



Safe Work Method Statement SWM05 Hazardous Substances Use

SITE NAME					
APPROVED BY NAME:	Jenn Davie	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						
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:							

Safe Work Method Statement

SWM05 Hazardous Substances Use

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 you know what use the chemical is designed for. Read SDS sheet and ensure you understand it	Inhalation/Contamination	3	Understand the task	3	Supervisor to ensure training and assess for competency
2	Select appropriate chemical	Inhalation/Contamination	3	Read SDS sheet and understand task	3	Supervisor to ensure training and assess for competency
3	Wear protective equipment according to the instructions on the SDS	Inhalation/Contamination	3	As per material safety data sheet	3	Supervisor to ensure training and assess for competency
4	Use chemicals as per manufacturers instructions	Inhalation/Contamination	3	As per the instruction on the product and on SDS	3	Supervisor to ensure training and assess for competency
5	Seal in container when not in use to prevent spillage	Splash in eyes	3	Ensure container is not damaged	3	Supervisor to ensure training and assess for competency
6	Ensure chemicals do not come in contact with the skin	Contamination	3	Wash hands after using	3	Supervisor to ensure training and assess for competency
7	Environment where the chemical is to be used should be well ventilated, or artificial airflow should be introduced	Inhalation of vapour and mists	3	Ensure adequate ventilation	3	Supervisor to ensure training and assess for competency
8	Never mix chemicals and always follow manufacturers instructions for use	Risk of explosion and associated injuries	3	Do not mix or apply chemicals in any other way than what is stated on the label and SDS	3	Supervisor to ensure training and assess for competency

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9	Ensure you are competent to use the chemical. If you are in any doubt, seek further instruction from Supervisor or other competent person	Unknown risks and side effects	2	If you are in doubt as to how to use the chemical – do not use it Seek further instruction prior to use if necessary	3	Supervisor to ensure training and assess for competency
10	If a chemical is in an unmarked container, do not use it. The container should be considered hazardous.	Unknown risks and side effects	2	Do not use unlabeled chemicals	3	Supervisor to ensure training and assess for competency
11	Chemicals should be considered flammable unless otherwise stated on an SDS. Avoid open flames around chemicals	Risk of fire, burns etc Contamination/Chemical Reaction causing irritation to skin or inhalation	2	Do not smoke near chemicals and avoid storage in areas where gas hot water storage tanks may be in close proximity	3	Supervisor to ensure training and assess for competency
12	Report any contamination or ill effects	Unknown side effects	3	Health risks vary by person, therefore always report likely side effects	4	Supervisor to ensure training and assess for competency
13	Clean safety equipment when finished	Contamination of chemicals may cause unknown fumes and restrict breathing of those in the immediate vicinity	3	Only clean with 'hibitane' solution (20 parts water to 1 part 'hibitane')	4	Supervisor to ensure training and assess for competency
14	Stow chemical when finished according to the instructions provided by the manufacturer	Risk of fire causing burns or more severe injury	3	Store in storage areas nominated for the purpose ensuring shelving is sufficiently strong and banded as necessary.	3	Supervisor to ensure training and assess for competency

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15						
16						

Safe Work Method Statement

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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: