

SAFE WORK METHOD STATEMENT		SWMS Hazardous Chemicals and Dangerous Goods	
Reference documents	Work Health & Safety Act 2011 and Regulation's 2017, Labelling of workplace hazardous chemicals: Code of Practice 2019, Preparation of Safety Data Sheet for hazardous chemicals: Code of Practice 2019, Managing Risks of Hazardous Chemicals in the workplace: Code of Practice 2019, AS 1940:2004 The storage and handling of flammable and combustible liquids. AS 1345:1995 Identification of pipes, conduits, and ducts. National Self-Insurer OHS Audit Tool 2014. P11 Hazardous chemicals , P11.F01 Hazardous Chemical – Risk Assessment checklist , P11.F02 Hazardous Chemical Register , chemwatch		
SWI:			
Training and Competencies	Emergency Preparedness Training, Instructions-how to look up chemicals on chemwatch, GoldFFX, GoldFFX e-learning guide.		
Safety data Sheets	To be supplied by Manufacturer or available by accessing Chemwatch		
Personal Protective Equipment	As per SDS		
Plant and Equipment	Spill kits, Drum lifters, Forklift.		
Inspection and Testing	P20 Inspections, Testing and Monitoring, Prestart checklists.		
Hazardous Chemicals and Dangerous Goods			
High Risk Work <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 type="checkbox"/> On in or adjacent to roadways, railways, shipping lanes or other traffic corridor.	<input type="checkbox"/> In, over or adjacent to water or other liquids where there is a risk of drowning.
	<input 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 type="checkbox"/> Involving removal or likely disturbance of asbestos	<input 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.		
SWMS Prepared by:	Name and signature:		Date:
Authorised by:	Name and signature:		Date:

Persons Responsible for Ensuring Compliance with SWMS:			
Methods used to Ensure Compliance with SWMS:			
Persons Responsible for Reviewing SWMS Control Measures:			
When should Risk Control Measures be reviewed:			
Review Date:		Reviewer's Signature	

***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 <i>Who</i>	Residual Risk Rating E,H,M,L
1. Purchasing, risk awareness	Inadequate planning	<ul style="list-style-type: none"> Unsafe worksite 	H	<ul style="list-style-type: none"> Stores employees and other persons working on SCC sites purchasing or receiving hazardous chemicals must check if a Safety Data Sheet(SDS) has been provided by the supplier and is less than 5 years old A Pre-purchase risk assessment has been completed for a new chemical. 	Supervisors and Workers	L
2.Storage	Hazardous chemicals	<ul style="list-style-type: none"> Chemical burns or poisoning Environmental Contamination 	H	<ul style="list-style-type: none"> Ensure that the storage of a hazardous chemical, dangerous goods and other chemicals is in accordance with the SDS. Ensure that hazardous chemicals, dangerous goods and other chemicals that are not compatible with other chemicals, goods or liquids, are stored separately. Correct signage must be displayed where hazardous chemicals, dangerous goods and other chemicals are stored. Empty containers or drums that contained hazardous chemicals, dangerous goods or other chemicals are to be removed from site and disposed of according to the SDS. 	Supervisors and Workers	M

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3. Labelling	Being unaware of the effects of chemicals	<ul style="list-style-type: none"> Chemical burns or poisoning 	H	<ul style="list-style-type: none"> Ensure that the correct labels are fixed to all hazardous chemical, dangerous goods and chemical containers. This includes any pipe lines that the chemicals may pass through. All fuel containers are to be labelled with the type of fuel they contain. 	Supervisors and Workers	L
4. Decanting	Hazardous Chemical being misused	<ul style="list-style-type: none"> Chemical burns or poisoning 	H	<ul style="list-style-type: none"> When decanting a hazardous chemical, dangerous goods or other chemicals into a smaller container, ensure a label is affixed to the new hazardous chemical, dangerous goods or other chemicals container decanted into. The label must state: <ul style="list-style-type: none"> The product name. Relevant risk and safety phrases; (e.g. 'keep away from heat'). Relevant warning signs / information. 	Supervisors and Workers	L
5. Using of hazardous chemicals	Being unaware of effects of chemicals	<ul style="list-style-type: none"> Chemical burns or poisoning 	H	<ul style="list-style-type: none"> Hazardous Chemicals, dangerous goods and other chemicals must be used in accordance with the SDS requirements for the chemical being used. All instructions for use given by the manufacturer must be followed. Appropriate washing facilities are to be provided on site to wash chemicals off the hands and skin. (eye wash /shower stations) 	Supervisors and Workers	L
6. Disposal	Hazardous Chemical	<ul style="list-style-type: none"> Chemical burns or poisoning Environmental Contamination Explosion or fire 	H	<ul style="list-style-type: none"> The relevant SDS of each hazardous chemical, dangerous good or other chemical, identified for disposal should be reviewed to establish the appropriate disposal method. PPE must be worn to protect users from splash or inhalation when disposing of any hazardous chemical, dangerous goods and other chemicals as per the SDS. 	Supervisors and Workers	L

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7. Emergency	Being unaware of the effects of chemicals	<ul style="list-style-type: none"> Chemical burns or poisoning 	H	<ul style="list-style-type: none"> Ensure that emergency procedures are maintained appropriate to the level of dangerous goods on site and as described on the appropriate SDS. All persons not directly concerned with the emergency must be excluded from the contamination area. 	Supervisors and Workers	L
8. Spills	Hazardous Chemical	<ul style="list-style-type: none"> Chemical burns or poisoning Environmental Contamination Explosion or fire 	H	<ul style="list-style-type: none"> Spill response equipment will be provided and are inspected regularly as part of the routine workplace inspections in accordance with P20 Inspections, Testing and Monitoring Emergency preparedness training to be provided. 	Supervisors, Workers and Competent Persons	M

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

Risk Level	Required Action
Extreme	Act immediately: 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	Act today: 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	Act this week: 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	Act this month: 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.

Name	Signature	Date	Name	Signature	Date