



Safe Work Method Statement

SWM04 – Filling Chemical Spray Containers

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	√	Apron (PVC)	√	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	Ensure container is not damaged and is the appropriate container for use. No other substitute is acceptable.	Chemical burn/Contamination	3	Damaged containers to be discarded Only uses containers fit for the purpose and not substitute bottles such as cool drink bottles. This is a dangerous practice and against the Law!	3	Cleaner
2	Ensure container is correctly labeled	Risk of wrong chemical being used	3	Check before filling that a chemical label has been adhered to the container as per the MSDS. This should be a manufacturer supplied label appropriately matches the chemical	3	Cleaner
3	Ensure you are wearing all appropriate safety equipment	Burns/Contamination	3	Safety equipment must be worn at all times and this is outlined on the chemical SDS Read SDS before filling	4	Cleaner
4	Place open container up under spout	Burns/Contamination	3	Ensure container is tight up under spout	4	Cleaner
5	Turn tap on	Burns/Contamination	3	Ensure container is tight under spout	4	Cleaner
6	Turn tap off when full	Burns/Contamination	3	Turn off before overflowing	4	Cleaner
7	Seal container	Burns/Contamination	3	Ensure lid sealed tight and tap is turned off	4	Cleaner

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8	Wash sealed container	Burns/Contamination	3	Wash in fresh water	4	Cleaner
9	Store chemical in safe storage	Contamination	4	Store away from food and other chemicals that could cause a chemical reaction if it came into contact with the chemical.	3	Cleaner
10	Wash hands	Contamination	4	Ensure all traces of chemicals have been washed away from skin (should not have made contact at all!) and any spilt chemical.	3	Cleaner
11	Do not combine chemicals	Contamination/Chemical reaction	3	Never mix chemicals.	3	Cleaner
12	Do not smoke while using chemicals	Risk of fire and burn injuries	2	Keep chemicals away from flames	1	Cleaner
13	Stow chemical when finished	Risk of fire	3	Store according to SDS manufacturers specifications	3	Cleaner
14						
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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: