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| **SAFE WORK METHOD STATEMENT - MANAGING THE RISK OF COVID-19 IN THE WORKPLACE AT ALERT LEVEL 3** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Company/Client Name: | |  | | | | | Site Name: | | | |  | | | | | | | Site Address: | |  | | | | | | |
| SWMS No. |  | Work/Task Activity Description: | | | | | Managing the Risk of COVID-19 in the Workplace. | | | | | | | | | | | | | | | | | | | |
| This SWMS must be prepared before any high-risk work can commence. | | | | | | | | | | | Date Approved: | | | |  | | | | Date Review Due: | | | | | |  | |
| SWMS Reviewed/Approved by: | | | |  | | | | | | | | | | | | | | | | | | | | | | |
| Is isolation of an energy source required? | | | | | 🞏 **Yes –** Hazard Identification **must** list the energy sources and isolation control methods | | | | | | | | | | | | | | | | | 🞏 No | | | | |
| If a Permit to Work is required – describe: | | | | |  | | | | | | | | | | | | | | | | | | | | | |
| **ACTIVITY REQUIREMENTS** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PPE Requirements (mandatory or as determined by initial risk assessment): | | safety vests | | High Vis Clothing | | 🞎 | eye | | Safety Glasses | | | | 🞎 | hand protection | | Safety Gloves | | | ✓ | | respirator | | Respirator | | | 🞎 |
| face shield | | Face Shield | | 🞎 | protective clothing | | Long Clothes | | | | 🞎 | harness | | Fall arrest System | | | 🞎 | | Image result for Flu Mask Icon | | Face Mask (Flu/COVID-19) | | | ✓ |
| Icon  Description automatically generated | | Hard Hat | | 🞎 | foot protection | | Safety Boots | | | | 🞎 | hearing prot | | Hearing Protection | | | 🞎 | | Other | |  | | | 🞎 |
| Plant and Equipment: | |  | | | | | | | | | | | | | | | | | | | | | | | | |
| Material Requirements: | |  | | | | | | | | Hygiene Requirements: | | | | | | Hand Sanitiser, Biowaste Bag. | | | | | | | | | | |
| Employee Requirements: | |  | | | | | | | | | | | | | | | | | | | | | | | | |
| Other PPE Requirements: | |  | | | | | | | | | | | | | | | | | | | | | | | | |
| Maintenance/Prestart Checks Required: | | Discuss, update, and agree this SWMS prior to starting work. | | | | | | | | | | | | | | | | | | | | | | | | |
| Other: | | Carryout Contact Tracing during work on site. | | | | | | | | | | | | | | | | | | | | | | | | |
| **WORKER KNOWELDGE** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| I acknowledge that I have reviewed this SWMS, I clearly understand the controls, and my qualifications and competency are current to undertake the activity. Further, I will follow the controls and processes outlined in this SWMS. I confirm was asked for input/comment on issues with the SWMS content previously to, or at the time of review. | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Name** | | | **Signature** | | | | | **Date** | | | | **Name** | | | | | **Signature** | | | | | | | **Date** | | |
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| **DESCRIPTION OF OVERALL ACTIVITY**: |

| **TASK IN ORDER OF COMPLETION** | **POTENTIAL HAZARDS AND RISKS** | **WHAT WE DO TO MAKE IT SAFER** | **RISK LEVEL AFTER CONTROL** | **WHAT ELSE CAN WE DO TO MAKE IT SAFER?** |
| --- | --- | --- | --- | --- |
| 1. Identify at risk people before going to site | At risk people in the workplace (e.g., elderly, immune-compromised) who are at risk of contracting COVID-19 or other illnesses (Flu) and may need to be hospitalised or die. | * Contact the client and identify if any at risk people are at the workplace. * If there are, ensure they can be and remain isolated from the workers before the workers come onto site. * Discuss/agree isolation requirements with the client. | **5**  **Medium** |  |
| 1. Make sure you have the correct safety and hygiene equipment | Starting work without the correct PPE or hygiene could lead to transfer of infection from or to the worker. | Check the safety gear to make sure there is enough:   * PPE (gloves and face coverings). * Hand sanitiser/soap and water. * Biowaste Bag (to dispose of used PPE). * QR Code for worksite. | **3**  **Low** |  |
| 1. Identify yourself on arrival to site and before entry | * Starting work without knowledge of the client health and safety requirements. * The client may not know you are on site or your health and safety needs. | * Confirm client health and safety requirements (induction) if in place. * Confirm own health and safety protocols. * Start Contact Tracing Process. | **3**  **Low** |  |

| **TASK IN ORDER OF COMPLETION** | **POTENTIAL HAZARDS AND RISKS** | **WHAT WE DO TO MAKE IT SAFER** | **RISK LEVEL AFTER CONTROL** | **WHAT ELSE CAN WE DO TO MAKE IT SAFER?** |
| --- | --- | --- | --- | --- |
| 1. Carryout hygiene requirements and put on PPE | Lack of PPE and hygiene could lead to potential transfer of bacteria. | * Clean hands thoroughly. * Fit PPE if working in an at-risk environment (e.g., aged care facility) or within 2m of clients or 1m of fellow workers. * Wipe down any tools or equipment as required. * Keep physical distancing (2m with client, 1m with fellow workers). | **5**  **Medium** |  |
| 1. Isolate work area | * Lack of adequate isolation could lead to potential transfer of bacteria. | Isolate work area by:   * Closing and locking doors. * Setting-up cones and cone-bars. * Setting-up signage (**Do Not Enter**). | **3**  **Low** |  |
| 1. Carryout work | * Normal work hazards/risks associated with the work could cause injury if not managed properly. | * Make sure all other risks are identified prior to starting and managed as per company SWMS and SOPs. * If something changes during work that increases the level of risk or introduces a new hazard, stop work, assess the danger/risk and change/implement controls. | **3**  **Low** |  |
| 1. Pack-out of work area | * Possible transfer of infection from or to the worker. | * Pack-down work area, cleaning any surfaces, tools or equipment as required. * Break-down equipment used to isolate work area. * Notify client you are leaving site. * Complete any Contact Tracing information. | **3**  **Low** |  |
| 1. Report any issues to the Office | * Lack of knowledge of issues could result in future poor work practices or illness in staff. | * Review how the job went. * Report any physical contact with client, abuse, health concerns etc. to the Office. | **3**  **Low** |  |
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| **Risk Matrix** | | |
| A | Identify potential hazards associated with the activity though the use of a Risk Identification Checklist |
| B | Perform a risk assessment for each hazard identified by:   1. Determining the consequence (refer to Table 1) 2. Determining the probability of the event occurring (refer to Table 2) 3. Apply the values obtained from Tables 1 and 2 to the Qualitative Risk Matrix (Table 3) to obtain the resultant risk score and level. 4. The resultant score will fall into a risk category. |

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| **Table 1 – Consequence Table** | | |  | | **Table 2 – Likelihood Table** | | | |
| Given that the event occurs, what is the likely outcome? | | |  | | How likely will the event occur? | | | |
| **Level** | **Descriptor** | **Consequence** | |  | | **Level** | **Descriptor** | **Occasion** |
| 1 | Insignificant | No injuries; low financial loss | | 1 | Rare | May occur only in exceptional circumstances |
| 2 | Low | First Aid treatment only; spillage contained at site; medium financial loss | | 2 | Unlikely | Could occur at some time |
| 3 | Moderate | Medical treatment; spillage contained but with outside help; high financial loss | | 3 | Possible | Might occur at some time |
| 4 | Major | Extensive Injuries; loss of production; off-site spillage with no bad effects; major financial loss | | 4 | Likely | Will probably occur in most circumstances |
| 5 | Severe | Death; toxic release of chemicals with major effect; huge financial loss | | 5 | Almost Certain | Expected in most circumstances |

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| **TABLE 3 – QUALITATIVE RISK ASSESSMENT MATRIX** | | | | | | | | | | **RISK LEVEL** | |
|  | | | **Consequence** | | | | | |  | **Risk Rating Colour** | **Action** |
| 1 | | 2 | 3 | 4 | 5 |
| Non -  significant | | Low | Moderate | Major | Significant | **Low** | Okay for now. Record and review regularly, if any equipment  /people/materials/work processes and procedures change. |
| **Likelihood** | 5 | Almost Certain | **5**  **Medium** | | **10**  **Medium** | **15**  **High** | **20**  **High** | **25**  **High** | **Medium** | Stop work, isolate area, and warn personnel, review of procedures, training, PPE etc. is required. |
| 4 | Likely | **4**  **Low** | | **8**  **Medium** | **12**  **Medium** | **16**  **High** | **20**  **High** | **High** | ACT NOW – Urgent – Stop work, isolate area, and warn personnel, do something about the risk immediately. |
| 3 | Possible | **3**  **Low** | | **6**  **Medium** | **9**  **Medium** | **12**  **Medium** | **15**  **High** | The risk levels require different timeframes for action. Extreme risks require immediate action; Low risks may not need any actions. Use the hierarchy of controls in *Table 4* to reduce the residual risk to as low as possible. | |
| 2 | Unlikely | **2**  **Low** | | **4**  **Low** | **6**  **Medium** | **8**  **Medium** | **10**  **Medium** |
| 1 | Rare | **1**  **Low** | | **2**  **Low** | **3**  **Low** | **4**  **Low** | **5**  **Medium** |
| **TABLE 4 – HIERARCHY OF CONTROLS** | | | | | | | | | | | |
| The consideration of controls in all risk assessments, Safe Work Method Statements (SWMS) and Safe Work Procedures (SWP) developed will be based on the “Hierarchy of Controls”, with elimination being considered the most effective control through to Personal Protective Equipment (PPE) controls being considered the least effective control. | | | | | | | | | | | |
| **CONTROL MEASURE** | | | | **DESCRIPTION** | | | | | | | |
| Elimination | | | | Controls the risk by eliminating the hazard e.g. positioning controls of equipment at ground level eliminates the risk of falling from height. | | | | | | | |
| Substitution | | | | Replaces the hazard e.g. plant or substance with another that has a lower and/or zero risk. This may also eliminate the risk. | | | | | | | |
| Isolation | | | | Isolate the hazard from people e.g. locked access to a hazard or lock the first level of a ladder. | | | | | | | |
| Engineering | | | | Remove or separate people from the source of the hazard e.g. guarding, noise barriers etc. | | | | | | | |
| Administrative | | | | Use policies, procedures, signs, staff rotation and training etc. to minimise the effects of the risk. | | | | | | | |
| Personal Protective Equipment | | | | Provide equipment or clothing designed to protect the worker e.g. ear-muffs, safety glasses, steel capped boots etc. | | | | | | | |