Exclude non-essential persons.	C	3	H
10.	Fitting side delivery elevator	Manual Handling; Back injury; Elevator drops off	Overexertion or repetitive movement can cause muscular strain; Two man lift if required Ensure equipment inspected and in good condition, fit for work; Ensure pins are fitted and it is secure; Correct posture and technique; Take breaks or rotate tasks Wear PPE (steel cap boots, high visibility clothing, long trousers / long sleeve shirts or overalls, eye protection, gloves if required)	D	3	M

11.	Using side delivery elevator to place material in excavated area	Road traffic accident/ vehicle damage / injury to worker or people struck by interaction with machine, equipment failure	Competent operators; Traffic Management Plan; Ensure communication is clear with flocon operator Spotters and stop slow bat where necessary; Keep pedestrians clear of worksite and traffic; Undertake work at a time when pedestrian usage is low if possible; Equipment checked & maintained; Exclude non-essential persons Wear PPE (steel cap boots, high visibility clothing, long trousers / long sleeve shirts or overalls, eye protection, hearing protection, gloves if required)	D	3	M
12.	Filling sand bags with sand or gravel	Manual Handling; Back injury from overfilling sand bags and repetitive work	Ensure Chute works well; Do not overfill sand bags; Only lift within capabilities; Correct posture and technique; Take breaks or rotate tasks Wear PPE (steel cap boots, high visibility clothing, long trousers / long sleeve shirts or overalls, eye protection, gloves if required)	D	3	M

13.	Compacting gravel with a roller	Manual Handling injury; Road traffic accident/ vehicle damage / injury to worker or people struck by vehicles; Vibration and noise	Competent operators; Traffic Management Plan; Spotters and stop slow bat where necessary; Keep pedestrians clear of worksite and traffic; Undertake work at a time when pedestrian usage is low if possible; Equipment checked & maintained; Exclude non essential persons Wear PPE (steel cap boots, high visibility clothing, long trousers / long sleeve shirts or overalls, eye protection, hearing protection, gloves if required)	D	3	M
14.	Plant Operation – Excavation	Working machinery with attachments; Manual handling, slips / trips & falls (including plant cabin access); Dehydration and fatigue; Overhead and other above ground services; Steep slopes; Refuelling plant;	Licensed, competent operator; Operator fit for work, not fatigued; Maintain safe working distances from operating machinery (including members of the public); Check vehicle height and route; Assess worksite prior to work and with Supervisor; Utilise safe manual handling techniques;	C	3	H

			No smoking when refuelling, fire extinguishers and fuel spill kits accessible; Three points of contact while climbing into and out of plant cabin; Wear PPE (steel cap boots, hard hats, high visibility clothing, long trousers / sleeve shirts, hearing protection, eye protection and gloves as directed) First Aid Kits in vehicles / machinery and/or at site office; Carry drinking water, regular rest breaks; Frequent communication with Supervisor.			
15.	Excavation, Pavement Construction and Resheeting	Contact with other plant, structures or worker; crushing hazard.	Site Supervisor will identify and communicate other plant and structures to Operator before work commences.	C	3	H
		Loading and moving materials	Isolate area from fellow workers; Communicate location of where materials will be moved to & from; No workers to stand or work between excavation and new location for materials ie. Skip bin or truck.	C	3	H

		Workers hit by plant & equipment	No workers to enter swing zones of work plant; Workers to obtain operator direct line of sight and signal operator to 'stop work' before entering swing zones; No workers are to stand behind plant; Plant will have working travel alarms, warning beacons, horn (Refer to Pre-Start task above)	C	5	E
		Plant tipping and/or roll over	Ground conditions to be assessed prior to plant operation; Erect barricades around excavated live edges if possible 2m from live edge; When operating – plant must be operated on suitably stable ground, trucks loading or dumping materials must be on suitably stable or level ground; Seat belts be worn at all times; Doors of plant must be closed when operating **AT ALL TIMES**.	D	3	M
		Crush and/or damage to plant and vehicles	No vehicles to be parked in swing radius of working plant unless vehicle is to be loaded.	D	2	L
		When leaving plant unattended	Identify a safe, secure place to park; Park on a flat level surface (if possible);	D	2	L

			Neutralise the transmission where applicable and apply any safety locks; Lower all moveable implements to the ground but do not create an additional hazard such as tripping.			
		Discovery of an unexpected find	If unknown underground service or hazard is located during excavation **STOP WORK !!** **Advise Site Supervisor immediately** Identify type of service (electricity, gas, water, sewer, stormwater etc.) if possible; Trace service to determine source and destination.	E	5	H
16.	Preparing road before placing material	Road traffic accident; Vehicle damage; Traffic in work site; Injury to worker or people struck by vehicles; Dehydration and fatigue; Overhead and other above ground services;	Traffic Management Plan; Spotters and stop slow bat where necessary; Keep pedestrians clear of worksite and traffic; Undertake work at a time when pedestrian usage is low if possible; Licensed competent operators; Vehicle checked & maintained Wear PPE (steel cap boots, hard hats, high visibility clothing, long trousers / sleeve shirts, hearing protection, eye protection and gloves as directed); and Exclude non-essential persons.	E	4	H

17.	Shovelling asphalt or gravel from rear of truck; Placing asphalt or gravel on new surface; Levelling asphalt or gravel with rake	Working machinery with attachments; Manual handling, slips / trips & falls (including plant cabin access); Back injury; Dehydration and fatigue; Overhead and other above ground services; Steep slopes; Refuelling plant;	Overexertion or repetitive movement can cause muscular strain; Shovel at appropriate height; Ensure hand tools are inspected and in good condition, fit for work; Correct posture and technique; Take breaks or rotate tasks. Wear PPE (steel cap boots, hard hats, high visibility clothing, long trousers / sleeve shirts, hearing protection, eye protection and gloves as directed); and Exclude non-essential persons.	D	3	M
18.	Compacting asphalt or gravel with a vibrator plate or roller	Manual handling, slips / trips & falls (including plant cabin access); Back injury; Road traffic accident; Vehicle damage; Injury to worker or people struck by vehicles; Vibration and noise; Dehydration and fatigue; Overhead and other above ground services; Steep slopes; Refuelling plant;	Competent operators; Traffic Management Plan; Spotters and stop slow bat where necessary; Keep pedestrians clear of worksite and traffic; Undertake work at a time when pedestrian usage is low if possible; Equipment checked & maintained; Exclude non essential persons Wear PPE (steel cap boots, high visibility clothing, long trousers / long sleeve shirts or overalls, eye protection, hearing protection, gloves if required)	D	3	M

19.	Installing edging equipment for edging sealed roads with asphalt or gravel	Manual handling, slips / trips & falls; Back injury; Road traffic accident; Injury to worker or people struck by vehicles; Dehydration and fatigue; Steep slopes;	Overexertion or repetitive movement can cause muscular strain; Two man lift if required Ensure equipment inspected and in good condition, fit for work; Correct posture and technique; Take breaks or rotate tasks Wear PPE (steel cap boots, high visibility clothing, long trousers / long sleeve shirts or overalls, eye protection, hearing protection, gloves if required)	D	3	M
20.	Edging sealed road with edging equipment fitted	Manual handling, slips / trips & falls; Back injury; Road traffic accident; Vehicle damage; Injury to worker or people struck by interaction with machine, equipment failure; Vibration and noise; Dehydration and fatigue; Overhead and other above ground services; Steep slopes;	Competent operators; Traffic Management Plan; Ensure communication is clear with operator Spotters and stop slow bat where necessary; Keep pedestrians clear of worksite and traffic; Undertake work at a time when pedestrian usage is low if possible; Equipment checked & maintained; Exclude non essential persons Wear PPE (steel cap boots, high visibility clothing, long trousers / long sleeve shirts or overalls, eye	D	3	M

			protection, hearing protection, gloves if required)			
21.	Placing material in excavated area	Manual handling, slips / trips & falls; Back injury; Road traffic accident; Vehicle damage; Injury to worker or people struck by interaction with machine, equipment failure; Vibration and noise; Dehydration and fatigue; Overhead and other above ground services; Steep slopes;	Competent operators; Traffic Management Plan; Ensure communication is clear with operator Spotters and stop slow bat where necessary; Keep pedestrians clear of worksite and traffic; Undertake work at a time when pedestrian usage is low if possible; Equipment checked & maintained; Exclude non essential persons Wear PPE (steel cap boots, high visibility clothing, long trousers / long sleeve shirts or overalls, eye protection, hearing protection, gloves if required)	D	3	M
22.	Edging sealed roads with gravel	Manual handling, slips / trips & falls (including plant cabin access); Back injury; Road traffic accident; Vehicle damage; Injury to worker or people struck by vehicles;	Competent operators; Traffic Management Plan; Ensure communication is clear with operator Spotters and stop slow bat where necessary;	D	3	M

		Dehydration and fatigue; Overhead and other above ground services; Steep slopes;	Keep pedestrians clear of worksite and traffic; Undertake work at a time when pedestrian usage is low if possible; Equipment checked & maintained; Exclude non essential persons Wear PPE (steel cap boots, high visibility clothing, long trousers / long sleeve shirts or overalls, eye protection, hearing protection, gloves if required)			
23.	Heavy lifting	Manual Handling; Back injury	Overexertion or repetitive movement can cause muscular strain Two man lift if required	D	3	M
24.	Refuelling	Spills and exposure to fuel	All refuelling must occur in an open well-ventilated area; Appropriate refuelling equipment to be used; Spill kits must be kept onsite; Gloves, safety eyewear to be worn; **NO SMOKING when refuelling**	C	2	M
25.	Changing Plant Attachments	Safety pins not in use – attachment falling free from the plant	All operators **MUST** ensure correct fitting of safety pins when attachments have been changed; Safety pins must be in place at **ALL TIMES**	D	5	E

26.	Environmental	Spills, dust and noise	Spill kits must be kept onsite; Daily plant pre-starts completed; Routine maintenance undertaken; Water can be used as suppression method – be aware of electrical hazards created with water; Scheduled start and stop times; Adjoining properties notified of works.	B	1	M
27.	Housekeeping & Completion	Untidy worksite and remaining hazards	Keep worksite clear of debris and materials during work period; Ensure the work area is left tidy with no hazards remaining to the public, workers or the environment once vacating the worksite.	E	1	L
28.	Cleaning bitumen off Flocon with cleaning liquid	Hazardous material handling / respiration and spills; Spills, run off into water supply	Competent operator; Operator fit for work, not fatigued Wear PPE (steel cap boots, high visibility clothing, long trousers / long sleeve shirts or overalls, breathing apparatus, eye protection, and chemical gloves, hearing protection if utilising motorised cleaning equipment); First aid kits on site; Carry drinking water, regular rest breaks; Chemical spill kits accessible;	D	3	M

			MSDS for cleaning liquid; Clean down in controlled area ie. Wash-down pit where run off is controlled			

COMPLETE BELOW WHERE ADDITIONAL HAZARDS / POTENTIAL INCIDENT ARE IDENTIFIED:

PROJECT: Road Excavation						
STEP	**DESCRIBE TASK STEP**	**HAZARDS/POTENTIAL INCIDENTS**	**RISK CONTROL OR ACTION**	**SCORE AFTER CONTROLS**		
No. each step	List logical task steps (not too detailed)	What type of injuries / incidents can happen at each step?	Describe how hazards can be managed or removed. Consider hierarchy of control: eliminate, substitute, engineering, procedures (admin), PPE	**Li**	**Co**	**Risk**

Tick **PPE** to be used for the duration of the work								
	High Vis + Safety Boots ☐	Hard Hat ☐	Eye Protection ☐	Hearing Protection ☐	Gloves ☐	Fall Arrest (when aloft) ☐	Dust Mask ☐	Full Body Protection ☐

Safe Work Method Statement

COUNCIL DETAILS:			
Principal Contractor:	Sorell Council	**Contact Number:**	6269 0031
Project Manager or Supervisor:	Paul Gray	**Contact Number:**	0407 858 548
Other PCBU's:	Robert Higgins	**Contact Number:**	6269 0031
Person completing the SWMS:	Darren Johnson	**Contact Number**	0459 982 108
Position:	Works Manager	**Reviewed By:**	Adam Wilson
Date Prepared:	1st August 2016	**Review Date:**	1st September 2017

PROJECT DETAILS					
Appendix Referrals	**A Yes / No**	**B Yes / No**	**C Yes / No**	**D Yes / No**	**E Yes / No**
What is the scope of the work:	**Reserves** **– Landscaping Streets, Roadsides, Public Reserves and Playgrounds** **– Watering and Tree Management**				
Who else was consulted / involved in preparing this SWMS?	• **Works Manager** • **Programmer Parks and Reserves** • **Administrative Officer**				
What high risk work activities are covered by this SWMS?	• **Road traffic accident** • **Manual Handling**				
References: Legislation, Australian Standards, Codes of Practice, MSDS & SOP's, Contractors Induction	• **Work Health and Safety Act 2012** • **Work Health and Safety Regulations 2012** • **Code of Practice - Labelling of Workplace Hazardous Chemicals** • **Code of Practice – Managing Risks of Hazardous Chemicals in the Workplace**				

	• **Code of Practice - Hazardous Manual Tasks** • **Code of Practice - How to Manage Work Health and Safety Risks** • **Code of Practice - Managing Risks of Plant in the Workplace** • **Code of Practice – Working in the vicinity of Overhead and Underground Electric lines Lines** • **Code of Practice - Traffic Management in Workplaces (Draft)**
Plant and equipment involved in the scope of work	Council Plant and External Hire Plant
What "high risk" licence classes will be required to do the work?	Drivers Licences for Heavy Rigid Vehicles, White Card Certification, Machinery Operator qualifications for all plant, Chemical Users Certificate

PROJECT: Reserves – Landscaping Streets, Roadsides, Public Reserves and Playgrounds

STEP	DESCRIBE TASK STEP	HAZARDS/POTENTIAL INCIDENTS	RISK CONTROL OR ACTION	SCORE AFTER CONTROLS		
No each step	List logical task steps (not too detailed)	What type of injuries / incidents can happen at each step?	Describe how hazards can be managed or removed. Consider hierarchy of control: eliminate, substitute, engineering, procedures (admin), PPE	**Li**	**Co**	**Risk**
1.	Plant pre-start	Operating plant without identifying maintenance issues or potential safety hazards	Plant daily inspection to be undertaken by operator, conduct visual and document plant pre-start before operating plant; If fault or hazard identified – Small 3 Tonne Tip Truck shall not be used until Manager or Supervisor gives clearance for use.	D	2	L
2.	Drive to and from worksite	Road traffic accident/ vehicle damage / traffic infringement	Drive to conditions; Vehicle checked & maintained; Licensed, competent operators; and Operator fit for work, not fatigued	D	3	M

3.	Setting up signage	Road traffic accident; Traffic in work site; Injury to worker or people struck by vehicles;	Traffic Management Plan; Signs to be set up as per guidelines by persons with traffic control qualifications; and Wear PPE;	D	3	M
4.	Operating vehicle and machinery within urban areas to undertake landscaping of Streets, Roads or Reserves	Road traffic accident/ vehicle damage / injury to worker or people struck by vehicles	Competent licenced operators; Road condition; Vehicle checked & maintained; Flashing light operating at all times when working in streets, roads and reserves and Exclude non essential persons	D	3	M
5.	Operating vehicle within urban areas to water trees and plants	Road traffic accident/ vehicle damage / injury to worker or people struck by vehicles	Competent licenced operators; Road condition; Vehicle checked & maintained; Flashing light operating at all times when working in streets and reserves to water trees and plants; Exclude non essential persons.	D	3	M
6.	Plant Operation – Watering	Working machinery with attachments; Manual handling, slips / trips & falls (including plant cabin access); Dehydration and fatigue; Overhead and other above ground services; Steep slopes; and Refuelling plant	Licensed, competent operator; Operator fit for work, not fatigued Maintain safe working distances from operating machinery (including members of the public); Check vehicle height and route; Utilise safe manual handling techniques;	C	3	H

			No smoking when refuelling, fire extinguishers and fuel spill kits accessible; Wear PPE (steel cap boots, high visibility clothing, long trousers / sleeve shirts, hearing protection, eye protection and gloves if appropriate) First aid kits in vehicles / machinery; Frequent communication with Supervisor; Use spotter when required;			
7.	Refilling water tank at water point	Manual handling, slips / trips & falls (including water tank outlet);	Check vehicle height and route; Utilise safe manual handling techniques;	D	3	M
8.	Emptying rubbish, grass, weeds, leaves, branches, trees into truck	Injury to worker being struck by vehicle; Manual Handling; Back injury	Overexertion or repetitive movement can cause muscular strain; Two man lift if required; Isolate pedestrians if possible; Wear PPE (steel cap boots, high visibility clothing, long trousers / long sleeve shirts, sun hat, sun screen, gloves and eye protection, hearing protection, if required); and Worker needs to watch out for needles	D	3	M
9.	Overhead hazards / structures	Overhead services – Contact or Damage to: Electrical – Shock, electrocution, damage to plant and equip, disruption to services	Operator to conduct visual assessment to identify overhead hazards; If electrical overhead hazards identified – Operators MUST Follow	E	5	H

		Telecommunications – damage, disruption to services	Safe Approach Distances = Standard powerlines No Go Zones anywhere above = No Go Zone 3m below and all sides = No Go Zone. SPOTTER MUST BE USED WHEN WORKING WITHIN 6M			
10.	Heavy lifting	Manual Handling; Back injury	Overexertion or repetitive movement can cause muscular strain Two man lift if required	D	3	M
11.	Brushcutting, chainsaw use	Hand held rotating machinery with attachments; 3rd party property damage; Manual handling, slips / trips and falls; Dehydration and fatigue; Steep slopes; Refuelling plant; Traffic in work site; Injury to worker or people struck by vehicles; Projectiles, sparks from rock strikes potentially starting fires	Competent operator; Operator fit for work, not fatigued Traffic Management Plan; Maintain safe working distances from operating machinery (including members of the public); Rotation of brushcutters away from traffic and public; Inspect for services in mowing area and mark prior to mowing; Walk on stable ground; Assess slopes prior to work and with Supervisor; Utilise safe manual handling techniques; No smoking when refuelling, fire extinguishers and fuel spill kits accessible; Wear PPE (steel cap boots, high visibility clothing, cut-proof trousers /	C	3	H

			long sleeve shirts, hearing protection, eye protection and gloves) First aid kits on site; Carry drinking water, regular rest breaks; Frequent communication with Supervisor; Emergency plan on site; Use spotter when required; No brushcutting activities to occur on Total Fire Burn Days			
12.	Herbicide application	Hazardous material handling / respiration and spills; 3rd party property damage; Manual handling, slips / trips and falls; Dehydration and fatigue; Steep slopes; Traffic in work site; Injury to worker struck by vehicles	Competent operator; Operator fit for work, not fatigued Traffic Management Plan; Maintain safe working distances from operating machinery (including members of the public); Spray away from traffic and public; Inspect spraying area and mark prior to spraying; Walk on stable ground; Assess slopes prior to work and with Supervisor; Utilise safe manual handling techniques; Wear PPE (steel cap boots, high visibility clothing, long trousers / long sleeve shirts or overalls, breathing apparatus, eye protection, and	C	3	H

			chemical gloves, hearing protection if utilising motorised knapsack); First aid kits on site; Carry drinking water, regular rest breaks; Frequent communication with Supervisor; Emergency plan on site; Chemical spill kits accessible; Use spotter when required;			
13.	Sweeping concrete gutters and footpaths with hand broom and shovelling material into truck	Injury to Worker being struck by vehicle; Manual Handling; Back injury and repetitive work	Correct posture and technique; Park truck in centre of area to be swept. Distance 50 metres maximum from truck with flashing lights/arrow board on to be swept; Undertake work when traffic volume is minimised; Face traffic; Take breaks or rotate tasks; Wear PPE (steel cap boots, high visibility clothing, long trousers / long sleeve shirts, eye protection, gloves if required)	D	3	M
14.	Environmental Access to and along road reservation and work areas	Introduction of weeds and disease; Disruption to land holders; Degradation of existing roads and tracks; Unauthorised use of private access roads, disturbances and damage to flora / fauna and sensitive sites	Competent operator; Operator fit for work, not fatigued Traffic Management Plan; Operators to be advised of sensitive sites; Time spraying in sensitive areas to avoid off target damage and only	D	3	M

		(including spray drift in agricultural areas onto sensitive crops); Fuel / chemical / oil spills; Excessive noise or dust generated for surrounding areas / residents.	spray during periods of little or no wind; Equipment and personnel to comply with hygiene requirements (wash down machinery and equipment prior to commencing job and wash down between mowing areas – mow areas with known weed infestations last, immediately prior to wash down); Drive courteously, use sealed roads when possible; Observe traffic laws; Vehicles to only use public roads, vehicle to remain on marked roads and tracks; No smoking when refuelling, fire extinguishers and fuel spill kits accessible; First aid kits on site; Carry drinking water, regular rest breaks; Frequent communication with Supervisor; Emergency plan on site; Chemical spill kits accessible;; Monitor noise and dust levels and assess for appropriate action – contain work hours to Council regulations within urban areas.			
15.	Collecting dead animals off roads and reserves	Injury to Worker being struck by vehicle;	Correct posture and technique;	D	3	M

		Disease, illness transmitted by carcass	Use purpose built hook to remove animal; Park truck in centre of area to be swept. Distance 50 metres maximum from truck with flashing lights/arrow board on to be swept; Undertake work when traffic volume is minimised; Face traffic; Take care when crossing road; Take breaks or rotate tasks; Wear PPE (steel cap boots, high visibility clothing, long trousers / long sleeve shirts, eye protection, gloves if required).			
16.	Emptying truck at waste transfer station	Injury to Worker being struck by vehicle; Manual Handling; Back injury; Injury to other people at transfer station	Area to be clear when reversing; Wear PPE (steel cap boots, high visibility clothing, long trousers / long sleeve shirts, eye protection, gloves if required); Wash hands after;	E	2	L
17.	Cleaning hands/gloves	Disease /illness	Container of antiseptic liquid to be in vehicle at all times to wash hands; Gloves changed on a regular basis; Workers to have Hep B	E	2	L
18.	Cleaning truck with cleaning liquid	Hazardous material handling / respiration and spills; Spills, run off into water supply	Competent operator; Operator fit for work, not fatigued Truck to be hosed out. use extended broom to avoid climbing into truck; Wear PPE (steel cap boots, high visibility clothing, long trousers / long	D	3	M

			sleeve shirts or overalls, breathing apparatus, eye protection, and chemical gloves, hearing protection if utilising motorised cleaning equipment); First aid kits on site; Chemical spill kits accessible; MSDS for cleaning liquid; Clean down in controlled area ie. Wash-down pit where run off is controlled			

Safe Work Method Statement

COMPLETE BELOW WHERE ADDITIONAL HAZARDS / POTENTIAL INCIDENT ARE IDENTIFIED:

PROJECT: Road Excavation						
STEP	**DESCRIBE TASK STEP**	**HAZARDS/POTENTIAL INCIDENTS**	**RISK CONTROL OR ACTION**	**SCORE AFTER CONTROLS**		
No. each step	List logical task steps (not too detailed)	What type of injuries / incidents can happen at each step?	Describe how hazards can be managed or removed. Consider hierarchy of control: eliminate, substitute, engineering, procedures (admin), PPE	**Li**	**Co**	**Risk**

Tick **PPE** to be used for the duration of the work								
	High Vis + Safety Boots ☐	Hard Hat ☐	Eye Protection ☐	Hearing Protection ☐	Gloves ☐	Fall Arrest (when aloft) ☐	Dust Mask ☐	Full Body Protection ☐

Safe Work Method Statement

COUNCIL DETAILS:			
Principal Contractor:	Sorell Council	**Contact Number:**	6269 0031
Project Manager or Supervisor:	Paul Gray	**Contact Number:**	0407 858 548
Other PCBU's:	Robert Higgins	**Contact Number:**	6269 0031
Person completing the SWMS:	Darren Johnson	**Contact Number**	0409 831 087
Position:	Works Manager	**Reviewed By:**	Adam Wilson
Date Prepared:	28 June 2017	**Review Date:**	1st September 2017
PROJECT DETAILS			
Appendix Referrals	**A Yes / No** | **B Yes / No** | **C Yes / No** | **D Yes / No** | **E Yes / No**		
What is the scope of the work:	**Stormwater / Drainage Construction**		
Who else was consulted / involved in preparing this SWMS?	• **Works Manager** • **Programmer Stormwater** • **Administrative Officer**		
What high risk work activities are covered by this SWMS?	• **Road traffic accident** • **Manual Handling**		
References: Legislation, Australian Standards, Codes of Practice, MSDS & SOP's	• **Work Health and Safety Act 2012** • **Work Health and Safety Regulations 2012** • **Code of Practice - Hazardous Manual Tasks** • **Code of Practice - How to Manage Work Health and Safety Risks**		

	• **Code of Practice - Managing Risks of Plant in the Workplace** • **Code of Practice – Excavation Work** • **Code of Practice – Confined Spaces** • **Code of Practice – Construction Work** • **Code of Practice – Working in the vicinity of Overhead and Underground Electric lines Lines** • **Code of Practice – Managing Noise and Preventing Hearing Loss at Work** • **Code of Practice - Traffic Management in Workplaces (Draft)**
Plant and equipment involved in the scope of work	Backhoe, Excavator, Crane, Trucks, Concrete Pump and Motor Vehicles. Angle Grinder, Concrete Saw, Jack Hammer and Compressor.
What "high risk" licence classes will be required to do the work?	Drivers Licence class MR

PROJECT: Road Maintenance – Shoulder, Drains, Culverts and Potholing

STEP	DESCRIBE TASK STEP	HAZARDS/POTENTIAL INCIDENTS	RISK CONTROL OR ACTION	SCORE AFTER CONTROLS		
No each step	List logical task steps (not too detailed)	What type of injuries / incidents can happen at each step?	Describe how hazards can be managed or removed. Consider hierarchy of control: eliminate, substitute, engineering, procedures (admin), PPE	**Li**	**Co**	**Risk**
1.	Plant pre-start	Operating plant without identifying maintenance issues or potential safety hazards	Plant daily inspection to be undertaken by operator, conduct visual and document plant pre-start before operating plant; If fault or hazard identified – Backhoe, Excavator, Crane, Trucks, Concrete Pump and Motor Vehicles shall not be used until Manager or Supervisor gives clearance for use.	D	2	L

2.	Drive to and from worksite	Road traffic accident/ vehicle damage / traffic infringement	Drive to conditions; Vehicle checked & maintained; Licensed, competent operators; and Operator fit for work, not fatigued	D	3	M
3.	Setting up signage	Road traffic accident / injury to worker or people struck by vehicles	Traffic Management Plan; Signs to be set up as per guidelines by persons with implement traffic control qualifications; and Wear PPE (steel cap boots, high visibility clothing, long trousers / long sleeve shirts or overalls, eye protection, gloves and helmet as directed);	D	3	M
4.	Machinery on site interact with other vehicles at the work site (within town streets or roads with a high volume of traffic , areas where there is inadequate site distance, and when the stopping time is longer than 3 seconds	Road traffic accident/ vehicle damage / injury to worker or people struck by vehicles	Traffic Management Plan; Spotters and stop slow bat where necessary; Road condition; Licensed competent operators; Vehicle checked & maintained; and Exclude non-essential persons	C	3	H
5.	Machinery on site interact with other vehicles working on streets or roads with low volume traffic, good visibility and adequate site distance	Road traffic accident/ vehicle damage / injury to worker or people struck by vehicles	Traffic Management Plan; Spotters and stop slow bat where necessary; Road condition; Licensed competent operators; Vehicle checked & maintained; and Exclude non-essential persons.	C	3	H

6.	Machinery on site interact with workers or pedestrians	Road traffic accident / injury to worker or people struck by vehicles	Traffic Management Plan; Spotters and stop slow bat where necessary; Road condition; Keep pedestrians clear of worksite and traffic; Undertake work at a time when pedestrian usage is low if possible; Licensed competent operators; Vehicle checked & maintained Wear PPE (steel cap boots, high visibility clothing, long trousers / long sleeve shirts or overalls, eye protection, gloves and helmet as directed); and Exclude non-essential persons.	C	3	H
7.	Plant Operation – Excavation	Working machinery with attachments; Working in trenches greater than 1.5m deep; Working with jack hammer and compactor; Plant tipping and/or roll over; Manual handling, slips / trips & falls (including plant cabin access); Dehydration and fatigue;	Licensed, competent operator; Operator fit for work, not fatigued; Ensure when working in trenches that depth is on greater than 1.5m; Maintain safe working distances from operating machinery (including members of the public); Check vehicle height and route; Assess worksite prior to work and with Supervisor;	C	3	H

		Overhead and other above ground services; Steep slopes; Refuelling plant;	Utilise safe manual handling techniques; No smoking when refuelling, fire extinguishers and fuel spill kits accessible; Three points of contact while climbing into and out of plant cabin; Wear PPE (steel cap boots, hard hats, high visibility clothing, long trousers / sleeve shirts, hearing protection, eye protection, gloves and helmet as directed) First Aid Kits in vehicles / machinery and/or at site office; Carry drinking water, regular rest breaks; Frequent communication with Supervisor.			
8.	Overhead hazards / structures	Overhead services – Contact or Damage to: Electrical – Shock, electrocution, damage to plant and equip, disruption to services Telecommunications – damage, disruption to services	Operator to conduct visual assessment to identify overhead hazards; If electrical overhead hazards identified – Operators MUST Follow Safe Approach Distances = Standard power lines No Go Zones anywhere above = No Go Zone 3m below and all sides = No Go Zone. SPOTTER MUST BE USED WHEN WORKING WITHIN 6M	E	5	H

9.	Underground Service Identification	Underground services – Contact or Damage to: Electrical – Shock, electrocution, damage to plant and equip, disruption to services; Water damage, disruption to services; Sewerage damage, disruption to services; Stormwater damage, disruption to services; Telecommunications – damage, disruption to services. Aboriginal Heritage – damage to site	Dial Before You Dig must be completed and onsite for visual conformation before work can start; All services identified as potential hazards MUST be isolated, disconnected, or protected by qualified and licensed provider before work tasks can commence; Service isolation checklist MUST be completed / signed off and onsite before excavation demolition can commence. UNDERGROUND CABLE – PHONE UNDERGROUND – TEMP POWER SUPLY PER CONSOLIDATED SERVICE DRAWINGS If unknown underground service or hazard is located during excavation STOP WORK !! Advise Site Supervisor immediately Identify type of service (electricity, gas, water, sewer, stormwater etc.) if possible; Trace service to determine source and destination.	E	5	H
10.	Preparing trench for installation of precast pipes / PVC pipes	Road traffic accident/ vehicle damage / injury to worker or people struck by vehicles;	Traffic Management Plan; Benching, battering and shoring of trench as required;	C	3	H

		Working machinery with attachments; Working in trenches greater than 1.5m deep; Manual handling, slips / trips & falls (including plant cabin access); Dehydration and fatigue; Overhead and other above ground services; Steep slopes;	Spotters and stop slow bat where necessary; Keep pedestrians clear of worksite and traffic; Undertake work at a time when pedestrian usage is low if possible; Licensed competent operators; Vehicle checked & maintained Wear PPE (steel cap boots, high visibility clothing, long trousers / long sleeve shirts or overalls, eye protection, gloves and helmet as directed); and Exclude non-essential persons.			
11.	Installing of precast pipes / PVC pipes	Manual Handling; Back injury; Loading and moving materials and pipes; Working with angle grinder and concrete cut saw;	Overexertion or repetitive movement can cause muscular strain; Two man lift if required Ensure equipment inspected and in good condition, fit for work; Correct posture and technique; Spotters and stop slow bat where necessary; Keep pedestrians clear of worksite and traffic; Take breaks or rotate tasks; Wear PPE (steel cap boots, high visibility clothing, long trousers / long	D	3	M

			sleeve shirts or overalls, eye protection, gloves and helmet as directed);			
12.	Brushcutting, chainsaw use	Hand held rotating machinery with attachments; 3rd party property damage; Manual handling, slips / trips and falls; Dehydration and fatigue; Steep slopes; Refuelling plant; Traffic in work site; Injury to worker or people struck by vehicles; Projectiles, sparks from rock strikes potentially starting fires	Competent operator; Operator fit for work, not fatigued Traffic Management Plan; Maintain safe working distances from operating machinery (including members of the public); Rotation of brushcutters away from traffic and public; Inspect for services in mowing area and mark prior to mowing; Walk on stable ground; Assess slopes prior to work and with Supervisor; Utilise safe manual handling techniques; No smoking when refuelling, fire extinguishers and fuel spill kits accessible; Wear PPE (steel cap boots, high visibility clothing, cut-proof trousers / long sleeve shirts, hearing protection, eye protection and gloves) First aid kits on site; Carry drinking water, regular rest breaks;	C	3	H

			Frequent communication with Supervisor; Emergency plan on site; Use spotter when required; No brushcutting activities to occur on Total Fire Burn Days			
13.	Back filling of trenches	Road traffic accident/ vehicle damage / injury to worker or people struck by interaction with machine, equipment failure Manual Handling; Back injury; Traffic in work site; Dehydration and fatigue; Overhead and other above ground services	Competent operators; Traffic Management Plan; Ensure communication is clear when working in trenches; Overexertion or repetitive movement can cause muscular strain; Two man lift if required Ensure equipment inspected and in good condition, fit for work; Correct posture and technique; Take breaks or rotate tasks; Spotters and stop slow bat where necessary; Keep pedestrians clear of worksite and traffic; Undertake work at a time when pedestrian usage is low if possible; Equipment checked & maintained; Exclude non-essential persons Wear PPE (steel cap boots, high visibility clothing, long trousers / long	D	3	M

			sleeve shirts or overalls, eye protection, gloves and helmet as directed).			
14.	Shovelling gravel from rear of truck; Placing gravel on new surface; Levelling gravel with rake	Road traffic accident/ vehicle damage / injury to worker or people struck by interaction with machine, equipment failure; Working machinery with attachments; Manual handling, slips / trips & falls (including plant cabin access); Back injury; Dehydration and fatigue; Overhead and other above ground services; Steep slopes;	Overexertion or repetitive movement can cause muscular strain; Shovel at appropriate height; Ensure hand tools are inspected and in good condition, fit for work; Correct posture and technique; Take breaks or rotate tasks. Wear PPE (steel cap boots, hard hats, high visibility clothing, long trousers / sleeve shirts, hearing protection, eye protection; gloves and helmet as directed); and Exclude non-essential persons.	D	3	M
15.	Compacting gravel with a vibrator plate or roller	Road traffic accident/ vehicle damage / injury to worker or people struck by interaction with machine, equipment failure; Manual handling, slips / trips & falls (including plant cabin access); Back injury; Road traffic accident; Vehicle damage; Injury to worker or people struck by vehicles;	Competent operators; Traffic Management Plan; Spotters and stop slow bat where necessary; Keep pedestrians clear of worksite and traffic; Undertake work at a time when pedestrian usage is low if possible; Equipment checked & maintained; Exclude non essential persons	D	3	M

		Vibration and noise; Dehydration and fatigue; Overhead and other above ground services; Steep slopes;	Wear PPE (steel cap boots, high visibility clothing, long trousers / long sleeve shirts or overalls, eye protection, hearing protection, gloves and helmet as directed);			
16.	Refuelling	Spills and exposure to fuel	All refuelling must occur in an open well-ventilated area; Appropriate refuelling equipment to be used; Spill kits must be kept onsite; Gloves, safety eyewear to be worn; NO SMOKING when refuelling	C	2	M
17.	Changing Plant Attachments	Safety pins not in use – attachment falling free from the plant	All operators must ensure correct fitting of safety pins when attachments have been changed; Safety pins must be in place at all times.	D	5	E
18.	Environmental	Spills, dust and noise	Spill kits must be kept onsite; Daily plant pre-starts completed; Routine maintenance undertaken; Water can be used as suppression method – be aware of electrical hazards created with water; Scheduled start and stop times; Adjoining properties notified of works.	B	1	M

19.	Housekeeping & Completion	Untidy worksite and remaining hazards	Keep worksite clear of debris and materials during work period; Ensure the work area is left tidy with no hazards remaining to the public, workers or the environment once vacating the worksite.	E	1	L

COMPLETE BELOW WHERE ADDITIONAL HAZARDS / POTENTIAL INCIDENT ARE IDENTIFIED:

PROJECT: Road Excavation						
STEP	**DESCRIBE TASK STEP**	**HAZARDS/POTENTIAL INCIDENTS**	**RISK CONTROL OR ACTION**	**SCORE AFTER CONTROLS**		
No. each step	List logical task steps (not too detailed)	What type of injuries / incidents can happen at each step?	Describe how hazards can be managed or removed. Consider hierarchy of control: eliminate, substitute, engineering, procedures (admin), PPE	**Li**	**Co**	**Risk**

Tick **PPE** to be used for the duration of the work								
	High Vis + Safety Boots ☐	Hard Hat ☐	Eye Protection ☐	Hearing Protection ☐	Gloves ☐	Fall Arrest (when aloft) ☐	Dust Mask ☐	Full Body Protection ☐

Safe Work Method Statement

COUNCIL DETAILS:			
Principal Contractor:	Sorell Council	**Contact Number:**	6269 0031
Project Manager or Supervisor:	Ken Grierson	**Contact Number:**	0417 012 426
Other PCBU's:	Robert Higgins	**Contact Number:**	6269 0031
Person completing the SWMS:	Darren Johnson	**Contact Number**	0459 308 647
Position:	Works Manager	**Reviewed By:**	Adam Wilson
Date Prepared:	28 January 2016	**Review Date:**	1st September 2017
PROJECT DETAILS			
Appendix Referrals	**A Yes / No** **B Yes / No** **C Yes / No** **D Yes / No** **E Yes / No**		
What is the scope of the work:	**Traffic Counter Placement / Removal**		
Who else was consulted / involved in preparing this SWMS?	• **Supervisor Roads** • **Administrative Officer** • **WHS Officer**		
What high risk work activities are covered by this SWMS?	• **Road traffic accident** • **Manual Handling** • **Injury to Officer being struck by vehicles**		
References: Legislation, Australian Standards, Codes of Practice, MSDS & SOP's	• **Work Health and Safety Act 2012** • **Work Health and Safety Regulations 2012** • **Code of Practice - Hazardous Manual Tasks** • **Code of Practice - How to Manage Work Health and Safety Risks**		

	• **Code of Practice – Managing the Work Environment and Facilities** • **Code of Practice - Traffic Management in Workplaces (Draft)**					
Plant and equipment involved in the scope of work	Ute					
What "high risk" licence classes will be required to do the work?	Implement Traffic Management Plan					
PROJECT: Traffic Counter Placement / Removal						
STEP	**DESCRIBE TASK STEP**	**HAZARDS/POTENTIAL INCIDENTS**	**RISK CONTROL OR ACTION**	**SCORE AFTER CONTROLS**		
No each step	List logical task steps (not too detailed)	What type of injuries / incidents can happen at each step?	Describe how hazards can be managed or removed. Consider hierarchy of control: eliminate, substitute, engineering, procedures (admin), PPE	**Li**	**Co**	**Risk**
1.	Drive to and from worksite	Road traffic accident/ vehicle damage / traffic infringement	Drive to conditions; Vehicle checked & maintained; Licensed, competent operators; and Operator fit for work, not fatigued	D	3	M
2.	Operating vehicle within urban areas to install, check or remove traffic counter	Road traffic accident/ vehicle damage / injury to worker or people struck by vehicles	Competent licenced operators; Road condition; Vehicle checked & maintained; Flashing light operating at all times when working on roads or streets when placing, checking or removing traffic counter and Exclude non essential persons	D	3	M

3.	Heavy lifting	Manual Handling; Back injury	Overexertion or repetitive movement can cause muscular strain Two man lift if required	D	3	M
4.	Sweeping road before installing traffic counter	Injury to Worker being struck by vehicle; Manual Handling; Back injury and repetitive work	Correct posture and technique; Park ute in centre of area to be swept. Distance 50 metres maximum from ute with flashing lights to be swept; Undertake work when traffic volume is minimised; Face traffic; Take breaks or rotate tasks; Wear PPE (steel cap boots, high visibility clothing, long trousers / long sleeve shirts, sun hat, sun screen, gloves and eye protection, hearing protection, if required).	D	3	M
5.	Setting up traffic counter at roadside	Injury to Worker being struck by vehicle; Manual Handling; Slip / Trip / Fall	Two person task to set up traffic counter at roadside ; Operators should be trained / familiarised with setting up traffic counter;	D	3	M

			Operators should follow guideline to setup counter. To replace the main battery pack within traffic counter unit operator should follow guidelines of manual; Flashing light operating at all times when working on roads or streets when placing, checking or removing traffic counter and Exclude non essential persons Undertake work when traffic volume is minimised; Face traffic; Take breaks or rotate tasks; Wear PPE (steel cap boots, high visibility clothing, long trousers / long sleeve shirts, sun hat, sun screen, gloves and eye protection, hearing protection, if required). After installation operators should undertake a field check before leaving the site.			
6.	Removal of traffic counter at roadside	Injury to Worker being struck by vehicle; Manual Handling; Slip / Trip / Fall.	The Team who installed the traffic counter will decide via risk assessment, weather the removal is a one or two person task;	D	3	M

			Operators should be trained / familiarised with removing traffic counter; Operators should follow guideline to remove counter. Flashing light operating at all times when working on roads or streets when placing, checking or removing traffic counter and Exclude non essential persons Undertake work when traffic volume is minimised; Face traffic; Take breaks or rotate tasks; Wear PPE (steel cap boots, high visibility clothing, long trousers / long sleeve shirts, sun hat, sun screen, gloves and eye protection, hearing protection, if required).			

COMPLETE BELOW WHERE ADDITIONAL HAZARDS / POTENTIAL INCIDENT ARE IDENTIFIED:

PROJECT: Hazard Reduction Burn on Council Property						
STEP	**DESCRIBE TASK STEP**	**HAZARDS/POTENTIAL INCIDENTS**	**RISK CONTROL OR ACTION**	**SCORE AFTER CONTROLS**		
No. each step	List logical task steps (not too detailed)	What type of injuries / incidents can happen at each step?	Describe how hazards can be managed or removed. Consider hierarchy of control: eliminate, substitute, engineering, procedures (admin), PPE	**Li**	**Co**	**Risk**

Tick **PPE** to be used for the duration of the work								
	High Vis + Safety Boots ☐	Hard Hat ☐	Eye Protection ☐	Hearing Protection ☐	Gloves ☐	Fall Arrest (when aloft) ☐	Dust Mask ☐	Full Body Protection ☐

APPENDIX A Recommended steps for filling out the SWMS template

1. Consult with relevant workers, contractors and health and safety representatives involved in the high risk work, the activities involved and associated hazards, risks and controls.
2. In the "What high risk work activities covered by this SWMS" column, identify the high risk work activity.
3. In the "What are the hazards / potential incidents" column list the hazards and risks for each high risk work activity.
4. Identify the workplace circumstances that may affect the way in which the high risk work is undertaken.
   Examples of workplace circumstances that may impact on the hazards / potential incidents include:
   - Information relating to the design of the structure / workplace (e.g. location, access, transport) and information contained in a Work Health and Safety Management Plan.
   - Information on any "essential services" located on or near the workplace.
   - Safe work methods and plant to be used.
5. In the "How will the risk controlled" column, select an appropriate control or combination of controls by working through the hierarchy of controls. It is important that you are able to justify why the selected control measure is reasonably practicable for the specific workplace.

SELECTING CONTROL MEASURES

Hierarchy of control measures:

1. This regulation applies if it is not reasonably practicable for a duty holder to eliminate risks to health and safety.
2. A duty holder, in minimising risks to health and safety, must implement risk control measures in accordance with this regulation.
3. The duty holder must minimise risks, so far as is reasonably practicable, by doing 1 or more of the following:
   a. Eliminate the risks so far as is reasonable practicable
   b. If elimination is not reasonably practicable minimise them so far as reasonably practicable by applying the following hierarchy of control measures:
      - Minimise the risk by doing one or more of the following:
        - substituting (wholly or partly) the hazard giving rise to the risk with something that gives rise to a lesser risk.
        - isolating the hazard from any person exposed to it.
        - Implementing engineering controls.
      - If the risk still remains, minimise the remaining risk by implementing administrative controls
      - If the risk still remains, minimise the remaining risk by ensuring the provision and use of suitable personal protective equipment (PPE).

APPENDIX B Risks / Hazards you need to consider

SWMS Compliance (Information, Monitoring and Review)

1. Brief each team member on the SWMS before commencing work. Ensure each team member knows work is to stop if the SWMS is not followed.
2. Observe the work being carried out and monitor compliance with the SWMS. Review risk controls regularly, including:
   - Before a change occurs to the work itself, the system of work or the work location.
   - If a new hazard associated with the work is identified.
   - When new or additional information about a hazard becomes available.
   - When a notifiable incident occurs in relation to the work.
   - When risk controls are inadequate or the SWMS is not being followed.

IN ALL OF THE ABOVE SITUATIONS, STOP THE WORK, REVIEW THE SWMS, ADJUST AS REQUIRED AND RE-BRIEF THE TEAM.

KEEP THE SWMS IN A READILY AVAILABLE LOCATION FOR THE DURATION OF THE HIGH RISK WORK AND FOR AT LEAST 2 YEARS AFTER A NOTIFIABLE INCIDENT OCCURS

Hazard	Potential Harm
Manual tasks	Overexertion or repetitive movement can cause muscular strain
Gravity	Falling objects, falls, slips and trips of people can cause fractures, bruises, lacerations, dislocations, concussion, permanent injuries or death
Electricity	Potential ignition source. Exposure to live electrical wires can cause shock, burns or death from electrocution
Machinery and equipment	Being hit by moving vehicles, or being caught by moving parts of machinery can cause fractures, bruises, lacerations, dislocations, permanent injuries or death
Hazardous chemicals	Chemicals (such as acids, hydrocarbons, heavy metals) and dusts (such as asbestos and silica) can cause respiratory illnesses, cancers or dermatitis
Extreme temperatures	Heat can cause burns, heat stroke or fatigue Cold can cause hypothermia or frost bite
Noise	Exposure to loud noise can cause permanent hearing damage
Radiation	Ultra violet, welding arc flashes, micro waves and lasers can cause burns, cancer or blindness
Biological	Micro-organisms can cause hepatitis, legionnaires' disease, Q fever, HIV/AIDS or allergies
Psychosocial hazards	Effects of work-related stress, bullying, violence and work-related fatigue

Hazard Identification & Control Measures

Category	Code	Hazard	Control Measure
Gravitational	**1**	**Falling object**	Tools and equipment to be secured where possible. Area below work to be barrier taped off and appropriately tagged. Wear Hard Hat.
	2	**Working at height** Risk of Falling Risk of objects falling on to someone below	Choose appropriate access equipment for job type and height. Wear recommended PPE for job type. Refer to Workplace Safe "Working at Height" pamphlet. All personnel working at height to be appropriately harness or restrained to the satisfaction of the site supervisor. Appropriately trained personnel to operate working platforms. Personnel to ensure raised surface is at no time cluttered.
	3	**Lifting Equipment**	Choose appropriate lifting equipment for job. Ensure equipment has a current compliance tag in place. Follow manufacturer's instructions for using equipment.
	4	**Excavation/Trenching/Pipe Laying** Working in large and deep holes (risk of being struck by falling objects)	a. Edges of trench and other holes to be kept clear of materials; machinery that is not in use, unstable excavated material (Once excavation has been completed). When working in holes deeper than the height of the individual worker a helmet should be worn. When benching of trenches has not been completed or trench is deemed unsafe by the site supervisor, helmets must be worn. Trenches must not be anymore than 1 metre deep (in good soil conditions) before they must be benched back 500mm and

		Working around large and deep holes (risk of falling in)	spoil pile must be back 500mm from edge of trench. – Refer to guidelines. b. All personnel on site should wear high visibility clothing at all times so that operators of machinery can see them. c. Large pipes and other heavy materials should only be moved by appropriate machinery other than when the position of such an item needs to be adjusted slightly. d. Ensure that all personnel are aware of any hole hazards. Any hole or section of trench that is not being worked on and is deemed by the site supervisor to be excessively deep is to be barricaded off.
	5	**Holes, Penetrations, Gaps**	Ensure that all personnel are aware of any hole hazards. Any hole or section of trench that is not being worked on and is deemed by the site supervisor to be excessively deep is to be barricaded off.
Electrical	6	**Electrical Cables**	Locate cables and isolate power.
	7	**Overhead Cables**	Refer to Workplace Safe booklet for using Mobile Plant or Equipment near overhead power lines. Follow guides in regard to No Go Zones, Safety Observer Zone and Open Area. For low hanging lines, dig machinery down so that it does not encroach on the 'No Go Zone'. Contact Aurora and get power line identifying markers placed on the lines.
	8	**High Voltage Equipment**	Dial Before You Dig query to be done prior to work commencing. Use manual digging instead of machine excavation. Notify Aurora of intended works.
	9	**Sub-stations/Switchrooms**	Dial Before You Dig query to be done prior to work commencing. Use manual digging instead of machine excavation.

			Notify Aurora of intended works.
Mechanical	**10**	**Moving Equipment/Plant** Machinery on slope/uneven/slippery ground Operating rock breaking machinery (risk of rock/debris flying back and hitting operator/workers)	a. All personnel on site should wear high visibility clothing and safety boots at all times so that operators of machinery can see them. All machinery operators must be appropriately qualified. Machinery operators to keep doors shut at all times during operation of the machine. b. Ensure all operators are appropriately qualified and skilled to use machinery. Assess slope and where slope is deemed to great for the machinery, bench out the trench and bring in machinery. Ensure that all excavator type machinery is fitted out with appropriate protective canopies to protect the driver in the event of rolling over. c. Ensure that all excavator type, rock-breaking machinery is fitted out with appropriate protective canopies and windshields capable of withstanding debris.
	11	**Hand & Power Tools**	Hand tools must be in good condition and appropriate for intended purpose. Wear appropriate PPE.
	12	**Welding/Cutting/Hot Works**	A Hot Work Permit must be issued and hot work procedure must be followed. Remove combustibles from area. Fire Extinguisher available for use. Wear appropriate PPE
	13	**Blasting** Blasting (risk of debris hitting and damaging property Blasting (risk of debris hitting workers)	a. Appropriately qualified and skilled contractors to be engaged for all blasting works. Blasting contractors to be comprehensively informed of any property at risk in the area. Site supervisor to inspect contractors precautionary measures prior to blasting.

		Blasting (risk of trench collapsing due to unstable surrounding earth from blast – this could lead to people/machinery falling to trench)	b. Appropriately qualified and skilled contractors to be engaged for all blasting works. Site supervisor to inspect contractors precautionary measures prior to blasting. All personnel onsite at the time of the blasting to be informed of the danger and instructed by the site supervisor to stay outside the contractor's specified 'No Go Zone'. c. Appropriately qualified and skilled contractors to be engaged for all blasting works. Site supervisor to inspect contractors precautionary measures prior to blasting.
	14	**Traffic Hazards** (moving traffic through work site)	Follow recommended Traffic Management Plan. High visibility clothing to be worn.
Pressure	15	**Compressed Gases**	
	16	**Water**	Isolate and relieve section to be worked on. Restrict access to work area. Wear appropriate PPE
Noise	17	**Noise exposure**	Wear hearing protection.
Thermal	18	**Hot Surfaces/Materials**	PPE, Ensure Personnel trained in handling of hot materials.
Body Mechanics	19	**Manual Handling**	Personnel trained in manual handling and use correct lifting techniques.
	20	**Ergonomics**	Correct body position and manual handling techniques must be used to minimise manual handling and ergonomic hazards.
Biological	21	**Body Fluids**	Notify Council's Health Department, Handle as directed. Ensure personnel have been inducted in collection of sharps and other containers that may have body fluid contained in them.

	22	**Sewage**	All personnel to have current vaccination for Tetanus, Hep B & C, etc. Wear appropriate PPE, gloves etc Follow workplace procedures.
Materials	**23**	**Acids**	Follow directions for use as per manufacturer's directions. Read MSDS. Wear required PPE.
	24	**Asbestos**	Follow Council Asbestos Handling Policy. Personnel to be trained in handling techniques. Required PPE
	25	**Hazardous Materials** Chemicals Other (Roadkill, Litter etc)	a. Follow directions for use as per manufacturer's directions. Read MSDS. Wear required PPE. b. Wear PPE and use appropriate equipment for collecting material.
Workplace	**26**	**Confined Space**	Confined Space Permit to be completed to meet Standard. Personnel to have undertaken Confined Space Course. Wear required PPE
	27	**Restricted Visibility**	Reflective clothing and signage. Use artificial lighting if required.
	28	**Wet/Slippery**	Reschedule work if able, if wind makes job/equipment unsafe to use. Wear appropriate footwear, clothing for wet/slippery work area. Use warning signage to advise people of potential hazard.

	29	**Windy**	Reschedule work if wind makes job/equipment unsafe to use.
	30	**UV Exposure/Cold/Heat** (sunstroke, heat exhaustion, sunburn, skin cancer)	Ensure personnel have read, understand and follow Council's Policy. All personnel on job wearing appropriate UV protection. Ensure adequate supply of potable water available. First aid kit to be available on site at all times.
	31	**Trip Hazards**	Highlight trip hazards using signage or barricade. Ensure all personnel have been made aware of tripping hazard.
	32	**Strike by Object**	Guards in place and in good condition on machinery. Wear appropriate PPE.
	33	**Underground Services**	Dial before you dig to obtain plans of work site area. Locate services in work area by using accredited plant locator or utilities designated person Proof depth of service and exact location by using manual digging techniques. Expose sections of services according to work activity or design.
	34	**Dust/Fumes**	Wear appropriate PPE for job, eg, mask, rebreathers etc. Contain dust by damping area. Ensure adequate ventilation.
Fire	**35**	**Fire**	Combustible materials to be stores away from ignition source. Ensure fire-fighting equipment is ready and available for use.

			Do not use ignition sources in high-risk conditions, eg grass slashing equipment on Total Fire Ban days.
Leaks/Spills	36	**Leaks to un-bunded area**	Spill kit available onsite.
	37	**Leaks to bunded area**	Capacity of bunded area is sufficient for materials stored within it.

Rating the Risk:

Table 1: Likelihood

Level	Descriptor	Description
A	Almost certain	Is expected to occur in most circumstances
B	Likely	Will probably occur in most circumstances
C	Possible	Might occur at some time
D	Unlikely	Could occur at some time
E	Rare	May occur only in exceptional circumstances

Table 2: Consequence

Level	Descriptor	Description
1	Insignificant	No injuries, low financial loss
2	Minor	First aid treatment, on-site release immediately contained, medium financial loss.
3	Moderate	Medical treatment required, on-site release contained without assistance, high financial loss
4	Major	Extensive injuries, loss of production capability, off-site release with no detrimental effects, major financial loss
5	Catastrophic	Death, toxic release off-site with detrimental effect, huge financial loss

Table 3: Mapping the Risk Rating

Likelihood	Consequences				
	Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
A (Almost Certain)	H	H	E	E	E
B (Likely)	M	M	H	E	E
C (Possible)	L	M	H	E	E
D (Unlikely)	L	L	M	H	E
E (Rare)	L	L	M	H	H

LEGEND
E = extreme risk; immediate action required.
H = high risk; senior management attention needed.
M = moderate risk; management responsibility must be specified.
L = low risk; manage by routine procedures.

Now return to the front page and record the risk rating score and risk exposure on the Safe Work Method Statement Worksheet.

Hierarchy of control measures

The hierarchy of control is a sequence of options which offer you a number of ways to approach the hazard control process

Eliminate the hazard

- Remove a noisy machine
- Cease in-house operations of hazardous work.

Substitute the hazard with a lesser risk

- Replace hazardous electrics with hydraulics
- Purchase less hazardous machinery.

Isolate the hazard

- Install guards, screens or enclosures
- Install roll-over protection on mobile powered plant.

Engineering controls

- Redesign the task, to enable it to be carried out in a different way.

Administrative controls

- Set up entry permits to operate work systems
- Install warning signs or danger tags.

Personal protective equipment

- Safety belts and harnesses, fall-arrest systems
- Industrial safety gloves and footwear.