

Safe Work Method Statement

SWM46 Biological Waste

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	√	Signage and Barricades	√	Storm water Pollution
√	Gloves		Reflector Vests	√	Rubber Boots		Soil Erosion
Other: Disposable overalls							

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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	Assess Safety	Spills/Trips/Falls		Make sure people are kept clear, and that you have the right training to deal with the spill.		Supervisor to ensure training and assess for competency
2	Put on Protective Clothing	Chemical contact to skin (skin irritation)		For <u>all biological spills</u> put on gloves, and if necessary disposable coveralls, rubber boots, glasses and a face mask.		Supervisor to ensure training and assess for competency
3	Stop the Source			Providing it is safe to do so, stop the spill at it source, which may involve turning off water mains and toilet/urinal stock cocks.		Supervisor to ensure training and assess for competency
4	Contain and Clean up the Spill			- Barricade area. If necessary, prevent the spill from filtering into other areas by damming with rags/ mops. - Sprinkle No Problem Vomit Cleaner. Allow several minutes for absorption. Once dry it can be swept away. - Refill manual sprayer with Viraclean. Dilute disinfectant with water as per manufacturer's instructions and mop up the entire area. - Allow 10 minutes to work. - Soak up chemical with disposable cloths or mop. - Scoop up any solid matter		Supervisor to ensure training and assess for competency

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				with dustpan or spade and dispose of into the toilet if possible, or into a double lined bin. Your cupboard will have the necessary materials in it to mop up the spill. Dispose of all cloths, mop heads, and disposable PPE in suitable receptacle.		
5	Record the Spill			Contact your Supervisor immediately. Record when, what, how and where the spill occurred, clean up measures undertaken and the names of any witnesses' present. <u>Charles Service Company Office: 93221644.</u>		Cleaners
6	Disposable of spill kit equipment			DISPOSE OF ANY SPILL KIT EQUIPMENT USED IN THE CLEAN UP OF A BIOLOGICAL HAZARD AND REPORT ANY USED ITEM TO YOUR SUPERVISOR FOR REPLENISHMENT. Contact: Water Corporation – Emergencies and water service difficulties 13 13 75 CHARLES SERVICE COMPANY (24HRS) 9322 1644		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: