SAFE WORK METHOD STATEMENT SWMS No. 02 – SLIPS, TRIPS AND FALLS

LAKE BAROON CATCHMENT CARE GROUP

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RISK IDENTIFICATION AND CONTROLS

Include all discrete steps involved in the performance of the task. **NOTE: The PPE required must be listed.**

R1 Risk without controls **R2** Risk with controls

Possible hazard(s)	R1	Safety control(s)	R2
Twist injuries to ankles and knees, impact injuries from falls especially to backs, legs, hands, wrists, head and face.	M	• Avoid obvious hazards such as logs, waterway banks, rocks and ground debris. • Remove trip hazards if practicable. • Cordon off immovable hazards. • Ensure PPE is worn appropriately (safety boots laced, clean safety glasses). • Walk at a careful pace and plan route beforehand (walk across rather than down slopes). • Avoid carrying heavy or awkward equipment on uneven ground. • Identify and closely supervise workers with pre-existing back, knee or ankle injuries.	L
Overall risk rating	**M**	**Overall risk rating with controls**	**L**

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Item
High visibility vest/shirt
Steel capped safety boots
Safety glasses

ASSOCIATED SWMS REQUIRED

No.	*Description*
-	-

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ASSESSING THE LEVEL OF RISK

An important part of formulating your risk control strategies is understanding the level of risk remaining once these are in place, whether you believe the risks are then acceptable and if the activity can proceed. It should also be used to prioritise those risks that require closer management than others. This is done using a standard risk matrix to provide a "Risk Rating". The risk matrix uses two measures to determine the level of risk:

Likelihood – how likely is it that a person will be injured by the risk?

Consequence – If an injury occurs what would the likely consequences be?

The following descriptors are a guide in determining these two measures.

Likelihood

Descriptor	Outcome Description
Highly unlikely / rare	Remote possibility (less than once every 5+ years)
Unlikely	Not expected to occur (may occur every 1-5 years)
Quite possible	Occurs occasionally (monthly – yearly)
Likely	Occurs regularly (weekly – monthly)
Almost certain	Expected to occur (daily – weekly)

Consequence

Descriptor	Outcome Description
Insignificant	No injuries
Minor	On-site first aid treatment
Moderate	Medical treatment required, loss of time
Major	Serious injury, hospitalisation
Catastrophic	Death, permanent disability

The level of risk is then simply obtained by using the following table and the likelihood and consequence that has been determined for each risk. For example, a risk that has a likelihood of "unlikely" and a consequence of "moderate" will be a Medium level of risk.

Likelihood		Consequence				
		Insignificant	Minor	Moderate	Major	Catastrophic
	Highly unlikely	L	L	L	M	H
	Unlikely	L	M	M	H	H
	Quite possible	L	M	H	H	E
	Likely	M	H	H	E	E
	Almost certain	M	H	E	E	E

E = Extreme risk – **DO NOT PROCEED –** Redesign Activity

H = High risk – Requires consultation with the Group Management Committee

M = Moderate risk – Project Managers with less than 3 months experience must consult with Committee

L = Low risk – Standard on-site risk management

ADDING EXTRA RISKS AND RISK CONTROL STRATEGIES

When a new risk is identified, appropriate control strategies must be determined and a new cell on the form must be completed and dated. This way the project risk assessment can just continue to grow as a project proceeds.

Different task – same site: Just add any risks associated with the new task.

Different site – same task: Add locational risks in additional cells. Also complete the location reference points and emergency contacts with the dates applicable.

Project Manager		***Contractor*** *(if applicable)*	
ALL STAFF/CONTRACTORS/VOLUNTEERS TO SIGN ACKNOWLEDGING HAVING BEEN CONSULTED			
Name:	*Signature*	*Date*	
Name:	*Signature*	*Date*	
Name:	*Signature*	*Date*	
Name:	*Signature*	*Date*	
Name:	*Signature*	*Date*	