

Safe Work Method Statement

SWM13 Emptying Bins

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	√	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:							

Safe Work Method Statement

SWM13 Emptying Bins

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	Remove bin liner. If bin is over full or too heavy, get assistance to lift out bin liner, do not attempt to do it yourself. Do not put hands in bin to empty.	Back strain / laceration / needle prick	3	Ensure bin liner is not too heavy (less than 10kg). Ensure there are no protruding objects.	3	Cleaner
2	Tie bin liner and place in pile with other rubbish bags	Back strain / laceration	3	Ensure bin liner is not too heavy (less than 10kg). Ensure there are no protruding objects.	3	Cleaner
3	Remove the pile of rubbish to the designated area. Do not drag or put over your shoulder. Use a trolley or other alternative device if the bag cannot be carried by hand.	Back strain Shoulder, muscular strains and sprains	3	Use correct lifting techniques (do not lift over 10kg). Place rubbish in correct area or receptacle.	3	Cleaner
4						
5						

Safe Work Method Statement

SWM13 Emptying Bins

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.

Safe Work Method Statement

SWM13 Emptying Bins

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

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