



(SWMS)

SAFE WORK METHOD STATEMENT

DATE : 03/02/2017 \_\_\_\_\_

Organisation Details			
Organization Name:	HARD YARDS Maintenance Services	Contact Name: -	Joshua Kelly (General Manager)
ABN/ACN	ABN: 85 605 725 059 ACN: 605 725 059	Email: -	hardyards.ms@gmail.com
Address:	Shed 3/ 5 Thomas lane Moranbah QLD 4744	Contact No's:	0456071512
Project Details:			
Scope of Work:	This SWMS covers all general Pest management activities conducted by Hard Yards Maintenance Services Pty Ltd, including commercial and Industrial.	S.W.M.S Reviewed On: 3 <sup>rd</sup> of February 2017 S.W.M.S Reviewed By: <i>Josh Kelly</i> <i>Managing Director - 0456071512</i>	
Resources / Trades Involved:	Technician with QLD Pest Management License and Commercial Weed License (ACDC)		
Equipment that may be used:	4 x 4 Vehicle, Electric Back Pack sprayer, Petrol Transfer pump, 2 Stroke Back pack Mister.		
PPE that may be used:	Dust Mask P2 or P3, Hearing protection (ear plugs/ ear muffs), Eye Protection, Impervious Gloves, Overalls, Moisture resistant /Steelcap boots.		
Maintenance checks:	Pre-Start and regular mechanical servicing on all equipment		
Substances and materials to be Used:	Pesticides as prescribed by the Principal. All substances are registered and approved for use in Pest management activities and are applied according to the manufactures instructions and label directions. SDS are carried in all vehicles and supplied upon request.		
Occupational Health Safety or Environmental Legislation:	Pest Management Act 2001 Pest Management Regulation 2003 Coal mining safety and health act 1999	Codes, Standards and or licences applicable to the works:	Pest Management Technicians License. ACDC Ground distribution license

				CONSEQUENCE				
				Level 1	Level 2	Level 3	Level 4	Level 5
<b>TOLERABLE</b> Monitor and Manage Risk		<b>ALARP</b> Reduce Risk to As Low as Reasonably Practicable		<i>Injury and Disease</i>				
				Low level short-term subjective inconvenience or symptoms. No measurable physical effects. No medical treatment.	Objective but reversible disability/impairment and/or medical treatment injuries requiring hospitalisation.	Moderate irreversible disability or impairment (<30%) to one or more persons.	Single fatality and/or severe irreversible disability or impairment (>30%) to one or more persons.	Short or long term health effects leading to multiple fatalities, or significant irreversible human health effects to >50 persons.
<b>ALARP</b> Reduce Risk to As Low as Reasonably Practicable		<b>INTOLERABLE Significant and Urgent Actions Required</b>		<i>Environmental Effects</i>				
				No lasting effect. Low-level impacts on biological or physical environment. Limited damage to minimal area of low significance.	Minor effects on biological or physical environment. Minor short-medium term damage to small area of limited significance.	Moderate effects on biological or physical environment but not affecting ecosystem function. Moderate short-medium term widespread impacts (eg. oil spill causing impacts on shoreline).	Serious environmental effects with some impairment of ecosystem function (eg. displacement of a species). Relatively widespread medium-long term impacts.	Very serious environmental effects with impairment of ecosystem function. Long term, widespread effects on significant environment (eg. unique habitat, National Park)
				<i>Property Damage or Process Loss</i>				
				Low financial loss (<\$20,000)	Medium financial loss (\$20,000 - \$200,000)	High financial loss (\$200,000 - \$2M)	Major financial loss (\$2M - \$20M)	Extreme financial loss (>\$20M)
LIKELIHOOD				LOW	MINOR	MODERATE	MAJOR	CRITICAL
A	Happens often	More than 1 event per month	<b>ALMOST CERTAIN</b>	High	High	Extreme	Extreme	Extreme
B	Could easily happen	More than 1 event per year	<b>LIKELY</b>	Moderate	High	High	Extreme	Extreme
C	Could happen & has occurred here or elsewhere	1 event 1-10 years	<b>POSSIBLE</b>	Low	Moderate	High	Extreme	Extreme
D	Hasn't happened yet but could	1 event per 10 -100 years (within the site)	<b>UNLIKELY</b>	Low	Low	Moderate	High	Extreme
E	Conceivable, but only in extreme circumstances	1 event per 100 years (within life of BMA)	<b>RARE</b>	Low	Low	Moderate	High	High

## DESCRIPTION OF ACTIVITIES TO BE PERFORMED

Item	Potential Hazards	Risk Class Before Controls	Actual Risk	Controls	Risk Class After Controls	Responsible Person
<b>1.</b> Arrival on Site	<ul style="list-style-type: none"> <li>• Moving vehicles</li> <li>• Access to site</li> <li>• Client unaware of person on site</li> <li>• Vehicle use/ interaction</li> </ul>	Moderate	<ul style="list-style-type: none"> <li>• Struck by mobile plant/ moving vehicles</li> <li>• Impeding flow of traffic and interfering with the client's operation/s.</li> <li>• Damage to own/other vehicles</li> <li>• Exposed to hazardous situation</li> <li>• Poor service arising from poor communication</li> </ul>	<p>High Visibility Clothing. Park in appropriate areas Advise client of presence on site and vehicle location if no designated parking. Display your Identification.</p> <p>Sign into sites visitor log book and obtain visitor pass if required. Check all staff inductions are current. Staff familiarized for all areas of work. Check Vehicle is compliant. Check that all chemicals are approved for use on site. Report to site contact upon arrival. Complete relevant permits with site contact.</p>	Low	Technician on Site
<b>2.</b> Site Inspection (Internal & External)	<ul style="list-style-type: none"> <li>• Vehicles / mobile plant</li> <li>• Falling objects</li> <li>• Uneven ground</li> <li>• Hitting Objects</li> <li>• Gravity</li> <li>• Hazardous substances</li> <li>• Noise</li> <li>• Biological factors</li> </ul>	Moderate	<ul style="list-style-type: none"> <li>• Struck by mobile plant/ moving vehicles</li> <li>• Struck by objects</li> <li>• Falls/ Injuries</li> <li>• Excessive noise exposure</li> <li>• Insect bite / Sting</li> </ul>	<p>High Visibility Clothing Appropriate P.P.E (Including Hard hat where necessary) Long Sleeves and trousers Steel cap boots in good condition</p> <p>Ensure others on site are aware of your presence. Staff familiarized for all areas of work. Check Vehicle is compliant.</p>	Low	Technician on Site
<b>3.</b> Mixing of Pesticide	<ul style="list-style-type: none"> <li>• Hazardous substances</li> <li>• Manual Handling</li> <li>• Trips/falls (self and others)</li> <li>• Environmental spills</li> </ul>	Moderate	<ul style="list-style-type: none"> <li>• Splash, Inhalation, absorption, ingestion of hazardous substances</li> <li>• Musculoskeletal injury</li> <li>• Spill / chemical contamination and leaks</li> </ul>	<p>Mix only to manufacturer's directions (M.S.D.S &amp; Label)</p> <p>Wear moisture resistant boots with adequate grip. Always have spill response kit available</p> <p>Employ correct lifting techniques. Wear correct PPE eg eye protection, (P2 or higher) respirator, chemical grade gloves, long sleeved shirt, trousers and Boots. Licensed Technician to oversee all handling of chemicals. Mix and Handle chemical on a flat level area eg back of ute. Store chemical in approved containers and inspect the condition of containers for damage/wear throughout the day. Put all chemicals away after each use, don't leave chemicals loose in back of ute. Handle all chemicals on a flat level area. Carry Spill response kit on Vehicle. Inspect work area before starting. Maintain good housekeeping at all times. Carry Eye wash station in vehicle.</p>	Low	Technician on Site

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Item	Potential Hazards	Risk Class Before Controls	Actual Risk	Controls	Risk Class After Controls	Responsible Person
<b>4.</b> Electrical Plant and equipment	<ul style="list-style-type: none"> <li>• Electrical Energy</li> <li>• Manual Handling / body stress</li> <li>• Trips and Falls</li> <li>• Noise</li> <li>• Vibration</li> </ul>	Moderate	<ul style="list-style-type: none"> <li>• Electrocution / electric shock</li> <li>• Musculoskeletal injury</li> <li>• Slipping on excess liquid</li> <li>• Excessive noise exposure</li> <li>• Fatigue</li> </ul>	Follow Testing and Tagging procedures for electrical equipment. Locate electrical leads and equipment away from walkways and doorways. Do not use electrical equipment in wet or Damp conditions. Locate and isolate all electrical services prior to drilling into walls and floors and obtain relevant permits. Clean up any spills immediately. Wear correct hearing protection Employ correct lifting techniques Inspect all equipment daily.	Low	Technician on Site
<b>5.</b> Application of Pesticides	<ul style="list-style-type: none"> <li>• Hazardous substances</li> <li>• Manual Handling / Body stress</li> <li>• Slips/ trips</li> <li>• Environmental contamination</li> <li>• Poorly maintained equipment</li> <li>• Biological factors</li> <li>• Hitting objects</li> <li>• Noise</li> <li>• Temperature</li> </ul>	Moderate	<ul style="list-style-type: none"> <li>• Exposure to hazardous substances</li> <li>• Spill chemical contamination &amp; leaks</li> <li>• Musculoskeletal injury</li> <li>• Spray Drift onto people</li> <li>• Spider/ Insect bites &amp; stings</li> <li>• Excessive noise exposure</li> <li>• Heat Stress</li> </ul>	Wear high visibility clothing. Apply according to manufactures directions (Product Label) do not over apply. Treat according to environment. Advise clients & public of treatments (signage). Clean up spills immediately. Plan application to avoid moving under areas just treated. Employ correct lifting technique. Wear correct hearing protection. Limit time exposed to hot/cold environment. <u><b>KEEP WELL HYDRATED!</b></u> Wear correct PPE eg eye protection, P2 (or higher) respirator, chemical grade gloves, long sleeved shirt, trousers and boots. Licensed Technician to oversee all use of chemicals. Consult MSDS and chemical label before use. Inspect all gear before use. Use positive communication at all times. Barricade of work area (where needed). Ensure adequate barricades. Use a spotter where needed. Monitor spray drift and wind direction. Share the work and rotate tasks. Wear correct PPE = manual handling gloves. Use two man lift or back of ute to position spray packs onto back. Inspect work area before starting. Keep eyes on task. Maintain good housekeeping at all times. Complete personal Risk Assessment for each area.	Low	Technician on Site

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Item	Potential Hazards	Risk Class Before Controls	Actual Risk	Controls	Risk Class After Controls	Responsible Person
<b>6.</b> Use of Petrol Powered equipment	<ul style="list-style-type: none"> <li>• Fire</li> <li>• Fuel Spills</li> <li>• Explosion</li> <li>• Manual Handling</li> <li>• Trips and Falls</li> <li>• Noise</li> <li>• Vibration</li> </ul>	Moderate	<ul style="list-style-type: none"> <li>• Electrocution / electric shock</li> <li>• Musculoskeletal injury</li> <li>• Slipping on excess liquid</li> <li>• Excessive noise exposure</li> <li>• Fatigue</li> <li>• Spill / fuel contamination and leaks</li> <li>• Ignition of fuel</li> <li>• Contamination</li> <li>• Property Damage</li> </ul>	<p>Keep fuel stored in suitable fuel containers Store out of direct sunlight and away from potential ignition sources. Only Carry minimal amounts of fuel All refueling to be conducted in well ventilated areas Never use petrol equipment around potential Flammable substances. Carry spill response kit at all times Inspect all equipment daily, always use petrol powered equipment in well ventilated area. Store fuel in cool secure area out of direct sunlight (in ute canopy). Correct PPE = chemical gloves, eye protection. Read and carry MSDS for unleaded fuel. Ensure fuel caps are secured.</p>	Low	Technician on Site
<b>7.</b> Site Clean up	<ul style="list-style-type: none"> <li>• Hazardous substances</li> <li>• Manual Handling</li> <li>• Hitting Objects</li> <li>• Slips/Trips</li> <li>• Electrical energy</li> <li>• Moving vehicles</li> <li>• Environmental</li> </ul>	Low	<ul style="list-style-type: none"> <li>• Splash Inhalation, absorption, ingestion</li> <li>• Spill chemical contamination</li> <li>• Musculoskeletal Injury</li> <li>• Falls</li> <li>• Struck by mobile plant and equipment</li> <li>• Contamination</li> </ul>	<p>Always handle chemical according to M.S.D.S and product Label. Employ correct lifting techniques Ensure all barricades are removed. Do a final walk around of each area to ensure no material left behind. Leave each area as you found it. Wear correct PPE eg eye protection, P2 (or higher) respirator, chemical grade gloves, long sleeved shirt, trousers and boots. Licensed Technician to oversee all handling of chemicals. All un used chemical to be removed from site and disposed of at Hard Yards local depot.</p>	Low	Technician on Site
<b>8.</b> Departure	<ul style="list-style-type: none"> <li>• Moving plant / vehicles</li> <li>• Client unaware person leaving site</li> <li>• Vehicle use/ interaction</li> <li>• Egress off site</li> </ul>	Low	<ul style="list-style-type: none"> <li>• Struck by mobile plant / moving vehicles</li> <li>• Impending flow of traffic and interfering with clients operation/s</li> <li>• Damage to own/other vehicle</li> </ul>	<p>High Visibility clothing. Follow Traffic rules and site Instructions. Advise client of departure off site Return visitor's badges and sign out of site visitors log book. Return any permits.</p>	Low	Technician on Site

## ***Safe Work Method Statement – Individual / Team Sign-on and Review Register***

Personnel are required to sign this register to indicate they have reviewed, understood and will adhere to the requirements of this SWMS

<b>Name</b>	<b>Signature</b>	<b>Date</b>	<b>Name</b>	<b>Signature</b>	<b>Date</b>

### **SPECIAL NOTE**

Hard Yards Maintenance Services PTY LTD operates under a Quality Assurance Program in accordance with ISO 9001.

All products used in our treatment services are approved by the National Registration Authority and the Department of Health Queensland. All relevant SDS sheets are carried in all our vehicles and can be provided if required.

This Safe Work Method Statement (S.W.M.S) has been prepared by Hard Yards Maintenance Services Pty Ltd and is to be reviewed by the General Manager every twelve (12) months.