



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: • Working Outdoors / Tools	SWMS Ref #: 1	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"> ▪ 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.	
List Plant/Equipment/Tools required for the Activity:	List Personal Protective Equipment (PPE) for the Activity:	List Equipment Maintenance Checks required for this Activity: e.g. daily inspection checklists, lifting slings, SWL, etc	Engineering Certificates /Permits/ Environmental Assessments Approvals required for this Activity e.g. demolition licences, road closure, hot works, confined spaces etc
<ul style="list-style-type: none"> • Mattock • Secateurs • Loppers • Rakes • Brooms • Pitch fork • Shovel • Wheelbarrow • Cordless/battery operated power tools such as drill, sander • Cordless blower • Cordless whipper snipper • Cordless hedge trimmer 	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	Type: Daily inspection of all equipment required for the task.	Ref/Doc: <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.

WARNING: This is a CONTROLLED Document. Hardcopies of this document may not be the latest version. Before using this document, check it is the latest version; refer to Council's intranet *myPort* under the Enterprise Risk Management System.

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)			Control Measures & Actions Required (Implementation of risk control measures MUST be in accordance with the Hierarchy of Control)	Risk After Actions			Person Responsible
		Initial Risk				L	C	Risk	
		L	C	Risk					
Activity/site inspection & preparation	Inappropriate site conditions.	2	3	MED	<ul style="list-style-type: none"> Conduct site inspection. Do not use site if conditions are inappropriate for activity 	2	2	LOW	Council RO & Site Supervisor
	Non-inducted and/or inexperienced volunteers.	3	2	MED	<ul style="list-style-type: none"> All participants to be inducted to site/activity via SWAT process and sign SWAT form. All participants to sign Daily Attendance Form. Toolbox the operation of the equipment and procedures to be followed. 	2	2	LOW	Council RO & Site Supervisor
	Adverse weather conditions	3	2	MED	<ul style="list-style-type: none"> Assess weather conditions each time. Do not proceed if too hot, windy, heavy rain or too cold. 	2	1	LOW	Council RO & Site Supervisor
	Insufficient or inappropriate PPE	2	2	LOW	<ul style="list-style-type: none"> Determine appropriate PPE requirements for activities. Spare PPE available on site. Create a PPE register to ensure borrowed PPE is returned Volunteers with inappropriate PPE not to work. 	1	2	LOW	Council RO & Site Supervisor

WARNING: This is a CONTROLLED Document. Hardcopies of this document may not be the latest version. Before using this document, check it is the latest version; refer to Council's intranet *myPort* under the Enterprise Risk Management System.

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	
Vehicle movements & traffic control	Volunteer vehicles being hazard to pedestrians or traffic.	3	3	HIGH	<ul style="list-style-type: none"> Park as per road and parking rules. Provide designated walking areas in carpark (if appropriate) 	3	2	MED	Council RO & Site Supervisor
	No traffic control.	3	3	HIGH	<ul style="list-style-type: none"> Traffic Control Plan (TCP) required for activities alongside roadsides. Do not proceed if no TCP in place - contact Council Responsible Officer. 	4	2	MED	Council RO & Site Supervisor
	Vehicle movements nearby.	3	3	HIGH	<ul style="list-style-type: none"> Park to minimise requirement to cross road or walk along road shoulder. Wear high vis vests. Personal vigilance and awareness. Do not work closer than 3m to the sealed road. Put out road signs if appropriate. 	2	3	MED	Council RO & Site Supervisor
Public access and interaction	Disruption to pedestrian public access.	2	2	LOW	<ul style="list-style-type: none"> Place 'people at work' signs if appropriate. Keep public pathways accessible or block access. 	1	1	LOW	Council RO & Site Supervisor
	Violence/Aggression/Verbal abuse from members of public.	2	3	MED	<ul style="list-style-type: none"> Do not work in areas known to have aggressive residents nearby Don't confront the antagonist, remove yourself from the situation and contact Council or Police. Identify activity or volunteers as undertaking Council activities with signage and hi-vis vest. Ensure mobile phone with coverage on hand. 	2	2	LOW	Council RO Site Supervisor Volunteers
	Steep slopes, uneven ground and overhanging vegetation.	3	3	HIGH	<ul style="list-style-type: none"> Determine hazards and appropriate work area, and inform all participants. Avoid steep slopes and edges. Personal awareness of trip hazards, uneven ground, slippery surfaces and overhanging branches. Suitable PPE and appropriate footwear worn 	1	2	LOW	Council RO Site Supervisor Volunteers
	Insect and tick bites, stings and allergies, Snake bites.	4	2	MED	<ul style="list-style-type: none"> Appropriate PPE – hat, gloves, suitable clothing, enclosed footwear, eye protection. Insect repellent available. Ensure first aid kit on site containing appropriate tick treatment/removal equipment, soothing spray & snake bite bandages (if appropriate). Volunteers with allergies to advise site supervisor. Mobile phone and coverage. 	3	2	MED	Council RO Site Supervisor Volunteers

WARNING: This is a CONTROLLED Document. Hardcopies of this document may not be the latest version. Before using this document, check it is the latest version; refer to Council's intranet *myPort* under the Enterprise Risk Management System.

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	
Moving around outdoor work area	Sun exposure/sunburn/skin damage. Dehydration and heat exhaustion.	3	2	MED	<ul style="list-style-type: none"> Wear appropriate PPE at all times. Sunscreen available on site. Ensure supplies of water are available and appropriate rest breaks are taken. 	2	2	LOW	Council RO Site Supervisor Volunteers
	Dangerous dogs	2	3	MED	<ul style="list-style-type: none"> Determine hazards and appropriate work area, and inform all participants. Contact council to remove dogs from area 	2	2	LOW	Council RO Site Supervisor Volunteers
	Exposure to sharps	3	3	HIGH	<ul style="list-style-type: none"> Reference Litter Collection and Sharps SWMS 	3	1	LOW	Council RO Site Supervisor Volunteers
	Exposure to dead or decaying animals	3	2	MED	<ul style="list-style-type: none"> PPE, could pose a mental distress EAP available for council staff Cover dead or decaying animals if possible Contact council to remove animal from site 	3	1	LOW	Council RO Site Supervisor Volunteers
Fire Consideration	Bushland fire.	2	5	HIGH	<ul style="list-style-type: none"> Use NSW RFS Fires Near Me app Do work in periods of high fire danger. No smoking at all work sites. Park vehicle facing exit to bushland area. Appropriate communication device. Do not work alone. 	1	4	MED	Council RO Site Supervisor Volunteers
	No or inappropriate first-aid equipment. Unsure of appropriate first aid treatment. Unsure of medical emergency procedure.	3	2	MED	<ul style="list-style-type: none"> Ensure volunteer activity has first-aid kit on site. Ensure first aid kit checked regularly and contents are appropriate and in date. Ensure someone trained in first aid is on site (if appropriate). Appropriate communication device and procedures. 	2	2	LOW	Council RO & Site Supervisor
	Unable to stabilise any sustained injury. Medical Emergency.	3	3	HIGH	<ul style="list-style-type: none"> Ensure have mobile phone with coverage. Dial 000 if appropriate, or complete form in 'Risk/incident/Hazard Report Book' and notify Council responsible officer within 24 hours. Ensure that all work sites have access to stocked first-aid kit and trained volunteer on-site. 	2	2	LOW	Council RO & Site Supervisor
Use of hand tools and equipment	Injury caused by loose handles, blades or damaged equipment.	3	3	HIGH	<ul style="list-style-type: none"> Check all equipment prior to use. Repair or substitute damaged tools. 	2	2	LOW	Council RO Site Supervisor Volunteers

WARNING: This is a CONTROLLED Document. Hardcopies of this document may not be the latest version. Before using this document, check it is the latest version; refer to Council's intranet *myPort* under the Enterprise Risk Management System.

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	
	Muscular strain/back injury.	2	3	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. Avoid using tool in awkward positions if possible (including overhead) 	2	2	LOW	Council RO Site Supervisor Volunteers
	Injury to self.	3	3	HIGH	<ul style="list-style-type: none"> Appropriate PPE including steel cap boots if using long handled mattock/pitch forks. Check tools in good working order. Use correct tool for task. 	2	2	LOW	Council RO Site Supervisor Volunteers
	Injury to others or disruption to public access.	3	2	MED	<ul style="list-style-type: none"> Be aware of others when using tools & equipment. Place equipment in safe place and out of public view when not using. Place people at work signs if appropriate. Keep public pathways accessible or block access if appropriate. 	2	2	LOW	Council RO Site Supervisor Volunteers
Charging of cordless/battery operated power tools	Electrocution from damaged power cord.	3	4	HIGH	<ul style="list-style-type: none"> Ensure power cords are not damaged. Chargers for battery operated power tools to be used at home. Chargers must be tested and tagged. (Testing and tagging can be pre-arranged though Building Trades.) Chargers stored at a Council facility such as a hall will be tested and tagged by Council. A Residual Current Device to be used 	2	4	MED	Council RO & Site supervisor
Use of cordless/battery operated power tools or other approved usage (eg blower, whipper snipper)	Non-inducted and/or inexperienced volunteers	3	2	MED	<ul style="list-style-type: none"> All participants to be inducted to site/activity via SWAT process and sign SWAT form. All participants to sign Daily Attendance Form. Toolbox the operation of the equipment and procedures to be followed. 	2	2	LOW	Council RO & Site Supervisor
	Incorrect tool for task	3	2	MED	<ul style="list-style-type: none"> All participants to be inducted to site/activity via SWAT process and sign SWAT form. All participants to sign Daily Attendance Form. Toolbox the operation of the equipment and procedures to be followed. 	2	2	LOW	Council RO & Site Supervisor
	Clothing / Object / Hair caught in machinery	2	3	MED	<ul style="list-style-type: none"> Do not wear loose-fitting clothing or jewellery or dangling objects. Tie long hair back and out of the way. 	1	3	MED	Council RO Site Supervisor Volunteers

WARNING: This is a CONTROLLED Document. Hardcopies of this document may not be the latest version. Before using this document, check it is the latest version; refer to Council's intranet *myPort* under the Enterprise Risk Management System.

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	
	Injury to self or others from defective tools/accessories or distraction from task	2	3	MED	<ul style="list-style-type: none"> Inspect tool condition, as well as any tool or accessories. Check that all appropriate guards are in place and working. Never use any accessory except those specifically supplied or recommended by the manufacturer / supplier. Never rush what you are doing. Pay close attention. Do not use tool if untrained on how to operate 	2	2	LOW	Council RO Site Supervisor Volunteers
	Debris and dust flying around from use of blower	3	2	M	<ul style="list-style-type: none"> Correct PPE and signs. Do not do when public nearby. Avoid or minimise use when operating in windy conditions (if possible) 	2	2	L	Council RO Site Supervisor Volunteers
	Injuries to feet from whipper snipper use	4	3	H	Boots, gloves, glasses long sleeve pants and shirt and goggles as well as signs.	2	2	L	Council RO Site Supervisor Volunteers
Finish the work	Incorrect storage Identified faults not followed up on				Clean and store the tool in a safe, dry place. Dispose of faulty equipment or return to Council.				Council RO Site Supervisor Volunteers

WARNING: This is a CONTROLLED Document. Hardcopies of this document may not be the latest version. Before using this document, check it is the latest version; refer to Council's intranet *myPort* under the Enterprise Risk Management System.

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

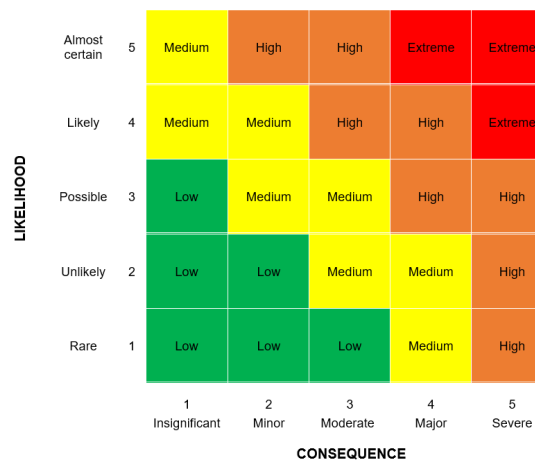
CONSEQUENCE		Insignificant (1)	Minor (2)	Moderate (3)	Major (4)	Severe (5)
Financial	• Financial loss incurred directly	≤ \$50K	≤ \$250K	≤ \$1M	≤ \$5M	> \$5M
	• Excessive spend on Service Unit agreed budget	≤ 2.5%	≤ 5%	≤ 10%	≤ 25%	> 25%
Service delivery & assets	<ul style="list-style-type: none"> • Impact 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

WARNING: This is a CONTROLLED Document. Hardcopies of this document may not be the latest version. Before using this document, check it is the latest version; refer to Council's intranet *myPort* under the Enterprise Risk Management System.

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%

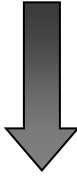
Step 3: Plot the Inherent risk rating on the Matrix below.



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

WARNING: This is a CONTROLLED Document. Hardcopies of this document may not be the latest version. Before using this document, check it is the latest version; refer to Council's intranet *myPort* under the Enterprise Risk Management System.

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>

WARNING: This is a CONTROLLED Document. Hardcopies of this document may not be the latest version. Before using this document, check it is the latest version; refer to Council's intranet *myPort* under the Enterprise Risk Management System.

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.

WARNING: This is a CONTROLLED Document. Hardcopies of this document may not be the latest version. Before using this document, check it is the latest version; refer to Council's intranet *myPort* under the Enterprise Risk Management System.