



## Safe Work Method Statement

This form must be submitted prior to Create Crate being hired.

<p><b>Please fill in the below Safe Work Method Statement that will outline the risks and hazards associated with using the Create Crate. We have pre-populated some of the common risks. Please cross out activities and hazards which are not applicable to your project and add any other identified hazards before signing off to say you will undertake the identified Risk Control Measures.</b></p>					
Name:		Date:		SWMS No:	
				Office use only	
Project/Event Name:		Overall Risk Rating:			
Related Documents: (if any)					

<b>Activity</b> List the tasks required to perform the activity in the sequence they are carried out	<b>Hazards</b> Against each task list the hazards that could cause injury when the task is performed	<b>Risk - Likelihood</b>	<b>Risk - Consequences</b>	<b>Risk – Inherent Risk Rating</b>	<b>Risk Control Measures</b> List the control measures required to eliminate or minimize the risk of injury arising from the identified hazard	<b>Who is Responsible</b> Write the name of the person responsible to implement the control measure identified
<b>Trailer safety and transport</b>	Car accident occurring when transporting trailer to and from space popup location	D	4	Medium	Appropriate transport vehicle to tow trailer. The nominated driver must have experience operating a vehicle with a trailer. Council staff will take a photocopy of the nominated drivers licence for our records when the Create Crate is picked up.	Nominated driver on Create Crate Booking Form
<b>Trailer safety and transport</b>	Tyre damaged whilst driving to/ at location	D	2	Low	Drive carefully. Change tyre with spare in trailer and notify council	Nominated driver on Create Crate Booking Form

<b>Trailer safety and transport</b>	Car accident caused by trailer driver	D	5	High	It is required that the Nominated Driver must be over the age of 18, hold a current driver's licence and have experience driving with a trailer. Council staff will check that the Nominated Driver meets these requirements prior to releasing the Create Crate. The Nominated Driver should read the information within the Hirer's pack about how to safely attach and operate vehicle with trailer attached. Drive safely and responsibly whilst towing trailer.	Nominated driver on Create Crate Booking Form
<b>Trailer safety and transport</b>	Lost trailer keys- (will incur a cost to replace)	D	1	Low	Contact Council to obtain another set	Nominated driver on Create Crate Booking Form
<b>Create Crate location for activity/event</b>	Uneven ground- slips, trips or falls where space is activated	C	2	Medium	Appropriate site assessment- choose site with least amount of risks/ hazards. Add additional identified hazards to the Safe Work Method Statement.	Hirer of Create Crate
<b>Create Crate location for activity/event</b>	Proximity of trees and water to popup sight- extreme weather causing sight disruption/ injury	C	2	Medium	As above.	Hirer of Create Crate
<b>Create Crate location for activity/event</b>	Injury as a result of weather conditions- rain, wind, cold & heat	D	2	Low	As above. Pay attention to any extreme weather conditions and use common sense when using the space. Consider cancelling event/activity if there is extreme weather.	Hirer of Create Crate
<b>Create Crate location for activity/event</b>	Utilisation of inappropriate site to set up the Create Crate	D	3	Medium	Ensure that the chosen site does not pose any safety hazards for users including being well away from traffic etc. Advisory signage indicating purpose of site.	Hirer of Create Crate

<b>Set up/ Pack up of Space</b>	Opening heavy trailer ramp and causing an injury on the ramp dismount	C	2	Medium	Lowering trailer ramp safely and slowly- preferably with two people	Hirer of Create Crate
<b>Set up/ Pack up of Space</b>	Injury occurring due to trailer moving with person inside	C	2	Medium	Keep trailer attached to vehicle whilst unpacking trailer or standing inside trailer and/or put down safety stand at rear of trailer.	Hirer of Create Crate
<b>Set up/ Pack up of Space</b>	Injury caused by slipping on ramp entering trailer	C	2	Medium	Non-slip tape on ramp. In extreme weather conditions proceed with extra caution.	Hirer of Create Crate
<b>Set up/ Pack up of Space</b>	Personal injury caused by bumping head on top of trailer whilst unpacking items	D	2	Low	Only 1 person in trailer at a time. Reflector tape on roof	Hirer of Create Crate
<b>Set up/ Pack up of Space</b>	Injury caused by removing Items in and out of the trailer	C	2	Medium	Take items out of trailer sensibly and safely using appropriate lifting technique and equipment provided. Follow hirers pack instructions to pack up items safely	Hirer of Create Crate
<b>Set up/ Pack up of Space</b>	Injury caused by inappropriate set up of equipment	D	1	Low	Follow instructions on equipment/ in hirers pack/ Set up equipment safely and properly with adequate space around activities.	Hirer of Create Crate
<b>Patron safety when using Create Crate items</b>	Patron injury as a result of participating in activities	D	2	Low	First aid box located inside trailer	Hirer of Create Crate
<b>Patron safety when using Create Crate items</b>	Astro Turf overheating and burning patrons' feet	E	2	Low	Appropriate signage/ and monitoring of popup space. Small children should be supervised by parent/ guardian	Hirer of Create Crate/ patrons
<b>Patron safety when using Create Crate items</b>	Furniture breaking- Durability of Plastic chairs, stools, deck chairs and other seating	D	2	Low	Take care of furniture- notify council of any concerns/ damage. Council to conduct pre & post condition report of items	Hirer of Create Crate Council officers

<b>Security of the Create Crate</b>	Misuse of space by patrons causing injury or vandalism	C	1	Low	Popup space instructions/ rules to be displayed. Expensive items put back into locked trailer overnight. Location of popup space in well-lit area with a good line of sight	Patrons
<b>Security of the Create Crate</b>	Theft of items left out of Create Crate when not attended.	C	1	Low	Expensive items put back into locked trailer overnight (as per the info sheet in the Hirer's Pack). Location of Create Crate in well-lit area with a good line of sight. Notify Council of any items that are missing at the end of the Hiring period using the Create Crate Inventory found in the Hirer's Pack.	Hirer of Create Crate
<b>Security of the Create Crate</b>	Theft of the Create Crate Trailer and all its contents.	C	1	Low	Location of Create Crate in well-lit area with a good line of sight. Always put tow ball lock on trailer when unattended. Store Create Crate in a secure location whenever possible. If theft of the Create Crate does occur please contact Council immediately on 5220 7111.	Hirer of Create Crate


<b>Report New Hazards</b>	Notify Council staff of any identified hazards which may affect future hirer's of the Create Crate.
<b>Report Incidents</b>	Complete Create Crate Incident Report form and notify Council within 24 hours. The Incident Report Form can be found on Council's website <a href="http://www.goldenplains.vic.gov.au">www.goldenplains.vic.gov.au</a> , and search 'Create Crate' or contact Council on (03) 5220 7111.

<p><b>As the registered Hirer of the Create Crate, I agree to ensure that the appropriate Risk Control Measures identified in this Safe Work Method Statement are implemented and that should any incidents which cause personal injury occur, a Create Crate Incident Report Form will be submitted to Council within 24 hours. I will also notify Council of any other issues which were identified and may affect other hirers of the Create Crate in the future.</b></p>		
<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>