






SAFE WORK METHOD STATEMENT

SOUTHERN SLOPES NOXIOUS PLANTS AUTHORITY

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ITEM: DANGEROUS GOODS / HAZARDOUS SUBSTANCES

Entered by: Quality Coordinator

	<p>Full Safety Work wear must be worn as per MSDS</p>		<p>Full Safety Work wear may be required –refer to MSDS</p>		<p>Respiratory protection may be required as per MSDS</p>		<p>Eye Protection may be required as per MSDS</p>		<p>Have MSDS – Material Safety Data Sheet – for substances</p>
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Hazards:

1. Toxic Fumes
2. Manual Handling
3. Slips trips & Falls
4. Weather Exposure
5. Intoxication
6. Flammability/explosiveness
7. Chemical Burns
8. Inundation/engulfment
9. Environmental spills/contamination

Controls:

1. Refer to MSDS and use appropriate PPE/Emergency Plan
2. Signage/2 man lift/Mechanical Aids/Housekeeping (Set up)
3. Footwear/Housekeeping/set-up location suitability
4. Appropriate hot/cold/wet/windy Workwear/Sun protection/Fluids
5. Avoid spillages, decant as per MSDS, wear respirator, & appropriate PPE – Gloves, coveralls, etc MSDS & 1st Aid kit
6. Minimise ‘flash point’ - Avoid naked lights/’hot refuelling’/decant in ventilated area
7. Avoid spillages, decant as per MSDS, wear respirator, & appropriate PPE – Gloves, coveralls, etc, MSDS & 1st Aid kit
8. Rescue equipment/Safety gear/Safety line/C.A.B.A./Emergency Plan
9. Containment controls – ‘super-soaker’, dilution, clean-up, etc

DESCRIPTION:
Some materials to be handled on the job are dangerous/ hazardous when specified precautions are not observed.

QUALITY STANDARD:
All employees required to handle dangerous/hazardous materials are trained in their correct usage.

SAFETY CONTROLS:
➤ Completed Risk Assessment

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- **MSDS at 'Point of Use'**
- **Wear a safety vest and your work uniform.**
- **Wear eye protection.**
- **Wear Breathing Protection (if required)**
- **Keep all sources of ignition away from flammable substances**
- **Wear protective clothing including hats (and sunscreen).**
- **Use safe lifting techniques to move any heavy drums / cylinders.**
- **Check location of any utilities/services.**
- **Ensure that adequate containment measures are in place**

PROCEDURE IN STEPS: (including Possible Hazards & Safety Controls)

1. Confirm compliance with Safe Work Procedure and have an appropriate "Emergency Plan" in place for spillage or contamination.
2. Check and read MSDS and label information.
3. If water is required to treat any spillage or contamination ensure that sufficient supply is attainable and immediately available
4. Read and observe the requirements of Councils Hazardous Substance / Dangerous Goods Policy.
5. Complete training and be officially authorised in the handling, storage, mixing, transport and use of dangerous / hazardous materials.
6. Follow **all** precautions at all times.
7. Report any hazardous incident to help prevent any recurrence.

8. Observe all standard operating procedures at all times e.g. ref. To any applicable SWP.
9. Seek first aid and medical assistance when contact is made with a dangerous/hazardous material. **CONTACT THE POISON INFORMATION CENTRE ON 13 11 26 IF NECESSARY**
10. Dispose of Hazardous substances/dangerous goods as per the MSDS instructions & SSNPA Policy.

SAFETY CONTROLS:

- **ENSURE THAT ALL HAZARDOUS SUBSTANCES / DANGEROUS GOODS ARE STORED IN AN APPROVED LOCATION IN CORRECTLY LABELLED APPROVED CONTAINERS.**

11. If in doubt on safe disposal process seek supervisory advice

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PERSONAL QUALIFICATIONS AND EXPERIENCE:	PERSONNEL, DUTIES AND RESPONSIBILITIES:	TRAINING REQUIRED TO COMPLETE WORK:
Trained in usage of the substance involved in task being performed. Dangerous Goods Licence to move by road if indicated/required OHS Induction for Construction Work First Aid Trained personnel on-site	Completed Risk Assessment for site Site Safety Rules & Emergency Procedure on-site Check First Aid Kits Fire Extinguishers charged All safety gear is in good order. Recommended PPE MUST be worn	Instruction under the supervision of an experienced employee.
ENGINEERING DETAILS/CERTIFICATES/WORKCOVER APPROVALS:	CODES OF PRACTICE, LEGISLATION:	
Material Safety Data Sheets (MSDS) Labels as per WorkSafe Guide "Reading Material Safety Data Sheets" Approved decanting containers Emergency Plan Emergency equipment for containment and/or clean up Pedestrian Safety Plan	OHS Act 2000; OHS Regulation 2001 and WorkCover Regulations and Codes of Practice "Handling Chemical substances in the Workplace" WorkSafe Guide "Reading Material Safety Data Sheets" Council Policies and Procedures	
OTHER PLANT/EQUIPMENT:	MAINTENANCE CHECKS:	
Check availability of other plant that may be required to support the job. All items required to complete the entire job. ? Spill kit availability	Service and check major items daily before starting. Complete weekly Maintenance Check List. Liaise with Maintenance as required.	

Signed:

Date: / /

GENERAL MANAGER, SSNPA.