

## DELIVERY-REMOVAL SERVICE SAFE WORK METHOD STATEMENT (SWMS)

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Responsible person (for monitoring SWMS and work): Aydan Fowkes

Signature:

Date: 01.12.23

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### SITE MANAGEMENT PLAN

Is the work associated with a Construction Project?  Yes  No

*If yes – This SWMS must align with requirements of the Site Management Plan in place for the Construction Project.*












### THIS WORK ACTIVITY INVOLVES THE FOLLOWING "HIGH-RISK CONSTRUCTION WORK" (HRCW - IDENTIFIED IN THE JOB TASK COLUMN)

- |  |   |  |   |
|--|---|--|---|
| <input type="checkbox"/> Confined spaces   | <input checked="" type="checkbox"/> Mobile plant movement | <input type="checkbox"/> Demolition of a load-bearing structure  | <input type="checkbox"/> Asbestos disturbance         |
| <input type="checkbox"/> Using explosives  | <input type="checkbox"/> Diving work                      | <input type="checkbox"/> Artificial extremes of temperature  | <input type="checkbox"/> Tilt-up or pre-cast concrete |
| <input type="checkbox"/> Pressurised gas distribution mains or piping chemical, fuel or refrigerant lines energised electrical installations or services |   |  |   |
| <input type="checkbox"/> Structures or buildings involving structural alterations or repairs that require temporary support to prevent collapse          |   |  |   |
| <input type="checkbox"/> Involves a risk of a person falling from 2m or more, including work on telecommunications towers                                |   | <input type="checkbox"/> Work in a ceiling space (W.A. Only)   |   |
| <input type="checkbox"/> Working at depths greater than 1.5 metres, including tunnels or mines   |   | <input checked="" type="checkbox"/> Work in an area that may have a contaminated or flammable atmosphere |   |
| <input checked="" type="checkbox"/> Work carried out adjacent to a road, railway or shipping lane, traffic corridor                                      |   | <input type="checkbox"/> In or near water or other liquid that involves the risk of drowning             |   |

### WORKING WITH A RISK OF A FALL OVER 2 METRES. Select the fall from height 'hierarchy of control level' considered when establishing controls:

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> L 1: Work on the ground or solid construction                     | <input type="checkbox"/> L 4: Use a fall arrest system e.g., safety harness, catch platforms  |
| <input type="checkbox"/> L 2: Use a passive fall restraint system e.g., guard rails, scaffolding, EWP | <input type="checkbox"/> L 5: Implement administrative controls e.g., signage, or instruction |
| <input type="checkbox"/> L 3: Use a work positioning system e.g., travel restraint, rope access       |   |

<b>Planning/Preparation</b>	<ul style="list-style-type: none"> <li>• Liaise with Principal Contractor to identify on-site safety systems and procedures</li> <li>• Establish supervisory and communication arrangements</li> <li>• Principal contractor to confirm emergency response procedures are in place.</li> </ul>
<b>Training/Licence</b>	<ul style="list-style-type: none"> <li>• All workers to have a General Construction Induction Card</li> <li>• Relevant workers have relevant certificates of competency, licenses, and training.</li> <li>• Trained First Aider on site</li> <li>• All workers trained in site-specific emergency and evacuation procedures, SWMS, safe work procedures, and safety data sheets.</li> </ul>
<b>Worker duties and responsibilities</b>	<ul style="list-style-type: none"> <li>• Fit condition for work, i.e. no signs of fatigue, alcohol or drugs</li> <li>• Comply with all site requirements, e.g. PPE, Traffic Management Plans (TMP)</li> <li>• Only carry out work related to the contract</li> <li>• Inspect completed work and report possible safety, environmental and quality matters to the supervisor.</li> </ul>
<b>Monitor/Review</b>	<ul style="list-style-type: none"> <li>• All people involved in the task must have this SWMS communicated to them before work commences</li> <li>• SWMS to be reviewed and amended if necessary, in consultation with relevant people after any near miss or incident</li> <li>• If additional site hazards identified, review this SWMS and amend control measures to suit</li> <li>• People, including workers, contractors and sub-contractors, affected by the revisions to this SWMS, must be informed ASAP</li> <li>• Give the principal contractor a copy of the revised SWMS</li> <li>• The site supervisor to monitor works against the controls stated in this SWMS</li> <li>• SWMS must be kept on-site and made available for inspection or review</li> <li>• Keep a record of this SWMS until the job is complete or for two years if involved in a notifiable incident</li> <li>• Regardless of any other factor, the person in control of the workplace must review this SWMS at least annually.</li> </ul>
<b>Site-Specific Notes:</b>	<p><b>Act, Regulations, Codes of Practice References:</b></p> <ul style="list-style-type: none"> <li>• Occupational Health and Safety Act 2004</li> <li>• Occupational Health and Safety Regulations 2017</li> <li>• Workplace Safety Legislation and Other Matters Amendment Act 2022</li> <li>• Accident Compensation (Occupational Health and Safety) Act 1996</li> <li>• Accident Compensation Act 1985</li> <li>• Dangerous Goods Act 1985</li> <li>• Equipment (Public Safety) Act 1994</li> <li>• Workers Compensation Act 1958</li> <li>• Workplace Injury Rehabilitation and Compensation Act 2013</li> <li>• Dangerous Goods (Transport by Road or Rail) Regulations 2018</li> </ul>

Personal Protective Equipment (PPE)											
FOOT PROTECTION	HEARING PROTECTION	HIGH VISIBILITY	HEAD PROTECTION	EYE PROTECTION	FACE PROTECTION	HAND PROTECTION	PROTECTIVE CLOTHING	BREATHING PROTECTION	SUN PROTECTION	SAFETY HARNESS	Do not wear rings, watches or jewellery that may become entangled. Long and loose hair must be tied back.
											<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
JOB TASK	HAZARDS	IR	CONTROL MEASURES							RR	RESPONSIBLE PERSON
			<i>INHERENT RISK-RATING (IR) BEFORE CONTROLS - RESIDUAL RISK-RATING (RR) AFTER CONTROLS</i>								
1. Planning	Emergency	4A	<ul style="list-style-type: none"> <li>Regular check ins with office where appropriate.</li> <li>Have a reliable communication system in place and test regularly.</li> </ul>							2M	Supervisor
2. Travel to, from & between sites	<ul style="list-style-type: none"> <li>Collision</li> <li>Breakdown</li> </ul>	4A	<ul style="list-style-type: none"> <li>Ensure Driver's Licence is current</li> <li>The vehicle should be compliant with registration requirements</li> <li>Carry out the pre-operational checks specified in the manufacturers operating instructions</li> <li>Ensure logbook of service and maintenance history is up to date</li> <li>Drive safely and comply with statutory speed limits and road rules at all times</li> <li>Respond to changing on-road conditions and hazards, delays or re-scheduling, mechanical problems, changing traffic and route conditions</li> <li>Communicate with base regularly &amp; when required due to changing on-road circumstances</li> <li>Ensure vehicles equipped with emergency equipment:                             <ul style="list-style-type: none"> <li>Spare tyre and procedures for changing tyres</li> <li>First Aid kits, fire extinguisher and emergency contact information</li> </ul> </li> <li><b>⚠ DO NOT drive fatigued, under the influence of drugs or alcohol</b></li> <li><b>⚠ DO NOT use electronic devices while driving:</b> <ul style="list-style-type: none"> <li>If you must use a device, e.g., mobile phone or GPS pull over and park in a safe area. Don't stop where you could be a hazard to other vehicles, pedestrians, or yourself</li> </ul> </li> <li><b>⚠ In case of a vehicle accident:</b> <ul style="list-style-type: none"> <li>Stop vehicle</li> <li>Do not drive away</li> <li>Check you and your passenger/s for injuries</li> <li>If you are not injured and are physically able:                                     <ul style="list-style-type: none"> <li>Use "hazard" lights &amp; if possible, remove the vehicle to a safe location out of traffic</li> <li>Check for cars/traffic before exiting the vehicle</li> <li>Approach the other driver/vehicle (if safe to do so)</li> </ul> </li> </ul> </li> </ul>							2M	<p><b>Supervisors</b> to check all controls in place and followed</p> <p><b>Workers</b> to follow controls and make supervisor aware of any issues</p>

JOB TASK	HAZARDS	IR	CONTROL MEASURES		RR	RESPONSIBLE PERSON
			<i>INHERENT RISK-RATING (IR) BEFORE CONTROLS - RESIDUAL RISK-RATING (RR) AFTER CONTROLS</i>			
			<ul style="list-style-type: none"> <li>▪ If the vehicle involved transports hazardous chemicals/placarded – do not approach vehicle - maintain a safe distance</li> <li>▪ Ask the driver if they are injured/require medical attention</li> <li>▪ If people do not respond; call 000 immediately &amp; do not attempt to move a person</li> <li>▪ If person/s able to move, provide assistance to help them clear of vehicle/danger</li> <li>▪ Check vehicles for signs of fire – and if detected, evacuate immediately</li> <li>▪ Administer First Aid if required.</li> </ul>			
	<ul style="list-style-type: none"> <li>• Fatigue</li> </ul>	3H	<ul style="list-style-type: none"> <li>• Schedule adequate time between shifts for rest and recuperation</li> <li>• Schedule adequate breaks throughout the shift to allow for movement, e.g. go for a walk/one minute warm up/stretch and flex</li> <li>• Do not exceed regulated driving hours.</li> </ul>		2M	
3. Pick-up & delivery	Powered mobile plant movement, e.g. forklift	4A	<ul style="list-style-type: none"> <li>• When outside of the cabin, check constantly for changing hazards at all times. Ensure:                             <ul style="list-style-type: none"> <li>○ High visibility clothing worn at all times</li> <li>○ Do not walk directly in front of the loading dock without ensuring the area is clear of moving vehicles. Generally, walk along the side of the aisle, or marked walkways</li> <li>○ Do not stand behind reversing vehicles</li> <li>○ Do not enter “no go zones” for pedestrians</li> <li>○ Maintain Alertness at all times. Listen for:                                     <ul style="list-style-type: none"> <li>▪ Reversing alarms/beepers</li> <li>▪ Calls from Plant Operators</li> </ul> </li> <li>○ Safety/warning signs, spotters, traffic barriers. must be obeyed as required</li> <li>○ Follow traffic management plan requirements</li> <li>○ <i>NOTE: Some traffic management plans may say that pedestrians have the right-of-way. Never assume this. Make visual and verbal contact with plant operator as required.</i></li> </ul> </li> </ul>		2M	<p><b>Supervisors</b> to check all controls in place and followed</p> <p><b>Workers</b> to follow controls and make supervisor aware of any issues</p>
	Adjacent to road & public access	4A	<ul style="list-style-type: none"> <li>• Park working vehicle in driveway, allocated parking or loading zone to avoid travelling across roads where possible</li> <li>• Wear high visibility vest</li> <li>• If setting up roadside – comply with local laws and permits.</li> </ul>		2M	
	Crush injuries, entrapment	4A	<ul style="list-style-type: none"> <li>• Shut off the engine and engage the brake to make sure the vehicle does not move during loading and unloading. This also minimises the exposure to vehicle emissions and noise</li> <li>• Before you start unloading the vehicle, wheel chocks or some other vehicle restraint device and dock plates/levellers must be in place</li> <li>• Be wary of vehicle creep (also known as trailer walk or dock walk). Creep occurs when the repeated forces exerted by loading and unloading activities (e.g. when a lift truck enters and exits the trailer/truck body) causes the vehicle to slowly creep or walk away from the dock. Periodically check vehicle restraints and plates still aligned in place</li> </ul>		2M	

JOB TASK	HAZARDS	IR	CONTROL MEASURES		RR	RESPONSIBLE PERSON
			<i>INHERENT RISK-RATING (IR) BEFORE CONTROLS - RESIDUAL RISK-RATING (RR) AFTER CONTROLS</i>			
			<ul style="list-style-type: none"> <li>After loading, ensure all employees or material lifting devices cleared, and all vehicle restraints or other engineering controls are placed back in their original location before re-starting the vehicle engine and disengaging the brake.</li> </ul>			
	Moving / falling objects	3H	<ul style="list-style-type: none"> <li>Ensure that all tools and equipment are secure before loading/unloading equipment, ensure:                             <ul style="list-style-type: none"> <li>To pack light items over heavy items</li> <li>Items are packed tightly, and secured for travel</li> <li>Secure all lifting equipment /aids for travel</li> <li>Do not store items in the cabin of the vehicle</li> </ul> </li> <li>When opening the doors of the vehicle, be careful of loads that may have shifted during transport. Falling freight can be a hazard when the doors are opened, so it is important to stand out of the way when opening the door.</li> </ul>		2M	
	Loss of load	3H	<ul style="list-style-type: none"> <li>Load restraint; the load secured in a way that ensures:                             <ul style="list-style-type: none"> <li>The load does not make the vehicle unstable or unsafe</li> <li>The GVM is not exceeded</li> <li>It is secured so it won't move in any way</li> <li>The load restrained using an appropriate load restraint method such as rated webbing straps</li> <li>Smaller items carried in open trays during transport should be covered using a cargo net or tarpaulin</li> <li>The load does not project from your vehicle in a way that is likely to injure a person, obstruct the path of other drivers or pedestrians, or damage another vehicle.</li> </ul> </li> <li>Heavy items such as white goods restrained to headboards</li> <li>Recheck the load and the tension of any webbing shortly after commencing a journey as the load may shift, causing restraints to loosen.</li> <li>Ensure all doors and latched correctly and loading ramps secured.</li> </ul>		2M	
4. Environment	Environmental impact	3H	<ul style="list-style-type: none"> <li><b>Noise &amp; vibration</b> - The vehicle is maintained to minimise noise</li> <li><b>Air quality</b> - Reduce pollutants by ensuring the vehicle is tuned regularly</li> <li><b>Waste</b> - Place all wastes and rubbish in bins or other appropriate containers</li> <li>Separate recycle waste from general waste</li> <li><b>Fuels, oils &amp; chemicals</b> - Minimum amounts of hazardous substances kept on site</li> <li>Labelled and securely stored</li> <li>Re-fuelling of vehicles/equipment undertaken at least 6m from drains and waterways</li> <li>Follow SDS directions for disposal of chemicals in approved waste containers</li> <li>A spill kit is available at all times &amp; spills cleaned up immediately follow SDS directions</li> </ul>		2M	<p><b>Supervisors</b> to check all controls in place and followed</p> <p><b>Workers</b> to follow controls and make</p>

JOB TASK	HAZARDS	IR	CONTROL MEASURES		RR	RESPONSIBLE PERSON
			<i>INHERENT RISK-RATING (IR) BEFORE CONTROLS - RESIDUAL RISK-RATING (RR) AFTER CONTROLS</i>			
			<ul style="list-style-type: none"> <li>• <b>Waterways &amp; soils</b> - Do not wash out plant, equipment or containers where residue can enter waterways or drains</li> <li>• <b>Vehicle movement</b> - Follow the TMP, only travel on established tracks and roads</li> <li>• Use designated entry and exit points</li> <li>• <b>Terrestrial fauna</b> - No domestic animals are to be taken on-site</li> <li>• Ensure all food scraps placed in lidded bins.</li> </ul>			supervisor aware of any issues
5. House keeping	<ul style="list-style-type: none"> <li>• Slips</li> <li>• Trips</li> <li>• Falls</li> </ul>	3H	<ul style="list-style-type: none"> <li>• Be aware of:                             <ul style="list-style-type: none"> <li>○ Changes in level</li> <li>○ Water, grease or oil spills</li> <li>○ Cracks, holes or fall risks</li> </ul> </li> <li>• Avoid standing on the edge of tailgate or tray of the vehicle</li> <li>• Do not jump from cabin or vehicle tray</li> <li>• Only access tray of the vehicle using the manufacturer's access points</li> <li>• Do not place equipment where it could become a trip hazard</li> <li>• Ensure there is room to manoeuvre and no obstacles in the way</li> <li>• Clean spills immediately</li> <li>• Footwear is suitable. Snug-fitting shoes/boots with flat, non-slip soles, no loose soles, long laces, oily soles, or caked with mud or other contaminants.</li> </ul>		2M	<p><b>Supervisors</b> to check all controls in place and followed</p> <p><b>Workers</b> to follow controls and make supervisor aware of any issues</p>
6. Manual tasks	Musculoskeletal (MSD) injuries	3H	<ul style="list-style-type: none"> <li>• Practice stretching throughout the shift</li> <li>• Do not work in static positions or awkward postures for more than 2 hours over the entire shift, or 30 minutes at a time (prolonged sitting)</li> <li>• Remove wallet from the back pocket when driving; It can cause stress on the spine and sciatica</li> <li>• Take regular breaks</li> <li>• Assess suitable travel pathway to enter/exit premises when carrying materials</li> <li>• Sufficient lighting</li> <li>• Ensure ergonomic seating posture:                             <ul style="list-style-type: none"> <li>○ Steering Wheel:                                     <ul style="list-style-type: none"> <li>▪ Objects and controls to be in easy reach to prevent unnecessary reaching</li> <li>▪ Back and shoulders relaxed with hands positioned below shoulder level</li> </ul> </li> <li>○ Seat Height:                                     <ul style="list-style-type: none"> <li>▪ Raise to ensure maximum road vision</li> <li>▪ Ensure adequate clearance from the roof</li> </ul> </li> <li>○ Lower Limb Position:                                     <ul style="list-style-type: none"> <li>▪ Knees bent comfortably to operate foot pedals</li> <li>▪ The steering wheel should not touch the top of legs</li> </ul> </li> </ul> </li> </ul>		2M	<p><b>Supervisors</b> to check all controls in place and followed</p> <p><b>Workers</b> to follow controls and make supervisor aware of any issues</p>

JOB TASK	HAZARDS	IR	CONTROL MEASURES		RR	RESPONSIBLE PERSON
			<i>INHERENT RISK-RATING (IR) BEFORE CONTROLS - RESIDUAL RISK-RATING (RR) AFTER CONTROLS</i>			
			<ul style="list-style-type: none"> <li>○ Position the headrest centrally behind the head</li> <li>○ Seat Plan:                             <ul style="list-style-type: none"> <li>▪ Thighs supported along the length of the cushion</li> <li>▪ Avoid pressure behind knees</li> </ul> </li> <li>○ Back Rest; Shoulders slightly behind hips</li> <li>○ Lumbar support; an S-shape spine is a safe shape</li> <li>• Ramps have suitable WLL, attach securely to the vehicle</li> <li>• Ensure suitable equipment for the job. Examples:                             <ul style="list-style-type: none"> <li>○ Use powered pallet movers/pedestrian forklifts or other mechanical aids</li> <li>○ Check tailgate loaders, hydraulic tailgates and roller conveyors in good condition</li> <li>○ All Lifting equipment has suitable WLL</li> </ul> </li> <li>• Individual Lifts                             <ul style="list-style-type: none"> <li>○ Lift within physical capabilities of individual.</li> <li>○ Items held close to the body</li> <li>○ Flat, even floor surface, short travel distance with no obstructions</li> <li>○ Hold lifted items close to the body whenever possible:</li> <li>○ Keeping knees bent and back straight and lift, unload keeping knees bent</li> <li>○ Schedule regular breaks and practice job rotation</li> <li>○ Avoid overreaching, long periods of repetitive movements, awkward and sustained positions, twisting and side-bending.</li> </ul> </li> </ul>			
7. Vehicle maintenance	Vehicle failure	3H	<ul style="list-style-type: none"> <li>• Ensure all servicing; maintenance per manufacturer's recommendations</li> <li>• Suitably qualified &amp; competent people, to undertake maintenance work</li> <li>• All replacement parts original or suitable for the vehicle type</li> <li>• Maintain and complete the logbook of service and maintenance history as required</li> <li>• Inspection records should include a statement from the appropriate competent person confirming the vehicle has been inspected and is safe to operate.</li> </ul>		2M	<b>Supervisor and workers</b> to ensure control measures followed
8. Fuelling	Fire / explosion	4A	<ul style="list-style-type: none"> <li>• DO NOT smoke during re-fuelling</li> <li>• Ensure re-fuelling is undertaken in a well-ventilated area, clear of ignition sources</li> <li>• Safety Data Sheets (SDS) for all fuel products on hand</li> <li>• Follow 'manufacturer's manual/recommendations for re-fuelling</li> <li>• Ensure fire extinguisher available and in date</li> </ul> <p><b>Diesel: Fire extinguisher</b> – Water, foam, dry chemical powder, CO<sub>2</sub></p> <p><b>Unleaded petrol: Fire extinguisher</b> – Dry chemical powder, foam, CO<sub>2</sub>.</p> <p>Never use water to extinguish an Unleaded Petrol fire.</p>		2M	<b>Supervisors</b> to check all controls in place and followed  <b>Workers</b> to follow

JOB TASK	HAZARDS	IR	CONTROL MEASURES		RR	RESPONSIBLE PERSON
			<i>INHERENT RISK-RATING (IR) BEFORE CONTROLS - RESIDUAL RISK-RATING (RR) AFTER CONTROLS</i>			
	Contact with fuel	4A	<ul style="list-style-type: none"> <li>Avoid breathing vapours or contact with fuel</li> <li>Fuel splashed clothing should be changed immediately</li> <li>Do not siphon or swallow fuel as this can be fatal</li> <li>Carefully wash hands and do not eat, drink or smoke during/after-handling fuel</li> <li>Shower and wash immediately after work</li> <li>Wash clothes in separate wash from other clothes.</li> </ul>		2M	controls and make supervisor aware of any issues
9. Emergency response	<ul style="list-style-type: none"> <li>Injury</li> <li>Fatality</li> <li>Environmental damage</li> </ul>	4A	<ul style="list-style-type: none"> <li><b>For police, fire or ambulance call '000.'</b></li> <li>Follow site emergency and evacuation procedures</li> <li>A communication system is available, e.g. a mobile phone or radio</li> <li>Check for dangers to self before helping others</li> <li>Maintain control of the area and stabilise the situation</li> <li>Apply first aid to the injured worker</li> <li>Complete an incident report.</li> </ul>		2M	Supervisors and workers ensure controls followed

<b>OVERALL RISK RATING AFTER CONTROLS</b>	<input type="checkbox"/> 1 - Low	<input checked="" type="checkbox"/> 2 - MODERATE	<input type="checkbox"/> 3 - High	<input type="checkbox"/> 4 - ACUTE
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<b>PERMITS</b>	<input checked="" type="checkbox"/> Not applicable	<input type="checkbox"/> Hot Work	<input type="checkbox"/> Confined Space	<input type="checkbox"/> Local council	<input type="checkbox"/> Excavation	<input type="checkbox"/> Lift (crane)
	<input type="checkbox"/> Working at height	<input type="checkbox"/> Restricted access	<input type="checkbox"/> Asbestos remediation			

PLANT & EQUIPMENT		HAZARDOUS SUBSTANCES	SUPERVISORY ARRANGEMENTS
<input type="checkbox"/> Electrical tools and leads	Tested and tagged quarterly	Changes daily.  Ensure precautions are taken for all chemicals.	<input checked="" type="checkbox"/> Audits <input checked="" type="checkbox"/> Spot Checks <input checked="" type="checkbox"/> Reporting systems <input checked="" type="checkbox"/> Suitably qualified supervisors for job <input type="checkbox"/> Direct on-site supervision
<input type="checkbox"/> Hand tools - Meet AS/NZS	Regular visual inspection		



SWMS SIGN-OFF		This SWMS developed in consultation and cooperation with workers and relevant organisation representatives. I have read the above SWMS, and I understand its contents. I confirm that I have the skills and training, including relevant certification, to conduct the task as described. I agree to comply with safety requirements within this SWMS, including risk control measures, safe work instructions, and PPE described.				DATE	SIGNATURE
		WORKERS' NAME	JOB ROLE / POSITION <small>E.G. SUPERVISOR, WORKER, TRAINEE</small>	LICENCES, COMPETENCIES & QUALIFICATIONS <i>(add as applicable)</i>			
		TYPE / DESCRIPTION	CLASS	NUMBER			
Jason Fowler	Delivery Driver						
Kayne Chillingsworth	Warehouse/ Delivery Driver						
Allan Hayles	Sales Representative						
Ethan Fowkes	Warehouse / Fill In Delivery Driver						

## HIERARCHY OF CONTROLS

Most  
EFFECTIVE



Least  
EFFECTIVE

## RISK MATRIX

### STEP 1: DETERMINE LIKELIHOOD: What is the possibility that the effect will occur?

	CRITERIA	DESCRIPTION
ALMOST CERTAIN	Expected in most circumstances.	The effect is a common result.
LIKELY	Will probably occur in most circumstances.	The effect is known to have occurred previously.
POSSIBLE	Could possibly occur at some time.	The effect could occur. I've heard of it happening before.
UNLIKELY	Unlikely but possible.	The effect could occur, but I have not heard of it happening before.
RARE	Highly unlikely to occur.	The effect is practically impossible.

### STEP 2: DETERMINE CONSEQUENCE: What will be the expected effect?

LEVEL OF EFFECT	EXAMPLE OF EACH LEVEL
INSIGNIFICANT	No effect – or so minor that effect is acceptable.
MINOR	Minor first aid treatment, minimal business disruption, minimal environmental effect.
MODERATE	Serious injuries, medium business interruption, medium environmental impact.
MAJOR	Extensive injuries/fatality, significant business interruption, environmental harm, prosecution.
CATASTROPHIC	Multiple permanent disability/fatalities, business failure, substantial environmental harm, prosecution/imprisonment.

### STEP 3: DETERMINE THE RISK SCORE:

EFFECT LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC
ALMOST CERTAIN	2 Mod.	2 Mod.	3 HIGH	4 ACUTE	4 ACUTE
LIKELY	2 Mod.	2 Mod.	3 HIGH	4 ACUTE	4 ACUTE
POSSIBLE	1 Low	2 Mod.	2 Mod.	3 HIGH	4 ACUTE
UNLIKELY	1 Low	1 Low	2 Mod.	3 HIGH	4 ACUTE
RARE	1 Low	1 Low	2 Mod.	2 Mod.	3 HIGH

### STEP 4: RECORD RISK

SCORE	ACTION
<b>4A: ACUTE</b>	<b><u>DO NOT PROCEED until risk level is reduced;</u></b> immediately introduce high-level controls. <i>Re-assess before proceeding.</i>
<b>3H: HIGH</b>	<i>Review before commencing work.</i> Introduce new controls and/or maintain high-level controls to lower the risk level. Controls are to be monitored frequently.
<b>2M: MOD.</b>	<i>Maintain control measures.</i> Be cautious when working. Monitor and review regularly.
<b>1L: LOW</b>	<i>Record and monitor.</i> Proceed with work. Regularly review risks.