ACTIVITY: Landscaping and Turf Laying	SWMS No.: QSW10022

SAFE WORK METHOD STATEMENTS (SWMS)

Company Name: (SPP PTY LTD) T/A Ecoplant Australia & Seeddown Professional Planting	Address: 81-83 Campbell Street, Surry Hills. NSW 2010 16 Kings Place, Burnside. QLD 4560	ACN: *638 321 847*
Company Contact: Claudia Harms	Position: Secretary	Phone No.: 0472 635 551

Project Details

Project Name:		Job Address:	
Principal Contractor (PC):	[Name, contact details]	Date SMWS provided to PC:	
Projected Start and End Dates:			
Job Description:			
High Risk Activity:	yes (if working with or around mobile plant)		
Name of person responsible for ensuring compliance with SWMS:	Supervisor	Date SWMS received:	
What measures are in place to ensure compliance with SWMS?	Pre job safety inspections, Induction training, Toolbox Talk/ JSAs		
Person responsible for reviewing SWMS control measures:	Supervisor/ Team Leader	Date SWMS received by reviewer:	
How will the SWMS control measures be reviewed?	Control measures reviewed during Toolbox Talk/ JSA completion prior to job commencement and each time a new hazard is identified.		
Training required:	WH&S General Induction for Construction (White Card)	Competencies Required:	SPP PTY LTD Employment Induction and WH&S Handbook

Relevant workers must be consulted in the development, approval and communication of this SWMS:

Name:	Signature:	Job Title:	Date:		
Claudia Harms		Secretary	25/11/2022	SWMS Approved by Manager Director's	JOSHUA SANSOM PAUL HARMS
				Date prepared: 12/08/2015	Reviewed: 25/11/2022

SWMS Scope

This SWMS covers general aspects associated with landscaping / turf operations.
This does not include growing, treatments, fertilizing, using pesticides and collecting turf.

Dedicated SWMS must be developed for use of equipment (such as Skid Steer Loader, Tip trucks, Loading/Delivery vehicles etc) and specific tasks.

Personal Protective Equipment (PPE)

Ensure all PPE meets relevant Australian Standards. Inspect, and replace PPE as needed.

Foot Protection	Hearing Protection	High Visibility	Head Protection	Eye Protection	Hand Protection	Protective Clothing	Sun Protection
							Broad brimmed hat, UV rated clothing, SPF 30+ sunscreen, tinted safety glasses with adequate UV protection)

Main Hazards

- Manual handling
- Exposure to hazardous atmosphere
- Electric shock

- Hit by moving vehicles/plant.

Hazards - What can cause harm?	Risks - What can happen?	Control Measures to Reduce Risk
Job Step: Planning		
Hazards include: Personal Injury: - Slips, trips - Falls - Hit by mobile plant - Electric shock	Risks include: - Injury due to tripping, slipping and tripping - Serious injury or death falling from height - Crushed limbs caused by being struck by moving mobile plant - Electric shock cause by coming into contact with overhead power lines etc.	Develop plans for project. Include: - Layout - Maps/drawings - Gradients - Materials required (amount of turf, bedding, edge restraints, plant, delivery equipment, etc) Assess intended site. Ensure: - Adequate lighting - Sufficient room for delivery of materials - Located away from potential hazards (hot works such as welding, trenching, spray painting, etc) Develop traffic management plan if required (ie: working in close proximity to mobile plant, vehicles or roadside work). Include physical barricades, signs, spotters etc. Remain in visual contact with operators of reversing vehicles. Provide and maintain suitable access/egress for pedestrians where required. Include: - Physical barriers to ensure persons do not enter Caution signs, Stop-go baton operators Ensure workers have access to: - First aid kit/supplies - Communication devices (check mobile phones will have service in area) - Drinking water and toilet facilities - PPE required - Current Safety Data Sheets (SDS) are available as needed (pesticides, fertilizers, etc). Overhead electric lines: Identify: - Maximum range of equipment and how close equipment or load can come to asset (known as design envelope)

		- Clearance distances for type of asset (***) - Type of asset/cabling (if in doubt contact electrical supplier) - Voltage level - Height of conductor at lowest point - Minimum distance between wires and ground - Degree of sag and sway *** Minimum Clearance zones: - High voltage electrical conductors = 2,000mm - Un-insulated low voltage conductors = 1,000mm - Insulated low voltage (between 50V and 1,000 V) = 500mm - Communications cabling = 300mm In general: - 3m above, either side and below power lines is No Go Zone. - Between 3-6.4m of power lines a Spotter is required. - Further than 6.4m of power lines is open area - No work to be conducted within 10m radius of SWER transformer No work to be conducted within Minimum Clearance Zones without written permission from power supplier and Spotter. Work outside Minimum Clearance Zone, but still in No Go Zones, site-specific SWMS to be developed and Spotter. Note: Spotter is not required where work is 6.4m from power line, but design envelope reaches into No Go Zone if: - Work is designed so no part of machinery or load enters within 6.4m - Documented site-specific SWMS is developed and responsible persons assigned to oversee the SWMS Implement suitable controls. Examples: - Relocation of cables - Disconnection of power supply (evidence must be obtained from power supplier) - Use equipment with smaller design envelope Temporary physical height barriers to limit loads - Longitudinal fencing or height markers to indicate extent of allowed movement - Signage - Use of Spotter - establish effective communication system with operator.

		Note: Spotters must: - Have formal training and training in specific SWMS - Be assigned to one machine operation at a time - Be dedicated to task (given no other tasks at the same time) - Positioned correctly to monitor distance **RB: 4A** **Person responsible to implement control measures:** **RA: 1L**
Job Step: Preparation		
Hazards include: Personal Injury: - Crushing - Electric shock - Exposure to hazardous environment - Exposure to wildlife - Struck by falling object - Falls - Slips, trips	Risks include: - Serious injury caused by being crushed by moving plant - Electrocution caused by electric shock from contact with overhead power lines - Illness caused by animal or insect bites and stings - Injury or fatality caused by falls from height - Injury caused by tripping or falling	Ensure equipment suitable for task – (know the capabilities/limitations of particular model, example: SWL and gradient of acceptable slopes). Ensure attachments (seeder etc) compatible with plant and within SWL. Inspect intended work area. Ensure: - Ground surface is suitable for plant (seek geological reports if required) - No steep slopes, cliffs, unprotected drop offs, pits or trenches - No unprotected fall risks - open storm water drains - Sufficient room to operate equipment - Debris or equipment is cleared away - Clear of river /creek crossings or ponds/ water bodies - Long grass that could hide stumps, root systems, animal burrows, fencing etc is cleared - Underground utilities will not be damaged (contact Dial before you Dig, or use locating equipment) - Controls in place for exposure to wildlife, wasps / ants and other insects nest removal etc. Develop task specific SWMS. Include: - Work activity - Weather conditions (severe weather or high winds) - Ground condition (rocks, uneven, muddy/slippery etc) - No go zones (barricade steep slopes, uneven ground, do not work within 3m of power lines) - Speed restrictions for plant - Level of supervision required

		- Emergency plans
		- Lighting (day/night operations)
		
		Develop site rules. Example:
		- Speed limits (low as possible – install speed limiters)
		- Personal Protective Equipment:
		  ○ Hearing Protection
		  ○ Respirators if required
		  ○ Snug-fitting clothes – no loose clothing
		  ○ Non-slip shoes. No open toed shoes /sandals.
		  ○ Sun smart clothing/ skin creams etc
		- No passengers on plant (unless designed for more than one person)
		- No persons under 18 to operate certain plant
		- No Go Zones for pedestrian operators
		- Acceptable weather conditions for operation
		- Acceptable terrain (avoid wet/marshlands, steep slopes/ embankments etc)
		- What attachments can be used for plant
		- Traffic Management plans where required.
		
		Training should include, at least:
		- Reading and understanding operating instructions
		- Location of controls for particular model of plant
		- Formal (TAFE or manufacturer provided) training
		- Site rules including speed limits
		- Pre-operational checks
		- PPE
		
		Ensure plant operators are not under the influence of drugs or alcohol.

		RB: 4A **Person responsible to implement control measures:** **RA: 1L**
Job Step: Pre – Operational Inspection		
Hazards include: Personal Injury: - Crushing - Exposure to fluid under pressure - Fire/ explosion - Electric shock - Trips - Entanglement - Noise / vibration	Risks include: - Injury or fatality sustained by being crushed by moving plant - Burns and scalds from hot fluid or fluid under pressure - Burns or injury caused by fire - Injury sustained from tripping - Injury or strangulation caused by entanglement - Hearing damage caused by excessive noise or carpel tunnel syndrome etc caused by vibration damage	Inspect all plant and equipment. Examples: Skid Steer Loader. Ensure: - No fluid leaks, hoses/couplings not cracked/split - Operator controls labelled - Safety decals in place and legible - Flashing lights/reversing beepers functioning - Rear-view mirrors are present, and adjusted correctly - Cabin windows are clean and undamaged (if present) - SWL displayed (where required) - ROPS installed (where required) - Tyres are undamaged, even pressure. - Locking pins/clips for attachments are available and undamaged - All safety guards are in place and undamaged - Seatbelt present and in good condition. - Fire extinguisher present and secured - No debris, oil or tools present on deck, or steps. Power tools: - Good condition, clean, controls functional, guards in place - Power cords are not damaged or have exposed wires - Electric leads/extension cords are not placed in areas where they could be damaged, run-over or pose a tripping hazard - RCD/safety switches are provided for electrical equipment. - Tested/tagged as required. - Extension leads are suitable for outdoor work. Tractor: - Sufficient engine, transmission, hydraulic oil levels, brake fluid (if applicable) - No fluid / oil leaks - Hoses secure and in good condition - Foot and hand brakes working’

		- Coolant - Radiator find clean - Battery secure, sufficient water and clean - Air cleaner – element and pre-cleaner, Air filter (diesel) - Air conditioning filters present, good condition - Windscreen clean - Seatbelt working - Mirrors, good condition, secured and adjusted correctly - Horn and Lights working - 3-point linkage – knuckles and lynch pins in place, good condition - Spark arrestor on exhaust - Hydraulic controls working - Gauges and control labelled and functional - ROPS / FOPS in good condition – no dents and secured - PTO guard in good condition and not rotating with PTO - Tyres in good condition and correct pressure. No missing wheel nuts - Manufacturers operating manual available - Registered, roadworthy if needed. Jackhammer: - Throttle trigger moves freely and springs back to idle - Drill bit correct for job, secure with no missing/loose nuts, screws - Drill bit / chuck not cracked, bent, or warped - Handle/grips undamaged and free of oil/dirt - Guards in place and undamaged - Anti-vibration (AV) system in place PPE: Earmuffs: - No hardness, cracks on ear-cups - Replace cushions after 6-8 months. If used in extreme climates – replace after 3-4 months. Respiratory Protection: - Suitable for contaminant - Proper fit (no facial hair, fit for individual)

		- Worn correctly - All pieces inspected, no damage Gloves: - Vibration-insulation Safety Glasses - Side protection panels in place - Clean and free of crack or visibility obstructions Do not use if any fault/damage/missing parts. Report immediately and follow tag-out/lock-out procedures.

		RB: 3H **Person responsible to implement control measures:**	**RA: 1L**

Job Step: Transport Of Heavy Equipment		
Hazards include: Personal Injury: - Hit by moving vehicle - Crushing - Struck by falling object - Falls	Risks include: - Injury caused by impact from being struck by moving vehicle or plant - Head or body injury sustained from being struck by falling object - Injury sustained by falling from height	Ensure tow/transport vehicle and ramps are suitable (ie: within SWL) Assess ground conditions at loading/unloading site to determine forward or reverse loading. Apply handbrake and block tow/transport vehicle wheels if required. Lock ramps in place, use locking pin/clips if required. Secure by: - Blocking front/rear tyres - Use suitably rated tie-down chains/hooks - Fasten tie-down chains (use tie-down points on plant if provided) - Tie-down bucket in lowered position To unload: - Operate as manufacturers' instructions. Wear seatbelt - Do not attempt to operate equipment standing next to it and guiding it off ramps. - Raise bucket/attachment, approx 300mm off bed during unloading (or as instructed by manufacturer) Ensure persons are clear of unloading site

RB: 3H	Person responsible to implement control measures:	RA: 2M

Job Step: Operation

Hazards include:	Risks include:	Conduct work as directed by specific SWMS.
Personal Injury: - Crushing - Fire /explosion - Struck by falling object - Electric shock - Hit by moving vehicle - Manual Handing	- Injury sustained from being struck by moving plant and vehicles - Injury caused by falling object - Electrocution caused by contact with overhead power lines etc. -	Operate equipment as per manufacturer's instructions. Examples: - Do not wear loose clothing that may catch on controls. - Adjust seat to achieve full pedal contact when operator's back is against the back of the seat. - Wear seatbelt. - Ensure no persons in vicinity before and during operation. - Use Spotters where visibility is reduced (unable to see pedestrians, obstacles in close proximity) - Ensure heavier end is always higher up slope - Do not turn on slopes - Avoid sudden movements and combined movements (such as raising attachments whilst starting forward movement) - Do not overload/exceed capabilities of plant. - Be familiar with width of equipment to maintain safe clearance near fences, boundaries etc - If machine begins to side-slip turn the machine downhill - Ensure all attachments are suitable for plant, attached securely using locking pins etc. - Do not smoke during operation or refuelling. - Ensure all lifting equipment, frames and ROPS/FOPS meet relevant Australian Standards. Ensure all electrical equipment kept clear of water unless rated for wet environment. Unloading turf rolls: - Park in a safe location (close to worksite, clear of overhead electric lines or other obstacles. Avoid the need to cross over roadway etc. Implement traffic management where required. - Ensure transport vehicle secured from movement (engine off, keys removed, park brake on, chock wheels if necessary) - Check rolls are secure and will not free-fall - Use lifting equipment for larger rolls - If using forklift, ensure: - Sufficient SWL for turf rolls

- Suitable ground and sufficient room for operation
- Frame is non-collapsible type
- Delivery driver and other personnel are removed from area (use physical barriers to maintain exclusion zone)
- Persons do not stand on or beside delivery vehicle during unloading
- Roll out ASAP (within 12 hours for hot days, 24 hours for cool/wintery days – seek manufacturer advice)

Lay turf as per manufacturer instructions. Example:

- Prepare soil area as needed (clear rocks, tree limbs etc)
- Test soil pH and ensure suitable
- Break up compacted soil.
- Fertilize and add soil conditioner etc.
- Level out and ensure suitable water flow away from buildings or sensitive areas
- Lay turf – start from outward and work inwards

Laying turf – continued:

-Do not stretch
-Ensure all joins are butted tightly
-Ensure complete contact with soil
-Ensure all rolls are even (shim using top soil as required)
-Cover outer levels with soil to prevent drying
-Do not roll freshly laid turf
-Water

Manual handling considerations:

-Conduct risk assessments for hazardous manual handling tasks. Implement suitable controls.
-Do not work in static positions or awkward postures for more than 2 hours over entire shift, or 30 minutes at a time
-Ensure lifting equipment is provided for heavy materials
-Ensure planks etc are placed on the ground to assist movement of wheelbarrows through earth
-Ensure all lifting /carrying equipment is maintained and working correctly. Tyres are inflated on wheelbarrows etc.
-Do not overload wheelbarrows or shovels.

		-Ensure team-lifts (if used) are rehearsed and agreed communication/instructions are developed. -Ensure regular rest-breaks -Implement job rotation for long duration tasks -Consider stretching before and after works. Materials delivery: - Park delivery vehicle in suitable area – clear of overhead electric lines, close to work site - Avoid crossing over roads/close proximity to mobile plant carrying loads - Establish traffic management plan – include barricades, signs, traffic controllers as required - Remove non-essential persons. - Use spotters when reversing delivery vehicle. - Ensure spotters remain in visual and verbal communication with delivery driver. - All persons/ plant to keep clear during tipping/unloading materials - Ensure loads will not create hazards (obscure view of plant operators, etc) Monitor work position at all times. Ensure: - No standing behind reversing vehicles - Sufficient distance from plant during operation - No work being conducted in established “no go zones” for pedestrians - Alertness at all times. Listen for: ○ Reversing alarms/beepers ○ Calls from Plant Operators - Work position in clear sight of plant operators On completion, inspect equipment for any damage/leaks. If damage is detected – report immediately and take out of service. **RB: 4A** **Person responsible to implement control measures:** **RA: 2M**

Job Step: Maintenance		
Hazards include: Personal Injury: - Exposure to fluids under pressure - Struck by falling object - Crushing - Electric shock - Entanglement		Maintain all equipment as per manufacturers' instructions. Ensure all maintenance is performed by competent persons. Ensure pressure is relieved before maintenance (ensure engine has cooled and open relief valve one turn) Keep log book of service and maintenance history as required. Do not rely on hydraulic system to hold bucket or any part of equipment in raised position during maintenance. Always use suitable SWL blocks/jacks.
RB: 3H	**Person responsible to implement control measures:**	**RA: 2M**
Emergency Procedures / Emer ency Response		
Develop and implement an emergency	response plan for the site. Include:	Develop site-specific rescue procedures/SWMS. Ensure all workers on-site are trained and familiar with emergency and evacuation procedures. **Person/s responsible to implement and follow emergency procedures and control measures:**
- Assembly points - Communication - Consultation methods - Responsible persons - Emergency contacts - n	mes and phone numbers	
- First aid equipment - Fire Extinguishers – acc	ssible & serviced.	
Review		
To ensure controls are implemented ar	monitored effectively:	Ensure all controls are reviewed as per the following:
• Toolbox/pre-work meeti	gs will be undertaken	• If controls fail to reduce risk adequately
• Relevant persons will be plans and other applicab	consulted on hazards and contents of SWM e information	S, work • When changes to the workplace or work activity occur that create new / different risks where controls may no longer be effective
• Control measures will be	monitored throughout works:	• New hazards identified
○ Spo	checks	• After an incident involving work activities relevant to this SWMS
○ Con	ultation	• During consultation with relevant persons indicate review is needed

- 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)
- A Health and Safety Representative (HSR) requests a review in line with the requirements of the legislation.

Person/s responsible to implement and follow monitoring and review procedures and control measures:

SAFE WORK METHOD STATEMENT - Part 2

Formal Training, Licences required for workers undertaking this task:	Duties of workers undertaking this task:	Details of Supervisory Arrangements for workers undertaking this task:
- Construction Industry White Card - On-site training in the safe use of the auger	- Operator - Supervisor	- Suitably qualified supervisors for job - Direct on-site supervision - Remote site – communication systems/ schedule - Audits - Spot Checks, etc. - Reporting systems - JSA

Details of: regulatory permits/licenses Engineering Details/Certificates/WorkCover Approvals:

- Local council permits
- Building Approvals
- EPA approvals/permits
- Certain plant to be registered with State Authority

PPE to comply with relevant Australian Standards

Plant/Tools/Equipment: (List plant and equipment to be used on the job.)

Relevant Legislation, Codes of Practice:
Note: Retain only the legislation references applicable to your state of operation for this SWMS

- **Commonwealth, NSW, QLD, ACT**
  - Work Health and Safety Act 2011
  - Work Health and Safety Regulations 2011
- **Northern Territory**
  - Work Health and Safety (National Uniform Legislation) Act 2011
  - Work Health and Safety (National Uniform Legislation) Regulations
- **SA, Tasmania**
  - Work Health and Safety Act 2012
  - Work Health and Safety Regulations 2012
- **Codes of Practice:** Safe Work Australia (2011):
  - *First Aid in the Workplace*
  - *Managing the Risk of Falls at Workplaces*
  - *Managing the Risk of Plant in the Workplace*
  - *Managing Noise and Preventing Hearing Loss in the Workplace*
  - *How to Manage Work Health and Safety Risks*
  - *Hazardous Manual Tasks*
  - *Managing Risks of Hazardous Chemicals*
  - *WHS Consultation, Cooperation & Coordination*
- **Victoria**
  - Occupational Health & Safety Act 2004
  - Occupational Health & Safety Regulations 2007
  - **Codes of Practice:**
- **Western Australia**
  - Occupational Safety & Health Act 1984
  - Occupational Safety & Health Regulations 1996
  - **Codes of Practice:**
- **Australian Standards:**
  - AS/NZS 1269:2005 Occupational *noise management*
  - AS/NZS 4501:2008 *(set) Occupational Protective Clothing*
  - AS 4024.1:1996 *Safeguarding of machinery - General principles*
  - AS 4024.1: 2006 *Safety of machinery*
  - AS 1319:1994 Safety *Signs for Occupational Environment*

Reference Documents

Model Work Health and Safety Act 2011 and Model Work Health and Safety Regulations 2013
ISO 5395: 1990 Powered lawn mowers, lawn tractors, lawn and garden tractors – Definitions, safety requirements and test procedures.
Horticulture Safety Guide – WorkSafe Victoria
AS/NZS 60745.1 – 2009 Hand Held Motor Generated Electric Tools. Safety – General Requirements
WorkSafe Victoria (2009) Health and Safety Solutions – Preventing Electric shock from Power tools and electric leads
AS/NZS 3012 Electrical Installations – Construction and Demolition
AS/NZS 3000 – 2007 – Wiring Rules
Safe Work Australia (2011) – Hazardous Manual Tasks Code of Practice
WorkCover NSW (1994) A Guide for Front End Loader and Excavator Drivers
AS 2294.1- 1997 Earthmoving Machinery – Protective Structures - General
WorkSafe Victoria (2009) Using earthmoving equipment near overhead electrical assets - A handbook for workplaces
Horticulture Safety Guide – WorkSafe Victoria
A practical safety guide for the Horticulture Industry in the Murray Valley – WorkCover NSW
AS/NZS 2153: Tractors and machinery for agriculture and forestry – Technical means for ensuring safety
AS 1636 Tractors – Roll-over protective structures, criteria and tests
AS 2294 Earth-moving machinery – Protective structure
WorkSafe Victoria (2008) Tractors ROPS – Requirements
DEIR QLD (2005) Safe Design and Operation of Tractors – Code of Practice
Workcover NSW (1999) Safe Use of Tractors: Guide

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

Review No.	1	2	3	4	5	6	7	8
Name								
Initial								
Date								

HIERARCHY OF CONTROLS

Elimination - Risk will be eliminated where possible

Substitution Isolation Engineering - Where risk remains, one/combination of controls will be used

Administrative - Where risk remains, administrative controls will be used.

Personal Protective Equipment (PPE) - Where risk still remains, it will be reduced as far as reasonably practicable with use of PPE.

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?

	Criteria	Description
Almost certain	Expected in most circumstances.	Effect is a common result.
Likely	Will probably occur in most circumstances.	Effect is known to have occurred at this site or it has happened.
Possible	Might occur at some time.	Effect could occur at the site or I've heard of it happening.
Unlikely	Could occur at some time.	Effect is not likely to occur at the site or I have not heard of it happening.
Rare	May occur only in exceptional circumstances.	Effect is practically impossible.

Step 2: Determine Consequence
What will be the expected effect?

Level of Effect:	Example of each level:
Insignificant/Acceptable	No effect – or so minor that effect is acceptable.
Minor	First Aid treatment only; no lost time injury.
Moderate	Medical treatment; serious injuries, temporary partial disability; lost time injury < 7 days.
Major	Hospital admittance; extensive injuries; lost time injury > 7 days; Permanent Total Disability injury; death.
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 PROCCED.** 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.