

SAFE WORK METHOD STATEMENT

HAZARDOUS SUBSTANCES AND CHEMICAL USE

Prepared for Charles Sturt Campus Services

Client:		Project No:	
Site:		Date Prepared:	

1. RESPONSIBILITIES

Charles Sturt Campus Services will conduct inductions for all workers (inclusive of employees and subcontractors) prior to commencing site work. A record of site inductions and toolbox meetings will be kept at the Charles Sturt Campus Services office for future reference.

The Principal Contractor or Client will provide adequate amenities (toilets, wash rooms, dining facilities etc) as defined for this work type and in accordance with Safe Work Australia Code of Practice *Managing the Work Environment and Facilities*.

All Charles Sturt Campus Services workers engaged in site work are required to wear the necessary Personal Protective Equipment (PPE) as noted in this document. The consumption of illegal drugs and alcohol is prohibited.

2. DESCRIPTION OF WORK

This brief, step by step work summary is to be completed by the Person Conducting Business or Undertaking (PCBU) or Site Supervisor on site prior to work commencing to assist in the identification of possible hazards:

- 1.
- 2.
- 3.
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- 6.
- 7.
- 8.
- 9.



3. RISK ASSESSMENT

4.

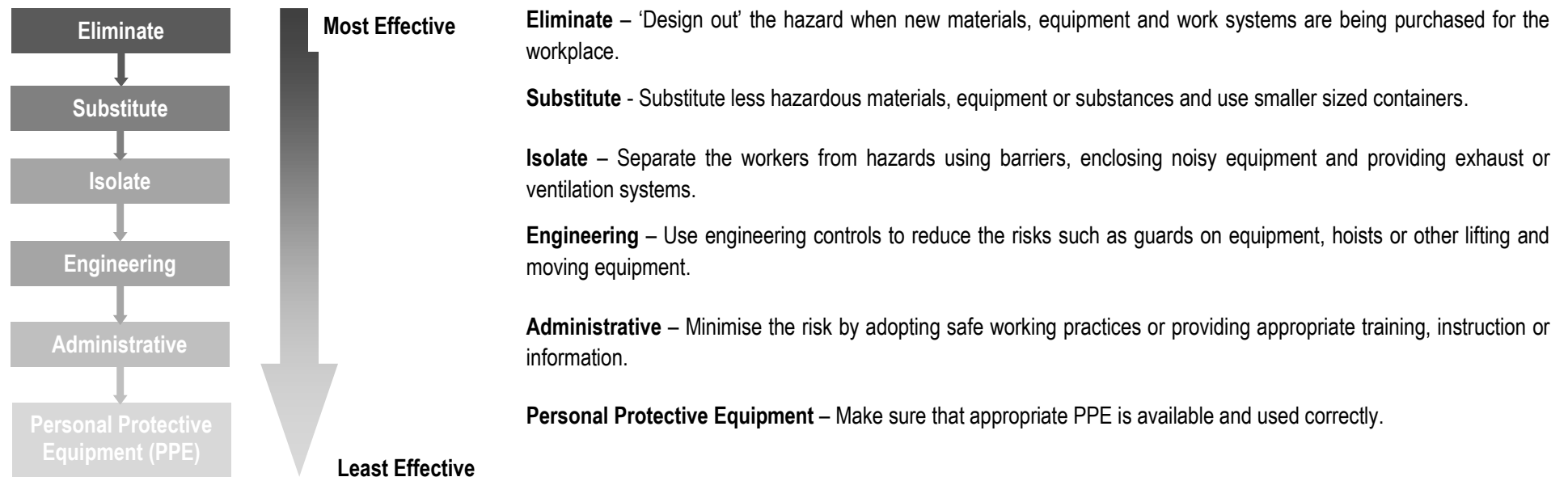
Risk Assessment Table

▶ LIKELIHOOD (probability)	▼ CONSEQUENCES				
	▼ If the risk event actually occurs what is the severity of Injuries/Potential damages/Financial impacts?				
	▼ DISASTROUS	▼ MAJOR	▼ SERIOUS	▼ MINOR	▼ NEGLIGIBLE
How likely is the event to occur?	<ul style="list-style-type: none"> Fatality / Permanent Disability. Extensive Damage & Financial loss 	<ul style="list-style-type: none"> Long term Illness or Significant injury. Major – Damage & Financial loss 	<ul style="list-style-type: none"> Medical attention more than one week off normal duties. Serious Damage & Financial loss 	<ul style="list-style-type: none"> Medical attention less than one week off normal duties. Minor Damage & Financial loss 	<ul style="list-style-type: none"> 1st Aid injury. Negligible Damage & Financial loss
▶ ALMOST CERTAINLY WILL OCCUR	CAT 1. CRITICAL RISK No. 25.	CAT 1. CRITICAL RISK No. 23	CAT 2. HIGH RISK No. 20	CAT 2. HIGH RISK No. 16	CAT 3. MODERATE RISK No. 11
▶ GOOD CHANCE IT COULD OCCUR	CAT 1. CRITICAL RISK No. 24	CAT 2. HIGH RISK No. 21	CAT 2. HIGH RISK No. 17	CAT 3. MODERATE RISK No. 12	CAT 3. MODERATE RISK No. 7
▶ LIKELY TO OCCUR	CAT 1. CRITICAL RISK No. 22	CAT 2. HIGH RISK No. 18	CAT 2. HIGH RISK No. 13	CAT 3. MODERATE RISK No. 8	CAT 4. LOW RISK No. 4
▶ UNLIKELY TO OCCUR	CAT 2. HIGH RISK No. 19	CAT 2. HIGH RISK No. 14	CAT 3. MODERATE RISK No. 9	CAT 3. MODERATE RISK No. 5	CAT 4. LOW RISK No. 2
▶ EXTREMELY UNLIKELY TO OCCUR	CAT 2. HIGH RISK No. 15	CAT 3. MODERATE RISK No. 10	CAT 3. MODERATE RISK No. 6	CAT 4. LOW RISK No. 3	CAT 4. LOW RISK No. 1

When assessing the risk of a particular hazard remember:

- The rating you use should indicate the importance of the action required to minimise the Risk posed by the Hazard.
- The more Hazards you identify the greater the overall Risk on the site.
- Overall Risk increases as the number of people exposed to a Hazard increases.
- The more serious the potential impact to a person’s health from a Hazard the greater the Risk.
- The frequency of exposure to a Hazard will increase the Risk.

Hierarchy of Controls





Steps	Step by Step Procedure	Possible Hazards	Risk Rating	Safety Controls	Residual risk after Hierarchy of controls applied	Who is responsible?
1	Risk Assessment	Workplace / worksite hazards Unlicensed / untrained workers	Category 3 – Moderate Risk	<ul style="list-style-type: none"> Do a Risk Assessment prior to commencing work and review the Principal Contractor's Site Safety Plan and Emergency Procedures and/or your subcontractors' Safe Work Method Statements (SWMS); Identify additional safety controls where required using the <i>Risk Assessment Worksheet</i> and <i>Hazard Report Form</i>; Manage the risks to health and safety associated with falls from one level to another that is reasonably likely to cause an injury; Obtain approvals from the supply authorities where required; Make sure workers are trained, qualified or experienced to carry out the specified tasks; and Request appropriate licences or certification when required before allowing work to commence, including local council approval where required. 	Category 4 – Low Risk	
2	Personal Protection Equipment (PPE)	Injury, illness, permanent disability and in extreme cases death.	Category 1 – Critical Risk	<ul style="list-style-type: none"> PPE is to be used only when no other control can reduce or eliminate the hazard / risk; Make sure all workers are issued with and wear the recommended PPE as required for safety on 	Category 3 – Moderate Risk	

				<p>the worksite and specific to the activities and tasks; and</p> <ul style="list-style-type: none"> • Train workers in the correct use, maintenance and storage of PPE. 		
3	Purchasing and selecting the substance	Inappropriate selection	Category 3 – Moderate Risk	<ul style="list-style-type: none"> • Choose the most suitable substance approved for the purpose with the least toxicity and risk; • Obtain Safety Data Sheet (SDS) for all hazardous substances, record SDS in a register which is available for anyone to read; and • Make sure SDS are current (not older than 5 years). 	Category 4 – Low Risk	
4	Prepare work area	Access and egress Contamination to public and others	Category 3 – Moderate Risk	<ul style="list-style-type: none"> • Screen the work area to protect workers and others from exposure; • Use warning signs, barricaded or restrict access and provide an alternative route when required; • Ensure appropriate first aid and emergency facilities are available; and • Maintain basic housekeeping to prevent slip, trip and fall hazards. 	Category 4 – Low Risk	
5	Handling chemicals and other hazardous substances	Skin irritation, burns, illness, permanent disability and in extreme cases death Spills Fire / explosion (some chemicals are classed as	Category 2 – High Risk	<ul style="list-style-type: none"> • Follow the manufacturer's instructions for safety and use on the label and SDS and only use chemicals for their intended use; • Train all workers in the safe use of the hazardous substances they are to handle; • Make sure containers have clearly marked warning labels indicating the hazards of the substance and what should be done in case of an emergency; 	Category 3 – Moderate Risk	



		<p>dangerous goods, these substances may be flammable, explosive or combustible) Eye injury from splashes or spray Manual Handling Confined spaces</p>		<ul style="list-style-type: none"> • No substances to be brought on site by subcontractors without approval of the current SDS by the Site Supervisor; • Wear recommended Personal Protective Equipment (PPE) to protect against fumes and contact with skin; • Where required, make sure exhaust ventilation is operational at the point where the substance is being used; • Wear an approved respirator whilst working in poorly ventilated areas or as advised by the manufacturer; • Check and eliminate all potential sources of ignition (including spark producing switches, electrical equipment, open flames, pilot lights and furnaces) within and near the work area; • Make sure running water and sterile saline solution for eye flushing is available on site and confirm location prior to commencing work; • Check appropriate fire-fighting equipment is readily available and easily accessible where required; • Use correct lifting techniques/lifting equipment for heavy containers; and • Identify and take specific precautions if using solvents in confined spaces such as wearing adequate PPE and providing ventilation. 		
6	Decanting chemicals	Contamination through skin contact or	Category 2 – High Risk	<ul style="list-style-type: none"> • Always wear appropriate PPE for the chemical being used; • Use correct lifting techniques when moving heavy containers; 	Category 3 – Moderate Risk	



		<p>inhalation of fumes Spills Burns or skin irritation Manual Handling Eye injury</p>		<ul style="list-style-type: none"> • Only prepare enough chemical to do the job; • Always mix chemicals in accordance with label and SDS; • Never decant chemicals into food or drinking containers; • Never use chemicals that are in unmarked containers. 		
7	Using chemicals and other hazardous substances	<p>Burns or skin irritation Contamination through skin contact or inhalation of fumes Eye injury Fire / explosion Spills Access and egress Slips, trips and falls Environmental damage</p>	Category 2 – High Risk	<ul style="list-style-type: none"> • Never eat or smoke whilst using hazardous substances; • Use the minimum amount of the substance required for the job and keep lids closed after decanting and when not in use; • Avoid any skin contact with substances containing solvents; • Wash skin immediately if exposed to hazardous substances and remove clothing if required; • Seek medical advice immediately should poisoning be suspected; • Immediately leave the work area if there is a solvent leak, spill or if your respirator stops working; • All workers to be aware of emergency response procedures; • When using hazardous substances regularly you should arrange for health checks; and • Maintain basic housekeeping to prevent slip, trip and fall hazards in storage area. 	Category 3 – Moderate Risk	

8	Spraying chemicals	Contamination through skin contact or inhalation of fumes Manual Handling Slips, trips and falls Environmental damage	Category 2 – High Risk	<ul style="list-style-type: none"> • Position yourself upwind of the spray nozzle to avoid spray contact; • Always check the weather before spraying, don't spray on excessively windy days or into a crosswind; • Make sure the target is all that is sprayed and there is no overspray; • Use correct lifting techniques/lifting equipment for heavy containers; • Make sure flora, fauna and waterways are protected. 	Category 3 – Moderate Risk	
9	Using Adhesives	Contamination through skin contact or inhalation of fumes Fire / explosion Confined / enclosed spaces	Category 2 – High Risk	<ul style="list-style-type: none"> • Use water-based adhesives where possible; • Wear recommended Personal Protective Equipment (PPE) to protect against fumes and contact with skin; • Enforce no smoking whilst near workers using contact adhesives; • Use the minimum amount of adhesive required for the job and keep lids closed; • Avoid any skin contact with products containing solvents; • Immediately leave the work area if there is a solvent leak, spill or if your respirator stops working; and • Ventilate work area when using adhesives in confined or enclosed spaces. 	Category 3 – Moderate Risk	
10	Controlling spills	Contamination through skin contact or	Category 2 – High Risk	<ul style="list-style-type: none"> • Consult manufacturer's SDS; • Follow manufacturer's instructions when managing spills; 	Category 3 – Moderate Risk	



		<p>inhalation of fumes Fire / explosion Burns or skin irritation Slips, trips and falls</p>		<ul style="list-style-type: none"> • Immediately contain spills or leaks with sand or other appropriate absorbents and make sure they do not enter drains or waterways; • Make sure appropriate first aid and emergency facilities are available; and • Check appropriate fire fighting equipment is readily available and easily accessible if required. 		
11	Storing chemicals and other hazardous substances	<p>Leaks and spills Contamination from spilt or leaked chemicals. Fire / explosion Slips, trips and falls</p>	<p>Category 3 – Moderate Risk</p>	<ul style="list-style-type: none"> • A copy of the relevant SDS should be stored with chemicals; • Store hazardous substances in accordance with the relevant SDS; • Check containers to make sure they are not damaged or leaking; • Make sure the storage area is cool, well ventilated and locked when not in use or unattended; • The storage area must be located away from any potential ignition sources; • All hazardous substances must be stored in their original containers with the original label clearly displayed at all times; • Hazardous substances of any quantity to be stored only in the approved storage area; • Where appropriate, monitor atmospheric conditions and temperature levels in storage areas; • Make sure a spill kit is available to quickly contain any spills; and 	<p>Category 4 – Low Risk</p>	



				<ul style="list-style-type: none"> Maintain basic housekeeping to prevent slip, trip and fall hazards in storage area. 		
12	Completion of work or end of work day	Contamination through skin contact Slips, trips and falls Cuts and abrasions	Category 3 – Moderate Risk	<ul style="list-style-type: none"> Never use industrial solvents to remove dirt or grease from skin; Always wash hands thoroughly after using chemicals and before eating, drinking, smoking or going to the toilet; Check all containers for any signs of leakage, seepage or spills and tightly seal lids and caps; Minimise the chance of contamination by washing clothes worn when using chemicals regularly, wash separately from other clothes; Wear gloves when handling sharp objects; Place equipment in approved storage area or back in work vehicle; Make sure the work area is left clean and tidy; and Lock / secure storage areas and / or site as required. 	Category 4 – Low Risk	

The Work Process - “Risk Rating” and “Who is Responsible” is to be completed by the PCBU or Site Supervisor prior to work commencing. Additional Site Specific Requirements are to be entered following this section:



Site Specific Requirements - To be completed by the PCBU or Site Supervisor if site-specific hazards are identified (attach additional pages if necessary):

Steps	Step by Step Procedure	Possible Hazards	Risk Rating	Safety Controls	Residual risk after Hierarchy of controls applied	Who is responsible?



5. RESOURCES, QUALIFICATIONS AND PERMITS REQUIRED

Minimum number of workers required to complete this work	1 or more
Trade licence required to complete this work	Licence No: Held By:
Additional qualifications, permits and/or experience required to complete this work	
Additional training required to complete this work	Site Specific Induction as well as review of SWMS and SDS required by all workers

6. SAFETY RESPONSIBILITIES

The **Officer** for this project is _____, he/she can be contacted on _____.

The **Site Supervisor** for this project is _____, he/she can be contacted on _____.

The **Health and Safety Representative (HSR)** for this project is _____, he/she can be contacted on _____.

All Charles Sturt Campus Services workers:

- **WILL** be required to have relevant trade experience.
- **WILL** be required to attend regular site inductions and project inductions.



Work Health and Safety - Responsibilities

- a) _____ will be responsible for identifying and assessing the hazards associated with the works, and documenting the hazard control measures to be taken.
- b) _____ will be responsible for compliance with Work Health and Safety (WHS) legislation, regulations, standards, codes, and the site-specific Sites Safety Rules.
- c) _____ will be responsible for assessing and monitoring your subcontractors' capabilities, and for making sure they meet WHS requirements.
- d) _____ will be responsible for managing the acquisition and communication of WHS information to managers, supervisors and people working on site.
- e) _____ will be responsible for preparing, maintaining and making accessible the register of hazardous substances.
- f) _____ will be responsible for maintaining first-aid stocks.
- g) _____ will be responsible for managing accident and emergency procedures.
- h) _____ will be responsible for keeping WHS records.
- i) _____ will be responsible for making sure that the Site Safety Rules are available and provided to people who may work on or visit the Site.
- j) _____ will be responsible for workplace injury management and rehabilitation.
- k) _____ will be responsible for managing communication between Health and Safety Committees (where applicable).
- l) _____ will be responsible for displaying the Site Safety Rules on noticeboards and other suitable locations on site.

7. TRAINING RESPONSIBILITIES

The HSR will:

- a) identify the WHS training needs of management, supervisors and workers on site;
- b) make sure that appropriate training is carried out internally and/or by Safe Work Australia accredited trainers;
- c) make sure that all personnel attend general construction WHS induction training before starting work;
- d) make sure that all personnel attend adequate site-specific induction, work activity and refresher safety training;
- e) conduct induction training, task training and refresher safety training for everyone working on site; and
- f) keep appropriate records of WHS training at the Charles Sturt Campus Services office.

8. INCIDENT MANAGEMENT

The HSR will:

- a) be available (both during and outside normal working hours) to prevent, prepare for, respond to and recover from incidents; and
- b) make sure that the procedures for contacting the relevant person(s) are communicated and clearly displayed on the sites.

9. PLANT AND EQUIPMENT

Plant and Equipment used on site includes but is not limited to:

Plant and/or Equipment	Inspection and maintenance checks required
Electrical plant, power tools, leads and ELCB's	Tested and tagged monthly. Visual inspection prior to use

10. PERSONAL PROTECTIVE EQUIPMENT (PPE)

PPE for this task includes but is not limited to:

1	Safety boots	6	
2	Respiratory masks / breathing apparatus (where required)	7	
3	Sunglasses / safety glasses	8	
4	Protective gloves	9	
5	Overalls / coveralls	10	



11. ACCESS

No access shall be permitted by other trades into the work area whilst work is in progress. If necessary, appropriate signage and/or hoarding will be set up around the work area to prevent access. Such signs and hoarding will be removed and area made-good on completion of work.



12. LEGISLATION, REGULATIONS, CODES AND STANDARDS

The following reference documents have been identified as relevant to this project and a copy is kept at the Charles Sturt Campus Services office. This list is a guide only and is not necessarily all the relevant documentation:

Australian Standards

- a) AS/NZS 4801:2001 Occupational Health & Safety Management Systems - specifications
- b) OHSAS 18001:2007 Occupational Health & Safety Management Systems – requirements
- c) AS/NZS 3760 In service safety inspection & testing of electrical equipment

Legislation

- d) Work Health and Safety Act 2011
- e) Work Health and Safety Regulations 2014
- f) Work Cover compliance policy & prosecution guidelines
- g) Workers Compensation Act 1987
- h) Workplace Injury Management & Workers Compensation Act 1998
- i) Workers Compensation Regulation 2010

Industry Codes

- j) Managing Noise & Preventing Hearing Loss at Work
- k) Manual Handling
- l) Managing Electrical Risks in the workplace
- m) Managing the risks of falls in the workplace
- n) Preparation of Safety Data Sheets for Hazardous Chemicals
- o) Labelling of workplace Hazardous Chemicals
- p) Managing the Work Environment and Facilities
- q) Ladders
- r) Hazardous Manual Tasks

- s) Safe Work Method Statements
- t) First Aid in the Workplace
- u) How to Manage Work Health and Safety Risks
- v) Electrical Risks in the workplace
- w) Guide to preventing and responding to workplace bullying
- x) Dealing with workplace bullying – a worker's guide

Standard Operating Procedures

- y) Check Schedule & Sign off on Completions
- z) Golf Cart – SOP
- aa) Kubota – SOP
- bb) Kubota – prestart checklist

Work Instructions

- cc) Clean Barbeques
- dd) Clean Ceilings and cornices
- ee) Clean Clivus Multrum Toilets
- ff) Clean Doors, Walls and partitions
- gg) Clean Fire Fighting Equipment
- hh) Clean Fittings

- ii) Clean floors, Stairs and Landings
- jj) Clean Furniture to reach height
- kk) Clean Glass and Mirrors – 1800mm
- ll) Clean Graffiti off all surfaces
- mm) Clean Mats as required
- nn) Clean Shower curtains
- oo) Clean Shower recesses and tap ware etc
- pp) Dust Air Conditioning and return vents
- qq) Clean Spillage (Spot & Detail)
- rr) Clean surfaces, cupboards and drawers
- ss) Clean Toilets, basins and urinals
- tt) Clean venetian blinds
- uu) Clean vertical and horizontal surfaces to 1800mm
- vv) Clean window coverings
- ww) Clean window sills and ledges to 1800mm
- xx) Cleaning cupboard equipment & general requirements
- yy) Clean drinking fountains
- zz) Cleaning furniture and fittings



13. SIGNOFF

The representatives of Charles Sturt Campus Services listed below have been involved in the creation and implementation of this Safe Work Method Statement (SWMS) and will make sure all work is carried out in accordance with this document. All workers listed below have the appropriate licence/qualifications and/or experience required to perform each job task:

Worker on site	Qualifications (e.g. Licences, Tickets, etc)	Signature	Date

Signature and details of person responsible for site supervision of the work, inspecting and approving work areas, work methods, compliance with SWMS, protective measures, plant, equipment and power tools for this site:

Signed: _____ Date: _____

Name: _____ Position: _____