

Sharps Handling				PROBABILITY		CONSEQUENCE						
Contract:		JCD / Adbooth		Likelihood		Minor (1)	Moderate (2)	Serious (3)	Major (4)	Catastrophic (5)		
Site/Project:		Sharps Handling – to dispose of any syringes/needles or any sharp objects in a safe manner without any risk or injury		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:		Simon White	Signature		Possible (3)	Low 4	Medium 9	Medium 13	High 18	Extreme 22		
Position:		National Project Manager - 0450 251 778	Date	10/10/2025	Unlikely (2)	Low 2	Low 5	Medium 10	Medium 14	High 19		
Revision Details:		Rev No.:	3.1	Rev Date:	October 2025	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
STEP	JOB STEP	HAZARDS IDENTIFIED	RATING ABOVE	CONTROL MEASURES	RATING ABOVE
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	2, 1 = 2	Carry out a visual check of the area prior to commencing work, seal off the area with safety signs. Wear safety gloves	2, 1 = 2
2	Get Sharps container to use to pick up sharps	Muscle sprains or strains	2, 1 = 2	Training on correct posture during collection activities	2, 1 = 2
3	Use the tongs from the sharps container to pick up sharps	Muscle sprains or strains	2, 2 = 5	Training on correct posture during collection activities	2, 1 = 2
		Contracting disease from sharp objects i.e. needles – can cause injuries	4, 3 = 17	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 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	4, 2 = 12
		Slip, trip or fall during task	2, 2 = 5	Available SWPs, staff training	2, 2 = 5
		Cuts/grazes – can cause infections	2, 1 = 2	Display safety signs, correct PPE i.e. gloves	2, 1 = 2
4	Once all sharps have been put into container, put away container in storage	Muscle sprains or strains	2, 2 = 5	Training on correct posture during collection activities	2, 1 = 2

ADDITIONAL REQUIREMENTS

TRAINING REQUIRED	TOOLS/EQUIPMENT/PPE REQUIRED		LICENCES/PERMITS/APPROVALS REQUIRED	EQUIPMENT/MAINTENANCE CHECKS REQUIRED
Correct posture and movement to handle equipment and conduct this task	Safety signs/Barricades	One Shot (Graffiti Remover), Graffiti wipes	Contract Specific Inductions	
Handling of picking up sharp objects i.e. needles/syringes etc.	Approved sharps container	Tongs		
How to wear correct PPE	Hi-Vis Uniform, Safety Boots (lace up), Safety glasses, unscreen, Brim hats, Mask, Long sleeve shirts and trousers, Arm guards	Heavy duty gloves		

								
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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Injury &/or Emergency Response	
Injury	<ul style="list-style-type: none"> In the first instance, provide medical assistance to the injured worker & contact the ARA Supervisor / CRM. Follow the site Emergency Response procedure as directed by site operator. The ARA Incident Response & Reporting Procedure will then be implemented
Emergency	

5. SWMS CONSULTATION

The following companies / contractors participated in the development of this SWMS and agreed on the control measures to reduce the risk

NAME	DATE	POSITION	Company	NAME	DATE	POSITION	SIGNATURE
1. Simon White	10/10/2025	National Project Manager	ARA	5.			
2. Joshua Beckman	10/10/2025	Senio HSE Advisor	ARA	6.			

3.			ARA	7.			
4.			ARA	8.			

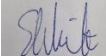
SWMS SIGN OFF

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	10/10/2025	National Project Manager	

7. LEGISLATION / REGULATIONS REFERENCE

<p>ACT: Work Health and Safety Act 2011 Work Health and Safety Regulation 2011</p> <p>NT: Work Health and Safety (National Uniform Legislation) Act 2011 Work Health and Safety (National Uniform Legislation) Regulations 2011</p> <p>SA: Work Health and Safety Act 2012 Work Health and Safety Regulation 2012</p> <p>VIC: Occupational Health and Safety Act 2004 Occupational Health and safety Regulations 2017</p>	<p>NSW: Work Health and Safety Act 2011 Work Health and Safety Regulation 2017</p> <p>QLD: Work Health and Safety Act 2011 Work Health and Safety Regulation 2011</p> <p>TAS: Work Health and Safety Act 2012 Work Health and Safety Regulations 2012</p> <p>WA: Work Health and Safety Act 2020 Work Health and Safety (General) Regulations 2022</p>
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8. CHANGE REGISTER

Revision Number	Date	Change	Expiry
1	October 2018	Creation of SWMS	September 2020
2	October 2020	PPE, review job steps, reallocation of risk ratings, change to PPE requirement , changes to legislations	September 2022
3	June 2022	Consultation, review job steps	May 2024
3.1	October 2025	Revision	October 2027