POSITIVELY WELLINGTON VENUES
Because things are better LIVE

Safe Work Method Statement

Person responsible for ensuring compliance with this SWMS:	**Company:**	**Date:**	
Location (be specific):	**PPE Required (Circle):** Hard Hat, Ear Defenders, Eye Protection, Harness, Gloves, High Vis, Cones, Barriers	**Risk (Mark)**	L M H I confirm I have assessed the risk using PWV's risk matrix. Any changes to the level of risk and I will notify PWV immediately ☐
Brief description of job/task:		**This SWMS has been discussed with my workers before commencing work:** Yes ☐ No ☐ If no, specify reason:	

What are the tasks involved?	What are the hazards and risks?	* Risk No Controls	How will hazards and risks be controlled?	* Risk with controls

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I confirm that I am fully trained and competent to carry out this work, have completed this SWMS document and will comply with it at all times. Any changes to the tasks and hazards presented during the job, I will notify PWV immediately and update this document.

Full Name	Signature	Date	Company

	Likelihood	5. Very Likely	4. Likely	3. Possible	2. Unlikely	1. Very Unlikely
Consequence	5. Death	25	20	15	10	5
	4. Multiple Notifiable Events	20	16	12	8	4
	3. Notifiable Event	15	12	9	6	3
	2. Medical Treatment Injury MTI	10	8	6	4	2
	1. First Aid Injury	5	4	3	2	1

PWV Duty Holder (s)	Risk Level	Apply Following Controls Immediately – Consult Hazard Register Controls
PWV Director Operations & Safety Head Operations & Logistics MMS Wellington Manager MML Operations Manager	**Very High (20-25)**	• Consult with all Duty Holders and other PCBUs • Immediately eliminate hazards and reduce risk by at least one level otherwise DO NOT proceed
PWV Director Operations & Safety Head Operations & Logistics MML Operations Manager PWV Operations Floor Manager	**High (11-19)**	• Consult with all Duty Holders and other PCBUs • Isolate hazards or reduce risk by at least one level otherwise DO NOT proceed • Review PPE, SOPs, SWMS, hazard registers, audits and training records • Proactively manage workflows
Head Operations & Logistics MML Operations Manager PWV Operations Floor Manager PCBU Supervisors	**Medium (5–10)**	• Consult with all Duty Holders • Review PPE, SOPs, SWMS, hazard registers, audits and training records • Proactively supervise all workflows through on the job observations, tool box talks and spot compliance checks • Consult with PCBUs and workers
PWV Operations Floor Manager PCBU Supervisors	**Low (1-4)**	• Consult on the job with workers to eliminate, isolate or minimise hazards • Review SWMS

**Risk based on PWV Health and Safety Risk Matrix (Specify 1-25)*