



Safe Work Method Statement (SWMS) – Safety of our people and environment

Section: Corporate Services	Location: Council facilities, parks, reserves and natural areas	Date: August 2022
Job / Task Description: VOLUNTEERS - PLANTING, MULCHING & HAND WEEDING	SWMS Ref #: 2	Next review date: August 2023

Training Required to Complete the Activity:		This SWMS has been produced to comply with the following Legislation, Codes of Practice, Australian Standards and Guides:	
1. List training accreditation required eg traffic Control, Confined Space, First Aid, <ul style="list-style-type: none"> SWAT induction At least one volunteer on site must have current first aid training 	2. Training details are located in: <ul style="list-style-type: none"> <input type="checkbox"/> Training Register in Authority 	WHS Legislation 2017, WHS Act 2011, EPA (Operations) Act, Manual Handling Procedure, WHS Policy, Sun Protection Procedure, Training and Development Policy, Safety Data Sheets (SDS), PPE Procedure, Lone Worker Procedure, PSC Code of Conduct, National Standards For Volunteer Involvement, Code of Practice – First aid in the workplace, Code of Practice – How to manage work health and safety risks, Code of Practice – Labelling of workplace hazardous chemicals, Code of Practice – Managing the risks of plant in the workplace, Code of Practice – Managing the work environment and facilities. Hazardous Manual Tasks Code of Practice	
List Plant/Equipment/Tools required for the Activity:	List Personal Protective Equipment (PPE) for the Activity:	List Equipment Maintenance Checks required for this Activity: <i>e.g. daily inspection checklists, lifting slings, SWL, etc</i>	Engineering Certificates /Permits/ Environmental Assessments Approvals required for this Activity <i>e.g. demolition licences, road closure, hot works, confined spaces etc</i>
Mattock Secateurs Loppers Rakes Brooms Pitch fork Shovel Wheelbarrow	High vis vest Long sleeves/long pants Broad brim hat Sturdy shoes (closed in, non-slip) Gloves Sun screen and sun protection Insect repellent Sun glasses or other eye protection First Aid kit Hand sanitiser Effective communication	Daily inspection of all equipment required for the task.	<ul style="list-style-type: none"> All works undertaken on Council land require the approval of Council prior to commencement of activity. A Specific Worksite Assessment and Toolbox (SWAT) form is to be completed by a Council Responsible Officer (RO) in conjunction with volunteer representatives prior to project starting. Only those volunteers directly inducted by a Council RO are then able to induct other volunteers. A Daily Attendance Form is required to be completed each day.

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Person Involved in the production and completing the Safe Work Method Statement (SWMS):				Potential for Environmental Harm					
Volunteers Coordinator	Parks Supervisors	WHS Officer	Natural Resources Team Leader	Air	Noise	Water	Soil	Flora & Fauna	Heritage
				Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.
<i>*Please select YES or NO for each category- If selecting YES also fill box Red</i>									
Person(s) Responsible for Supervising/ Inspecting Work:									
Person(s) responsible for supervising the work, inspecting and approving work areas, safe work method statements, SWAT's, protective measures, plant/ equipment & power tools:									
Name:			Position:			Signature:			
Name:			Position:			Signature:			

Activity	Hazard/Risk	RISK ASSESSMENT GUIDELINES (Check for the following)							Person Responsible
		Initial Risk			Control Measures & Actions Required (Implementation of risk control measures MUST be in accordance with the Hierarchy of Control)	Risk After Actions			
		L	C	Risk		L	C	Risk	
Planting and hand weeding	Vegetation damage and destruction Lack of plant/weed knowledge	3	2	MED	<ul style="list-style-type: none"> Follow supervisor instructions on weed removal techniques - if unsure of technical method ask supervisor. Identify your weed and lifecycle before removing. Seek advice on weeds/plants if unsure. 	2	3	MED	Council RO & Site Supervisor Volunteers
	Over clearing or re-infestation of weed species.	3	2	MED	<ul style="list-style-type: none"> Pile or store weeded material as to prevent reinfestation. eg rafts or roots hung in trees Let natural regeneration dictate rate of weed removal. 	2	3	MED	Site Supervisor Volunteers
	Over clearing or opening up areas to weed invasion.	3	2	MED	<ul style="list-style-type: none"> Work from least infested to most infested areas (Bradley method) 	2	3	MED	Council RO & Site Supervisor Volunteers
	Personal injury from contact with vegetation	3	2	MED	<ul style="list-style-type: none"> Site induction by Supervisor. Wear suitable work clothing and PPE when working. Be aware of first aid kit location. Inform supervisor of any known plant allergies 	2	2	LOW	Council RO & Site Supervisor Volunteers
Mulching	Muscular strain/back injury	3	2	MED	<ul style="list-style-type: none"> Use correct tools and manual handling techniques. Stretch and breaks as required. Use two person lift techniques if required. Refer to Hazardous Manual Tasks Code of Practice 	2	2	LOW	Site Supervisor Volunteers
	Contact with sharps (plastic, glass) contained within mulch Insect bites, stings and allergies	3	2	MED	<ul style="list-style-type: none"> Site induction by Supervisor. Wear suitable work clothing and PPE when working. Be aware of first aid kit location. Insect repellent available. Volunteers with allergies to advise site supervisor. Mobile phone and coverage. 	2	2	LOW	Site Supervisor Volunteers
	Inhalation of dust or liquid mists leading to Legionnaire's, hay fever or asthma	3	2	MED	<ul style="list-style-type: none"> Avoid contact with skin and eyes through correct PPE. Avoid exposure to dust or liquid mists be wearing mask and eye protection. Keep mulch moist and do not do activity in dry windy conditions. Wash hands thoroughly after use, and clothes. 	2	2	LOW	Site Supervisor Volunteers

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		Initial Risk			Control Measures & Actions Required (Implementation of risk control measures MUST be in accordance with the Hierarchy of Control)	Risk After Actions			
		L	C	Risk		L	C	Risk	
	Allergic reaction to plants – • Eucalyptus hazard – toxic/skin irritant, if working with/planting eucalyptus (in particular mulching containing eucalyptus - it's the oil that may cause issues) ensure hands are washed before eating, drinking and smoking.	1	2	LOW	<ul style="list-style-type: none"> Site induction by Supervisor. Wear suitable work clothing and PPE when working. Be aware of first aid kit location. 	1	2	LOW	Site Supervisor Volunteers
Set up/down, working outdoors, using tools etc	Various. Refer to WORKING OUTDOORS & TOOLS/EQUIPMENT SWMS	-	-	-	Refer to WORKING OUTDOORS & TOOLS/EQUIPMENT SWMS	-	-	-	Site Supervisor Volunteers

Note: Power tools are not permitted to be used by volunteers without site specific assessments and staff signoff.

Note

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

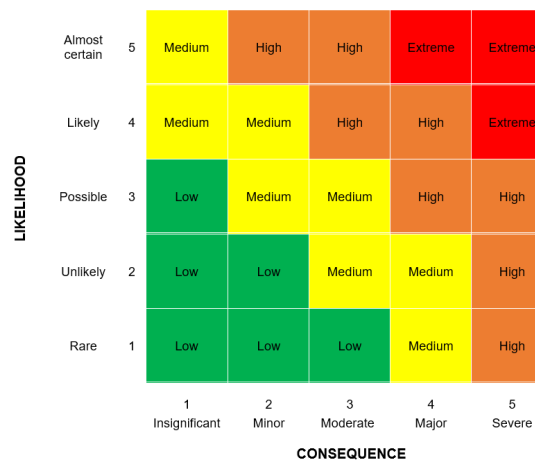
CONSEQUENCE		Insignificant (1)	Minor (2)	Moderate (3)	Major (4)	Severe (5)
Financial	• Financial loss incurred directly	≤ \$50K	≤ \$250K	≤ \$1M	≤ \$5M	> \$5M
	• Excessive spend on Service Unit agreed budget	≤ 2.5%	≤ 5%	≤ 10%	≤ 25%	> 25%
Service delivery & assets	<ul style="list-style-type: none"> Impact of disruption to key operations, services or assets (including infrastructure) Impact of remediation & recovery 	<ul style="list-style-type: none"> Isolated impact on service or asset Short-term customer inconvenience 	<ul style="list-style-type: none"> Service disruption < 1 day Assets degraded but still fit for purpose Noticeable customer dissatisfaction Minimal effort to resolve and resume normal operation 	<ul style="list-style-type: none"> Service disruption < 5 days Assets partially fit for purpose Moderate customer inconvenience Moderate effort to resolve and resume normal operation 	<ul style="list-style-type: none"> Service disruption < 10 days Unplanned outsourcing required to continue critical operations Key assets are temporarily unfit for purpose Major effort to resolve and resume normal operation 	<ul style="list-style-type: none"> Long-term inability to deliver critical services Key assets are long-term unfit for purpose Extreme effort to resolve and resume normal operation
Reputation	<ul style="list-style-type: none"> Customer / community sensitivity Adverse social / media attention Key stakeholder relationships impacts Political attention <p>(due to actions or decisions of Council &/or its workers)</p>	<ul style="list-style-type: none"> Isolated complaints One-off insignificant enquiries from local media or social media commentary No brand or reputation damage 	<ul style="list-style-type: none"> Minor localised adverse media / social media interest Minor customer / community sensitivity Minor loss of credibility with key stakeholders Minor brand damage 	<ul style="list-style-type: none"> Limited regional adverse media / social media attention Moderate customer / community dissatisfaction Moderate but temporary loss of credibility with key stakeholders Moderate brand damage, but repairable 	<ul style="list-style-type: none"> Widespread state media / social media adverse attention Material customer / community dissatisfaction (multiple locality) Significant damage to key stakeholder relationships Major adverse political attention Major brand damage, costly to remediate 	<ul style="list-style-type: none"> Prolonged, extensive adverse national media / social media attention Severe widespread community discontent & loss of trust Extensive damage to key stakeholder relationships Political censure or enquiry Prolonged severe brand damage
Compliance	<ul style="list-style-type: none"> Regulatory attention / action Fines or penalties Legal action or prosecution 	<ul style="list-style-type: none"> Isolated non-compliance Short-term significance 	<ul style="list-style-type: none"> Minor regulator warning or instruction Individual minor legal actions 	<ul style="list-style-type: none"> Substantial fine or penalty Substantial legal action Systemic non-compliance 	<ul style="list-style-type: none"> Major fine or penalty Multiple significant legal actions Major systemic, recurring or significant breaches Short-term regulator attention 	<ul style="list-style-type: none"> Severe fine or penalty Highly public, prolonged significant legal action(s) Dismissal of Council or significant restrictions imposed Potential or actual imprisonment Severe adverse findings against Council &/or officers Extensive regulatory oversight
People	<ul style="list-style-type: none"> Safety & wellbeing of worker, contractor or member of public while on Council property or undertaking Council operations Workplace relations Employee morale & loyalty 	<ul style="list-style-type: none"> Minor first aid. No noticeable impact on morale Minimal change to work conditions 	<ul style="list-style-type: none"> Minor medical attention required off-site Minimal lost time No long-term effects Isolated loss of morale 	<ul style="list-style-type: none"> Significant medical attention Medium-term lost time Short-term loss of morale Industrial dispute or action localised at individual or team level 	<ul style="list-style-type: none"> Major injury / illness or multiple serious Long-term effects &/or lost time Serious but localised loss of morale with moderate turnover Industrial dispute or action localised at Section level 	<ul style="list-style-type: none"> Fatality Permanent disability / illness Wide-spread loss of morale resulting in high turnover Industrial action Council-wide
Environment & culture	<ul style="list-style-type: none"> Actual or potential impact on environment or items of cultural and/or heritage significance (places, sites or objects) 	<ul style="list-style-type: none"> Negligible impact with no remediation required 	<ul style="list-style-type: none"> Minor impact, reversible with short-term remediation required 	<ul style="list-style-type: none"> Moderate impact, reversible with medium-term remediation required 	<ul style="list-style-type: none"> Significant impact contained to site / project – irreversible or long-term remediation required 	<ul style="list-style-type: none"> Significant ongoing impact, irreversible and not contained to site / project
Project	Quality sub-optimal (outcomes impacted)	Some minor requirements not met	A key requirement may not be met	Multiple key requirements may not be met	Noticeable quality degradation requires remediation & re-approval	Major scope changes & quality degradation requires redesign
	Budget (whole of project) exceeded	≤ 2.5% of total project budget	≤ 5% of total project budget	≤ 10% of total project budget	≤ 25% of total project budget	> 25% of total project budget
	Delivery timeframe delay	No material milestone slippage	Some material milestone slippage	Multiple key milestone slippage, potential delay to delivery date	Multiple key milestone slippage requiring major revision of delivery date	Major timeframe over-run, requiring extensive revision of delivery date

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

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

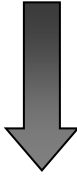
Step 3: Plot the Inherent risk rating on the Matrix below.



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

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

HIERARCHY OF CONTROLS		
Elimination	Remove the risk from the process by eliminating the step in the process – i.e. do not do it.	MOST PREFERABLE
Substitution	Reduce risk by changing processes, materials or equipment to something that does the job more safely	
Isolation	Put in place physical preventative mechanisms – i.e. locks, alarms, lights, ventilation, guards & barriers	
Engineering Control	Minimise the risk by engineering means – i.e. use a mechanical lifting device rather than manual handling techniques	
Administrative Control	Develop and implement work procedures – i.e. Safe Operating Procedures, training, direction, supervision, job rotation, consultation	
Personal Protective Equipment / Environmental Safeguard	Accept the initial hazards and protect personnel by using personal protective equipment to reduce the risk – i.e. safety glasses, ear muffs. Accept the initial impact and protect the environmental with safeguards to reduce risk of pollution and harm – i.e. erosion and sediment controls, spill kits, wash down bays, water cart for dust suppression, no-go zones.	LEAST PREFERABLE

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

Residual Risk Rating	Preferred Risk Treatment Options	Minimum reporting / escalation level for decision to cease or continue activity or take other necessary actions
Extreme	<p>Preferred treatment options: AVOID</p> <ul style="list-style-type: none"> • Cease activity, process or task until further directed. • Requires immediate escalation and active management through additional and effective treatment measures to reduce risk before proceeding. • Detailed planning required in consultation with relevant Group Manager (and/or General Manager) to prepare a risk management plan. • For safety risks, a Safe Work Method Statement (SWMS) must be approved by the Group Manager (and/or General Manager). 	<p>Group Manager</p> <p><i>(escalate to General Manager as deemed necessary)</i></p>
High	<p>Preferred treatment options: AVOID, SHARE, REDUCE</p> <ul style="list-style-type: none"> • Subject to discussions with Section Manager (and/or Group Manager), consider ceasing activity, process or task temporarily to explore alternative options or review risk treatment strategies to enhance adequacy and effectiveness. • For safety risks, a Safe Work Method Statement (SWMS) must be approved by the Section Manager (and/or Group Manager). • Consider implementation of additional or improved controls to reduce risk to ALARP. • Continue to monitor control effectiveness. 	<p>Section Manager</p> <p><i>(escalate to Group Manager as deemed necessary)</i></p>
Medium	<p>Preferred treatment options: REDUCE, ACCEPT</p> <ul style="list-style-type: none"> • Subject to discussions with Coordinator or Supervisor (and/or Section Manager), review risk treatment strategies to determine their adequacy and effectiveness. • Consider implementation of additional or improved controls to reduce risk to ALARP. • Continue to monitor control effectiveness. 	<p>Coordinator / Supervisor</p> <p><i>(escalate to Section Manager as deemed necessary)</i></p>
Low	<p>Preferred treatment options: ACCEPT</p> <ul style="list-style-type: none"> • Manage by existing approved procedures and work practices, • Continue to monitor control effectiveness. 	<p>Responsible staff</p> <p><i>(escalate as deemed necessary)</i></p>

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Version Control

Version	Date	Author	Details
1.0	10/11/2010	WHS Manager	First Release - New document
2.0	9/3/2012	WHS Manager	Document reviewed March 2012 due to the new WHS Legislation. All reference to OHS was changed to WHS and <i>The cost associated with controlling the risk must also be considered, including whether the cost is grossly disproportionate to the risk</i> was inserted on page 4
3.0	25/06/2012	WHS Manager	Risk matrix replaced with 5 x 5 matrix and changes were made to document following a review based on WorkCover's recommendations.
4.0	13/02/2014	WHS Manager	Put into new format
5.0	10/02/2015	WHS Manager	Updated Risk Matrix Inserted
6.0	6/03/2015	WHS Manager	Added Compilation of SWMS
7.0	3/06/2015	WHS Manager	Updated to incorporate Brand Identity Style Guide v1.0
8.0	08/07/2016	WHS Manager	Inserted updated Risk Matrix
9.0	01/03/2018	Corporate Risk	Updated following a review of the Integrated Risk Management Framework
9.2	30/01/2020	WHS Manager	Integrated with Environment.
10.0	14/07/2021	Enterprise Risk	Updated to align with new Risk Management Plan.
11	3/8/2022	VMO	Note on power tool use added

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