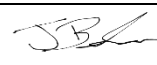


Safe Work Method Statement

Address: 693 Burke Road, Camberwell, Vic, 3124 | 1300 889 210










TASK: Sharps Handling				PROBABILITY		CONSEQUENCE						
Contract:		JCDecaux / Yarra Trams		Likelihood		Minor (1)	Moderate (2)	Serious (3)	Major (4)	Catastrophic (5)		
Site/Project:		Various Sites		Common or repeating occurrence	Almost Certain (5)	Medium 11	High 16	Extreme 20	Extreme 23	Extreme 25		
Work Area:		Metro Melbourne		Known to occur, or, "it has happened"	Likely (4)	Low 7	Medium 12	High 17	Extreme 21	Extreme 24		
Name:		Joshua Beckman	Signature		Could occur	Possible (3)	Low 4	Medium 9	Medium 13	High 18	Extreme 22	
Position:		Senior HSE Advisor	Date	17/12/2024	Not likely to occur	Unlikely (2)	Low 2	Low 5	Medium 10	Medium 14	High 19	
Revision Details:		Rev No.:	1	Rev Date:	17/12/2024	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	Position
1.	Ensure the area is clear and barricaded where the sharps are i.e. medical sharps is lying on floor	Cuts/grazes – can cause infections	5	<ul style="list-style-type: none"> Carry out a visual check of the area prior to commencing work, seal off the area with safety signs. Wear safety gloves 	2	All workers
2.	Get Sharps container to use to pick up sharps	Muscle sprains or strains	5	<ul style="list-style-type: none"> Training on correct posture during collection activities 	2	All workers
3.	Use the tongs from the sharps container to pick up sharps	Muscle sprains or strains	5	<ul style="list-style-type: none"> Training on correct posture during collection activities 	2	All workers
		Contracting disease from sharp objects i.e. needles – can cause injuries	17	<ul style="list-style-type: none"> All staff should wash their hands to both clean them and identify any cuts or breaks in the skin, cuts or abrasions should be covered with 	12	All workers

Safe Work Method Statement

Address: 693 Burke Road, Camberwell, Vic, 3124 | 1300 889 210

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	Position
				waterproof dressings, which are to be found in the First Aid Box, , always use correct PPE i.e. gloves and tongs, Isolation – of area and Administration Control – tool box meetings to be held to re train staff on the awareness and seriousness of this risk		
		Slip, trip or fall during task	5	• Available SWPs, staff training	2	All workers
		Cuts/grazes – can cause infections	5	• Display safety signs, correct PPE i.e. gloves	2	All workers
4.	Once all sharps have been put into container, put away container in storage	Muscle sprains or strains	5	• Training on correct posture during collection activities	2	All workers

ADDITIONAL REQUIREMENTS				
TRAINING REQUIRED	TOOLS/EQUIPMENT/PPE REQUIRED		LICENCES/PERMITS/APPROVALS REQUIRED	EQUIPMENT/MAINTENANCE CHECKS REQUIRED
ARA Induction	Sharps kit	Hi vis clothing		Fire extinguisher
Client Induction	Safety boots	Wide brim hat (day time)		First aid kits
White Card				
<div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div style="text-align: center;">  Gloves <input checked="" type="checkbox"/> </div> <div style="text-align: center;">  Face mask <input type="checkbox"/> </div> <div style="text-align: center;">  Eye protection <input checked="" type="checkbox"/> </div> <div style="text-align: center;">  Hi-Vis Clothing <input checked="" type="checkbox"/> </div> <div style="text-align: center;">  Appropriate footwear <input checked="" type="checkbox"/> </div> <div style="text-align: center;">  Hearing protection <input type="checkbox"/> </div> <div style="text-align: center;">  Protective clothing <input type="checkbox"/> </div> <div style="text-align: center;">  Brim Hats <input checked="" type="checkbox"/> </div> <div style="text-align: center;">  Sunscreen <input checked="" type="checkbox"/> </div> </div>				
<p>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</p>				

Safe Work Method Statement

Address: 693 Burke Road, Camberwell, Vic, 3124 | 1300 889 210

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.				11.			
2.				12.			
3.				13.			
4.				14.			
5.				15.			
6.				16.			
7.				17.			
8.				18.			
9.				19.			
10.				20.			

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
Simon White	17/12/2024	National Project Manager	
Simon Pasinati	17/12/2024	General Manager – Energy and Water	

7. LEGISLATION / REGULATIONS REFERENCE

VIC:
Occupational Health and Safety Act 2004
Occupational Health and safety Regulations 2017

8. CHANGE REGISTER

Revision Number	Date	Change	Expiry
1	17/12/2024	Created document	17/12/2026