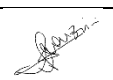


Empty waste bins from toilets, offices, tea rooms, court yards, staff common rooms, public areas and external areas.					PROBABILITY		CONSEQUENCE				
Contract:					Likelihood		Minor (1)	Moderate (2)	Serious (3)	Major (4)	Catastrophic (5)
Site/Project:					Common or repeating occurrence	Almost Certain (5)	Medium 11	High 16	Extreme 20	Extreme 23	Extreme 25
Work Area:					Known to occur, or, “it has happened”	Likely (4)	Low 7	Medium 12	High 17	Extreme 21	Extreme 24
Name:	Michelle Manzini		Signature		Could occur	Possible (3)	Low 4	Medium 9	Medium 13	High 18	Extreme 22
Position:	Safety and Compliance Manager		Date	01/09/2023	Not likely to occur	Unlikely (2)	Low 2	Low 5	Medium 10	Medium 14	High 19
Revision Details:	Rev No.:	8	Rev Date:	Sep 2023	Practically Impossible	Rare (1)	Low 1	Low 3	Low 6	Low 8	Medium 15










1. IDENTIFY THE JOB STEPS		2. ID THE HAZARDS	3. ASSESS RISK	4. ENGAGE RISK CONTROLS	5. RESIDUAL RISK	6. RESPONSIBILITY
STEP	JOB STEP	HAZARDS IDENTIFIED	RATING ABOVE	CONTROL MEASURES	RATING ABOVE	
1	Site Induction	Confusion	3, 3 = 13	Complete site-specific induction Consultation with the workgroup in development of the SWMS Complete ARA LMS training module - Waste Management	3, 2 = 9	Site Supervisor , Cleaner
2	Collect all equipment required for activities	Muscle sprains or strains	3, 3 = 13	Training on correct posture during collection activities	3, 2 = 9	Cleaner
3	Emptying small rubbish bins by hand	Contamination from infectious disease transfer	3, 3 = 13	Wear disposable gloves during activities	3, 2 = 9	Cleaner
		Slip, trip or fall during emptying	3, 2 = 9	Training of staff on correct way in emptying bins	3, 1 = 4	Cleaner
		Cut abrasions, deep laceration – can cause infection	4, 3 = 17	At start of each shift – staff should wash hands to both clean them and identify any cuts or breaks in the skin, cuts/abrasions should be covered with waterproof dressings, PPE- gloves to be worn at all times	4, 3 = 12	Cleaner

1. IDENTIFY THE JOB STEPS		2. ID THE HAZARDS	3. ASSESS RISK	4. ENGAGE RISK CONTROLS	5. RESIDUAL RISK	6. RESPONSIBILITY
STEP	JOB STEP	HAZARDS IDENTIFIED	RATING ABOVE	CONTROL MEASURES	RATING ABOVE	
3	Disposal of consolidated waste			and ensure that garbage bin is at arm's length to minimise risk of cuts and always be vigilant whilst emptying bins and or disposal of waste		
		Muscle sprain during emptying	3, 3 = 13	Training on correct posture during collection activities Check weight of bags before lifting Use safe lifting techniques (bend legs – NOT back) Check trolley to ensure wheels are free moving	3, 2 = 9	Cleaner
		Slip, trip or fall during emptying	3, 2 = 9	Training of staff on correct way in emptying bins i.e. refresher on SWPs, warning signage (if applicable) to always be on display during task	3, 1 = 4	Cleaner
		Muscle sprain during emptying	3, 3 = 13	Training on correct posture during collection activities Check weight of bags before lifting Use safe lifting techniques (bend legs – NOT back)	3, 2 = 9	Cleaner
3	Disposal of consolidated waste	Cut abrasions, deep laceration – can cause infection	4, 3 = 17	At start of each shift – staff should wash hands to both clean them and identify any cuts or breaks in the skin, cuts/abrasions should be covered with waterproof dressings, PPE- gloves to be worn at all times and ensure that garbage bin is at arm's length to minimise risk of cuts and always be vigilant whilst emptying bins and or disposal of waste	4, 3 = 12	Cleaner
		Extreme weather	4, 3 = 17	Do not operate skip bins in windy and extreme weather conditions	4, 3 = 12	Cleaner
4	Return all equipment etc. to storage and / or rubbish	Muscle sprains or strains	3, 3 = 13	Training on correct posture during activities	3, 2 = 9	Cleaner
	Wipe off trolley with damp cloth and store in orderly manner					

ADDITIONAL REQUIREMENTS

TRAINING REQUIRED	TOOLS/EQUIPMENT/PPE REQUIRED	LICENCES/PERMITS/APPROVALS REQUIRED	EQUIPMENT/MAINTENANCE CHECKS REQUIRED
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Training on correct posture and manual handling methods for waste removal from various locations	Bin Liners	Trolley	Construction Site Induction White Card	
	Safety signs		Safety Inductions Site Specific induction	

								
Gloves	Face mask	Eye protection	Hi-Vis Clothing	Appropriate footwear	Hearing protection	Protective clothing	Brim Hats	Sunscreen
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Injury &/or Emergency Response
 Injury - In the first instance, provide medical assistance to the injured worker & contact the ARA Supervisor / CRM.
 Emergency - Follow the site Emergency Response procedure as directed by site operator.
 The ARA Incident Response & Reporting Procedure will then be implemented

5. CONSULT

Person(s) responsible for supervising/inspecting work to sign. Cleaners to sign when they have read, understood, is competent to do this task safely and agrees with the SWMS

NAME	DATE	POSITION	SIGNATURE	NAME	DATE	POSITION	SIGNATURE
1.				5.			
2.				6.			
3.				7.			
4.				8.			

6. APPROVAL

To be signed by the FM or delegate once all fields of this form have been completed and all hazards have been eliminated or reduced as low as reasonably practicable.

NAME	DATE	POSITION	SIGNATURE
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7. LEGISLATION / REGULATIONS REFERENCE

ACT: Work Health and Safety Act 2011 Work Health and Safety Regulation 2011 NT: Work Health and Safety (National Uniform Legislation) Act 2011 Work Health and Safety (National Uniform Legislation) Regulations 2011 SA: Work Health and Safety Act 2012 Work Health and Safety Regulation 2012 VIC: Occupational Health and Safety Act 2004 Occupational Health and safety Regulations 2017	NSW: Work Health and Safety Act 2011 Work Health and Safety Regulation 2017 QLD: Work Health and Safety Act 2011 Work Health and Safety Regulation 2011 TAS: Work Health and Safety Act 2012 Work Health and Safety Regulations 2012
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8. CHANGE REGISTER

Revision Number	Date	Change	Expiry
4	July 2016	Nil change	June 2018
5	July 2018	Minor amendments – Legislative/Regulatory reference, PPE images, inclusion of 'Change Register'.	June 2020
6	July 2020	Nil change	June 2022
7	September 2021	Refreshing of SWMS in alignment with the new BMS	August 2023
8	September 2023	Nil change	August 2025