

SAFE WORK METHOD STATEMENT

Installing, Preparing and Sealing Timber Floors For South Australia.

References:

- | | |
|---|---|
| Occupational Health Safety and Welfare Act 1986 | Approved Code of Practice for Manual Handling 1990 |
| Occupational Health Safety and Welfare Regulations 2010 | First Aid Code of Practice 2009 |
| Environmental Protection Act 1994 | National Code of Practice for Noise Management and Protection of Hearing at Work 2009 |
| Environmental Protection Regulations 2009 | Approved Code of Practice for the Control of Workplace Hazardous Substances 1986 |
| Electrical Safety Act 2002 | Approved Code of Practice for the Control of Workplace Hazardous Substances 2003 |
| Electricity (General) Regulations 1997 | Approved Code of Practice for Working Hours 2010 |
| Manual Tasks Advisory Standard 2000 | Code of Practice for the Management and Control of Asbestos in Workplaces 2007 |
| | AS 1473 Wood Processing Machinery |
| | AS/NZS1716 Respiratory Protective Devices |
| | AS 2865 Confined Spaces |
| | AS/NZS 3000 Australian/New Zealand Wiring Rules |
| | AS/NZS 3012:2003 Electrical Installations – Construction and Demolition Sites |
| | AS/NZS 3190 Approved and Test Specifications RCD's |



IBS 8307 – RISK ASSESSMENT & ENVIRONMENTAL SAFE WORK METHOD STATEMENT



Process / Task / Activity Title:	IBS 8307 – Installing, Preparing and Sealing Timber Floors	Date of issue:	15 March 2012
SWMS Details			
Brief description of work activity:	Installation, Preparation and Sealing of Timber/Parquetry Flooring Systems		ABN
Company Name	Location:		
To be reviewed by: (signature)	Date to be reviewed: December 2012		
Personnel consulted in the development of this SWMS - If a failure, non-conformance and non-compliance is identified in the SWMS, works will stop, the SWMS will be amended and the changes communicated to the workforce, via toolbox meeting.			
Name	Signature	Name	Signature
SWMS Additional Details			
Personnel Responsible for Monitoring this activity:			
Codes of Practice / Standards Consulted These must be complied with:		Refer page 1	
Plant and Equipment required for this activity:		Refer page 5	
Details of Maintenance Checks required for this:		Daily and weekly.	
Materials Used:		Refer page 5	
MSDS Required?	Yes <input checked="" type="checkbox"/> No	MSDS attached.	
Qualifications & Training Required for this Activity		Licences - Trade certificates as required.	
All personnel must have completed a site induction.		All staff will be inducted, trained appropriately and assessed to be fully competent before completing this task	
ACKNOWLEDGEMENT			
1. Supervisor		Signature:	Date:
2. Manager		Signature	Date
3.		Signature	Date



LIKELIHOOD	CONSEQUENCES				
	Extreme 5	Major 4	Moderate 3	Minor 2	Insignificant 1
5 (very likely)	25	20	15	10	5
4 (likely)	20	16	12	8	4
3 (moderate)	15	12	9	6	3
2 (unlikely)	10	8	6	4	2
1 (rare)	5	4	3	2	1

Hierarchy of Controls

elimination	Control the hazard at the source
substitution	Replace the hazard with another that has a lower risk.
isolation	Remove or separate people from the source of the hazard.
engineering	Change the physical characteristics of the plant/workplace.
administrative	Use policies, procedures, signs and training to control risk.
PPE	Provide equipment or clothing to protect the worker.

Risk Rating			Monitor	Record
20-25	Extreme^E	Work not to commence, review control measures immediately.	N/A	N/A
10-19	High^H	Senior supervisory management to ensure all controls are in place before work commences (strict monitoring of controls).	Daily	Inspection Sheet
5-9	Moderate^M	Responsibilities must be defined and understood prior to commencing (minimal supervision required).	Weekly	Inspection Sheet
1-4	Low^L	Control by routine procedures detailed in the Safe Work Method Statement.	Monthly	Inspection Sheet
Risk Analysis Parameters		Personal Safety and Property Damage	Environmental	Likelihood
5 =	Extreme	Death, disablement, significant incident, unacceptable risk or significant financial cost to repair/replace.	Permanent damage to the environment	Almost certain to occur
4 =	Major	Extensive injuries leading to lost time requiring hospital attention, major damage to plant or fixtures	Repairable damage to the environment	Likely to occur
3 =	Moderate	Requiring medical treatment, lost time, minor damage to plant and fixtures.	Environmental nuisance	May occur at some time
2 =	Minor	Requiring First Aid treatment at site, minor damage to plant and fixture	Insignificant effect	Unlikely to occur
1 =	Insignificant	No injuries, slight damage to repair or reinstate	Day to day cleanup duties	Highly unlikely to occur

Site PPE Requirements					
PPE	When required	Yes	No	Exceptions	
Hi Visibility Shirts/Vests	Must be worn as directed			None	
Hard Hats	Site dependant			None	
Safety Boots	Must be worn at all times			None	
Safety (sun glasses) Glasses	Must be worn at all times			None	
Hearing protection	Plant dependant (check and monitor noise levels)			Subject to check and noise levels	
Gloves	Site specific dependant on the materials being handled and or hazardous substances used (refer MSDS).			None	
Fall Arrest Harness	When working without edge protection and elevated (refer page 2 Work Activity)			None	
Site Training Requirements					
Inductions	Competencies		Yes	No	Licenses
Company induction	Site Assessment and Training IBS 8343	Fall Arrest Harness			
Site Specific Inductions	Hazardous Substances				
Plant Maintenance and Inspection Schedule / Requirements					
Tools and Plant	Maintenance / Inspection Requirements			Interval	
Plant Checks (Daily and Weekly)	Visual inspections and documented check lists			Daily (visual)	
Harness Checks	Daily before use and 6 th monthly by entity deemed competent			Daily and 6 monthly	
Work and Machinery Permits License Requirements					
Task / Machinery	Permit and or License Requirement			Requirement	
Grinding Work and Hot Work	OHS 212 Hot Works Permit			Demonstrated competence	
Confined Space Entry	OHS 211 Confined Spaces Risk Assessment and Entry Permit			Demonstrated Competence	

Resources required to complete the task

Equipment that is to be used to complete the tasks						Materials required to complete the tasks					
	Yes	No		Yes	No		Yes	No		Yes	No
Sanders											
Power tools											

Note in the area provided below any applicable hazards specific to the task or job site that are present, and are there others?

	Yes	No		Yes	No		Yes	No		Yes	No
1. Have all tools and equipment been checked and tested & tagged?			2. Are all MSDS' for the products to be used on this job onsite?			3. Have you implemented controls to eliminate the potential for electric shock?			4. Have all our personnel completed the site inductions?		
5. Are all our workers competent in the works to be undertaken?			6. Is access clear and walkways free from slip, trip and fall hazards?			7. Can all work be completed standing on the floor?			8. Housekeeping and untidiness in order?		
9. Have other trades been identified and considered?			10. Is appropriate PPE available?			11. Have you considered the need to work in a confined space?			12. Controls implement for Noise?		
13. Have you considered the potential for fire from the work activity?			14. Are all personnel aware of the evacuation route?			15. Have you undertaken steps to prevent exposure to fumes, vapours and dust?			16.		

If a "NO" was ticked in any of the boxes above please list on the following page (page 6) what steps "YOU" are going to be taking to control the identified risks before any work can proceed.

L – ACCEPTABLE M – ACCEPTABLE WITH CONTROLS H – ACCEPTABLE WITH STRICT CONTROL/SHORT DURATION E - UNACCEPTABLE

TASK: Hazards Identified on page 5

Potential Safety and Environmental Hazards Identified on Page 4	Risk Rating			Control Measures to be implemented.	Residual Risk Rating			List the Person/s Responsible to monitor the controls are being implemented.
	Lx	C=	R		Lx	C=	R	
1. Equipment condition (including Harnesses)?								
2. MSDS'?								
3. Electrical?								
4. Site Inductions?								
5. Training and experience?								
6. Access?								
7. Falls from height?								
8. Housekeeping?								
9. Other site workers?								
10. PPE?								
11. Confined Spaces?								
12. Noise?								
13. Fire?								
14. Emergency Evac?								
15. Respiratory issues?								

L – ACCEPTABLE M – ACCEPTABLE WITH CONTROLS H – ACCEPTABLE WITH STRICT CONTROL/SHORT DURATION E - UNACCEPTABLE

Task/Activity: Site arrival Planning and Preparation.

Potential Health and Safety Hazards	Risk Rating			Control Measures to be implemented.	Residual Risk Rating			Person Responsible to ensure controls are implemented.
	L x	C =	R		L x	C =	R	
<ul style="list-style-type: none"> ⓘ Cuts, lacerations and impact injuries. 	3	4	12^H	<ul style="list-style-type: none"> ⓘ Ensure all personnel are inducted to the site ⓘ Ensure all site workers have Blue/White Cards ⓘ Ensure that all personnel are trained and competent for work that is required. ⓘ Assess the site for slip, trip and fall hazards and other activities/trades. ⓘ Remove all waste materials from work areas and walk ways. ⓘ Complete Site Specific Risk Assessment on pages 5 & 6 and ensure all details are specific and correct. ⓘ Ensure when tools/equipment are not being used that it is stowed to prevent injury. ⓘ Ensure you clearly and fully understand the job requirements. 	1	4	4^L	Manager and Supervisor.
<ul style="list-style-type: none"> ⓘ Strains, sprains and muscular skeletal injuries. 	3	4	12^H	<ul style="list-style-type: none"> ⓘ Ensure there is adequate lighting (use portable lighting (torches) if required to access work areas safely. ⓘ Remove waste materials, clear access/walk ways of all slip, trip and fall hazards. ⓘ Ensure all tools and equipment are tested/tagged and in good working condition. ⓘ All damaged or faulty equipment must be Isolated/Tagged Out and removed from site or potential use. ⓘ Plan lifts of all components and equipment, test lift, uses mechanical lifting aids if and when available and or utilise team work. Use correct lifting techniques. ⓘ When accessing areas through the use of steps the hand rails must be held. 	2	4	8^M	
<ul style="list-style-type: none"> ⓘ Electric Shock and or electrocution. 	4	5	20^E	<ul style="list-style-type: none"> ⓘ Identify all electric services and take steps to de-energise unwanted sources of power. ⓘ Ensure that all power tools are tested and tagged and current. ⓘ Ensure all power tools are in good working order and condition. 	2	5	10^H	

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Task/Activity: Site arrival Planning and Preparation.

Potential Health and Safety Hazards	Risk Rating			Control Measures to be implemented.	Residual Risk Rating			Person Responsible to ensure controls are implemented.
	L x	C =	R		L x	C =	R	
<ul style="list-style-type: none"> ⓘ Crush, impact and property damage. 	4	4	16 ^H	<ul style="list-style-type: none"> ⓘ When backing delivery vehicles onto sites where other personnel are working guides/spotters will be utilised. ⓘ The delivery vehicle must have the engine shut down prior to unloading commencing. ⓘ The load must be checked for stability and security prior to load restraints being released. ⓘ Load restraints cannot be released until authorised to do so by the driver. ⓘ All unauthorised personnel must be restricted from accessing the area. ⓘ Under no circumstances are body parts to be placed under suspended loads or equipment at any time. ⓘ Plant and equipment will be utilised to lift heavy items when and where possible. 	2	4	8 ^M	Manager and supervisor.
<ul style="list-style-type: none"> ⓘ Skin contamination, burns, fire and respiratory damage. 	4	5	20 ^E	<ul style="list-style-type: none"> ⓘ Ensure all MSDS' are onsite for the products that will be used for the work planned. ⓘ Ensure all personnel understand the PPE safety requirements for handling the Hazardous Substances associated with the job. ⓘ Ensure that appropriate PPE is available and personnel have been trained. ⓘ Ensure that storage of Hazard Substances is in accordance with the Australian Dangerous Goods Code. ⓘ Ensure adequate fire fighting equipment is available and is in close proximity to where it will be needed. ⓘ Identify potential for dust and fume/vapour creation and ensure the appropriate steps are taken and personnel wear the appropriate PPE. 	2	5	10 ^H	

L – ACCEPTABLE M – ACCEPTABLE WITH CONTROLS H – ACCEPTABLE WITH STRICT CONTROL/SHORT DURATION E - UNACCEPTABLE

Task/Activity: Preparation Work.

Potential Health and Safety Hazards	Risk Rating			Control Measures to be implemented.	Residual Risk Rating			Person Responsible to ensure controls are implemented.
	L x	C =	R		L x	C =	R	
<ul style="list-style-type: none"> ⓘ Crush, impact, cuts, lacerations and property damage. 	4	4	16 ^H	<ul style="list-style-type: none"> ⓘ No work will be carried out under suspended items or loads. ⓘ Body parts will not be placed under suspended materials or plant. ⓘ All sharp edges will be retracted when not in use and stowed appropriately. ⓘ Drop sheets will be placed to prevent damage to property. ⓘ Ensure power tools are switched off and disconnected before replacing belts or discs. ⓘ All power tools will be fitted with the guards and handles as supplied by the manufacturer. 	2	4	8 ^M	Manager and supervisor.
<ul style="list-style-type: none"> ⓘ Electric shock and Electrocutation. 	4	5	20 ^E	<ul style="list-style-type: none"> ⓘ When using power tools with leads ensure the power is de-energised before plugging the power tool into the lead. ⓘ Always switch off when carrying out any service work on the power tool. ⓘ Ensure leads are not susceptible to moisture and dampness. ⓘ Do not place leads under equipment or under foot. 	2	5	10 ^H	
<ul style="list-style-type: none"> ⓘ Vision Impairment and damage. 	3	4	12 ^H	<ul style="list-style-type: none"> ⓘ When working in external environments sunglasses are best used and also a broad brimmed hat. ⓘ When work is being carried out overhead (e.g. prepping ceilings) face shields will be worn. ⓘ When using power tools with rotating heads safety glasses will be worn. ⓘ When using liquid substances that can enter the eyes safety goggles will be worn. 	1	4	4 ^L	

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Task/Activity: Preparation Work.

Potential Health and Safety Hazards	Risk Rating			Control Measures to be implemented.	Residual Risk Rating			Person Responsible to ensure controls are implemented.
	L x	C =	R		L x	C =	R	
<ul style="list-style-type: none"> ⓘ Strains and sprains, Muscular skeletal injuries. 	4	4	16 ^E	<ul style="list-style-type: none"> ⓘ Personnel will adhere and use the guides provided in the Manual Handling Policy. ⓘ When lifting heavy items team lifts or plant will be utilised. ⓘ When lifting as a team have one person as the co-ordinator. ⓘ Remove waste as it is created and disposed of appropriately. ⓘ Before lifting and moving heavy items the pathway will be cleared to ensure that all waste materials and potential trip and slip items have been removed. ⓘ The location that the heavy item is to be placed will be evaluated to ensure it is capable of supporting the weight. ⓘ When carrying out repetitive actions for protracted periods regular breaks will be taken. Work as a team and share these tasks when and where possible. 	2	4	8 ^M	Manager and supervisor.
<ul style="list-style-type: none"> ⓘ Respiratory issues. 	4	4	16 ^H	<ul style="list-style-type: none"> ⓘ Where activities or products are used that will create either dust, fumes or vapours PPE will be used, in instances where it is a Hazardous Substance the PPE as specified in the MSDS must be used. ⓘ When carrying out sanding and prep work over head a full face shield is best utilised to reduce the risks associated with dust and skin contamination. 	2	4	8 ^M	
<ul style="list-style-type: none"> ⓘ Hearing impairment. 	3	3	9 ^H	<ul style="list-style-type: none"> ⓘ Use hearing protection when using power tools or working within close proximity of power tools. ⓘ The use of iPods, mp3 & mp4 players and other personal entertainment devices are not acceptable hearing protection devices and will not be used onsite. 	2	3	6 ^M	

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Task/Activity: Floor Levelling.

Potential Health and Safety Hazards	Risk Rating			Control Measures to be implemented.	Residual Risk Rating			Person Responsible to ensure controls are implemented.
	L x	C =	R		L x	C =	R	
<ul style="list-style-type: none"> i Skin burns, contamination and hazardous substances. 	4	4	16 ^H	<ul style="list-style-type: none"> i Containers will be kept sealed when not in use i Training on the use of the product and the MSDS i Hazardous Substances Risk Assessments i Appropriate respiratory equipment i Containers will be sealed when not in use 	2	4	8 ^M	Manager and supervisor
<ul style="list-style-type: none"> i Cuts and lacerations 	4	4	16 ^H	<ul style="list-style-type: none"> i All sharp edges will be removed as they are created. i Waste materials will be disposed of appropriately. i Sharp edge tools will be drawn away from the body when used. i Sharp edged tools will be sheathed when not in use. i All cutting tools/equipment will be used in accordance with the manufacturer's instructions. i Safety guards/handles must be fitted to tools and will be checked to ensure they are secure and in good working order. 	2	4	8 ^M	
<ul style="list-style-type: none"> i Electrocutation. 	3	3	9 ^H	<ul style="list-style-type: none"> i All electrical tools will be checked to ensure they are in good working order. i Faulty equipment will be isolated & removed from site immediately. i All electrical tools will have a current test/tag date sticker attached. i Electrical leads will be laid out in a manner to prevent them from becoming wet or exposed to moisture. 	2	3	6 ^M	
<ul style="list-style-type: none"> i Muscular skeletal injuries i.e. strains and sprains. 	4	4	16 ^H	<ul style="list-style-type: none"> i Adequate breaks will be taken to ensure repetitive strain injuries are eliminated. i Mix quantities that you can easily handle and not exert yourself. i Walkways and work areas will be kept clear of waste materials and slip, trip and fall hazards. 	2	4	8 ^M	

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Task/Activity: Laying Out & Fixing Sound Proof Barrier.

Potential Health and Safety Hazards	Risk Rating			Control Measures to be implemented.	Residual Risk Rating			Person Responsible to ensure controls are implemented.
	L x	C =	R		L x	C =	R	
<ul style="list-style-type: none"> ⓘ Cuts and lacerations. 	4	4	16 ^H	<ul style="list-style-type: none"> ⓘ When using cutting knives they will be drawn away from the body or body parts. ⓘ At no time will hands be used to support the item/material being cut. ⓘ All blades will be retracted when not in use. ⓘ Waste materials will be disposed of as they are created. ⓘ Power tools will not be used above shoulder height. 	2	4	8 ^M	Manager and supervisor.
<ul style="list-style-type: none"> ⓘ Strains, sprains, muscular skeletal and impact injuries. 	4	4	16 ^H	<ul style="list-style-type: none"> ⓘ Mechanical aids/equipment and team work will be used to lift heavy items. ⓘ Manual handling will be carried out in accordance with sound lifting techniques. ⓘ Waste and excess materials will be cleaned up and disposed of as and when they are created. ⓘ When accessing areas that are above shoulder height appropriate elevation platforms will be used. ⓘ When working from ladders 3 points of contact must be maintained. 	2	4	8 ^M	
<ul style="list-style-type: none"> ⓘ Skin contamination, respiratory disorders. 	3	3	9 ^H	<ul style="list-style-type: none"> ⓘ When handling adhesives use the PPE as advocated in the MSDS. ⓘ Under no circumstances can the likes of adhesives and other Hazardous Substances be used without consulting the MSDS. ⓘ When working in confined spaces vapours may build up that could be harmful and also flammable. Adequate ventilation must be available. 	2	3	6 ^M	

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Task/Activity: Laying out and Securing Timber Flooring

Potential Health and Safety Hazards	Risk Rating			Control Measures to be implemented.	Residual Risk Rating			Person Responsible to ensure controls are implemented.
	L x	C =	R		L x	C =	R	
<ul style="list-style-type: none"> ⓘ Impact, impalement and muscular skeletal injuries. 	4	4	16^H	<ul style="list-style-type: none"> ⓘ All Manual Handling will be carried out in accordance with the company's Manual Handling Policy. ⓘ Plant/mechanical aids will be used to move/place, unload and load heavy items. ⓘ When working above 1.8 metres fall protection will be erected or fall restraint harnesses will be utilised. ⓘ Appropriate signs will be erected/placed indicating explosive powered/impact tools are being used on site. ⓘ You must ensure access to the area below the floor/or behind the wall where the tool is being used will be restricted at all times. ⓘ All air hoses and leads will be laid out in a manner that will not provide slip, trip and fall hazards. ⓘ When servicing or loading explosive powered tools/devices they will be isolated from the power source. ⓘ Tools will be used in accordance with the manufacturers design purpose. 	2	4	8^M	Manager and supervisor
<ul style="list-style-type: none"> ⓘ Skin puncture injuries. 	4	4	16^H	<ul style="list-style-type: none"> ⓘ Compressed air will not be used to remove dust or waste from the body. ⓘ Air pressure will never be tested against body parts. 	2	4	8^M	
<ul style="list-style-type: none"> ⓘ Cut and lacerations 				<ul style="list-style-type: none"> ⓘ All sharp tools and edges will be protected to ensure no sharp edges are exposed. ⓘ All waste materials/excess will be cleared away and disposed of appropriately. ⓘ Power tools will not be used above shoulder height. ⓘ When clamping up timber, steps must be taken to reduce the potential for overloading and release/failure. ⓘ Access to unauthorised personnel will be restricted at all times. 				

L – ACCEPTABLE M – ACCEPTABLE WITH CONTROLS H – ACCEPTABLE WITH STRICT CONTROL/SHORT DURATION E - UNACCEPTABLE

Task/Activity: Sanding and Preparation of Flooring Surfaces.

Potential Health and Safety Hazards	Risk Rating			Control Measures to be implemented.	Residual Risk Rating			Person Responsible to ensure controls are implemented.
	L x	C =	R		L x	C =	R	
<p>ⓘ Impact, impalement and muscular skeletal injuries.</p>	4	4	16 ^H	<ul style="list-style-type: none"> ⓘ Plant/mechanical aids and or team work will be used to move heavy items. ⓘ When using machinery that continually vibrates adequate breaks must be taken to relieve pressure and prevent injuries associated with vibration. ⓘ Work with the machine and not against the machine; allow the machine to do the work. ⓘ All loose clothing must be restrained to prevent entanglement. 	2	4	8 ^M	<p>Manager, and supervisor</p>
<p>ⓘ Cuts and lacerations.</p>	4	4	16 ^H	<ul style="list-style-type: none"> ⓘ All guards and handles must be securely attached and in good working order. ⓘ The machine must be isolated (disconnected) from the power source when replacing belts or carrying out any service work. ⓘ All waste must be cleared away as it is created and disposed of appropriately. ⓘ Sharp edges must be retracted/covered. 	2	4	8 ^M	

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Task/Activity: Application of Sealers and Protective Coatings

Potential Health and Safety Hazards	Risk Rating			Control Measures to be implemented.	Residual Risk Rating			Person Responsible to ensure controls are implemented.
	L x	C =	R		L x	C =	R	
<ul style="list-style-type: none"> i Muscular skeletal and associated injuries, strains and sprains. 	4	4	16 ^H	<ul style="list-style-type: none"> i All manual handling and physical exertion will be carried out in accordance with the company's Manual Handling Policy and Risk Assessments. i Plant/mechanical aids and team work will be used to move and load/unload heavy items. i When carrying out repetitive actions for long lengths of time adequate breaks must be taken. i Work will be set out to reduce the need for bending (use appropriate length handles etc). i Containers when not in use will be sealed; spills will be cleaned up immediately to prevent slip incidents. 	2	4	8 ^M	Manager and supervisor
<ul style="list-style-type: none"> i Cuts and lacerations. 	4	4	16 ^H	<ul style="list-style-type: none"> i All sharp edged tools will be sheathed when not in use to ensure that sharp edges are not exposed. 	2	4	8 ^M	
<ul style="list-style-type: none"> i Respiratory disorders, contamination, fire and explosion. 	4	4	16 ^H	<ul style="list-style-type: none"> i The job instructions will be clearly understood before any work commences. i Hazardous Substances Risk Assessments completed and training/inductions carried out. i Hazardous Substances Register and MSDS's available and on site. i All Hazardous Substances will be sealed when not in use. i All Hazardous Substances will be stored and handled in accordance with the Australian Dangerous Goods Code. i Adequate ventilation will be provided. i All sources of ignition will be removed and access will be restricted to all personnel not directly involved. i Adequate and appropriate fire fighting equipment will be on hand. i Spills and waste must be cleaned up immediately and disposed of appropriately. 	2	4	8 ^M	

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Task/Activity: Site cleanliness

Activity that could create an Environmental Hazard	Risk Rating			Environmental Control Measures to be implemented.	Residual Risk Rating			Person Responsible to ensure controls are implemented.
	L x	C =	R		L x	C =	R	
<ul style="list-style-type: none"> i Environmental Damage. 	3	3	9 ^M	<ul style="list-style-type: none"> i Rubbish is to be placed in bins (Recycle when possible) i Food scraps are to be disposed of appropriately. 	2	3	6 ^M	Manager and supervisor.

Task/Activity: Waste Materials Disposal

<ul style="list-style-type: none"> i Waste materials need to be contained and disposed of appropriately. 	3	3	9 ^M	<ul style="list-style-type: none"> i All waste must be contained for safe removal from work areas, waste materials to be segregated to allow for recycling. 	2	3	6 ^M	Manage and supervisor.
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Task/Activity: Paint and Solvent spills and leakage.

<ul style="list-style-type: none"> i Paints and solvents. 	3	3	9 ^M	<ul style="list-style-type: none"> i Spills must be contained with the Spills Disposal Kit i All contaminated materials must be bagged in plastic bags for disposal in accordance with the MSDS for the product that either was spilt or has leaked. 	1	3	3 ^L	Manager and supervisor.
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