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| THIS FORM IS TO IDENTIFY PROJECT HAZARDS AND TO MINIMISE THE RISKS TO PERSONS AND/OR DAMAGE TO PROPERTY. | | | | | | |
| Project: | SWMS Demo | Work Order No. | w0001 | Start Date | 19-08-2020 00:00:00 | |
| Principal Contractor: | Remove as manadatory | Working Contractor | remove as mandatory | Finish date | 20-08-2020 00:00:00 | |
| Site Manager: | Remove as mandatory |  |  | Phone | 07566765565 | |
| Address: | 8 Priors Rd, Hemingford Grey, Huntingdon PE28 9BT, UK,Hemingford Grey,England,United Kingdom,PE28 9BT | | | | | |
| Scope of Work: | Covid Assessment | | | | | |
| Hazardous Materials: | Gasoline, | | | | | |
| Referenced Legislation: | Workplace Health & Safety Act 2011, | | | | | |
| Licenses and Permits: | Barricades / Signs, | | | | | |
| Person Responsible for SWMS Compliance: | Remove as mandatory | Date SWMS Received: | 19-08-2020 00:00:00 | | |
| What measures are in place to ensure compliance with the SWMS: | The SWMS are sent electronically via an automated system that ensures that each worker has read and signed the SWMS before the work starts | | | | | |

PPE SECTION

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| PPE Required |  | PPE Required |  |
| Dust mask |  |  |  |

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| RISK LEVEL | POSSIBLE COURSES OF ACTION (Table explanation = back page) |  | CONSEQUENCES (C) | | | | |
| LIKELIHOOD (L) | 1 INSIGNIFICANT | 2 MINOR | 3 MODERATE | 4 MAJOR | 5 CATASOPHIC |
| NEGLIGIBLE | Task Supervisor / Leader to monitor | 5 Almost Certain | Medium 5 | High 10 | High 15 | Extreme 20 | Extreme 25 |
| LOW | Task Supervisor / Leader to manage by routine procedures. | 4 Likely | Low 4 | Medium 8 | High 12 | High 16 | Extreme 20 |
| MEDIUM | Manager to manage by specific monitoring or procedures. | 3 Possible | Low 3 | Low 6 | Medium 9 | High 12 | High 15 |
| HIGH | Manager to manage via detailed Task JSEA. | 2 Unlikely | Negligible 2 | Low 4 | Low 6 | Medium 8 | High 10 |
| EXTREME | Manager to manage via detailed plan to reduce risk. | 1 Rare | Negligible 1 | Negligible 2 | Low 3 | Low 4 | Medium 5 |

Steps-table Section

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| Item | Task & or Category of Hazard(Delete & Add items that are / not relevant) | What are the Specific Hazards? | Area of Impact | Risk | Before | Controls | Methods of Controlling Hazards | Risk | After | Controls | Who is responsible |
| L | C | S | L | C | S |
| 1 | COVID-19 from customers who are infected | Staff or other customers catching COVID-19 (could result in serious illness or death | Moderate, while there are only a few local cases the consequences may be severe. | 6 | 11 | 66 | Cleaning and disinfecting in accordance with guidance from Safe Work Australia and public health authority.  Frequently touched surfaces including counters, handrails, doors, till, phones, keyboards and EFTPOS facilities are regularly cleaned.  Trolleys and hand baskets are wiped clean with surface wipes after each use. Customers are requested to only touch items they are interested in purchasing. Physical distancing – floor has markings to keep workers and customers at least 1.5m apart from each other. No more than 15 customers are allowed into the store at a time to allow for physical distancing and signs placed around the store advising of these rules. Plexi glass screen is installed at counters. Customers are kept back from counters. Payments are only accepted via tap and go.  Alcohol based hand sanitiser is provided at all work stations and on entry to the shop (out of reach of children). Posters on hand washing are prominent in store and hand washing facilities are available in the bathrooms. Encouraging online purchases and contactless delivery. Customers who bring their own bags will be asked to pack them themselves. | 5 | 10 | 50 | All |
| 2 | COVID-19 from staff who are infected | Covid illness | Other staff or customers catching COVID-19 (could result in serious illness or death). | 6 | 11 | 66 | Cleaning and disinfecting is done in accordance with guidance from Safe Work Australia and Health authorities Frequently touched surfaces including counters, handrails, doors, till, phones, keyboards and EFTPOS facilities have all been identified for regular cleaning.  Staff have been briefed on symptoms of COVID-19 and have been told to stay home if they aren’t feeling well. If a staff member becomes unwell at work, a process is in place to isolate them and arrange for them to be sent home to receive medical attention. Staff don’t have contact with delivery drivers, all paperwork is completed electronically. Soap and water for hand washing and paper towel or air dryer for hand drying is available in bathrooms, break rooms, behind the deli counter and at back of shop with instructional signs on hand washing. Alcohol based hand sanitiser is also available in all staff areas including bathrooms, break rooms, the loading dock and delivery vehicles and signs are displayed on appropriate use. .  Where staff meetings are required, they are held over the phone and information sent by email where possible.  Break times are staggered to minimise the number of staff using break room at one time.  Smith’s Small Goods delivery van cleaned between swapping delivery drivers.  Update roster so staff are rostered with the same colleagues each shift to minimise exposure. New automatic soap dispenser ordered from ebay. | 5 | 10 | 50 | All |
| 3 | Fatigue from working longer hours to meet high demand | Tiredness, lack of attention, carelessness, handling errors. | Injury to staff or others form fatigue related accidents or illness resulting from fatigue. | 8 | 12 | 96 | Ensure maximum shift lengths and maximum starts per week are observed to prevent fatigue  Ensure breaks are provided.  Staff are rostered to ensure that they regularly get two complete days off work if they are working long hours Staff numbers reflect work required to deal with customer flow and stock replenishment. Staff reporting feeling tired are sent home and driven or offered a taxi if necessary Update website to streamline service and reduce demand on staff. Hire temporary staff to meet demand. | 6 | 11 | 66 |  |
| 4 | Customer aggression. | Physical or psychological injury to staff. | customers concerned they may not get the goods they require have verbally abused staff twice in the last week. staff are already reporting instances of abuse and violent behaviour. | 8 | 12 | 96 | There is always a manager rostered on to assist but they often get caught up with other tasks. There is a counter to physically separate staff, but they often need to leave it to restock shelves.  Managers regularly contact delivery drivers and are on call to address any customer concerns. Drivers can report aggressive customers and they may not be able to access the service in future.  Processes are in place to ban abusive and violent customers from the store or call police. Staff have access to psychological support through an EAP.  Messages posted on the business website about shortages and when new stock is arriving.  Where goods aren’t available customers can pre-order from the next delivery.  Manager prioritises assisting staff with upset customers and staff able to remove themselves if they feel necessary. Shelves restocked while store closed.  Clear signage in store Training for workers on communicating with aggressive customers | 6 | 11 | 66 |  |
| 5 | New delivery service | Vehicle accidents injuring staff or others | based on the experience of similar businesses injuries could be severe. | 7 | 12 | 84 | Van provided by the business is in good working order. Staff are given familiarisation with the van before driving.  Staff licences checked before becoming delivery drivers.  Regular checks and maintenance scheduled for van. | 6 | 11 | 66 |  |
| 6 | Persistent use of hand sanitiser | Dermatitis  many staff will not have used hand sanitiser regularly before  effected individuals may have a significant reaction | Staff off-work for medical reasons Complaints against company | 6 | 12 | 72 | Staff are encouraged to wash hands with soap and water for 20 secs where possible as an alternative to hand sanitiser in non-medical situations Ask staff if they have a history of dermatitis or allergy to alcohol | 6 | 11 | 66 |  |
| 7 | Persistent use of latex gloves | Pain and medical reaction to latex. | New or aggravated latex sensitivity |  |  |  | Staff are provided with non-latex gloves or remove gloves when not necessary. most gloves will not be latex-based Ensure latex free gloves are purchased. | 5 | 10 | 50 |  |

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| # | Name of Employee | Signature | Date Signed |
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|  | &&Employee2\_Name | &&Emp2\_Signature | &&Signature2\_Date |
|  | &&Employee3\_Name | &&Emp3\_Signature | &&Signature3\_Date |
|  | &&Employee4\_Name | &&Emp4\_Signature | &&Signature4\_Date |
|  | &&Employee5\_Name | &&Emp5\_Signature | &&Signature5\_Date |
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|  | &&Employee8\_Name | &&Emp8\_Signature | &&Signature8\_Date |
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| LIKELIHOOD | DESCRIPTION | | | | |
| PERCEPTION (PE) | ANECDOTAL (AN) | FACTUAL (FA) | OPPORTUNISM (OP) | PROBABILITY (PR) |
| 1 RARE | May occur only in exceptional circumstances. | - | - | - | Less than 1% (e.g. less than 1% chance of occurring during the project period). |
| 2 UNLIKELY | Is not expected to occur. | No recorded incidents or anecdotal evidence. | No recent incidents in associated organisations, facilities or communities. | Little opportunity, reason or means to occur. | % |
| 3 POSSIBLE | Might occur at some time. | Few, infrequent, random recorded incidents or little anecdotal evidence. | Very few incidents in associated or comparable organisations, facilities or communities. | Some opportunity, reason or means to occur. | 5% |
| 4 LIKELY | Will probably occur in most circumstances. | Regular recorded incidents and strong anecdotal evidence. | - | Considerable opportunity, reason or means to occur. | 20% |
| 5 ALMOST CERTAIN | Is expected to occur in most circumstances. | High level of recorded incidents and / or strong anecdotal evidence. | Strong likelihood the event will recur. | Great opportunity, reason or means to occur. | 100% |

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| CONSEQUENCES | IMPACT | | | |
| HEALTH AND SAFETY | ENVIRONMENT | COMMUNITY | OPERATIONS |
| 1 INSIGNIFICANT | Near Miss Incident or Minor Injury requiring first aid treatment only. | Brief spill incident. No environmental damage. | No impact, issues or delays. | No impact, issues or delays. Staff able to function at 100%. |
| 2 MINOR | Medical Treatment only | Minor spill. Pollutant on site. No environmental damage | Minor impact, issues or delays easily resolved. | Minor impact, issues or delays easily resolved. Staff able to function well. |
| 3 MODERATE | Lost Time Injury | Escape of pollutant causing environmental damage. | Moderate impact, issues or delays. | Moderate impact, issues or delays. Staff inconvenienced and ability to perform duties is impacted. |
| 4 MAJOR | Death or permanent disability | Significant pollution on and off site < $500k. | Major impact, issues or delays. | Major impact, issues or delays. Staff seriously impacted and have difficulty in performing duties. |
| 5 CATASTROPHIC | Multiple deaths | Long term environmental damage. | Significant impact, issues or delay. | Significant impact, issues or delay. Staff unable to perform their duties. |

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