






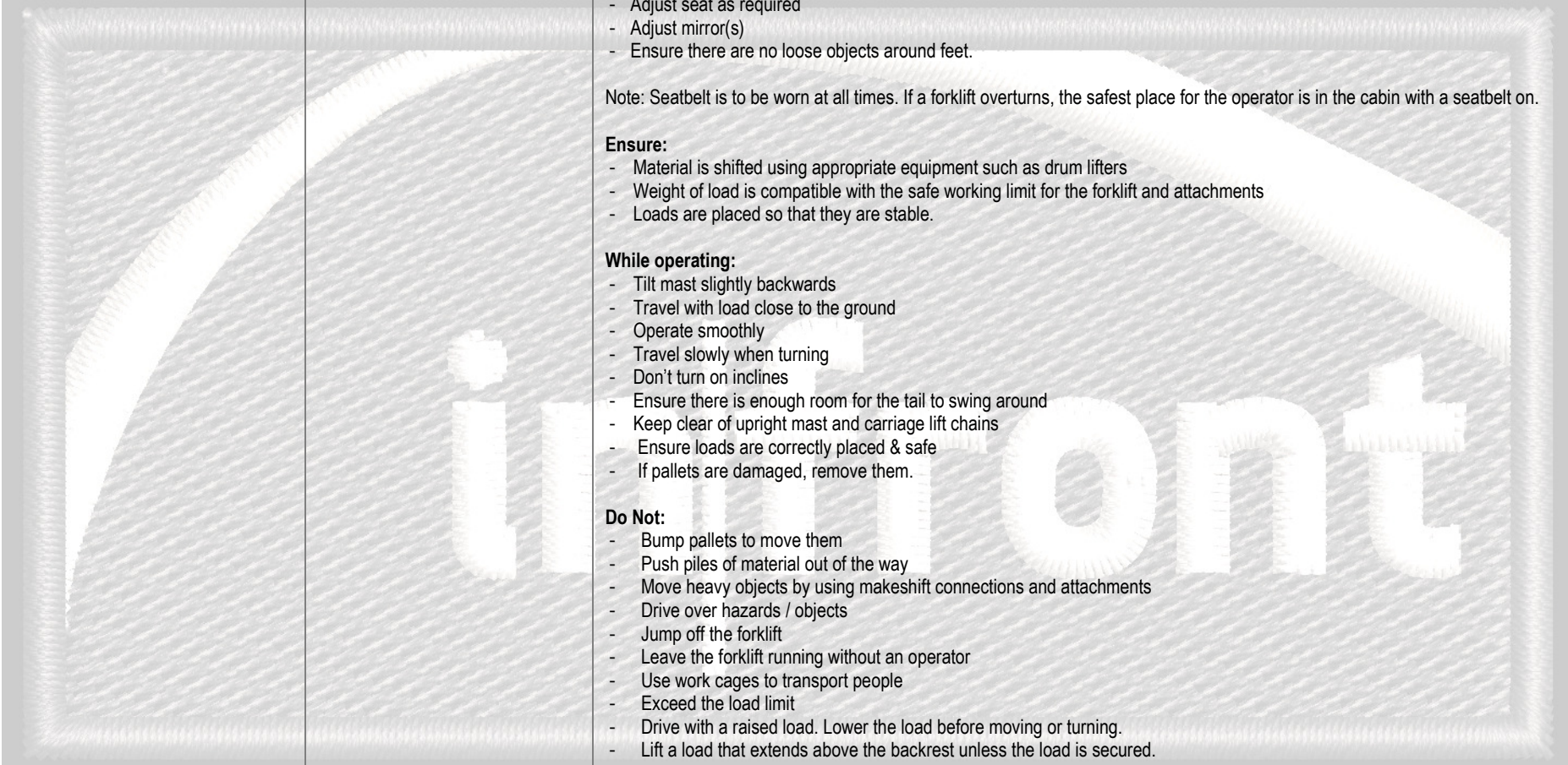


ACTIVITY: Unpacking of hand stacked products from containers				SWMS No.:	
SAFE WORK METHOD STATEMENT (SWMS) - Part 1					
Company Name: Infront Staffing & Training Pty Ltd		Address: L1, Suite 18, 104 Bathurst Street, Sydney 2000		ABN: 37 114 768 464	
Company Contact:		Position:		Phone No.: 02 8252 7565	
Project Details					
Host Employer:				Insert Photo	
Job Address:					
Job Description:					
Relevant workers must be consulted in the development, approval and communication of this SWMS:				SWMS Approved by <i>Employer/PCBU/Director/Owner</i> :	
Name: (Include names of workers who were consulted in relation to the development of this SWMS)		Signature:	Job Title:	Date:	Print Name:
					Signature:
					Date:
Name of Principal Contractor:		Principal Contractor Company Name:			
Date SWMS provided to Principal Contractor:		Principal Contractor Signature:			Date:
Name of person responsible for ensuring compliance with SWMS:		Signature:			Date:

SWMS Scope		High Risk Shipping Container unload work	
<p>This SWMS covers the general operation of an LPG powered Forklift when unloading shipping containers This SWMS does not cover operating forklifts near Overhead Power Lines. Dedicated SWMS should be developed for these tasks, and for any risks not covered in this SWMS. Check with the relevant local State regulator for driver (operator) training and licensing requirements.</p>		<p>This SWMS involved the following “High Risk Shipping Container unload work” (Working on, in or near):</p> <ul style="list-style-type: none"> - Mobile plant – forklift 	
<p>Personal Protective Equipment (PPE) Ensure all PPE meets relevant Australian Standards. Inspect, and replace PPE as needed.</p>			
<p>AS 1319-1994 Safety signs for the occupational environment reproduced with permission from SAI Global under licence 1210-c062. Standards may be purchased at http://www.saiglobal.com</p>			
<p>Foot Protection</p> 	<p>Hearing Protection</p> 	<p>High Visibility</p> 	<p>Head Protection</p> 
<p>Eye Protection</p> 	<p>Hand Protection</p> 	<p>Protective Clothing</p> 	<p>Sun Protection</p> <p>Broad brimmed hat, UV rated clothing, SPF 30+ sunscreen, tinted safety glasses with adequate UV protection)</p>
Hazardous Chemicals / Dangerous Goods / Environmental Risks			
<p>Liquefied Petroleum Gas (LPG) is not classified as a hazardous chemical according to the Australian Safety and Compensation Council (ASCC) and is classified as a hazardous chemical according to Australian Code for the Transport of Dangerous Goods by Road or Rail (ADG Code).</p> <p>LPG is extremely flammable and is an Asphyxiant gas. Symptoms of exposure are directly related to displacement of oxygen from air. Read the Safety Data Sheets (SDS) for all LPG products before use, follow the SDS recommendations and relevant SWMS.</p> <p>Environmental risks may include contamination of waterways or land and poisoning of animals (including fish) due to inappropriate disposal of hazardous chemicals, including Battery fluids and LPG.</p>			
Hazards - What can cause harm?	Risks - What can happen?	Control Measures to Reduce Risk	
Job Step: Break container seal using bolt cutters			
<p>Main hazards include:</p> <ul style="list-style-type: none"> - Work in vicinity of mobile plant / vehicles - Hazardous Manual Tasks - awkward, twisting, bending positions 	<p>Main hazards include:</p> <ul style="list-style-type: none"> - Possibility of jarring body when attempting to break seal - Danger of smashing wrists together when bolt seal breaks. 	<p>Consultation in relation to hazards and risks. Ensure:</p> <ul style="list-style-type: none"> - Consult with the person you are carrying out the work for on the potential hazards and risks associated with the task - Ensure all operators working are wearing appropriate PPE (personal protective equipment) - Use caution when attempting to break bolt seal, be prepared and always watch for the sudden jolt of the seal breaking - All operators/workers to be trained and competent to operate warehouse plant and hold current appropriate licences 	

<ul style="list-style-type: none"> - Hazardous Manual Tasks - pushing, pulling - Hazardous Manual Tasks - repetitious movements - Hazardous Manual Tasks – cutting 	<ul style="list-style-type: none"> - Falling over on same level causing bruises, sprains, strains, fractures, trip, slip, fall - Musculoskeletal Disorder - Muscular stress 	
Job Step: Dispose of broken seal		
<p>Main hazards include:</p> <ul style="list-style-type: none"> - Hazardous Manual Tasks - lifting, carrying, or putting down objects - Work in vicinity of mobile plant / vehicles - Trip Hazard 	<p>Main hazards include:</p> <ul style="list-style-type: none"> - Broken seal left on the ground can cause tyre damage to forklifts or other driving machinery - A trip hazard for pedestrians 	<p>Consultation in relation to hazards and risks. Ensure:</p> <ul style="list-style-type: none"> - Always discard seals in bins provided - Pedestrian/bystander access should be eliminated from all loading/receiving areas - All areas in the warehouse are clear and tidy - Floors are free of slip and trip hazards - Remember - Flammable rubbish can cause a fire hazard - Clean up water, oil, or other liquid spills on the floor that could cause slips and falls - Report loose flooring or other tripping hazards
Job Step: Open container doors slowly		
<p>Main hazards include:</p> <ul style="list-style-type: none"> - Hazardous Manual Tasks - pushing, pulling, - Hazardous Manual Tasks - repetitious movements - Hazardous Manual Tasks - awkward, twisting, bending positions - Pedestrians - Falling Hazard - Mobile plant – forklift - Work in vicinity of mobile plant / vehicles 	<p>Main hazards include:</p> <ul style="list-style-type: none"> - Possibility of load movement whilst doors are being opened - Possibility of operator being struck by falling objects as doors are opening - Possibility of being struck by door 	<p>Consultation in relation to hazards and risks. Ensure:</p> <ul style="list-style-type: none"> - Use caution when opening container doors - Watch for load movement as well as falling objects from inside the container - Only open one door at time, stand away from where the door will open. Be prepared to move out of the way if the door is forced open by fallen objects. - Use a strap to hold the doors together if one is available on site. <p>Ensure intended work area has:</p> <ul style="list-style-type: none"> - Sufficient lighting and visibility - No electrical hazards - Within clear sight of near-by plant operators - No hazardous work (such as hot works, asbestos demolition, confined spaces etc) in close proximity - No work being undertaken overhead (from scaffolds where items may fall into work area, access points or pathways) - Safe access and egress - Fencing, barriers, barricades, temporary warning signs are in place if required - Appropriate paths are to be determined for the movement of loads and equipment/vehicles.

Job Step: Unpacking container by hand to pallet		
<p>Main hazards include:</p> <ul style="list-style-type: none"> - Hazardous Manual Tasks - lifting, carrying, or putting down objects - Heavy weight - Hazardous Manual Tasks - pushing, pulling, throwing objects - Hazardous Manual Tasks - repetitious movements - Falling Hazard - Hazardous Manual Tasks - awkward, twisting, bending positions - Mobile plant – forklift - Work in vicinity of mobile plant / vehicles 	<p>Main hazards include:</p> <ul style="list-style-type: none"> - Potential unpackers cause injury to back, hands, feet - Possibility of claustrophobia - Collision with objects / plant - Muscular stress - Musculoskeletal Disorder - Falling over on same level causing bruises, sprains strains, fractures, trip, slip, fall 	<p>Consultation in relation to hazards and risks. Ensure:</p> <ul style="list-style-type: none"> - Must always be at least two unpackers in a container at the same time assisting each other. - When lifting keep back aligned while you lift, maintaining your center of balance and letting the strong muscles in your legs do the actual lifting. Bend your knees, hug the load and avoid twisting - Check condition and weight of loads before moving goods, note that two man lift or lifting apparatus must be used if product weight exceeds 30kg - Ensure chemical containers are in good condition no leaks damage etc. - Check boxes, packages are appropriately wrapped (plastic, cardboard etc.) - Heavy goods must be labeled with warning regarding weight – do not lift if mechanical aid required <p>Hazardous Manual Handling:</p> <ul style="list-style-type: none"> - Avoid long periods of repetitive movements - Avoid awkward and sustained positions - Use mechanical lifting aids when possible - Use two or more people for lifting & moving heavy / awkward equipment - Regular break
Job Step: Forklift driver to obtain a minimum of 5 pallets and place them at the mouth of the container		
<p>Main hazards include:</p> <ul style="list-style-type: none"> - Work in vicinity of mobile plant / vehicles - Plant – operating - Electric shock (Battery) - Explosion / Fire (LPG). - Hazardous chemical (Battery acid, LPG) - Electricity - Hazardous Manual Tasks - awkward twisting, bending positions - Hazardous Manual Tasks - lifting, carrying, or putting down objects - Hazardous Manual Tasks - pushing, pulling, objects - Hazardous Manual Tasks - repetitious movements 	<p>Main hazards include:</p> <ul style="list-style-type: none"> - Danger of pallets sliding off each other - Danger of hitting pedestrians or work colleagues - Danger of running pallets in to container contents 	<p>Consultation in relation to hazards and risks. Ensure:</p> <ul style="list-style-type: none"> - Place pallets into position giving distance between pallets and unloadable freight - Operators must ensure that no person other than the operator rides on the plant unless the person is provided with a level of protection that is equivalent to that provided to the operator. <p>Do not allow anyone to stand or pass under elevated forks or attachments, whether loaded or empty.</p> <p>Operators:</p> <ul style="list-style-type: none"> - Plan the direction that plant moves (forward movement as much as possible) - Implement safe working distances - Use clear communication systems - Use reversing alarms, sensors or cameras - Use flashing lights - Use Spotters or observers - Use speed limits when required. <p>Mounting and dismounting:</p> <ul style="list-style-type: none"> - Do not hold steering wheel or levers - Use steps and handrail for support.

<p>- Pedestrians</p> 		<p>When seated:</p> <ul style="list-style-type: none"> - Adjust seat as required - Adjust mirror(s) - Ensure there are no loose objects around feet. <p>Note: Seatbelt is to be worn at all times. If a forklift overturns, the safest place for the operator is in the cabin with a seatbelt on.</p> <p>Ensure:</p> <ul style="list-style-type: none"> - Material is shifted using appropriate equipment such as drum lifters - Weight of load is compatible with the safe working limit for the forklift and attachments - Loads are placed so that they are stable. <p>While operating:</p> <ul style="list-style-type: none"> - Tilt mast slightly backwards - Travel with load close to the ground - Operate smoothly - Travel slowly when turning - Don't turn on inclines - Ensure there is enough room for the tail to swing around - Keep clear of upright mast and carriage lift chains - Ensure loads are correctly placed & safe - If pallets are damaged, remove them. <p>Do Not:</p> <ul style="list-style-type: none"> - Bump pallets to move them - Push piles of material out of the way - Move heavy objects by using makeshift connections and attachments - Drive over hazards / objects - Jump off the forklift - Leave the forklift running without an operator - Use work cages to transport people - Exceed the load limit - Drive with a raised load. Lower the load before moving or turning. - Lift a load that extends above the backrest unless the load is secured. - Sling loads from tines, use a jib.
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If a warning light comes on STOP the forklift truck IMMEDIATELY and seek assistance to rectify.		
Job Step: Forklift driver to obtain metal ramp and place in position of container mouth		
<p>Main hazards include:</p> <ul style="list-style-type: none"> - Work in vicinity of mobile plant / vehicles - Plant – operating - Electric shock (Battery) - Explosion / Fire (LPG). - Hazardous chemical (Battery acid, LPG) - Electricity - Static electricity - Hazardous Manual Tasks - awkward, twisting, bending positions - Hazardous Manual Tasks - lifting, carrying, or putting down objects - Hazardous Manual Tasks - pushing, pulling, throwing objects - Hazardous Manual Tasks - repetitious movements - Pedestrians 	<p>Main hazards include:</p> <ul style="list-style-type: none"> - Danger of hitting pedestrians as well as work colleagues - Danger of running into equipment while in transit to container - Being run over/ struck by mobile plant causing serious injury/ death - Collision with objects / plant 	<p>Consultation in relation to hazards and risks. Ensure:</p> <ul style="list-style-type: none"> - Always reverse when transporting ramp - Be aware of surrounds and locations of people around you whilst you are in motion - Do not allow anyone to stand or pass under elevated forks or attachments, whether loaded or empty. <p>Operators:</p> <ul style="list-style-type: none"> - Plan the direction that plant moves - Implement safe working distances - Use clear communication systems - Use reversing alarms, sensors or cameras - Use flashing lights - Use speed limits when required <p>Do Not:</p> <ul style="list-style-type: none"> - Push piles of material out of the way - Move heavy objects by using makeshift connections and attachments - Drive over hazards / objects - Jump off the forklift - Leave the forklift running without an operator - Use work cages to transport people - Exceed the load limit - Drive with a raised load. Lower the load before moving or turning. - Lift a load that extends above the backrest unless the load is secured. - Sling loads from tines, use a jib. <p>If a warning light comes on STOP the forklift truck IMMEDIATELY and seek assistance to rectify</p>
Job Step: Forklift driver to wait until contents has been loaded onto pallet as to the customer's configuration pattern		
<p>Main hazards include:</p> <ul style="list-style-type: none"> - Work in vicinity of mobile plant / vehicles - Plant – operating - Electric shock (Battery) - Explosion / Fire (LPG). 	<p>Main hazards include:</p> <ul style="list-style-type: none"> - Possibility of unpackers causing injury to their feet from falling contents - Possibility of back strain through incorrect lifting 	<p>Consultation in relation to hazards and risks. Ensure:</p> <ul style="list-style-type: none"> - Unpackers to assist each other when unpacking contents - Attention must be given to detail as well as a tidy approach to the configuration pattern - Product must be stacked squarely wrapping the contents in shrink wrap once pallet is completed <p>Pallets:</p>

<ul style="list-style-type: none"> - Hazardous chemical (Battery acid, LPG) - Electricity - Static electricity - Hazardous Manual Tasks - awkward, twisting, bending positions - Hazardous Manual Tasks - lifting, carrying, or putting down objects - Hazardous Manual Tasks - pushing, pulling - Hazardous Manual Tasks - repetitive movements - Pedestrians 	<p>techniques</p> <ul style="list-style-type: none"> - Entrapment - by machinery or equipment 	<ul style="list-style-type: none"> - Do not drop or walk on empty pallets - Stack empty pallets flat, not on their end - Don't let pallets jut out into aisles - Stack pallets to a height where they do not block vision - Watch out for splinters or nails - Remove and replace old, damaged pallets <p>Do Not:</p> <ul style="list-style-type: none"> - Push piles of material out of the way - Move heavy objects by using makeshift connections and attachments - Drive over hazards / objects - Jump off the forklift - Leave the forklift running without an operator - Use work cages to transport people - Exceed the load limit - Drive with a raised load. Lower the load before moving or turning. - Lift a load that extends above the backrest unless the load is secured. - Sling loads from tines, use a jib. <p>If a warning light comes on STOP the forklift truck IMMEDIATELY and seek assistance to rectify</p>
<p>Job Step: Forklift driver to remove full pallet away from unpacking area once pallet is complete and wrapped, stacking no more than 2 full pallets high</p>		
<p>Main hazards include:</p> <ul style="list-style-type: none"> - Work in vicinity of mobile plant / vehicles - Plant – operating - Electric shock (Battery) - Explosion / Fire (LPG). - Hazardous chemical (Battery acid, LPG) - Electricity - Static electricity - Hazardous Manual Tasks - lifting, carrying, or putting down objects - Hazardous Manual Tasks - pushing, pulling - Hazardous Manual Tasks - repetitive movements - Pedestrians 	<p>Main hazards include:</p> <ul style="list-style-type: none"> - Danger of forklift striking unpackers while in the container - Danger of pallet falling over as it is removed from unpacking area 	<p>Consultation in relation to hazards and risks. Ensure:</p> <ul style="list-style-type: none"> - Unpackers to remove themselves from the inside of the container whilst the forklift is removing the full pallet - Forklift driver not to proceed with removal until the unpackers are at least two metres away from driving area - Forklift driver to remove pallet in a slow careful manner <p>Pallets:</p> <ul style="list-style-type: none"> - Stack loads evenly and straight - Place heavier loads on lower or middle shelves - Remove one object at a time from shelves - Keep aisles and passageways clear and in good repair. - Do not drop or walk on empty pallets - Stack empty pallets flat, not on their end - Don't let pallets jut out into aisles - Stack pallets to a height where they do not block vision - Watch out for splinters or nails - Remove and replace old, damaged pallets

		<p>Do Not:</p> <ul style="list-style-type: none"> - Push piles of material out of the way - Move heavy objects by using makeshift connections and attachments - Drive over hazards / objects - Jump off the forklift - Leave the forklift running without an operator - Use work cages to transport people - Exceed the load limit - Drive with a raised load. Lower the load before moving or turning. - Lift a load that extends above the backrest unless the load is secured. - Sling loads from tines, use a jib. <p>If a warning light comes on STOP the forklift truck IMMEDIATELY and seek assistance to rectify</p>
Job Step: Remove ramp from empty container		
<p>Main hazards include:</p> <ul style="list-style-type: none"> - Work in vicinity of mobile plant / vehicles - Plant – operating - Electric shock (Battery) - Explosion / Fire (LPG). - Hazardous chemical (Battery acid, LPG) - Electricity - Static electricity - Hazardous Manual Tasks - lifting, carrying, or putting down objects - Hazardous Manual Tasks - pushing, pulling - Hazardous Manual Tasks - repetitious movements - Pedestrians 	<p>Main hazards include:</p> <ul style="list-style-type: none"> - Possibility of hitting work colleagues or pedestrians whilst removing ramp form empty container 	<p>Consultation in relation to hazards and risks. Ensure:</p> <ul style="list-style-type: none"> - Ensure area is restricted from unauthorised persons/ general public. - Always be aware of your surroundings and location so fall people in the work area - Plan the direction that plant moves (forward movement as much as possible) - Implement safe working distances - Use clear communication systems - Use reversing alarms, sensors or cameras - Use flashing lights - Use Spotters or observers - Use speed limits when required. - Drive forklift backwards when carrying ramp and always sound horn when entering buildings or blind spots - Weight of load is compatible with the safe working limit for the forklift and attachments - Loads are placed so that they are stable. - Travel with load close to the ground - Operate smoothly - Travel slowly when turning - Don't turn on inclines - Ensure there is enough room for the tail to swing around - Keep clear of upright mast and carriage lift chains - Ensure loads are correctly placed & safe
Job Step: Assist in cleaning up left over rubbish and packaging from work area		

<p>Main hazards include:</p> <ul style="list-style-type: none"> - Hazardous Manual Tasks - pushing, pulling - Hazardous Manual Tasks - repetitious movements - Hazardous Manual Tasks - lifting carrying, or putting down objects - Trip Hazard - Work in vicinity of mobile plant / vehicles 	<p>Main hazards include:</p> <ul style="list-style-type: none"> - Danger of causing injury while picking up rubbish - Danger of tripping or falling over rubbish, unsightly appearance 	<p>Consultation in relation to hazards and risks. Ensure:</p> <ul style="list-style-type: none"> - Always put rubbish in bins provided, don't try to pick up more than physically possible - Ask for assistance if necessary - Continue cleaning until all irrelevant material is removed and are is tidy - Remember - Flammable rubbish can cause a fire hazard - Clean up water, oil, or other liquid spills on the floor that could cause slips and falls - Report loose flooring or other tripping hazards.
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Emergency Procedures / Emergency Response

<p>Call 000 immediately if a person is entrapped, has been crushed, hit or run over by a forklift. Contact Infront immediately after calling emergency services. Infront will then contact Emergency contact and Safework NSW.</p> <p>Do not attempt to rescue a person who is trapped or has been crushed by a forklift unless Emergency Services personnel have provided direction and it is safe to do so.</p> <p>Develop and implement an emergency response plan for the site. Include:</p> <ul style="list-style-type: none"> - Assembly points - Communication <p>Person/s responsible to implement and follow emergency procedures and control measures:</p>	<ul style="list-style-type: none"> - Consultation methods - Responsible persons - Emergency contacts - names and phone numbers - First aid equipment - Fire Extinguishers – accessible & serviced. <p>Develop site-specific rescue procedures/SWMS.</p> <p>Ensure all workers on-site are trained and familiar with emergency and evacuation procedures.</p>
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Review

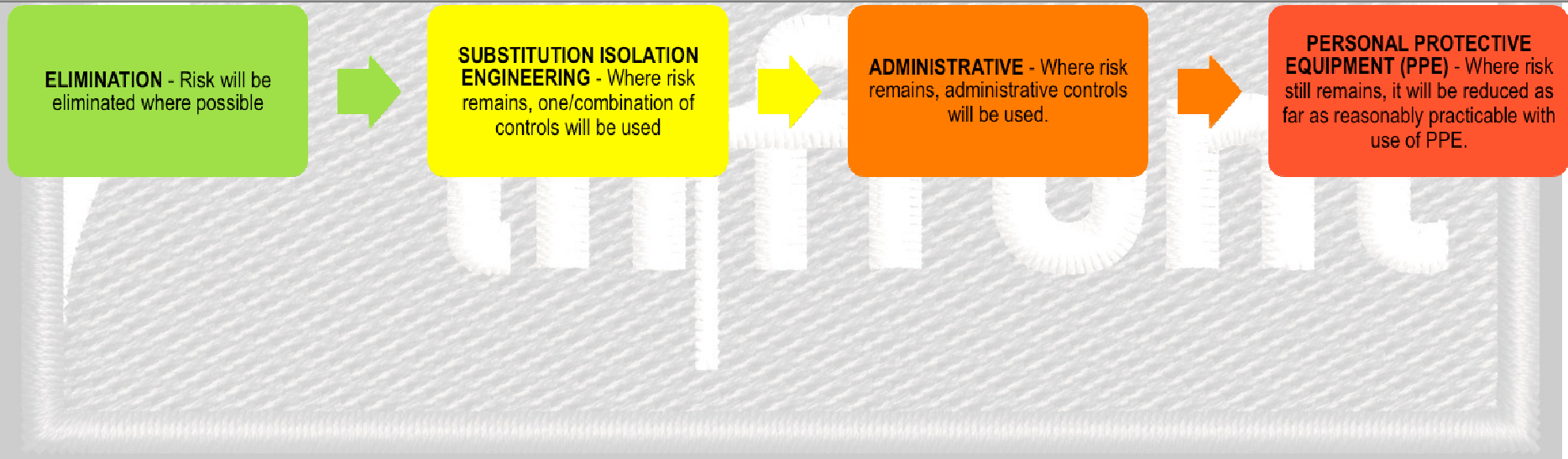
<p>To ensure controls are implemented and monitored effectively:</p> <ul style="list-style-type: none"> • Toolbox /pre-work meetings will be undertaken • General stretching and warm up exercises are advisable before undertaking any hand stacking work. • Relevant persons will be consulted on hazards and contents of SWMS, work plans and other applicable information • Control measures will be monitored throughout works: <ul style="list-style-type: none"> ○ Spot checks ○ Consultation ○ Scheduled audits • Corrective actions will be recorded and rectified in a timely manner SWMS will be reviewed and updated accordingly (in consultation with relevant persons) 		<p>Ensure all controls are reviewed as per the following:</p> <ul style="list-style-type: none"> • If controls fail to reduce risk adequately • When changes to the workplace or work activity occur that create new / different risks where controls may no longer be effective • New hazards identified • After an incident involving work activities relevant to this SWMS • During consultation with relevant persons indicate review is needed • A Health and Safety Representative (HSR) requests a review in line with the requirements of the legislation. 	
<p>Person/s responsible to implement and follow monitoring and review procedures and control measures:</p>			
<p>SAFE WORK METHOD STATEMENT - Part 2</p>			
<p>Formal Training, Licences required for workers undertaking this task:</p>		<p>Duties of workers undertaking this task:</p>	
<p>Example:</p> <ul style="list-style-type: none"> - Licence to Perform High Risk Work (operating certain plant, equipment) - TAFE or other recognised training organisation 		<p>Example:</p> <p>(Name): Operator (Name): Clean-up crew (Name): Supervisor Etc.</p>	
<p>Details of: regulatory permits/licenses Engineering Details/Certificates/Safe Work NSW Approvals:</p>		<p>Relevant Legislation, Codes of Practice: Note: Retain only the legislation references applicable to your state of operation for this SWMS.</p>	
<p>Example:</p> <ul style="list-style-type: none"> - Local council permits - Building Approvals - EPA approvals/permits - Certain plant to be registered with State Authority <p>PPE to comply with relevant Australian Standards</p>		<p>Commonwealth, NSW, QLD, ACT</p> <ul style="list-style-type: none"> ○ Work Health and Safety Act 2011 ○ Work Health and Safety Regulations 2011 <p>Northern Territory</p> <ul style="list-style-type: none"> ○ Work Health and Safety (National Uniform Legislation) Act 2011 ○ Work Health and Safety (National Uniform Legislation) Regulations 	
<p>Plant/Tools/Equipment: (List plant and equipment to be used on the job.)</p>		<p>○ WHS Consultation, Cooperation & Coordination</p> <p>Victoria</p> <ul style="list-style-type: none"> ○ Occupational Health & Safety Act 2004 ○ Occupational Health & Safety Regulations 2007 <p>○ Codes of Practice:</p> <p>Western Australia</p> <ul style="list-style-type: none"> ○ Occupational Safety & Health Act 1984 ○ Occupational Safety & Health Regulations 1996 	

SAFE WORK METHOD STATEMENT - Part 3

This SWMS has been developed in consultation and cooperation with *employee/workers* and relevant *Employer/Persons Conducting Business or Undertaking (PCBU)*. 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 Personal Protective Equipment described.

Overall Risk Rating after Controls	1 Low		2 Moderate		3 High		4 Acute	
Employee/Worker Name	Job Role / Position		Signature		Date	Time	Employer/PCBU/ Supervisor	
Name								
Initial								
Date								

HIERARCHY OF CONTROLS



RISK ASSESSMENT MATRIX

HB 436:2004 Risk Management Guidelines Tables 6.3 – 6.8 reproduced with permission from SAI Global under licence 1210-c062. Standards may be purchased at <http://www.saiglobal.com>
References: Safe Work Australia (2011) - Code of Practice: How to Manage Work Health and Safety Risks, AS/NZS 31000 -2009 Risk Management Principles and Guidelines.

Step 1: Determine Likelihood What is the possibility that the effect will occur?			Step 2: Determine Consequence What will be the expected effect?	
	Criteria	Description	Level of Effect:	Example of each level:
Almost certain	Expected in most circumstances.	Effect is a common result.	Insignificant/Acceptable	No effect – or so minor that effect is acceptable.
Likely	Will probably occur in most circumstances.	Effect is known to have occurred at this site or it has happened.	Minor	First Aid treatment only; no lost time injury.
Possible	Might occur at some time.	Effect could occur at the site or I've heard of it happening.	Moderate	Medical treatment; serious injuries, temporary partial disability; lost time injury < 7 days.
Unlikely	Could occur at some time.	Effect is not likely to occur at the site or I have not heard of it happening.	Major	Hospital admittance; extensive injuries; lost time injury > 7 days; Permanent Total Disability injury; death.
Rare	May occur only in exceptional circumstances.	Effect is practically impossible.	Catastrophic	Multiple Permanent Total Disability injuries; multiple deaths.

Step 3 Determine the risk score					
	Consequence				
Likelihood	Insignificant	Minor	Moderate	Major	Catastrophic
Almost certain	3 High	3 High	4 Acute	4 Acute	4 Acute
Likely	2 Moderate	3 High	3 High	4 Acute	4 Acute
Possible	1 Low	2 Moderate	3 High	4 Acute	4 Acute
Unlikely	1 Low	1 Low	2 Moderate	3 High	4 Acute
Rare	1 Low	1 Low	2 Moderate	3 High	3 High

Step 4 Record risk score on worksheet (Note – Risk scores have no absolute value and should only be used for comparison and to engender discussion.)	
Score	Action
4 A: Acute	DO NOT PROCEED. Requires immediate attention. Introduce further high level controls to lower the risk level. Re-assess before proceeding.
3 H: High	Review before commencing work. Introduce new controls and/or maintain high level controls to lower the risk level. Monitor frequently to ensure control measures are working.
2 M: Moderate	Maintain control measures. Proceed with work. Monitor and review regularly, and if any equipment/people/materials/work processes or procedures change.
1 L: Low	Record and monitor. Proceed with work. Review regularly, and if any equipment/people/materials/work processes or procedures change.

