

Safe Work Method Statement

SWM07 Dusting

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	
√	Soft cleaning skills						
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	Obtain equipment from storage area	Chemical contact to skin and eyes that may cause irritation	3	Check SDS prior to use of chemicals Wear appropriate PPE Make sure chemical storage is locked before and after use	3	Supervisor to ensure training and assess for competency
2	Spray surface to be cleaned	Chemical contact to skin and eyes that may cause irritation	3	Wear protective equipment according to instructions on MSDS Make sure spray does not come into contact with skin	3	Supervisor to ensure training and assess for competency
3	Wipe down surface in a flowing motion with cloth	Muscle strain to hand, wrist or shoulders if overstretching Fall from height	3	Always maintain smooth motion, avoiding sudden or stretching movements (over stretching) Do not stand on chairs or furniture to reach, use ladders in a safe manner or only dust those areas you can reach	3	Supervisor to ensure training and assess for competency
4	When finished, rinse cloth in clean water and return cleaning materials to storage area	Reaction to chemical causing skin irritation and breathing difficulty	3	Wear correct protective clothing as per SDS Make sure storage area is locked after use	4	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: