

Safe Work Method Statement

SWM02 Chemicals Hand Carrying

SITE NAME					
APPROVED BY NAME:		SIGNATURE:		DATE:	

Legislation: National WHS Act and Regulation 2012

Permit, Licence or Training Required: (please indicate by ticking box)							
YES		YES		YES		YES	
√	Hazardous Substances	√	Manual Handling				
Other:							

PPE Requirements: (please indicate by ticking box)						Environmental Requirements: (tick box)	
YES		YES		YES		YES	
	Dust Masks		Full Face Shield	√	Eye Protection		Air Pollution (dust, fume)
√	Safety Footwear		Full Body Suit				Storm water Pollution
√	Gloves		Reflector Vests				Soil Erosion
Other:							

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STEP	ACTIVITY List steps/tasks to perform the activity in the actual sequence	HAZARDS Against each task list hazards that could cause injury	Level of Risk	RISK CONTROL MEASURE List control measures to eliminate or minimise risk	Level of Risk after Controls	RESPONSIBILITIES Name the person responsible (supervisor or above) to implement controls
1	Lifting and carrying containers	Risk of muscular skeletal injuries	3	Discard damaged containers Ensure containers are not damaged and are both an easy shape to hold and within your lifting capability	4	Supervisor to ensure training and assess for competency
2	Select chemicals required	Risk of muscular skeletal injuries	3	Check SDS. Use appropriate chemicals and only carry the amount required for the job at hand	3	Supervisor to ensure training and assess for competency
3	Ensure containers are sealed	Splashing/Contamination, skin and inhalation irritation	3	All containers must be sealed when carrying	3	Supervisor to ensure training and assess for competency
4	Place containers in carry bucket	Splashing/Contamination, skin and inhalation irritation	3	Carry chemicals in covered, sealed bucket. If this is not possible, ensure the bucket is no more than half full.	3	Supervisor to ensure training and assess for competency
5	Place chemicals in safe storage	Splashing/Contamination, skin and inhalation irritation	3	Store away from food storage areas and in the shelves appropriate for the purpose. Heavy or large containers should be stored at a lower level that enables easy reach for placing and removing containers.	3	Supervisor to ensure training and assess for competency
6	Caution when opening lid as residue may have built up	Eye injury	3	Rinse top after use. Look away when opening container and do not lean over the container when in the process of opening.	3	Supervisor to ensure training and assess for competency

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Step 1 – Estimate the consequences of an incident occurring

Consequence	Incident
Catastrophic	Fatality or permanent serious disability or permanent ill health
Major	Serious injury, permanent part disability, long-term illness
Moderate	Medical treatment required and several days off work
Minor	First aid treatment required
Insignificant	No injuries

Step 2 – Estimate the likelihood of an incident occurring

Likelihood	Description
Almost certain	Expected to occur in most circumstances
Likely	Will probably occur in most circumstances (ie has been known to occur, or has occurred before)
Possible	Might occur at some time (ie have heard of it happening)
Unlikely	Could occur, but no known instances previously
Rare	May occur only in exceptional circumstances

Step 3 – Determine the risk rating

	Catastrophic	Major	Moderate	Minor	Insignificant
Almost certain	1	1	1	2	3
Likely	1	1	2	3	3
Possible	1	2	3	3	4
Unlikely	2	3	3	4	4
Rare	3	3	4	4	4

Hierarchy of Controls

The hierarchy of controls must be applied in the order below for all identified hazards. The higher the risk score, the more emphasis should be placed on the more effective controls, such as elimination or substitution.

1. Elimination

Elimination is the most effective way of managing a risk. For example – filling in a hole to remove a trip hazard.

2. Substitution

This is the most effective way to manage a risk. For example – using a less harmful chemical.

3. Isolation / Engineering

Isolation may include limiting how many people are exposed to a hazard. For example – using noisy equipment at night time when less people are present.

4. Administrative

Examples of this kind of control include training and instruction.

5. PPE

PPE is the least effective of all the controls and should be seen as the last line of defence.

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TEAM MEMBERS CONSULTATION SIGN OFF & APPROVAL, (print name and sign)

Print Name:	Sign:	Date:	Print Name:	Sign:	Date: