



# Safe Work Method Statement (SWMS)

<b>SWMS - Summerhayes Park, Winmalee</b>		Issue Date	<b>December 2019</b>
<b>Person Responsible</b> for ensuring compliance with SWMS		Springwood United Management Committee	Review Date
			<b>December 2020</b>
Personnel Consulted (Name)	Springwood United Management Committee		
<p><i>Remember to:</i></p> <ul style="list-style-type: none"> <li>• <i>Inspect the site and surrounds</i></li> <li>• <i>consider not only your normal operation but others in your workspace</i></li> <li>• <i>talk to people who work with you</i></li> <li>• <i>consider environment considerations, extremes in weather, wind, rain, heat</i></li> <li>• <i>use the risk rating matrix &amp; hierarchy of controls to minimize hazards</i></li> </ul> <p><i>Public MUST NOT be exposed to asbestos</i></p>	<b>Think Incident Free!</b>		
	WORK SAFELY – consider these 4 points!		
	<b>PLANNING</b>	<b>PROPER TOOLS &amp; EQUIPMENT</b>	
	I do understand the task and how to perform it I have identified all associated hazards I have considered all safe work practices that apply to this task Do I need help to do this work safely?	I've the correct tool(s) & equipment to complete the task I've checked if tools / equipment are in good working condition? I have the correct PPE I needed	
<b>TRAINING</b>	<b>STATE OF MIND</b>		
I am trained to use the equipment and/or tools required? I have been deemed competent to do this work	<b>I will stay out of the line of fire!</b> I will give my full attention to the task I will stop & redo my plan if something unforeseen happens? I am meeting or exceeding safety for this task		

## Risk Rating Matrix

Consequence ☒	Low (C1)	Minor (C2)	Moderate (C3)	Major (C4)	Critical (C5)
Likelihood ☒	No Injury most probable outcome; Losses in <\$500; Environmental impact small localised and contained;	FAI most probable outcome; Losses in excess >\$500 <\$15,000; Environmental impact contained impact requiring minor remedial action.	RWI/MTI LTI most probable outcome; Losses in excess >\$15,000 <\$50,000; Environmental impact, medium-term contained impact requiring considerable remedial action.	LTI most probable outcome; Losses in excess >\$50,000 <\$100,000; Environmental contamination off-site, considerable remediation required.	A fatality(s) most probable outcome; Losses in excess >\$100,000; Irreversible/irreparable environmental contamination.
Rare (L1)	<b>L2</b>	<b>L3</b>	<b>L4</b>	<b>M5</b>	<b>M6</b>
Unlikely (L2)	<b>L3</b>	<b>L4</b>	<b>M5</b>	<b>M6</b>	<b>H7</b>
Possible (L3)	<b>L4</b>	<b>M5</b>	<b>M6</b>	<b>H7</b>	<b>H8</b>
Likely (L4)	<b>M5</b>	<b>M6</b>	<b>H7</b>	<b>H8</b>	<b>E9</b>
Almost certain (L5)	<b>M6</b>	<b>H7</b>	<b>H8</b>	<b>E9</b>	<b>E10</b>



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Risk Score	Risk rating	Required Action	Hierarchy of Controls	
2-4	Low risk	Manage and Monitor by routine internal procedures	1. Elimination	Complete elimination of the hazard.
5-6	Moderate risk	Specific monitoring or procedures to be implemented. Management responsibility to be specified and strategies implemented as part of day-to-day activities	2. Substitution	Replacement of material, process, substance, etc.
7-8	High risk	Immediate action to be implemented	3. Isolation	Physical isolation of the worker/s from the hazard.
9-10	Extreme risk	Immediate action to be implemented; this level of risk needs detailed research and planning	4. Engineering	Designing risks out of the material, process, substance, etc.
			5. Administrative	Adjusting the time or conditions of risk exposure, including training options.
			6. Protective equipment	Provision of protective equipment where other options are not practicable.

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Risk Assessment					Treatment				
Activity	Hazard/Aspect	Inherent Risk			Description of Control	Residual			
		L	C	S		L	C	S	
Access / Egress from site	<ul style="list-style-type: none"> <li>• Uneven surface</li> <li>• Path obstruction</li> <li>• People</li> <li>• Construction activity in Summerhayes car park</li> </ul>	2	3	5	<ul style="list-style-type: none"> <li>• Identify the safest route to the worksite and keep your eyes on the selected path.</li> <li>• Ensure existing rubbish is removed and line of site is clear</li> <li>• Park in appropriate areas</li> </ul>	1	1	2	
Football Training / Games	<ul style="list-style-type: none"> <li>• Exposed Sprinkler heads</li> <li>• Pot holes</li> <li>• Foreign objects</li> <li>• Rocks / sticks / rubbish</li> <li>• Animal faeces (dog)</li> </ul>	3	2	4	<ul style="list-style-type: none"> <li>• Complete and submit Football Risk Management form prior matchday - <a href="https://apps.apple.com/au/app/football-risk-management/id1054616389">https://apps.apple.com/au/app/football-risk-management/id1054616389</a></li> <li>• Remove foreign objects (eg: rocks, sticks rubbish)</li> <li>• Full exposed sprinkler heads with sand or top soil</li> <li>• Fill pot holes with sand or top soil</li> </ul>	1	1	2	
Paint Application – Club house and line-marking	<ul style="list-style-type: none"> <li>• Back or shoulder injury when lifting paint tins</li> <li>• Over stretching</li> <li>• Inhale fumes; contaminate skin, eye damage from splashing paint</li> <li>• Skin damage or contamination</li> <li>• Trips, falls</li> </ul>	3	3	6	<ul style="list-style-type: none"> <li>• Team lifting when required.</li> <li>• Use P.P.E equipment such as protective clothing, gloves, dust mask, safety glasses</li> <li>• Position ladder correctly</li> <li>• Eyes on path</li> </ul>	2	2	4	
Sanding & Preparation	<ul style="list-style-type: none"> <li>• Inhaling dust when sanding</li> <li>• Cuts, splinters</li> <li>• Slips, trips &amp; falls</li> </ul>	3	3	6	<ul style="list-style-type: none"> <li>• Use PPE - dust masks when sanding.</li> <li>• Avoid sanding against the grain.</li> <li>• Ensure work area is clear of equipment &amp; waste</li> </ul>	1	2	3	

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Safe use of ladders	<ul style="list-style-type: none"> <li>Falls, sprains and breaks</li> <li>Back injury</li> <li>Falling ladder if not secure</li> <li>Injury from poorly maintained ladder</li> </ul>	3	3	6	<ul style="list-style-type: none"> <li>Inspect ladder prior to use – make sure is in sound condition, clean and undamaged</li> <li>When carrying keep the front end elevated</li> <li>Use two persons to carry if required</li> <li>Have another person near the ladder supervising the area to support the ladder</li> <li>Wear appropriate footwear when climbing ladders</li> <li>Have three points of contact at all times</li> <li>Do not use ladder when broken, patched, oily or cracked rails, damaged rungs or steps</li> <li>Only one person stands on or works from a standard ladder</li> </ul>	2	3	5
Working at heights	<ul style="list-style-type: none"> <li>Falls</li> <li>Injuries to people below from falling objects</li> </ul>	3	3	6	<ul style="list-style-type: none"> <li>Locate power lines &amp; stay at least 2 meters clear</li> <li>Identify any other obstructions</li> <li>Ensure ladders are placed on a level surface</li> <li>Barricade area to remove any dangers to other people in the area this will isolate hazards and control the risks</li> </ul>	2	3	5
Vacuuming of floors	<ul style="list-style-type: none"> <li>Sprains/Strain</li> <li>Slips and falls</li> <li>Ergonomic hazards</li> </ul>	2	2	4	<ul style="list-style-type: none"> <li>Visually check before use.</li> <li>Keep back straight, eyes fixed straight ahead, don't twist</li> <li>Keep Eye on path</li> </ul>	1	1	2
Mowing/whipper snipping/blower VAC	<ul style="list-style-type: none"> <li>Engine running</li> <li>Sharp Blades</li> <li>Operating cutting cord</li> <li>Airborne particles</li> </ul>	3	3	6	<ul style="list-style-type: none"> <li>Check for personnel in the area – keep a safe exclusion zone</li> <li>Safety PPE -Eye protection, gloves, footwear, dusk mask</li> <li>Check equipment before use</li> </ul>	2	3	5

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Water pressure cleaning	<ul style="list-style-type: none"> <li>Airborne particles</li> <li>Electric shock</li> </ul>	2	3	5	<ul style="list-style-type: none"> <li>Safety PPE -Eye protection, gloves, footwear, dusk mask</li> <li>Keep power leads/extensions behind the area being cleaned and off the floor if possible</li> </ul>	2	2	4	
Rubbish removal	<ul style="list-style-type: none"> <li>Lifting,</li> <li>sharp edges,</li> <li>Spiders &amp; snakes</li> </ul>	2	3	5	<ul style="list-style-type: none"> <li>PPE– gloves, closed shoes / boots</li> <li>Use help for lifting</li> <li>Check rubbish before touching</li> </ul>	1	3	4	
Use of power tools	<ul style="list-style-type: none"> <li>Electric shock</li> <li>Burns</li> <li>Skin irritations</li> <li>Excessive noise</li> <li>Cuts, abrasions, amputations</li> <li>Eye injury</li> </ul>	3	3	6	<ul style="list-style-type: none"> <li>Visually check before use to make sure all safety features and guards are in place &amp; there is no damage</li> <li>Don't operate in wet conditions</li> <li>Ensure earth leakage protection is in place and is at the supply end of the extension lead</li> <li>If device trips, don't reset and start again until a cause is found</li> <li>Switch tool off if any faults or abnormal actions become apparent</li> <li>Ensure tool action is stopped before setting down</li> <li>Wear appropriate PPE – safety glasses, ear protection (although not such high grade to block out any emergency tones)</li> <li>Secure any loose hair and clothing</li> </ul>	2	3	5	
Safe use of manual tools – saws, hammers, screwdrivers	<ul style="list-style-type: none"> <li>Cuts</li> <li>Abrasions</li> <li>Splinters</li> <li>Eye damage due to flying debris</li> </ul>	2	2	4	<ul style="list-style-type: none"> <li>Watch what is being done... don't be distracted by others and activities within the work area</li> <li>Wear appropriate PPE – eye protection if sawing and sanding; appropriate footwear</li> </ul>	2	1	3	

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Manual handling activities	<ul style="list-style-type: none"> <li>• Back strain</li> <li>• Muscle strain</li> <li>• Impact injuries</li> </ul>	3	2	5	<ul style="list-style-type: none"> <li>• Warm-up briefly beforehand</li> <li>• Keep back straight, eyes fixed straight ahead; lift with legs &amp; not the back</li> <li>• Get help fs load is too heavy or awkward</li> <li>• Don't twist</li> <li>• Wear safety boots and gloves if necessary</li> <li>• Use a trolley or mechanical mean if possible</li> </ul>	1	2	3	

