



Safe Work Method Statement  
Community Event Boards

<b>Name:</b>	Golden Plains Shire Council	<b>Date:</b>	April 2014	<b>SWMS Ref:</b>	GPS-SWMS-6004
<b>Risk Mgt Officer:</b>	Paul McVeigh	<b>Approved By:</b>			

<b>Activity</b>	<b>Hazards</b>	<b>Risk - Likelihood</b>	<b>Risk - Consequences</b>	<b>Risk – Inherent Risk Rating</b>	<b>Risk Control Measures</b>	<b>Who is Responsible</b>
List the tasks required to perform the activity in the sequence they are carried out	Against each task list the hazards that could cause injury when the task is performed				List the control measures required to eliminate or minimize the risk of injury arising from the identified hazard	Write the name of the person responsible to implement the control measure identified
<b>Weather</b>	Extreme heat (>35 degrees) <ul style="list-style-type: none"> <li>• Exposure to UV radiation</li> </ul>	Moderate	Negligible	3	<ul style="list-style-type: none"> <li>• Wear PPE i.e. hat, long-sleeve shirt</li> <li>• Use sunscreen SPF 30+</li> <li>• Maintain fluid intake</li> </ul>	
	Extreme wind <ul style="list-style-type: none"> <li>• Damage/injury caused by flying debris</li> </ul>	Negligible	Moderate	3	<ul style="list-style-type: none"> <li>• Do Not change event signs in high winds; reschedule activity</li> </ul>	
	Extreme cold (<5 degrees) <ul style="list-style-type: none"> <li>• Sleet, mist, snow</li> </ul>	Moderate	Negligible	3	<ul style="list-style-type: none"> <li>• Do Not change event signs in poor conditions; reschedule activity</li> </ul>	



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	Fog	Low	Moderate	6	<ul style="list-style-type: none"> <li>If visibility is poor do not commence job</li> <li>Reschedule job to another day or wait until fog lifts</li> </ul>	
<b>Traffic – pulling over</b>	High traffic area	Moderate	Moderate	6	<ul style="list-style-type: none"> <li>Schedule job at a time when pedestrian and road traffic are likely to be low</li> <li>Turn on Emergency Hazard lights in the vehicle</li> </ul>	
<b>Changing event sign</b>	You could injure your feet, or be bitten by insect, spiders, snakes, wasp & bees	Low	Negligible	2	<ul style="list-style-type: none"> <li>Wear solid shoes or boots, no thongs or sandals</li> </ul>	
	You may be hit by another vehicle	Low	Moderate	6	<ul style="list-style-type: none"> <li>Wear high visibility clothing</li> <li>Exit Vehicle from the side, furthest from road.</li> </ul>	



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<p><b>Traffic – re-entering road</b></p>	<p>High Traffic Area</p>	<p>Moderate</p>	<p>Moderate</p>	<p>6</p>	<ul style="list-style-type: none"> <li>• Schedule job at a time when pedestrian and road traffic are likely to be low</li> <li>• Check carefully before re-entering road</li> </ul>	



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**Risk Decision-making**

1. Likelihood

Likelihood	Category	Description
Almost certain	A	The event is expected to occur in most circumstances Greater than 75% chance of occurring Could occur within next six months
Likely	B	The event will probably occur in most circumstances 50% to 75% chance of occurring Could occur within next year
Possible	C	The event will occur at some time 25% to 49% chance of occurring Could occur within 2 years
Unlikely	D	The event could occur at some time Less than 25% chance of occurring Could occur in next 3 years
Rare	E	May occur in exceptional circumstances Not likely to occur in the next 5 years



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2. Consequences

Consequence	Category	Business Performance	Environmental	Financial	Human	Regulatory / Legal	Public Image and Reputation
<b>Catastrophic</b>	5	Most important elements of a Council objective cannot be achieved	Impact not fully reversible	Over \$5 million	Multiple loss of life	Significant prosecution and fines	Official public investigation
			Of national significance.		Shire wide epidemic	Class actions	Public outrage
						Possible gaol for officers or Councillors	International media coverage
							Public pressure to curtail Council operations
							Management changes demanded
<b>Major</b>	4	Some important elements of a Council objective cannot be achieved	Impact reversible within 10 years	Between \$1 million and \$5 million	Loss of life	Litigated court action	Loss of community confidence in Council
			Of State significance		Serious health impact on multiple members of public or staff	Possible substantial fines	Public concern
							National media coverage
							Formal inquiry sanctioned

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<b>Moderate</b>	3	Some elements of a Council objective are affected	Impact reversible within 1 year	Between \$100,000 and \$1 million	Serious health impact on member of the community or staff	Possible prosecution	Community discussion and concern
			Of local significance		Hospitalisation required	Moderate fines	State media coverage
							Broad adverse media coverage
<b>Minor</b>	2	Some affect on achievement of Council objective which can be easily remedied	Impact reversible within 3 months	Between \$10,000 and \$100,000	Moderate injury / health impact on member of the public / staff	Minor breach of legislation	Minor concerns raised by customer, suppliers, members of the public
			Of local significance		Medical attention required	Fines up to \$10,000	Local media coverage
<b>Negligible</b>	1	Negligible impact on the achievement of Council objectives	Impact reversible within a week	Up to \$10,000	Temporary, minor health impact on member of the public / staff	Minimal legal liability	No impact on community
			Minor release of pollutants		First aid required	Low level fines (less than \$5,000)	Marginal impact on Council operations
							Resolved by day to day management



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3. Risk Matrix

	Consequence				
Likelihood	1	2	3	4	5
A	Medium	Medium	High	Very High	Very High
B	Medium	Medium	High	High	Very High
C	Low	Medium	Medium	High	High
D	Low	Low	Medium	Medium	High
E	Low	Low	Medium	Medium	Medium