

This safe work method statement is to be reviewed by all workers involved in the work activity prior to commencing.

1. GENERAL INFORMATION:

Company / organisation:		ABN:	
Address:		Locations:	
Work activity:			
Date developed:		Date approved:	
SWMS approved by:		Date of next review:	

2. REQUIREMENTS:

Person(s) responsible for implementing and monitoring the SWMS:	
Applicable legislation and compliance references:	Work Health and Safety Act 2011 Work Health and Safety Regulation 2011 Code of Practice – How to manage work health and safety risks 2011 Code of Practice – Work health and safety consultation, cooperation and coordination 2011
Training and induction requirements:	Site induction (if required) and SWMS briefing
Plant and equipment requirements:	
Personal protective equipment requirements:	
Inspection requirements:	
Chemicals and safety data sheets:	

3. RISK ASSESSMENT MATRIX:

The risk assessment matrix is used to assess the inherent and residual risk score using the consequence and likelihood risk criteria.

Risk Category	CONSEQUENCE				
	Insignificant (1)	Minor (2)	Moderate (3)	Major (4)	Extreme (5)
Strategy & Financial	Negligible impact on strategic objectives. Financial impact less than \$20,000.	Minor impact or disruption to a single strategic objective. Financial impact between \$20,000 and \$50,000.	Moderate impact or disruption to multiple strategic objectives. Financial impact between \$50,000 and \$200,000.	Strategic failure of one strategic objective and serious disruption to other strategic objectives. Financial impact between \$200,000 and \$500,000.	Strategic failure of multiple strategic objectives. Financial impact greater than \$500,000.
People	Unexpected loss of a single staff member.	Unexpected loss of a senior staff member.	Unexpected loss of multiple staff or senior staff members.	Unexpected loss of a business critical senior staff member.	Unexpected loss of multiple business critical senior staff members, executive or Board.
Health, Safety & Environment	Treatment of a minor injury with first aid and no medical treatment. Negligible environmental impact.	Treatment of a reversible injury with no hospitalisation. Minor environmental impact with short-term effects.	Hospitalisation due to a reversible injury. Serious environmental impact with medium-term effects.	Single death or reversible injury. Serious environmental impact with long-term effects.	Multiple deaths or irreversible injury to more than one person. Serious environmental impact with irreversible significant effects.
Governance, Legal & Compliance	Minor legal, regulatory or internal policy failure.	Minor legal issues, non-compliance with regulations.	Serious breach of regulation with investigation or report to authority with possible fine.	Major breach of regulation with considerable fine, likely prosecution and litigation.	Regulatory prohibition to operate, significant prosecution and fines and very serious litigation.
Reputation	Minimal adverse local and public attention and complaints.	Minor adverse local public and media attention and complaints.	Significant adverse regional media, public attention and community concern.	Serious public and community concern with national adverse media exposure.	Major and permanent reputation damage impacting the ability to continue to operate.
Business Operations & Systems	Negligible consequences or brief business disruption, service delivery.	Minimal localised business disruption with minor delays or impacts on service delivery.	Serious business disruption with moderate delays or impacts on service delivery.	Critical business disruption with major delays or impacts on service delivery.	Critical service loss, service delivery failure and significant threat to business continuity.

INTENTIONALLY FADED

LIKELIHOOD		
Descriptor	Frequency	Description
5	Almost certain	The event is expected to occur in most circumstances and the risk realised in the next 3-6 months.
4	Likely	The event will probably occur in most circumstances and the risk realised in the next 6-12 months.
3	Possible	The event should occur in some circumstances and the risk realised in the next 12-18 months.
2	Unlikely	The event could occur in some circumstances and the risk realised in the next 2-3 years.
1	Rare	The event may only occur in some exceptional circumstances and the risk is not likely to be realised in the next 5 years.

Likelihood	Consequence						
	Insignificant (1)	Minor (2)	Moderate (3)	Major (4)	Extreme (5)		
5	Almost certain	Moderate	High	High	Extreme	Extreme	
4	Likely	Moderate	High	High	High	Extreme	
3	Possible	Low	Moderate	High	High	High	
2	Unlikely	Low	Low	Moderate	High	High	
1	Rare	Low	Low	Low	Moderate	Moderate	

4. HAZARD IDENTIFICATION, ASSESSMENT AND CONTROL:

Assess the consequence (C) and likelihood (L) of the inherent risk score (before treatment) and residual risk score (after treatments) using the risk assessment matrix in section 3.

Job / Activity: (break down the job steps)	Risks: (what could happen or go wrong)	Inherent Risk: (what is the risk before controls)			Risk Treatments and Controls: (how are the risks managed)	Residual Risk: (what is the risk after controls)			Responsibility: (who is responsible)
		C	L	Risk		C	L	Risk	
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