

Safe Work Method Statement

Work Activity	Operating within the COVID-19 Pandemic
Personnel Involved:	Pest Technicians
Job Location:	All locations
Initial Date:	27/3/20
Last Updated:	05/08/21

Company Name	SWOT Pest Services
Address	15 Veronica Street, Cardiff, 2285
ABN	69 329 636 978

SWMS Developed and Authorised by:			
Name	Craig Jones	Position	Director
Phone	(02) 49543620	Mobile	0405 533 685
Signature	<i>C Jones</i>		

Plant, equipment and tools that <u>may</u> be used	Torch Rodent box key Rega Duster Gel applicators Hose & Motorised pump located on work vehicle
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Hazardous substances that <u>may</u> be used or handled (MSDS available for all listed)	Ditrac All Weather Blox Rodenticide Seclira WSG Insecticide Biforce 100 SC Termiticide Fury 120 SC General Household Insecticide Optiguard Ant Bait Gel Dragnet Dust Insecticidal Powder Maxforce Gold Gel Insecticide Chaindrite 2 Metered Insect Spray Pymatic Metered Insecticide
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PPE Gear to be used	Hard Hat	
	Safety boots	✓
	High vis clothing	
	Gloves	✓
	Hearing protection	
	Safety glasses	
	UV cream	
	Dust masks	



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	30+ Sunscreen	✓
	Overalls	✓
	Respirator	✓
	Other:	
Hazards to Consider	Fall from ladder	✓
	Fall from heights	
	Fall from scaffold	
	Contact with electricity	
	Falling objects	
	Collapse	
	Slips, trips and falls	✓
	Manual handling	✓
	Exposure to noise	
	Struck by moving plant	
	Inhalation of dust or fumes	✓
	Cuts	
	Other:	

The following risk assessment is based on the below scale:

		How likely is it to be serious?				
		NOTE: If a hazard is rated 1, 2 or 3, take action immediately.				
Risk Table	What damage could it cause?	Very likely (could happen anytime)	Likely (could happen sometimes)	Unlikely (could happen, but only rarely)	Very unlikely (could happen, but probably never will)	
		Death or permanent disability	1	1	2	3
		Long term illness or serious injury	1	2	3	4
		Medical attention and several days off work	2	3	4	5
		First aid needed	3	4	5	6



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Step	Activity	Hazard Identification	Initial Risk Rating (1-6)	Controls Implemented	Revised Risk Rating (1-6)	Person Responsible
1	Assess for symptoms of COVID-19	Transmission of COVID-19	1	If symptoms are present notify management immediately	5	Technician
2	Preparing to drive vehicle to site.	Unsafe vehicle, unsecured items on vehicle tray.	2	Ensure regular maintenance checks are carried out to the vehicle. Ensure all loose items are secure. Ensure all chemical is transported in accordance to manufacturers' guidelines.	6	Technician assigned job. Management of SWOT Pest Services
		Unlicensed driver.		Manager to ensure regular checks are carried out to ensure all licenses are current.		
3	Equipment Check e.g. PPE	Damaged or incorrect PPE, e.g. damaged hoses, pumps.	4	Regular checks to all equipment and supplies. Manager to sign a completed safety check list.	6	Technician assigned job. Management of SWOT Pest Services
		Limited supply of disposable gloves and soap/sanitiser		Manager and technician to ensure supply of gloves and sanitiser is present. Supply issues are to be communicated immediately.		



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4	Parking of Vehicle	Vehicle obstructing traffic, pedestrians, emergency vehicle access.	2	Ensure vehicle is parked safely, do not obstruct traffic, pedestrians, emergency vehicles etc, and is secured	5	Technician assigned job.
		Vehicle not secured.	4		5	
5	Safely Entering Site	Unauthorised personnel near work area.	3	Ensure a risk assessment is carried out.	5	Technician assigned job.
		Lack of Knowledge of the work site.	6	Ensure a site inspection is carried out to ensure SWOT's technician is aware of all site specific safety requirements.	6	
		The presence of traffic, pedestrians, animals.	3	Ensure it is safe to proceed onto site.	5	
		Unaware of current measures in place to protect from COVID-19	3	<p>Management to ensure all current measures and expectations have been communicated to assigned technician.</p> <p>Technician is to wash hands with soap and water for 20 seconds/sanitise, wear disposable gloves and wear respirator prior to entry and touching any surface. Sign in via QR Code if required.</p>	5	



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6	Site Risk Assessment	Unauthorised personnel in close proximity to work area. The potential to slip, trip and/or fall.	4	Ensure a site specific risk assessment is carried out to ensure all potential hazards are identified and the site is safe to commence task.	5	Technician assigned job.
		Animals on site, e.g. dog, cat, birds.	6	Have animals/pets removed from the area being treated.	6	
		Incorrect PPE used.	4	Ensure all PPE used is correct for the task being performed.	5	
		Potential for social distancing of more than 2 metres to not be adhered to.	3	Technician to abort job if social distancing minimum distances not adhered to.	4	
7	Removal of Equipment from vehicle	The presence of unauthorized personnel.	4	Ensure a site specific risk assessment is carried out to ensure all potential hazards are identified and the site is safe to commence task.	5	Technician assigned job.
		The obstruction of traffic, pedestrians, emergency vehicles access.	4		6	
		Incorrect equipment used to perform task.	5	Ensure all PPE used is correct for the task being performed.	5	
		The potential to slip, trip and/or fall.	5	Ensure equipment is positioned safely and signs put up to notify of need for caution as necessary.	6	
8	Application of Pesticide	Contact with other persons on site	1	Ensure that residents are outside of the house when treating interior areas. If resident unable to leave rooms they are not treated.	6	Technician assigned to job

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		Non target species	2	Carry out a site inspection to determine if non target species are at risk. Ensure all relevant MSDS information is explained to property owner.	5	Technician assigned job
		Tampering	2	It is important that when rodent baiting is to be carried out it is essential to ensure the safety of the public staff, the environment and non-target species. Therefore where baiting is required in external or vulnerable areas it is important to only use tamper resistant, secured lockable bait stations. Ensure all products used are stored securely throughout service.	5	
		Spillage	2	Ensure correct amounts are used. Do not over fill bait boxes. Do not leave open containers of products unsecured.	5	
		Slips, trips and spills.	4	Ensure work area is free of obstacles.	5	
9	Completion of Service	Non removal of all service equipment and product	3	All equipment is removed and returned to vehicle and correctly secured. All empty containers removed and disposed of in accordance to manufacturers' guidelines. All signage removed. Wash hands thoroughly for at least 20 seconds.	5	Technician assigned job.

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		Transfer of contaminants	3	<p>Relevant personnel informed of the completion of task and the correct procedures explained whilst pesticides are present.</p> <p>All paper work completed.</p> <p>Service records are to be signed by the client with their own pen.</p> <p>Clients are not to sign the report on the technician's app so as to avoid contact with phone screen.</p>	5	Technician assigned job.
		Contact with Cash and cheque payments	3	<p>Digital payments (credit cards and direct deposits) are encouraged at time of booking.</p> <p>Should cash/cheque be the only option contact should be limited through either disposable gloves, safe storage such as envelope or snap lock bag and hand washing procedures after.</p>	5	
		Risk of transferring contaminated surfaces to work vehicle	3	<p>Remove gloves and thoroughly wash hands/sanitise prior to touching face, phone, exterior of work vehicle and interior areas of work vehicle.</p>	5	
10	Departing from job	Leave site in an unsafe manner	5	<p>Safely leave the premises and return to vehicle. Monitoring for obstacles that may lead to slips, trips and falls.</p> <p>Check out of premises on Service NSW app if sign in on arrival was required.</p> <p>Ensure vehicle and onboard equipment is secure and safe for travel.</p> <p>Start engine and drive when safe to do so, following all traffic rules.</p>	6	Technician

