

SAFE WORK METHOD STATEMENT		Roadside Waste, Biological Waste and Park Litter Collection	
<b>Reference documents</b>	Work Health & Safety Act and Regulation's 2011,		
<b>SWI:</b>	SWI42 – Load restraint, SWI152 Heat Stress, SWI33 Hypodermic Needles & Syringe Handling & Disposal, SWI93 Trailers Towing		
<b>Training and Competencies</b>	C, LR, MR or HR driver's licence by one crew member depending on size of truck / vehicle, General construction induction card (white card), Asbestos Awareness, Manual Handling, Sharps - Safe Handling Procedures		
<b>Safety data Sheets</b>	Aeroguard Tropical Strength Insect repellent Aerosol, CRC 5.56 Aerosol, Nowra Igor, Sunscreen, JohnsonDiversey Soft Care Instand Hand Sanitiser, Reckitt Glen 20 Disinfectant Aerosol, Nowra Chemical Lime Fesh Room Deodoriser, Lemon Disinfectant Nowchem, Nowra Paroma Zone,		
<b>Personal Protective Equipment</b>	Eye protection, safety footwear, high visibility long sleeve shirt and trousers, wide brimmed hat or brim attachment, sun screen, protective gloves, hard hat.		
<b>Plant and Equipment</b>	Truck or utility and/or trailer, Backhoe, Nifty nabbers, Rakes, Shovels, Hose		
<b>Inspection and Testing</b>	Pre start checks on all plant and equipment, inspection as per manufacturers requirements.		
<b>Hazardous Chemicals and Dangerous Goods</b>	None carried		
<b>High Risk Work</b> <i>Indicate if any of the HIGH risk activities are performed by workers</i>	<input type="checkbox"/> Where there is a risk of a person falling more than two metres.	<input checked="" type="checkbox"/> On in or adjacent to roadways, railways, shipping lanes or other traffic corridor.	<input checked="" type="checkbox"/> In, over or adjacent to water or other liquids where there is a risk of drowning.
	<input checked="" type="checkbox"/> At workplaces where there is any movement of powered mobile plant.	<input type="checkbox"/> Involving the use of explosives.	<input type="checkbox"/> In an area where there are artificial extremes of temperature.
	<input type="checkbox"/> On or near energised electrical installations or services.	<input type="checkbox"/> Involving a trench or shaft if the excavated depth is more than 1.5 metres.	<input type="checkbox"/> On or near pressurised gas distribution mains or piping.
	<input type="checkbox"/> Involves structural alterations or repairs that require temporary support to prevent collapse.	<input type="checkbox"/> Involving a confined space.	<input type="checkbox"/> On or near chemical, fuel or refrigerant lines.
	<input type="checkbox"/> Involving tilt-up or precast concrete.	<input type="checkbox"/> On telecommunications towers.	<input type="checkbox"/> Involving diving.
	<input checked="" type="checkbox"/> Involving removal or likely disturbance of asbestos	<input checked="" type="checkbox"/> In an area that may have a contaminated or flammable atmosphere.	<input type="checkbox"/> Involves demolition of an element of a structure that is load-bearing or otherwise related to the structural integrity of the structure.
	<input type="checkbox"/> Involving a tunnel.		
<b>SWMS Prepared by:</b>	<b>Name and signature:</b> Parks Programmes		<b>Date:</b> 4/4/2019
<b>Authorised by:</b>	<b>Name and signature:</b> Andrew Dolphin		<b>Date:</b> 4/4/2019

**\*SWMS are to be reviewed as per the Document Control Procedure or when there has been a change to the Task / Process or Legislation.**

Job Step	Hazard	Risk	Initial Risk Rating E,H,M,L	Control Measures <i>Controls have been identified using the hierarchy of controls</i>	Responsibility Who	Residual Risk Rating E,H,M,L
Conduct risk assessment and induct staff, if necessary.	Excessive Exposure to UV	Sunburn Skin cancer	L	- Wear hats and/or long sleeves and/or long trousers, if not, use sunscreen in accordance with manufacturer's recommendations.	All staff	L
Load/unload materials at depot, store etc, if necessary	Inappropriate Manual Handling	Muscle sprain (limbs or torso)	M	- Undertake training in proper manual handling techniques - task rotation, muscle stretching exercises, use correct equipment - use of 'nifty-nabbers' or equivalent	All staff	L
Move plant and/or truck into position to begin work	Persons entering/exiting vehicles	Muscle sprain (limbs or torso) Broken ankle	M	- '3 point' technique, back out while exiting, check for uneven ground	All staff	L
	Moving Traffic or Plant	Death or serious injury	H	- Record TCPs as per attached SWP - Implement approved or modified TCP, if necessary - Use only trained traffic controllers - Before each work shift begins, review and confirm communications signals between machine operators and workers on site. -Do not approach machinery until you signal the operator to cease operating the machine and you have received acknowledgement from the operator. - Wait for the operator to make the machine safe to approach. Depending on the plant being used this may include placing the bucket and / or blade on the ground. - Only approach the machine when the operator indicates it is safe to do so.	Supervisor/Team Leader/All staff	
As required – unload tools; establish access/egress; collect and/or bag litter.	Sloping, Uneven or slippery Ground or Surface	Muscle sprain (limbs or torso) Broken bones Cuts and abrasion	M	- Inspect work area for appropriate foot placement and vehicle access. Don't walk where can't see firm surface eg long grass - Don't drive onto soft or slippery ground - Expect hazards at every step – look and step carefully - Wear appropriate PPE – Safety footwear (Check tread pattern)	All staff	L
	Poor Access/Egress to site	Muscle sprain	L	- Provide appropriate and complying barriers, ladders, scaffolding, work platforms	Supervisor/Team	L

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<b>Job Step</b>	<b>Hazard</b>	<b>Risk</b>	<b>Initial Risk Rating</b> E,H,M,L	<b>Control Measures</b> <i>Controls have been identified using the hierarchy of controls</i>	<b>Responsibility</b> <i>Who</i>	<b>Residual Risk Rating</b> E,H,M,L
Clear debris or excess material from site.		(limbs or torso) Broken bones Cuts and abrasion			Leader/All staff	
	Inappropriate Manual Handling	Muscle sprain (limbs or torso)	M	<ul style="list-style-type: none"> <li>- Undertake training in proper manual handling techniques</li> <li>- task rotation, muscle stretching exercises, use correct equipment</li> <li>- use of 'nifty-nabbers' or equivalent</li> </ul>	All staff	L
	Sloping, Uneven or slippery Ground or Surface	Muscle sprain (limbs or torso) Broken bones Cuts and abrasion	M	<ul style="list-style-type: none"> <li>- Inspect work area for appropriate foot placement and vehicle access. Don't walk where can't see firm surface eg long grass</li> <li>- Don't drive onto soft or slippery ground</li> <li>- Expect hazards at every step – look and step carefully</li> <li>- Wear appropriate PPE – Safety footwear (Check tread pattern)</li> </ul>	All staff	L
	Long Grass	Muscle sprain (limbs or torso) Broken bones Cuts and abrasion	M	<ul style="list-style-type: none"> <li>- Expect hazards at every step – look and step carefully</li> <li>- Wear appropriate PPE</li> </ul>	All staff	L
	Animal, reptile or Insect Bite	Poisoning, infection	L	- probe long grass and other concealed areas with stick before proceeding	All staff	L
	Moving Traffic or Plant	Death or serious injury	H	<ul style="list-style-type: none"> <li>- Record TCPs as per attached SWP</li> <li>- Implement approved or modified TCP, if necessary</li> <li>- Use only trained traffic controllers</li> <li>- Before each work shift begins, review and confirm communications signals between machine operators and workers on site.</li> <li>- Do not approach machinery until you signal the operator to cease operating the machine and you have received acknowledgement from the operator.</li> <li>- Wait for the operator to make the machine safe to approach. Depending on the plant being used this may include placing the bucket and / or blade on the ground.</li> <li>- Only approach the machine when the operator</li> </ul>	Supervisor/Team Leader/All staff	M

<b>Job Step</b>	<b>Hazard</b>	<b>Risk</b>	<b>Initial Risk Rating</b> E,H,M,L	<b>Control Measures</b> <i>Controls have been identified using the hierarchy of controls</i>	<b>Responsibility</b> <i>Who</i>	<b>Residual Risk Rating</b> E,H,M,L
				indicates it is safe to do so.		
	Inappropriate Manual Handling	Muscle sprain (limbs or torso)	M	<ul style="list-style-type: none"> <li>- Undertake training in proper manual handling techniques</li> <li>- task rotation, muscle stretching exercises, use correct equipment</li> <li>- use of 'nifty-nabbers' or equivalent</li> </ul>	All staff	L
	Sharp Objects & Needle Stick Injury	Hepatitis HIV Aids Cuts	L	<ul style="list-style-type: none"> <li>- training in syringe('sharps') disposal</li> <li>- do not place hands where can't see contact area</li> <li>- wear puncture resistant gloves</li> <li>- use tongs, if practical</li> <li>- keep guards, protective sheaths etc in place</li> </ul>	All staff	L
Contain waste material in bags, bins, and sharps containers. In the case of a dead animal or large items place animal or item on tray of vehicle.	Inappropriate Manual Handling	Muscle sprain (limbs or torso)	M	<ul style="list-style-type: none"> <li>- Undertake training in proper manual handling techniques</li> <li>- task rotation, muscle stretching exercises, use correct equipment</li> <li>- use of 'nifty-nabbers' or equivalent</li> </ul>	All staff	L
	Hazardous Substances	Skin rash Eye damage Poisoning	L	<ul style="list-style-type: none"> <li>- limit skin contact by wearing gloves</li> <li>- use in well-ventilated areas</li> <li>- refer to MSDS</li> </ul>	All staff	L
	Sharp Objects & Needle Stick Injury	Hepatitis HIV Aids Cuts	L	<ul style="list-style-type: none"> <li>- training in syringe('sharps') disposal</li> <li>- do not place hands where can't see contact area</li> <li>- wear puncture resistant gloves</li> <li>- use tongs, if practical</li> <li>- keep guards, protective sheaths etc in place</li> </ul>	All staff	L
	Biological Hazard - Human waste - Decaying vegetative matter - Food stuffs - Dead animals	Infection or illness	M	<ul style="list-style-type: none"> <li>- Wear correct PPE – thick gloves, mask</li> <li>- use a shovel or other tool if possible to minimise contact</li> <li>- dispose of as per work sequence</li> <li>- strict personal and workplace (vehicle and tools) hygiene</li> <li>- wash your hands thoroughly with soap and</li> </ul>	All staff	L

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				water afterwards - wrap waste in at least two plastic bags before disposing of it		
If dead companion animal, have it scanned by a local vet and give information to the Rangers so owner can be informed.	Biological Hazard - Human waste - Decaying vegetative matter - Food stuffs - Dead animals	Infection or illness	M	- Wear correct PPE – thick gloves, mask - use a shovel or other tool if possible to minimise contact - dispose of as per work sequence - strict personal and workplace (vehicle and tools) hygiene - wash your hands thoroughly with soap and water afterwards - wrap waste in at least two plastic bags before disposing of it	All staff	L
Disposal of collected contained waste material, animals and large items.	Inappropriate Manual Handling	Muscle sprain (limbs or torso)	M	- Undertake training in proper manual handling techniques - task rotation, muscle stretching exercises, use correct equipment - use of 'nifty-nabbers' or equivalent	All staff	L
	Hazardous Substances	Skin rash Eye damage Poisoning	L	- limit skin contact by wearing gloves - use in well-ventilated areas - refer to MSDS	All staff	L
Clean vehicle tray when complete.	Inappropriate Manual Handling	Muscle sprain (limbs or torso)	M	- Undertake training in proper manual handling techniques - task rotation, muscle stretching exercises, use correct equipment - use of 'nifty-nabbers' or equivalent	All staff	L
	Hazardous Substances	Skin rash Eye damage Poisoning	L	- limit skin contact by wearing gloves - use in well-ventilated areas - refer to MSDS	All staff	L
	Excessive Exposure to UV	Sunburn Skin cancer	L	- Wear hats and/or long sleeves and/or long trousers, if not, use sunscreen in accordance with manufacturer's recommendations.	All staff	L

<b>LIKELIHOOD</b> How likely is it to happen? ↓	<b>E=EXTREME H=HIGH M=MEDIUM L=LOW</b> ← CONSEQUENCES – How severely could it affect health and safety? →				
	<b>CATASTROPHIC</b> Kill or cause Permanent Disability	<b>MAJOR</b> Serious Illness or Injury	<b>MODERATE</b> Medical Attention, Time off Work	<b>MINOR</b> First Aid Required	<b>INSIGNIFICANT</b> No Injuries
<b>ALMOST CERTAIN</b> Is expected to occur	E	E	H	H	M
<b>LIKELY</b> Will probably occur	E	H	H	M	M
<b>POSSIBLE</b> Might occur	H	H	H	M	L
<b>UNLIKELY</b> Could occur	H	M	M	L	L
<b>RARE</b> May occur only in exceptional circumstances	H	M	M	L	L

Risk Level	Required Action
Extreme	<b>Act immediately:</b> The proposed task or process activity must not proceed. Steps must be taken to lower the risk level to as low as reasonably practicable using the hierarchy of controls.
High	<b>Act today:</b> The proposed activity can only proceed, provided that: The risk level has been reduced to as low as reasonably practicable using the hierarchy of controls. The risk controls must include those identified in legislation, Australian Standards, Codes of Practice etc. and The document has been reviewed and approved by the supervisor and A Safe Working Procedure or Safe Work Method has been prepared and The supervisor must review and document the effectiveness of the implemented risk controls
Medium	<b>Act this week:</b> The proposed task or process can proceed, provided that (i) The risk level has been reduced to as low as reasonably practicable using the hierarchy of controls and The document has been reviewed and approved by the supervisor and A Safe Working Procedure or Safe Work Method has been prepared.
Low	<b>Act this month:</b> Managed by local documented routine procedures which must include application of the hierarchy of controls.

### **Acknowledgement register**

All workers are to sign this register to indicate they have read and understood this document prior to commencing work.

<b>Name</b>	<b>Signature</b>	<b>Date</b>	<b>Name</b>	<b>Signature</b>	<b>Date</b>