**Safe Work Method Statement**

**Form 007.2**

**Safe Work Method Statement (Part 1)**

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| **Job: HAND SPRAYER (KNAPSACK) – CHEMICAL** | **Document Reference** |
| **Department: TRACKS / GARDENS****Section: MAINTENANCE****Work Area: GROUNDS** | **No:** |
| **Revision Date:****Manager’s Approval:****Manager’s Name:** |
| **Key Safety Plant / Equipment / (including P.P.E.)** | **Safety Checks / Hazardous Substances** |
| * Physical inspection of knapsack spraying equipment
* Inspection of PPE - PVC gloves / overalls / rubber boots / mask
* Inspection of Work Area(s)
* Communication and signage
* Chemical MSDS
 | * Spray only when no wind.
 |
| **Codes of Practice Legislation: Applicable to Work? Y/N** **If Yes, state:** | **External Considerations** |
| **Person/s required to carry out work** | **Duties & Responsibilities** | **Qualifications / Experience /Training required to complete work** |
| Tracks and garden staff | Hand spraying | Chemical Certificate Accreditation |

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| **SAFE WORK METHOD STATEMENT (PART 2)**  | **Document Reference:** |
| **Job: HAND SPRAYER (KNAPSACK) – CHEMICAL** | **No:** |
| **Procedure (in steps)** | **Possible Hazards in Executing Procedure** | **Key Safety Controls & Associated Procedures** |
| Check safety gear | Exposure | MSDS available on-site & readily accessiblePPE available & in good condition |
| Check chemical label | Exposure to chemical | MSDS available on-site & readily accessiblePPE available & in good condition |
| Placement of signage | Public Exposure | Signage in place |
| Partly fill tank | Prevent chemical reaction | Ensure filling undertaken away from drainsEnsure Spill Kit readily accessible |
| Add Chemical | Spillage and exposure | Check calibrationPPE available & in good condition |
| Fill remains of tank | Spillage | Watch levelsContain/capture all chemicals on-site & do not allow to enter drainsEnsure Spill Kit readily accessible |
| Check area to be sprayed | Public not exposed | Display signage |
| Check weather | Change of weather – do not spray | Change in weather – don’t spray/check scale |
| Start spraying | Wind causing spray drift and/or exposing persons | Suspend spraying operations |
| Finish spraying | Excess application | Immediately fully close all valves/taps |
| **Procedure (in steps)** | **Possible Hazards in Executing Procedure** | **Key Safety Controls & Associated Procedures** |
| Cleaning of tank:* Return to spray holding pit
* Refill tank with fresh water and open boom on sprays.
* Open then flush tank.
* Refill with fresh water whilst hosing down tank.
* Pull bottom plug and allow water to drain.
* Place plug back in tank.
* Hose down outside of tank.
 | Spillage and exposure | Proper decanting of excess chemical.Contain/capture all chemicals & do not allow to enter drains.Ensure Spill Kit readily accessible |
| Cleaning of equipment | Slipping and falls | Well-ventilated areaCapture all wash & do not allow to enter drains  |
| Cleaning of PPE | Excess residue | Well-ventilated areaCapture all wash & do not allow to enter drains |
| Fill out data book / application diary | Leaching/run-off of chemicals | Do not apply chemicals prior to onset of wet weather |