SAFE WORK METHOD STATEMENT

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Version Control		Approved	
Original version	26/11/2019	Name:	Signature:
Date of this version	17/01/2023		Signature:
Review Date Due	17/01/2024	Name:	Signature:

EMERGENCIES – In the event of an accident or emergency first call 000 (112 in poor mobile phone reception areas).

JOB DESCRIPTION: COLLECTING SHARPS

RISK IDENTIFICATION AND CONTROLS

Include all discrete steps involved in the performance of the task.

RELEVANT WORKERS MUST BE CONSULTED IN THE DEVELOPMENT, APPROVAL AND COMMUNICATION OF THIS SWMS INCLUDING SIGNING THE DECLARATION BELOW

STEP	TASK / ACTIVITY	HAZARD/S	RISK CLASS (BEFORE CONTROLS)	CONTROLS AND SAFE WORK PROCEDURES	RISK CLASS (AFTER CONTROLS)	RESPONSIBLE PERSON/S
1.	Working on site	Needle-stick injuries; infections including hepatitis, HIV etc	M	• Use tongs to pick up sharps. • Wear gloves and sturdy footwear. Eye protection may also be necessary. • Determine a search strategy i.e. gain local knowledge of area, conduct a visual inspection of the site and flag any sharps for collection, minimise the number of persons involved in a search. • Rake through known areas of disposal. • Maintain a safe working distance to avoid the inadvertent scratching or spiking of other participants. • Provide soap and water on site. • Withdraw team if necessary to allow for professional removal of sharps. •Put all sharps in approved sharps containers for disposal. Disposal to be in accordance with local health authority/council regulations.	L	Site Manager All Employees

PERSONAL PROTECTIVE EQUIPMENT (PPE) – NOTE! List is not exhaustive (add as necessary) **All items must meet minimum Australian standards**

Item	✓
Safety boots	✓
Hearing protection	
Safety glasses	✓
Goggles	
Face shield	
Gloves – leather	✓
Gloves - disposable	
Gloves - nitrile	
Gloves – pvc for handling fuel	
Gloves – pvc for handling chemicals	
Gloves – mechanics gloves	
Hard hat	

Item	✓
Broad brimmed hat	
Long sleeves/trousers	✓
High visibility clothing	✓
Dust mask	
Respirator	
Safety gum boots	
Chainsaw chaps or kevlar trousers	
Safety harness	
Sunscreen SPF 50+	✓
Tongs	✓

Item	✓

Under the Risk Control Hierarchy, using PPE is ranked as one of the least effective safety control measures - that is a level 3 control measure.
Level 3 control measures do not control the hazard at the source. They rely on human behaviour and supervision and used on their own tend to be least effective in minimising risks.
Workplaces must not rely on PPE to satisfy their hazard control requirements.
PPE should only be used:

- as a last resort
- as an interim measure
- as a back-up.

PPE works best when you use it to supplement higher-level control measures or when no other safety measures are available. Before relying on PPE you need to do a risk assessment to see what other controls can and should be used.

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ASSOCIATED SWMS REQUIRED – NOTE! List is not exhaustive (add as necessary)

No.	*Description*	✓
01	Use of Vehicles	
02	Slips, Trips & Falls	
03	Working in Hot Conditions	
04	Working in Cold Conditions	
05	Soil Borne Diseases and Infections	
06	Bites and Stings	
07	Manual Handling	
08	Working in Snake Habitat	
09	Excavator	
10	Tree Planting	
11	Fencing Construction and Removal	
12	Litter Collection	✓
13	Working with Chemicals	
14	Weeding	
15	Towing Trailers	
16	Survey, Monitoring and Data Collection	

No.	*Description*	✓
17	Using Power Tools	
18	Using Swinging Tools	
19	Track Construction and Maintenance	
20	Construction	
21	Mulching	
22	Using Temporary Accommodation	
23	Working Near Roadsides	
24	Working Near Heavy Machinery	
25	Working With/Near Chainsaws	
26	Working With/Near Brushcutters	
27	Working at Heights	
28	Working With/Near Animals-Livestock	
29	Working Near Water	
30	Using Steel Post Drivers	
31	Collecting Sharps	
32	Working in the Dark	

No.	*Description*	✓
33	Using a Machete or Cane Knife	
34	Working with Schools	
35	Working With/Near Power Auger	
36	Working in Tick Habitat	
37	Concreting	

HAZARDOUS CHEMICALS/DANGEROUS GOODS USED – NOTE! List is not exhaustive (add as necessary)

Material Safety Data Sheet required

HAZARDOUS CHEMICALS/DANGEROUS GOODS	✓
Diesel	✓
Unleaded petrol	
Detergents	
Hydraulic fluids - power steer	
Hydraulic fluids - brakes	
Hydraulic fluids - transmission	
Hydraulic fluids – attachments oils	
Engine oil	
Engine coolant	

HAZARDOUS CHEMICALS/DANGEROUS GOODS	✓
Grease	
Degreaser	
Chainsaw Bar Oil	
Chainsaw Two Stroke Oil	

HAZARDOUS CHEMICALS/DANGEROUS GOODS	✓
Herbicide – Glyphosate 360 Green	
Herbicide – Metsulfuron (Bow Saw)	
Herbicide - Vigilant	
Herbicide - Kamba	
Herbicide - Starane	
Herbicide - Other	
Insecticide	
Surfactant - Pulse	
Surfactant - Other	

APPLICABLE LEGISLATION, COMPETENCIES & IMPROVEMENT PROGRAM

Engineering Details / Approvals / Certificates	Certificate of Competency as required for prescribed work – Excavator (LE) Applicable Class Driver's License (Driver)	
Maintenance Checks	Machine and vehicles – visual inspection prior to use and in accordance with manufacturer's instructions and recommendations. Machine and vehicles – servicing and maintenance as per supplier's instructions and relevant Australian Standards.	
Training / Competencies / Qualifications to perform work	General Safety Induction Training (Construction Industry) Site Specific Inductions (as required) Certificate of Competency for prescribed work Competency displayed by operator / assessed – with operator's manual Safe Work Method Statements and Safe Work Procedures Training Applicable Class Driver's License (Driver)	
Relevant Legislation, Applicable Codes of Practice (OHS and Environmental)	Qld Workplace Health and Safety Act 2011 Environmental Protection Act 1994 Qld Workplace Health and Safety Regulation 2011 Environmental Protection Regulation 2019 Managing Risks of Plant In The Workplace COP 2021 Environmental Protection Water, Noise, Air Waste Policies Excavation Work COP 2021 How To Manage Work Health & Safety Risks COP 2021 Work Health and Safety Consultation, Co-operation and Co-ordination COP 2021	Electrical Safety COP 2020 Managing Noise & Prevention of Hearing Loss COP 2021 Managing the Risks of Hazardous Chemicals in The Workplace Managing Risks of Falls at Workplaces COP 2021 Workplace COP 2021 First Aid In The Workplace COP 2021 Hazardous Manual Tasks COP 2021 Labelling of Workplace Hazardous Chemicals COP 2021
Monitoring / Evaluation	Measurement and evaluation will be an ongoing process performed principally by: • On site monitoring by Operations Manager; • Formal site safety inspections against pre-determined criteria; • Formal incident investigations; and Consultation with employees and contractors.	
Consultation & Communication	Actively consult with workers and subcontractors in the following forms: • Site visits by Supervisor, Operations Manager Directors; • Staff meetings. • Correspondence to subcontractors; • Tool box talks used to induct employees and subcontractors; Other forums as required. The persons detailed in the declaration contained in this SWMS have been involved in the preparation and been trained in the applicable procedures, processes and requirements contained in this SWMS. Consultation with employees and contractors.	

ASSESSING THE LEVEL OF RISK

An important part of formulating risk control strategies is understanding the level of risk before any controls are implemented and the risk once controls are in place, whether you believe the risks are then acceptable and if the activity can proceed. It should also be used to prioritise those risks that require closer management than others. This is done using a standard risk matrix to provide a "Risk Rating". The risk matrix uses two measures to determine the level of risk:

Likelihood – how likely is it that a person will be injured by the risk?

Consequence – If an injury occurs what would the likely consequences be?

The following descriptors are a guide in determining these two measures.

Likelihood

Descriptor	Outcome Description
Highly unlikely / rare	Remote possibility (less than once every 5+ years)
Unlikely	Not expected to occur (may occur every 1-5 years)
Quite possible	Occurs occasionally (monthly – yearly)
Likely	Occurs regularly (weekly – monthly)
Almost certain	Expected to occur (daily – weekly)

Consequence

Descriptor	Outcome Description
Insignificant	No injuries
Minor	On-site first aid treatment
Moderate	Medical treatment required, loss of time
Major	Serious injury, hospitalisation
Catastrophic	Death, permanent disability

The level of risk is then simply obtained by using the following table and the likelihood and consequence that has been determined for each risk. For example, a risk that has a likelihood of "unlikely" and a consequence of "moderate" will be a Moderate level of risk.

Likelihood		Consequence				
		Insignificant	Minor	Moderate	Major	Catastrophic
	Highly unlikely	L	L	L	M	H
	Unlikely	L	L	M	H	H
	Quite possible	L	M	H	H	E
	Likely	L	M	H	E	E
	Almost certain	M	H	E	E	E

Extreme risk	**DO NOT PROCEED –** Redesign Activity
High risk	Requires consultation with all employees on site and an activity specific Risk Assessment completed
Moderate risk	Ensure all employees are sufficiently briefed on risk and correct methods for work
Low risk	Standard on-site risk management

ADDING EXTRA RISKS AND RISK CONTROL STRATEGIES

When a new risk is identified, appropriate control strategies must be determined and a new cell on the form must be completed and dated. This way the project risk assessment can just continue to grow as a project proceeds.

Different task – same site: Just add any risks associated with the new task.

Different site – same task: Add locational risks in additional cells. Also complete the location reference points and emergency contacts with the dates applicable.

All staff are responsible for implementation of control measures; Site Manager to oversee implementation of control measures, ensure appropriate materials, PPE etc available and SWMSs are read and understood by all staff. Review of control measures to take place as part of annual review. General monitoring of control measures undertaken as part of normal work onsite and at Toolbox meetings.

This SWMS does not necessarily cover all possible hazards associated with this equipment and should be used in conjunction with other references. It is designed as a guide to be used to compliment training and as a reminder to users prior to equipment use.

DECLARATION BY WORKERS

- I have been consulted and have assisted in the development and review of this SWMS
- I have been given the opportunity to comment on the content of this SWMS
- I have read and understood how I am to carry out the activities listed in this SWMS
- I have been supplied with or I have supplied, as appropriate, the personal protective equipment identified on this SWMS
- I have read and understood the requirements set out in the Material Safety Data Sheets (MSDS) for the hazardous substances identified in this SWMS.

Site Manager		
ALL EMPLOYEES TO SIGN ACKNOWLEDGING HAVING BEEN CONSULTED		
Name:	*Signature*	*Date*
Name:	*Signature*	*Date*
Name:	*Signature*	*Date*
Name:	*Signature*	*Date*
Name:	*Signature*	*Date*