

P264: Safe Work Method Statements

This DOCUMENT and any linked FORMS have been created to provide specific requirements under the Amalgamated Operating System. For additional information and guidance, please refer to the associated HELP pages

Aim/Justification

To raise the level of awareness in Amalgamated Pest Control staff of the requirements and contents of Safe Work Method Statements (SWMS) as well as other risk management tools.

Links

Procedures, forms, help pages and other documents relevant to this procedure are:

- F264-1 Safe Work Method Statement – General Pest Management
- F264-2 Safe Work Method Statement – Pre-construction
- F264-3 Risk Matrix Site Specific SWMS
- F264-4 Site Specific SWMS
- F264-5 SWMS and AIP Review
- P503 Personnel Induction
- P008 Request for Action

Distribution

This procedure is intended to be used by:

- Field Technicians
- Field Supervisors
- Zone Directors
- Technical Team
- Other APC personnel involved in field operations

1.0 Training

- All staff, including administration and sales staff shall be trained in using the SWMS and Risk Matrix as a part of the induction process and undergo an assessment.
- Training in SWMS and the Risk Matrix should be performed at least annually as a part of the “Toolbox Talk” training program to maintain a level of understanding and awareness of risk management.
- The Head Office WHS Manager shall make arrangements for key personnel (e.g. supervisors) to undergo incident investigation training to assist in situations requiring specific incident reporting.

2.0 Carried in pest management vehicles

- All pest management vehicles shall carry on board a laminated SWMS relevant to the type of work being performed by the driver of that vehicle, and a laminated Risk Matrix.
- The SWMS(s) and Risk Matrix are to be kept in good condition at all times, capable of being referred to, used and produced upon request.

3.0 Using the SWMS

- The SWMS is designed to be used as a reference tool and covers all major hazards and risks associated with pest management work.
- Any site specific hazards should be noted on the SWMS and a proper assessment done in accordance with F264-3 Risk Matrix.

4.0 Site Specific SWMS and WPC (Workplace Clearance Program) Review

- All site specific SWMS documents and WPC Permits should be reviewed from time to time by a competent person – normally the field or zone supervisor.

4.1 Review for Employees

- The review process should include:
 - Discussion with the field technician who completed the site specific SWMS including risk assessment process.
 - Examining corrective action recommendations made to the client and whether these have been implemented by the client
 - Examining any Request For Action items raised as a result of the risk assessment and checking on progress to closing out the issue(s) raised. (See P008)
- The review shall be documented and outcomes recorded as part of the regular internal audit procedures of Amalgamated Pest Control.
- The outcome of the review must be recorded on F264-5 SWMS and AIP Review Form.

4.2 Review for Contractors

- The review process should include:
 - Discussion with contractor or contractor's management who completed the site specific SWMS including risk assessment process.
 - Examining corrective action recommendations made to the client and whether these have been implemented by the client
 - Continued consultation with the contractor's management to ensure the contractor's corrective action procedures are moving toward closure or are closed to ensure that the issue(s) raised are resolved.
- The review shall be documented and outcomes recorded as part of the regular internal audit procedures of Amalgamated Pest Control.
- The outcome of the review must be recorded on F264-5 SWMS and AIP Review Form.

5.0 Template Version

- The template version of the document can also be altered to suit the specific needs of the client as a part of the tendering process.
- Any site specific hazards and risks shall be assessed in accordance by using the F264-3 Risk Matrix.
- If a Site Specific SWMS has been created for a particular client:
 - A copy shall be provided to the client retained on file
 - Each technician shall receive training on the Site Specific SWMS as well as sign off in it to indicate an awareness and understanding.
 - Site Specific SWMS shall be carried in the vehicle when onsite.

6.0 SWMS Content Review

- All SWMS shall be reviewed by the Compliance Manager and Technical Team every 12 months or sooner if changes to treatment techniques need to be assessed.

End of Procedure