

Site Specific Safe Work Method Statements

Safe Work Method Statements (SWMS) involve the identification and analysis of hazards associated with each step of a job and control measures are then put into place to minimise the risk of damage or injury to staff, the environment, property (client and company) as well as the public image of the Amalgamated Pest Control Group.

Amalgamated Pest Control has developed a range of “generic” SWMS to provide a convenient and effective method for workers to identify and assess hazards on the job, as well as see various control measures that are in place. Because the workplace changes on a regular basis, it is impossible to address 100% of all hazards faced by our workers. That is why it is necessary to have a process where workers can perform their own risk assessment and develop controls in conjunction with a supervisor/area manager and/or the client.

**If you need additional training in these processes,
please contact your Area Manager or Zone Supervisor.**

Developing Site Specific SWMS

When creating the Site Specific SWMS, **ALWAYS** consider the following:

- What EXACTLY am I going to be doing?** Identify, and briefly describe the work to be done
- What materials will I be dealing with or handling?** e.g. chemicals, electrical equipment, weight, etc...
- What tools and equipment will I need?**
- When will the job be done?** Day/night, weekends etc...
- How might the job affect other people?** Consider chemicals, noise, access, etc...
- Where will the job be done?** At height, a ‘confined space’, remote location
- Who do I need to contact?**
- What is my nearest evacuation point?**

STEPS IN DEVELOPING SITE SPECIFIC SWMS

STEP 1 – What type of work needs a SWMS?

- Jobs in an environment that has not been addressed by the generic SWMS
- Where new hazards have been created
- New types of jobs
- Jobs that may have changed due to new equipment/methods

STEP 2 – Break the job down to logical steps

- Identify each step involved in the job that is to be performed
- Try to limit to less than 10 steps

STEP 3 – Identify the hazards in each step

Consider the following hazards:

- | | | |
|----------------------|--------------------|--------------------------|
| ➤ Pressure | ➤ Confined spaces | ➤ Noise |
| ➤ Electricity | ➤ Vibration | ➤ Radiation |
| ➤ Chemicals | ➤ Access | ➤ Tools and equipment |
| ➤ Rotating equipment | ➤ Manual handling | ➤ Weight/size of objects |
| ➤ Vehicles | ➤ Weather | ➤ Bacteria/organisms |
| ➤ Height | ➤ Hot/cold objects | ➤ Ergonomics |

Consider the following mechanisms of injury:

- | | | |
|------------------------|----------------------|----------------------------|
| ➤ Struck by | ➤ Strike against | ➤ Exposure to gas / heat / |
| ➤ Caught in/on | ➤ Slip / trip / fall | cold / fumes / dust / |
| ➤ Strain/over exertion | ➤ Inhalation | chemicals |
| ➤ Dropped objects | ➤ Fire / explosion | |

Also consider,

- | | | |
|--|---------------------------|-------------------------------|
| ➤ Pollution to the environment | ➤ Soil contamination | ➤ Neighbours |
| ➤ Human factors (competency, training, fatigue, fitness etc... | ➤ Run off into drains | ➤ Resource use and management |
| | ➤ Simultaneous operations | ➤ Waste management |
| | ➤ Fellow workers | |
| | ➤ Damage to equipment | |
| | ➤ Air / fumes / odors | |

LIKELIHOOD LEVELS MATRIX

LIKELIHOOD	FREQUENCY
Rare	No recorded incidents or little opportunity for occurrence (probability of occurring once in every 100 years)
Unlikely	Very few recorded or known incidents with some reasonable opportunity to occur (probability of occurring once in every 30 years)
Moderate	These incidents occur infrequently with some opportunity for occurrence (probability of occurring once in every 10 years)
Likely	Incidents recorded on a regular basis and/or anecdotal evidence to show medium frequency. Considerable opportunity exists for risks of this nature (probability of occurring once in every 3 years)
Almost Certain	Frequent incidence and strong likelihood of future reoccurrence (high probability of occurring once a year or more frequently)

CONSEQUENCE CATEGORIES MATRIX

SEVERITY	PROPERTY	LIABILITY	IMAGE	SAFETY	ENVIRONMENT	REGULATORY
Insignificant	<\$1000	<\$1000	Minimal media coverage	Minor injury	Negligible discharge/spill	Total Fines <\$1000
Minor	\$1000 - \$10k	\$1000 - \$10k	Some media coverage	Serious injury	Uncontrolled minor spill	Total Fines \$1000 - \$10k
Moderate	\$10k - \$50k	\$10k - \$50k	Moderate media coverage	Multiple injuries	Moderate breach of environmental laws	Total Fines \$10k - \$50k
Major	\$50k - \$100k	\$50k - \$100k	Adverse publicity	Permanent disabling injuries/death	Major breach of environmental laws	Total Fines \$50k - \$100k
Catastrophic	>\$100k	>\$100k	Extremely adverse publicity	Multiple, permanent disabling injuries/death	Operations suspended/shut down due to breach	Total Fines >\$100k

RISK SCORE

LIKELIHOOD	SEVERITY				
	1. Insignificant	2. Minor	3. Moderate	4. Major	5. Catastrophic
Rare	Low	Low	Medium	High	High
Unlikely	Low	Low	Medium	High	Extreme
Moderate	Low	Medium	High	Extreme	Extreme
Likely	Medium	High	High	Extreme	Extreme
Almost Certain	High	High	Extreme	Extreme	Extreme

HOW TO RESPOND

Risk Score	Actions to be performed
Low	Proceed with activity. Manage exposure to risks through use of normal AOS Procedures. Ensure workers have been advised. Keep records of assessments and monitor for changes in conditions.
Medium	Proceed with activity. Ensure control measures have been identified and are reviewed by Zone Supervisor/Director and implemented. Provide training to workers in controls. Keep records of assessments/training, and ensure ongoing monitoring of exposure to the hazard. Respond if circumstances change.
High	DO NOT PROCEED WITH ACTIVITY until all risks have been identified and alternative methods for performing the activity have been assessed. Advise senior Amalgamated Pest Control management through AOS reporting processes. Request For Action System to be used and attached to risk assessment for further action.
Extreme	DO NOT PROCEED WITH ACTIVITY. Immediate attention is required from senior Amalgamated Pest Control management. Notify client immediately. A planned approach to control the ongoing exposure to this event must be developed. Request For Action System to be completed and attached to risk assessment for further action.

STEP 4 – Develop hazard elimination or reduction measures

When deciding on proper control measures, use the following hierarchy of controls:

- ELIMINATE or SUBSTITUTION of the process or substance
- ISOLATION, e.g. barricading; lock-out etc...
- ENGINEERING controls; e.g. guards, mechanical aids
- ADMINISTRATION controls; e.g. select times to do work, minimise exposure
- Personal Protective Equipment; e.g. masks, gloves, shoes, cover-alls etc...

STEP 5 – Record on the Site Specific SWMS

Use form **AOS F264-4 Site Specific Safe Work Method Statement** to record the assessment.

STEP 6 – Review, update and improve the SWMS

Review the SWMS when:

- The method of performing the task changes
- additional hazards have been identified
- The job is done again
- The environment in which the job is done has changed
- The control measures are found to be insufficient