Sharps Disposal	SAFE WORK METHOD ST	ATEMENT (SWMS)	
Т/	ASK OR ACTIVITY: Sharps Dispo	sal	
Business Name:		ABN:	SWMS#
Business Address:			
Contact Person:	Phone:	E ail:	
THIS SAFE WORK METHOD	STATEMENT IS APPRO		
Under the Work Health and Safety Regulation (WHS Regulation), a person condution the proposed work starts.		required to entry that a safe work method	statement (SWMS) is prepared before
Full Name:			
Signature:		Title:	Date:
Details of the person(s) responsible for ensuring implementation, monitorin $\gamma_{\rm e}$	compliance of the SWI, was well as re	eviews and modifications of the SWMS.	
Full Name:		Title:	Phone:
ALL PERSONNEL PARTICIPATING IN ANY ACTIVITY ON THIS WMS	NA OF ALL RELEVANT PERSONN EVELOPMENT AND APPROVAL OF	IEL WHO HAVE BEEN CONSULTED AND	COMMUNICATED TO IN THE
Safety meetings or toolbox talks will be schedued in according e with egislative requirements to first identify any site hazards, and the to control to the those hazards and then to further take steps to either eliminate or control leach hazard.			
If an incident or a near miss occurs, all work must store and ately. Depending on the severity of the incident, a meeting will be called with all workers to amend the SWMS if required. The meeting may also be an educational opportunity.			
Any changes made to the SWMS after an incident or a near miss must be approved by the Person Conducting Business or Undertaking and communicated to all relevant personnel.			
The SWMS must be kept and be available for inspection at least until the work is completed. Where a SWMS is revised, all versions should be kept. If a notifiable incident occurs in relation to which the SWMS relates, then the SWMS must be kept for at least two years from the occurrence of the notifiable incident.			



CLIENT OR PRINCIPAL	CONTRACTOR DETAILS
Client:	SCOPE OF WORKS
Project Name:	
Project Address:	
Project Manager:	
Contact Phone:	
Date SWMS supplied to Project Manager:	
☐ involves a risk of a person falling more than 2 meters	d is carried out on or near pressurised gas mains or piping
□ is carried out on a telecommunication tower	carried out on or near chemical, fuel or refrigerant lines
□ involves demolition of an element of a structure that is load-bearing	□ is carried out on or near energised electrical installations or services
□ involves demolition of an element related to the physical integritystructure	\Box is carried out in an area that may have a contaminated or flammable atmosphere
□ involves, or is likely to involve, disturbing as the set of the	□ involves tilt-up or precast concrete
involves structural alteration or repair the requires to prary support to prevent collapse	\Box is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor
□ is carried out in or near a confined space	\Box is carried out in an area of a workplace where there is any movement of powered mobile plant
□ is carried out in/near a shaft or trench deeper the first or tunnel involving use of explosives	\Box is carried out in areas with artificial extremes of temperature.
\Box is carried out in or near water or other liquid that involves a risk of drowning.	☐ involves diving work.
ANY HIGH-RISK MACHINER	RY OR EQUIPMENT NEARBY



					RISK	MATRIX				
LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC	800DF	ACTION		HEIRARCHY OF CONTROLS	
ALMOST CERTAIN	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE	SCORE	ACTION		Elimination Remove the hazard.	
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCE		Substitution	
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE	3H HIGH	Review befor work starts.		Replace the hazard.	
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	2M MODERATE	Ensure control measures in place.		Isolate People from the hazard	
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	nitor and key recorde		Engineering Isolate the hazard.	
is the second m	RARE 1 2 3 3 1L Inition and ke precorder Isolate the hazard. Index on Hierarchy of Controls: LOW MODERATE HIGH HIGH LOW Ke precorder Isolate the hazard. Index on Hierarchy of Controls: Elimination methods are the most effective and preference on comparison of controlling a hazard. Engineering by isolation is the purpose of th									

		Select the an	propriate PPL	PERS	VAL TEC	TIVE EQUIPM oment used or	ENT (PPE) the iob task	being perfor	med (if applica	able).	
FOOT PROTECTION	HAND PROTECTION	HEAD PROTECTION			RL SPIRATORY PROTECTION	FACE PROTECTION	HIGH-VIS CLOTHING	PROTECTIVE CLOTHING	FALL PROTECTION	SUN PROTECTION	HAIR/JEWELLERY SECURED
Other PPE R	Required:					_					
	P	ermit or Lice	nses Requiren	nents			Mandatory Qualifications and Training				

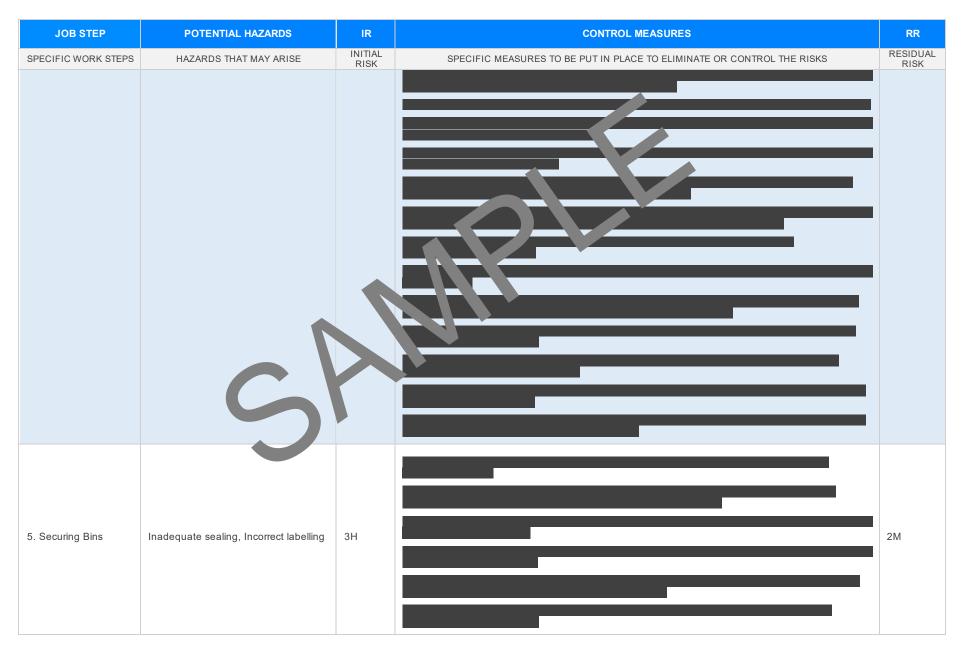


JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
SPECIFIC WORK STEPS	Improper training, Lack of PPE		 SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS Provide comprehensive training for all station the correct handling and disposal of sharps, including recognition and assessment of sharps, to usure the understand the risks and procedures. Develop and distribute clear, step-by-step of the procedures and guidelines for sharps disposal. Conduct regular training scions that includes actical dependentiations on the proper use of sharps disposal equipment and tech or use. Implement a manual of PE provided meets usualian Standards for quality and safety in healthcare environments. Place barry labeled, puncture-resistant sharps disposal bins within easy reach of areas where sharps are common uses. Regularly integet and the to ensure that all staff are using PPE correctly and consistently, with uppervision areatly officers conducting spot checks. Series refresher courses and up-to-date information sessions to keep all employees aware of new provides or changes in regulations relating to sharps disposal. Use visual aids like posters and signs around the workplace to remind staff of the correct procedures and the importance of using PPE. Introduce a buddy system for newer employees to work alongside experienced staff until they are fully competent in safe sharps disposal practices. Create an incident reporting system that is easy to access and use, encouraging staff to report any sharps injuries, ensuring immediate and appropriate response to accidents. 	
			- Foster an open communication environment where workers feel comfortable raising concerns about sharps disposal safety or suggesting improvements to current practices.	
2. Transporting Sharps	Puncture injuries, Spills and leakage	3Н	 Use puncture-resistant containers specifically designed for sharps disposal to minimise the risk of needle-stick injuries during transportation. Clearly label all sharps containers with biohazard symbols to ensure they are easily identifiable and handled with caution. Secure sharps containers in a stable position during transport to prevent tipping and spilling of contents. 	1L



JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
			- Provide training for all staff involved in transporting sharps on proper handling techniques and the risks associated with sharps disposal.	
			- Implement procedures for regular inspection of purps containers before transportation to check for potential punctures or damage.	
			- Ensure that the volume of sharps in containers does not exceed recommended limits to avoid overfilling, which can lead to accidental exposure.	
			- Equip transport vehicles with spill kits and first supplies, including bandages and antiseptic wipes, to manage any accidental exportance or spills prove ly.	
			- Establish protocols for the impediate reporting an energy agement of any incidents, such as punctures or spills, during the troop of shorts.	
			- Limit access of transport sharper vistoring mem in a locked or secure area within the transport vehicle.	
			- Consection provides and reviews of sharps transportation practices to identify areas for improvement and each compared with current health and safety standards.	
			- Provid, app., triate pussonal protective equipment (PPE) including gloves, goggles, and face masks to worke han ung sharps.	
			- Concern comprehensive training for staff on proper techniques and procedures for handling and isposing is sharps.	
			- e clearly labelled, puncture-resistant containers for the collection and disposal of sharps, ensuring they are accessible at the point of use.	
			- Implement strict procedures for safely passing sharps from person to person to minimise manual handling and exposure risks.	
			- Establish ergonomic workstations adjusted to the height of each worker to reduce strain during the loading of sharps.	
3. Loading Sharps	Manual handling injuries. Exposure to contaminants	4A	- Regularly review and maintain all safety equipment and containers used for sharps to ensure they are in good condition and function correctly.	2M
			- Ensure that containers are not overfilled; typically, they should not be filled more than three-quarters full to prevent needle stick injuries during disposal.	
			- Place disposal containers at a stable, secure location to prevent tipping or spilling of contents which could lead to exposure.	
			- Provide clear, step-by-step written instructions and visual aids for proper sharps disposal at every relevant workstation.	
			- Conduct routine inspections and audits to ensure compliance with established sharps management procedures and identify any areas for improvement.	
			- Set up a reporting mechanism for any sharps injury or near-miss incidents to facilitate timely investigation and corrective action to prevent future occurrences.	
4. Using Disposal Bins	Cross-contamination, Overfilling bins	3H		1L





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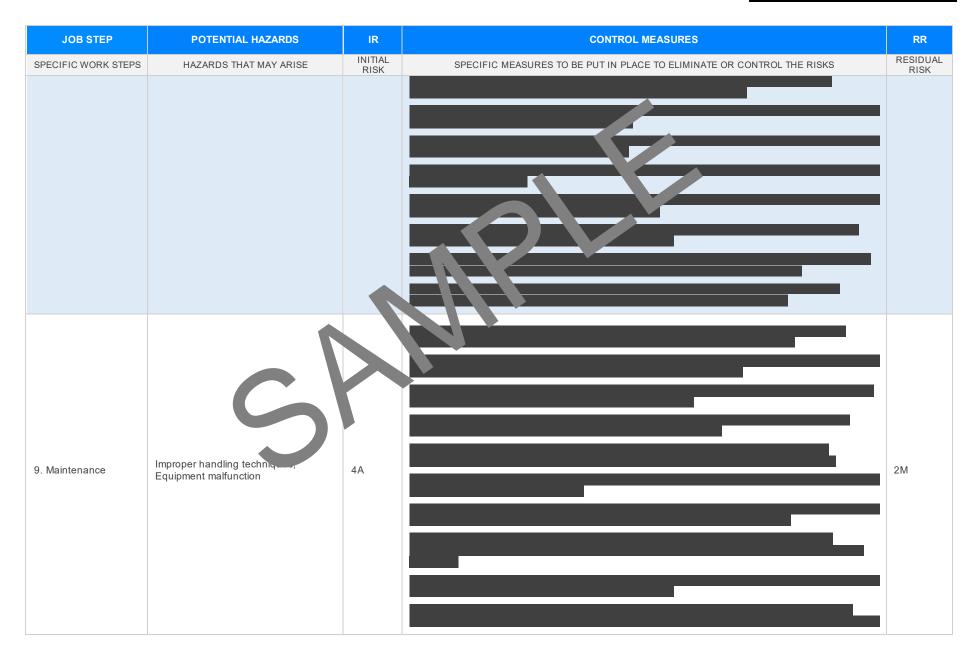




JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
7. Storage Area Management	Unauthorised access, Environmental hazards	ЗН		1L
8. Regular Inspection	Risks of non-compliance, Hidden breaches	3Н		2M

Version 2.5







JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
10. Emergency Handling	Needle-stick injuries, Chemical exposure	4A		2M
11. Staff Training	Inadequate skills, Miscommunication	ЗН		2M

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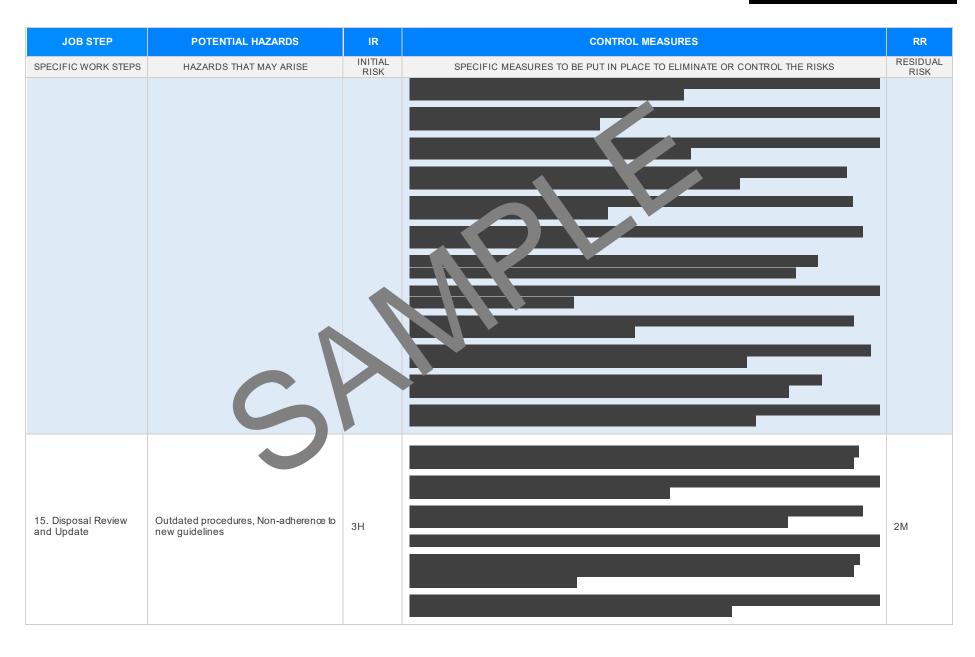


JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
12. Personal Protective Equipment Usage	Incorrect usage, Equipment unure	ЗН		1L

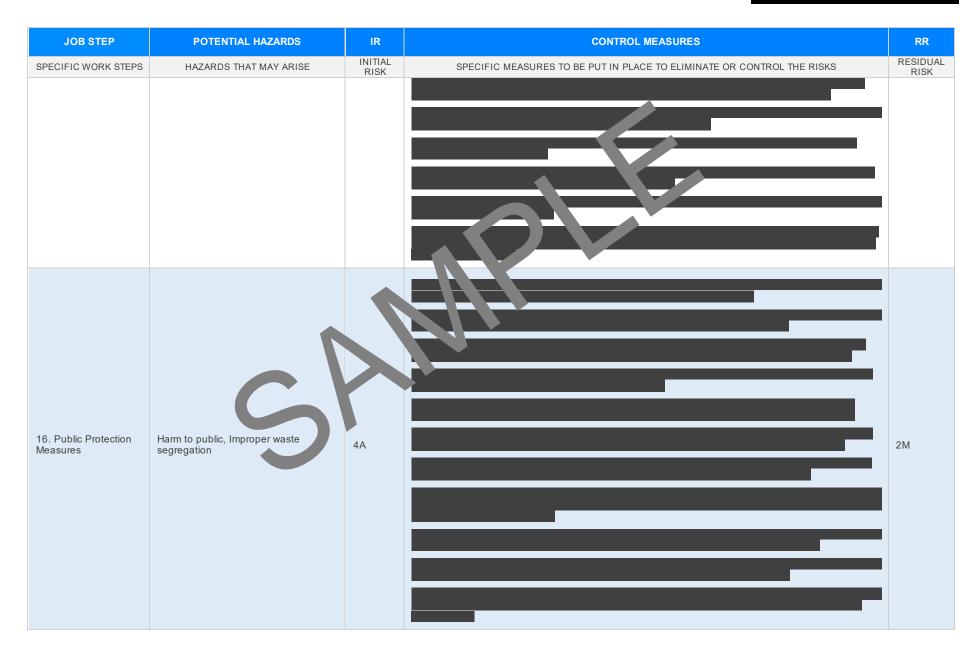


JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
13. Labelling and Signage	Mislabelling, Unreadable signs			1L
14. Documentation	Risk of data errors, Non-compliance with legal requirements	ЗН		2M
	iogarioquilonionis			





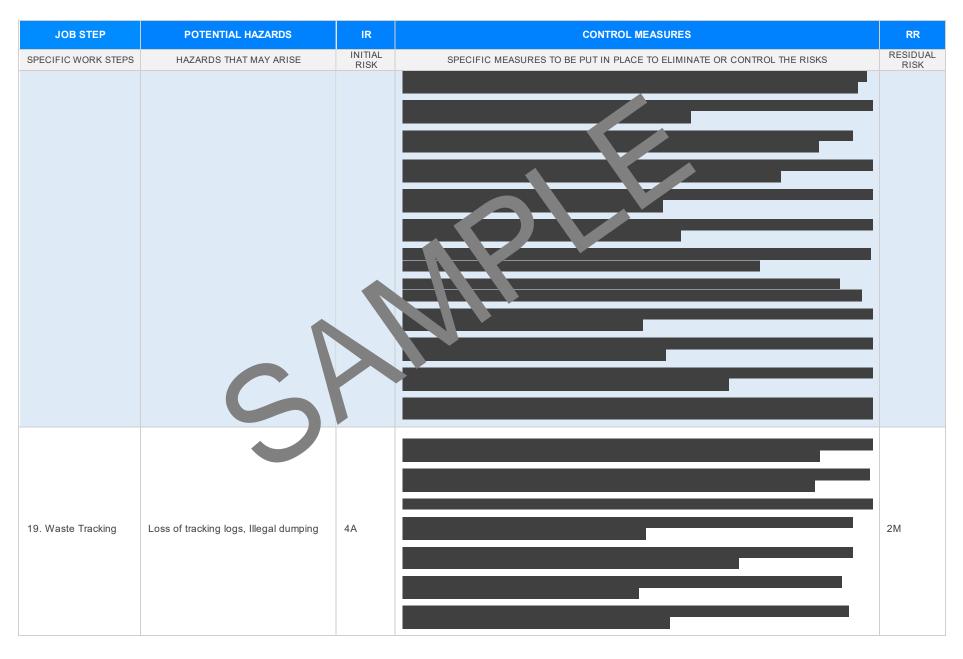




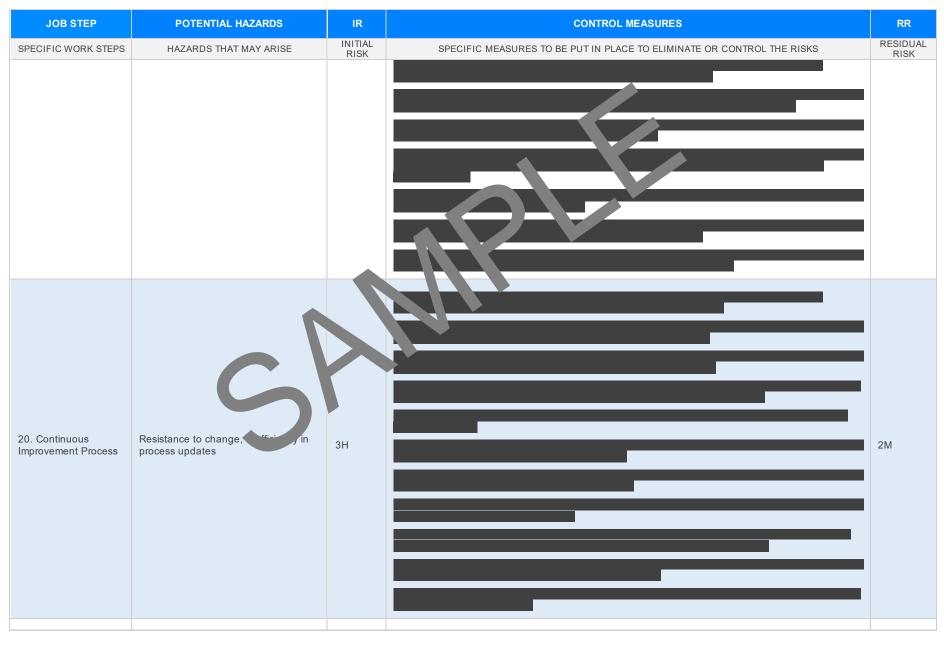


JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
17. Audit Compliance	Insufficient audit trails, Legal repercussions	ЗН		
18. Final Disposal	Incomplete sterilisation, Inadequate contractor services	4A		1L









Version 2.5



JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK

EMERGENCY RESPONSE – CALL 000 FOR EMERGENCIES

Ensure to have an Emergency Management Plan in place as well as adequate numbers of trained first aid staff with easy access to fully stocked first aid kits, rescue equipment, material safety data sheets, adequate access to emergency communication equipment and fire-fighting equipment suitable for all classes of fire and ignition sources.

RELEVANT LEGISLATION AND CODES OF PRACTICE. DELETE THE LEGISLATIVE REFERENCE IN ANY STATISTICAT ARE NOT APPLICABLE				
Queensland & Australian Capital Territory Work Health and Safety Act 2011 Work Health and Safety Regulations 2011 Legislation QLD: <u>https://www.worksafe.gld.gov.au/laws-and-compliance/work-health-and-safety-laws</u> Codes of Practice QLD: <u>https://www.worksafe.gld.gov.au/laws-and-compliance/codes-of-practice</u> Legislation ACT: <u>https://www.worksafe.act.gov.au/laws-and-compliance/acts-and-regulations</u> Codes of Practice ACT: <u>https://www.worksafe.act.gov.au/laws-and-compliance/codes-of-practice</u>	Victoria Or opational Health & 1 Safety Acc-004 Occupational Health an Safety Acc-004 Legismion VIC: <u>https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and- rulations</u> design fractice VIC <u>attps://www.worksafe.vic.gov.au/compliance-codes-and-codes-practice</u>			
New South Wales Work Health and Safety Act 2011 Work Health and Safety Regulations 2017 Legislation NSW: https://www.safework.nsw.gov.au/legal-obligations/legis/ Codes of Practice NSW: https://www.safework.nsw.gov.au/legal-obligations/legis/	Western Australia Work Health and Safety Act 2020 Work Health and Safety Regulations 2022 Legislation Western Australia: <u>https://www.commerce.wa.gov.au/worksafe/legislation</u> Codes of Practice WA: <u>https://www.commerce.wa.gov.au/worksafe/codes-practice</u>			
Northern Territory Work Health and Safety (National Uniform Legislation) Act 201 Work Health and Safety (National Uniform Legislation) Regulations 20 Legislation NT: <u>https://worksafe.nt.gov.au/laws-and-compliance</u> , <u>prkplaters fety-la</u> Codes of Practice NT: <u>https://worksafe.nt.gov.au/laws-and-reso</u> , <u>press des. practice</u>	Safe Work Australia Links Law and Regulation (All States): <u>https://www.safeworkaustralia.gov.au/law-and-regulation</u> Model Codes of Practice: <u>https://www.safeworkaustralia.gov.au/resources-publications/model- codes-of-practice</u> Model Codes of Practice			
South Australia Work Health and Safety Act 2012 (SA) Work Health and Safety Regulations 2012 (S. Legislation for SA: <u>https://www.safework.sa.gov.au/resources_gislation</u> Codes of Practice for SA: <u>https://www.safework.sa.gov.au/w_cplaces/codes-of-practice#COPs</u>	 Managing noise and preventing hearing loss at work Confined spaces Labelling of workplace hazardous chemicals Managing risks of hazardous chemicals in the workplace Welding processes 			
Tasmania Work Health and Safety Act 2012 Work Health and Safety (Transitional and Consequential Provisions) Act 2012 Work Health and Safety Regulations 2012 Work Health and Safety (Transitional) Regulations 2012 Legislation for TAS: https://worksafe.tas.gov.au/topics/laws-and-compliance/acts-and-regulations Codes of Practice for TAS: https://worksafe.tas.gov.au/topics/laws-and-compliance/codes-of-practice	 First aid in the workplace Managing the risk of falls at workplaces Hazardous manual tasks Managing the risk of falls in housing construction Managing electrical risks in the workplace Demolition work Excavation work Work health and safety consultation, cooperation and coordination 			
Details of permits, licenses or access required by regulatory bodies (add or delete as required): - Permits from local council - Authorisation to commence work - Any required documents.	 Managing the work environment and facilities How to manage work health and safety risks Managing risks of plant in the workplace Construction work 			

SIGNATORIES OF THE SAFE WORK METHOD STATEMENT

The signed and dated personnel listed below have cooperated in the consultation and development of this Safe Work Method Statement which has been approved by the Person/s Conducting a Business or Undertaking (PCBU). In signing this Safe Work Method Statement each individual acknowledges and confirms that they have read this SWMS in full, having raised any questions for items on this Safe Work Method Statement that require clarification, and confirms that they are competent, skilled and knowledgeable for the task assigned to them. Every person acknowledges that they have received the relevant training and qualifications where required, before carrying out any work contained in this Safe Work Method Statement. By signing this Safe Work Method Statement each individual agrees to work safely, to follow any safe work instructions which are provided, and agrees to use all Personal Protective Equipment where appropriate.

Worker Name	Signature	Date

SAFE WORK THE S ATEM AT MONITORING AND REVIEW The SWMS must be reviewed regularly to make sure it remain effect. and mu be reviewed (and The SWMS must be monitored regularly for the effectiveness of ensuring hazard controls are revised if necessary) if relevant control measures are revised. The s should be carried out in effective in reducing the risk of incidents, keeping the workplace safe for all personnel. The view consultation with workers (including contractors person responsible for monitoring the effectiveness of the Safe Work Method Statement should ntractors nay be cted by the operation of the SWMS and their health and safety representatives who rep sented that work group at the employ a multi-faceted approach which includes but is not limited to: workplace. 1. Spot Checks. When the SWMS has been revised the PCBU must ensure the all versons involved with the work are 2. Consultation with workers, contractors and sub-contractors. advised that a revision has been made and how they can acce the revised SWMS, including all persons 3. Internal audits on a continual basis who will need to change a work procedure or system as a reof the review are advised of the changes in a way that will enable them to implement their duties ntly with the revised SWMS. All workers that An approach of continuous improvement, promptly recording inconsistencies or deficiencies, will be involved in the work must be provided with the relevant information and instruction that will assist followed up by immediate corrective action and consultation with all relevant personnel ensures them to understand and implement the revised SWMS. that the PCBU is consistently developing ever-improving systems of safe work principles.

REVIEW NUMBER	1	2	3	4	5	6	7
NAME							
INITIALS							
DATE							

SAFE WORK METHOD STATEMENT REVIEW CHECKLIST

This Safe Work Method Statement Review Checklist is to be followed and used upon initial development of the SWMS to help ensure that all steps have been adequately taken before work commences. Think of this document as an internal audit review checklist before commencing work, and may form part of a Toolbox Talk (safety meeting) and may be used as an opportunity for education and training.

ITEMS WHICH MUST BE INCLUDED IN THE SWMS	COMPLETED	COMMENTS	
The company details have been entered, including the project name and address.			
All relevant personnel consulted during the development of the SWMS.	\boxtimes		
Name, signature, position and date signed of the person approving the SWMS.			
Specific personnel and qualifications, experience is noted in the SWMS.	7		
Provides a step-by-step process of tasks required to carry out the activity or task.			
Adequate risk assessment of any identified hazards has been completed.			
Foreseeable hazards are identified and documented for each step.	\boxtimes		
Any hazards listed in any site risk assessments have been added to the Sλ. S.	\boxtimes		
SWMS initial risk (IR) column as well as residual risk (RR) column completed.	\boxtimes		
Check control measures added to the SWMS are the most effective sections.	\boxtimes		
Responsible person is assigned and listed on the spiral of the spiral entry of control measures.	\boxtimes		
Permit or licenses requirements specified, so in as Hot Work, Electrical Work, Work at Heights etc.	\boxtimes		
SWMS identifies plant and equipment to be	\boxtimes		
Details of inspection checks required for any equipment lister are noted on the SWMS.	\boxtimes		
Describes any mandatory qualifications, experience, ang or skills required to perform the work.	\boxtimes		
Applicable personal protective equipment is selected on the SWMS.	\square		
Reflects and documents any legislative references and/or Australian Standards.	\boxtimes		
Identifies any hazardous substances used with specific control measures in line with any SDS.	\boxtimes		
REVIEWED BY	DATE REVIEWED		
SIGNATURE	DATE COMPLETED		