

Safe work method statement

Job Task Summary: Beef program	This SWMS is applicable to the following worker type:	<input type="checkbox"/> employee	<input type="checkbox"/> contractor	<input type="checkbox"/> volunteer
		<input type="checkbox"/> student	<input type="checkbox"/> visitor	<input type="checkbox"/> other
	SWMS completed by:	(Name)		
	Site:	(Name)		
	Date:	(Name)		

How to complete the form:

1. Discuss with relevant workers the steps, and associated hazards, risks and controls
2. In the 'Procedural steps', list the work steps in sequence of how they will be carried out
3. In the 'Possible hazards', list the hazards and risks for each step
4. In 'R1' rate the risk without controls using the risk matrix (see over page)
5. In the 'Safety controls' list how the hazards will be controlled and who is responsible to implement the controls
6. In 'R2' rate the risk with controls (residual risk) using the risk matrix (see over page)
7. Specify other requirements for the task
8. Each person involved with this task must sign acknowledging that they have understood the steps

R1 Risk without controls

R2 Risk with controls

PROCEDURAL STEP(S)	POSSIBLE HAZARD(S)	R1	SAFETY CONTROL(S)	PERSON RESPONSIBLE	R2
Alight students from transport and gather near cattle yard	➤ Vehicle collision	2C	<ul style="list-style-type: none"> • Students kept together • Students under supervision of EEC staff or directed school staff at all times. 	EEC teacher in charge of activity	
Students movement around and through yards	<ul style="list-style-type: none"> ➤ Tripping/falling hazards ➤ Overhead hazards ➤ Collision with cattle ➤ Jamming hazards of gates and crush 	3D	<ul style="list-style-type: none"> • Students warned of tripping and overhead hazards • Students directed (ie. always accompanied) • Unnecessary tripping hazards removed • Demonstrate correct use of yard equipment 	Teacher in charge of activity EMAI staff	
Students move cattle through yards and race	<ul style="list-style-type: none"> ➤ Zoonotic diseases ➤ Kicked by cattle ➤ Collision with cattle 	3D	<ul style="list-style-type: none"> • Students warned of potential risks • General warning for pregnant/unwell (higher risk) visitors • Students instructed on best practice for cattle mustering/movement. One to three teacher:student supervision max • Cattle with poor temperament identified and avoided • No student or teacher to enter race with cattle. Students under direct supervision of EEC staff at all times around crush. 	Teacher in charge of activity EEC Admin staff Teacher in charge of activity EMAI staff Teacher in charge of activity Teacher in charge of activity	

PROCEDURAL STEP(S)	POSSIBLE HAZARD(S)	R1	SAFETY CONTROL(S)	PERSON RESPONSIBLE	R2
Moving students around farm	<ul style="list-style-type: none"> ➤ Vehicle collision ➤ Snake bite ➤ Tripping ➤ Dehydration 		<ul style="list-style-type: none"> • Keep students together and under direct EEC supervision. • Do not gather students on blind sections of internal road ways. • Transport students as close as possible to site. • Warn students of snake risk • EEC staff to carry snake bite first aid kit including pressure bandage • Warn students of tripping hazards and move students through paddocks in a controlled way. <p>Ensure students have access to water when completing task in Summer months.</p>	Supervising EEC teacher	
Student-directed learning activities	<ul style="list-style-type: none"> ➤ Insect bites/stings ➤ Cattle trampling ➤ Students become lost ➤ Grass and other allergies 		<ul style="list-style-type: none"> • Warn students of hazard • Activity not to be undertaken in immediate vicinity of cattle • Maintain visual contact with students at all times. Stipulate working areas (boundaries) and adopt roving supervision • Check school-provided information re. allergies and Action Plans. Restrict student participation if appropriate after consulting visiting teacher(s) 	Supervising EEC teacher and visiting staff	
	<ul style="list-style-type: none"> ➤ 		<ul style="list-style-type: none"> • 		

WHS RISK MATRIX	HIERARCHY OF CONTROLS																																	
<p>Severity - Consequences</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th colspan="2"></th> <th>1</th> <th>2</th> <th>3</th> <th>4</th> </tr> <tr> <th colspan="2"></th> <td>Kill or Disable</td> <td>Serious injury - long term illness</td> <td>Medical treatment - several days off</td> <td>Minor first aid</td> </tr> </thead> <tbody> <tr> <th rowspan="4" style="writing-mode: vertical-rl; transform: rotate(180deg);">Probability - Likelihood</th> <th>A</th> <td style="background-color: red;">1A</td> <td style="background-color: red;">2A</td> <td style="background-color: red;">3A</td> <td style="background-color: orange;">4A</td> </tr> <tr> <th>B</th> <td style="background-color: red;">1B</td> <td style="background-color: red;">2B</td> <td style="background-color: orange;">3B</td> <td style="background-color: lightgreen;">4B</td> </tr> <tr> <th>C</th> <td style="background-color: red;">1C</td> <td style="background-color: orange;">2C</td> <td style="background-color: orange;">3C</td> <td style="background-color: lightgreen;">4C</td> </tr> <tr> <th>D</th> <td style="background-color: orange;">1D</td> <td style="background-color: orange;">2D</td> <td style="background-color: lightgreen;">3D</td> <td style="background-color: lightgreen;">4D</td> </tr> </tbody> </table>			1	2	3	4			Kill or Disable	Serious injury - long term illness	Medical treatment - several days off	Minor first aid	Probability - Likelihood	A	1A	2A	3A	4A	B	1B	2B	3B	4B	C	1C	2C	3C	4C	D	1D	2D	3D	4D	<p>HIERARCHY OF CONTROLS</p> <p>HIGHEST (Level 1) MOST</p> <p>Level 1 Eliminate the hazards</p> <p>Level 2 Substitute the hazard with something safer Isolate the hazard from people Reduce the risks through engineering controls</p> <p>Level 3 Reduce exposure to the hazard using administrative actions Use personal protective equipment</p> <p>LOWEST (Level 3) LEAST</p> <p>Level of health and safety protection (increases up)</p> <p>Reliability of control measures (decreases down)</p>
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OTHER JOB REQUIREMENTS