

SAFE WORK METHOD STATEMENT

SWMS / Assessment no. INT08/70318



NSW DEPARTMENT OF
PRIMARY INDUSTRIES

Emergencies, Weeds & Pest Animals Branch
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Job Task: Using a computer: Desktop and/or laptop	Branch - Emergencies, Weeds & Pest Animals
	Unit - Emergency Preparedness & Response
	Location – Preparedness activities, emergency operation centres (EOC's), temporary work sites

RISK IDENTIFICATION AND CONTROLS

Please include all discrete steps involved in the performance of the task

NOTE: The PPE required must be listed and the minimum PPE for each chemical must be listed as per the relevant MSDS.

Procedural step(s)	Possible hazard(s)	R1 Risk without controls		R2 Risk with controls	
		R1	Safety control(s)	R2	
Set up computer	<ul style="list-style-type: none"> Trips & falls Electrocution Crush injuries Manual handling injuries 	S	<ul style="list-style-type: none"> Refer to Manual Handling – inside SWMS for controls for manual handling Locate equipment on flat, secure and stable surface at a comfortable working height to reduce manual handling and crush injuries Ensure cables and boards are secured in place to reduce slip/trip and falls, and reduce wear and tear Report damage to equipment and guarding via Hazard Report Form Do not use equipment if damaged, including cables Ensure electrical connections are completely plugged in to power points and secured if necessary. Do not overload circuitry with multiple power boards in single power points. 	L	
Switch on computer	<ul style="list-style-type: none"> Electrocution Strains and sprains 	L	<ul style="list-style-type: none"> Operate according to manufacturer's instructions Visually check that circuits are protected and operating (eg earth leakage circuit breaker) Locate desktop/laptop where easily accessible 	L	
Operate keyboard and mouse	<ul style="list-style-type: none"> Strains/sprains: Back, eyes, hands and wrists Occupational overuse syndrome Restricted movement Tiring of muscles Increased stress on muscles & spine from repetitive, frequently bent or twisted posture 	S	General: <ul style="list-style-type: none"> Vary tasks during the day Take regular breaks Exercise (according to display poster) after every hour of keyboarding Provide adequate staff numbers to allow rotation Carry out most work at waist level & within easy reach Position tools, controls, equipment & furniture to allow work in a comfortable, upright position 	L	

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Procedural step(s)	Possible hazard(s)	R1	Safety control(s)	R2
	<ul style="list-style-type: none"> Extra stress when applying force or lifting loads when seated 		<ul style="list-style-type: none"> Carry out work in a comfortable position with regular changes in position & posture Use correctly adjusted ergonomic furniture Provide and use wrist supports for keyboard and mouse Adjust computer screen, keyboard, mouse & chair to a comfortable position Ensure correct posture while working Laptop use: <ul style="list-style-type: none"> Place laptop on a sturdy, horizontal surface (eg table) to reduce risk of strain Where possible use a desktop computer or connect laptop to separate keyboard 	
Operating a computer	<ul style="list-style-type: none"> Screen radiation Reflection and brightness Strains/sprains: Back, eyes, hands and wrists 	L	<ul style="list-style-type: none"> Adjust screen brightness to suit Obtain and correctly fit glare and radiation filter if required Ensure desk and computer screen is correctly placed in relationship with windows and office lighting 	L
Switch off computer	<ul style="list-style-type: none"> Electrocution Strains/sprains 	L	<ul style="list-style-type: none"> Visually check that circuits are protected and operating (eg earth leakage circuit breaker) 	L
	Overall risk rating	S	Overall risk rating	L

RISK RATING GUIDE

		Consequence			
		Death Catastrophic Illness/Injury	Major Extensive Injuries	Moderate Medical treatment required	Minor No injuries
Likelihood	Almost certain Occurred before/expected	H	H	S	S
	Likely Probably will occur	H	S	S	S
	Moderate May occur at some time	H	S	L	L
	Unlikely Unusual or rare situation	S	L	L	L
		High (H) – cease exposure immediately until protection, approved at senior mgt level, implemented.			
		Significant (S) – procedures alone may not be enough, senior management attention required.			
		Low (L) – may be managed by routine procedures, some risks in this category may be acceptable.			

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SPECIFIC TASK REQUIREMENTS

Qualifications or experience

- Workplace induction

Training

- Basic instructions in use of appliances
- Manufacturer's operation instructions

Engineering details, certificates, WorkCover approvals

Relevant codes of practice, legislation or standards

- Occupational Health & Safety Act 2000
- Occupational Health & Safety Regulation 2001
- National Standard for Manual Tasks 2007
- National Code of Practice for the Prevention of Musculoskeletal Disorders from Performing Manual Tasks 2007
- Guidance Note for the Prevention of Occupational Overuse Syndrome in Keyboard Employment (NOHSC:3005[1996])
- AS 1680.1 Interior Lighting General Principles
- AS 1680.2 Interior Lighting: Office and screen-based tasks

Plant/equipment

- Computer CPU, screen, mouse, keyboard, adjustable chair
- If required – anti glare guards, document holders
- Ergonomic furniture

Maintenance checks, site/workplace inspections

- Manufacturer's operators manual

Maintenance checks, site/workplace inspections

Suggested improvements (in order or priority)

Additional comments

