

Safe Work Method Statement

SWM39 – Cleaners Room

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	
✓							
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	✓	Safety Glasses		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	Emergency Contact List	n/a	4	Include company, client, emergency numbers	4	Supervisor
2	Emergency Procedure	Confusion, lack of understanding, language barrier.	3	Emergency Procedure/Plan available, and staff know process / assembly points (normally supplied by client, however it is the company's responsibility to ensure employees have appropriate knowledge). Ensure there are records of testing.	3	Supervisor
3	First Aid Kit	N/A		Appropriate to number of staff (unless other First Aid provisions have been made for staff) – ensure all products are within use by date, and refer to SDS to check requirements		Supervisor
4	Housekeeping	Slip, trip, fall.	3	General tidiness, no chemicals spills, cords wound up, equipment and cleaners rooms are clean and tidy	3	Supervisor/Cleaner
5	Chemicals	Splashing/Contamination, skin and inhalation irritation	3	Stored safely and in bunded containers Ensure acids and alkalines are not stored together. Minimise the amount of hazardous substances used (and stored)	3	Supervisor/Cleaner

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6	Decanting	Splashing/Contamination, skin and inhalation irritation	3	Ensure chemicals that are not compatible are separated during the decanting processes (even automated systems)	3	Supervisor/Cleaner
7	PPE	Burns/Contamination Skin irritation	3	According to SDS requirements, e.g. for decanting	3	Supervisor/Cleaner
8	Containers / Chemicals	Mix up of chemicals	3	Used containers / unlabelled containers / unused chemicals removed from site	3	Supervisor/Cleaner
9	Safety Data Sheets	Confusion, lack of understanding, language barrier.		For all chemicals, less than 5 years old		Supervisor/Cleaner
10	Signage			Ensure barricades / signage readily available in case of spills		Supervisor/Cleaner
11	Equipment	Slip, trip, fall	3	Store equipment correctly or they will create a hazard. Remove unused or old equipment	3	Supervisor/Cleaner
12	Test and Tag			All electrical equipment (including battery chargers) to have current electrical tag		Supervisor/Cleaner
13	Danger-Do Not Use	Damaged leads / electrical		Tags available wherever equipment is stored		Supervisor/Cleaner
14	Policies	N/A		Quality, OH&S and Environmental Policies to be displayed		Supervisor/Cleaner

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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: