

Safe work method statement

To improve the effectiveness of SWMS employees should follow the TAKE 2 process to assess and manage risk.

Job Task Summary:

Property visits

For visits to properties (or sites) in biosecurity and natural disaster emergencies and for other activities.
Excludes aviation activities.

Applicable to the following worker type: employee, contractor, volunteer, other

SWMS completed by: Emergency Management Unit

Site: Preparedness activities, emergency operation centres (EOC's), temporary work sites

Date: 26 March 2018

PPE required: (mandatory) – Sunscreen, safety footwear and Other - appropriate to the task and conditions eg long pants, long sleeve shirts, wet weather gear, hat, sunglasses, hi visibilities vests, hard hat/helmet.

WHS RISK MATRIX							HIERARCHY OF CONTROLS		
		Likelihood							
		E. Rare	D. Unlikely	C. Possible	B. Likely	A. Almost Certain			
Consequence	5. Extreme	Medium	High	High	Very High	Very High	<div style="display: flex; justify-content: space-between;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg);"> HIGHEST Level of health and safety protection LOWEST </div> <div style="text-align: center;"> <p>Level 1 Eliminate the hazards</p> <p>↓</p> <p>Level 2 Substitute the hazard with something safer Isolate the hazard from people Reduce the risks through engineering controls</p> <p>↓</p> <p>Level 3 Reduce exposure to the hazard using administrative actions Use personal protective equipment</p> </div> <div style="writing-mode: vertical-rl; transform: rotate(180deg);"> MOST Reliability of control measures LEAST </div> </div>		
	4. Major	Low	Medium	High	High	Very High			
	3. Moderate	Low	Medium	Medium	High	High			
	2. Minor	Low	Low	Medium	Medium	Medium			
	1. Insignificant	Low	Low	Low	Low	Medium			

R1 Risk without controls

R2 Risk with controls

PROCEDURAL STEPS	POSSIBLE HAZARD(S)	R1	SAFETY CONTROL(S)	PERSON RESPONSIBLE	R2
Prepare for travel	<ul style="list-style-type: none"> Manual handling Crush injuries Strains/Sprains Cuts/abrasions/superficial Slips/trips/falls 	M	<ul style="list-style-type: none"> Personnel to be inducted and/or briefed prior to departure or at a suitable location en route. Monitor location of field personnel according to procedure Ensure personnel have: <ul style="list-style-type: none"> appropriate communication devices e.g. mobile or satellite phones, GRN radio, spot tracker First Aid kit reflective vests ration – food, water map/GPS device small fire extinguisher (for petrol vehicles with catalytic converters) Refer to SWMS Driving vehicles to ensure other resources are taken to property and loads are secure 	Worker	L
Access to site <ul style="list-style-type: none"> Obtain permission from landholder (where required) Obtain permission from lead agency to enter affected areas e.g. NSW RFS, NSW SES Organise escort from appropriate agency (where required) 	<ul style="list-style-type: none"> Psychological injury: abusive, aggressive and/or stressed landholders Fire related – e.g. falling trees, hot ground, holes in ground from burnt roots Flood related – e.g. rising waters, evacuated communities Site hazards e.g. dogs, snakes Biosecurity risk – known and unknown 	M	<ul style="list-style-type: none"> Ensure visit is arranged with owner/manager before departure – do not enter property unless required. Note: Some regulatory visits require visiting without prior approval/arrangement. If owner/manager abusive on phone, notify supervisor. Property visit may require Police attendance with experienced field personnel. Additional controls to address risk may be required and should be determined by all involved. All contact is to be made with property owners or managers. Two people to visit remote properties or where owners/managers are likely to be hostile. Seek permission from NSW Rural Fire Service (NSW RFS) for permission for access to active or recently active fire grounds. Confirm access, where conditions are likely to have changed, before deployment of AASFA Crews. Be escorted by fire crews if deemed necessary by NSW RFS or other emergency personnel as required Seek permission from NSW State Emergency Services (NSW SES) to enter evacuated areas and flood affected areas. Landholder to provide information on access issues and animals on site (e.g. dogs, snakes) and their likely locations. 	Worker Supervisor	L
Travel to and from site <ul style="list-style-type: none"> Loading & unloading vehicle Driving vehicle Refuelling Breakdown, overdue arrival or return 	<ul style="list-style-type: none"> Motor vehicle accident Vehicle breakdown Fatigue Manual handling Exposure, e.g. sun, heat, dehydration Fuel spills 	H	Refer to SWMS Driving vehicles Refer to SWMS Trailer towing and use in emergency management	Worker/driver Supervisor	M

PROCEDURAL STEPS	POSSIBLE HAZARD(S)	R1	SAFETY CONTROL(S)	PERSON RESPONSIBLE	R2
<ul style="list-style-type: none"> In remote areas 	<ul style="list-style-type: none"> Overdue arrival or return 				
Arrive at front gate <ul style="list-style-type: none"> Meet owner/manager (at front gate) when possible 	<ul style="list-style-type: none"> Abuse/physical attack from owner Strains/sprains/fractures Cuts and abrasion/superficial injuries Animal bites, e.g. dog, snake Exposure - Heat (dehydration, heatstroke) and Cold (hypothermia) Slips/trips/falls Psychological injury: abuse from external persons 	M	<ul style="list-style-type: none"> Park vehicle off road and avoid any obstruction to other motorists and property residents/workers where possible and avoid bogging risk Consider length of grass when driving over it & parking, as low to ground petrol vehicles with catalytic converters in exhaust systems can cause fires Check ground for any hazards eg tree stumps, ditches, snakes Discuss intended activities with owner prior to entry – do not enter if task can be conducted from off-site If owner/manager becomes abusive or threatens physical attack, remain calm, leave vicinity and notify supervisor immediately. Submit Department of Industry incident notification report. (Where necessary, violent incidents will be reported to external organisations such as NSW Police, SafeWork NSW.) Ask for dogs to be restrained if potentially a problem Wear suitable PPE for climatic conditions – long pants/shirts, hat, sunscreen, sunglasses, rain jacket/coat, boots 	Worker	L
Enter and exit a property and working on property <ul style="list-style-type: none"> Natural disaster (additional specific hazards below) Biosecurity emergencies Other emergencies and activities 	<ul style="list-style-type: none"> Cuts/abrasions/superficial Crush injuries Strains/sprains/fractures Slips/trips/falls Animal bites/stings, eg insect, snake, tick UV light/sunburn Exposure - Heat (dehydration, heatstroke) and Cold (hypothermia) Manual handling Biosecurity zoonotic risks – known and unknown 	M	<ul style="list-style-type: none"> Only enter property if required Comply with Personal decon kit & use for property visits procedure (where required) Follow operating procedures and risk assessments for tasks undertaken including appropriate PPE for both safety and biosecurity risks Take regular breaks, maintain fluid and food intake Be aware of insect (eg wasps, ants, bees) dangers. Ensure any personnel with allergic reactions to insects are identified, have personal medication (where required) and monitored. Be aware of typical snake habitats – ask owner/manager for local information. Ensure site First Aid kit is sufficient to deal with number of people on property, and has snake bite bandages with instructions for use. Comply with SWMS Manual handling. For aquatic sites, refer to the SWMS Working on or around water. Personnel handling animals must have experience with the species being handled or supervised. Refer to the SWMS Handling animals in emergencies. Personnel should also be conscious of their own mental wellbeing and organise work activities appropriately. Limit the exposure of 	Worker	L

PROCEDURAL STEPS	POSSIBLE HAZARD(S)	R1	SAFETY CONTROL(S)	PERSON RESPONSIBLE	R2
			<ul style="list-style-type: none"> animal trauma (e.g. euthanasia) to only those for the task. Landholders adversely impacted by the emergency can be supported by assisting in dealing with the welfare of their animals and referral to assistance from Welfare Services. Well-being issues of AASFA personnel and the community should be debriefed with supervisors. 		
Working on a site affected by fire	<ul style="list-style-type: none"> Fire Falling tree limbs Vehicles and large machinery Animals bites & stings, e.g. snakes, ants, dog bites Exposure, e.g. sun, heat, dehydration Uneven ground Fatigue and exhaustion Landholders – abuse or physical attack, dealing with emotional/stressed people Damaged buildings, sheds, yards and infrastructure Asbestos (from damaged buildings) Damaged power lines 	H	<ul style="list-style-type: none"> Do not enter fire affected sites without permission from NSW RFS and with an escort (when required) Ensure all team members know: <ul style="list-style-type: none"> the current and anticipated behaviour of the fire escape route if the fire conditions change communication methods Avoid working under fire affected trees due to danger of falling branches Refer to risk assessment for working around plant and equipment when large machinery is on site (e.g. fire trucks, bull dozers for disposal or clearing fire breaks) Work only in daylight hours to reduce risk of trips, falls and encountering displaced wildlife (e.g. snakes). Exceptions to be approved by the AASFA Operations Officer. Wear appropriate PPE for the conditions and task, e.g. enclosed, non-slip footwear, reflective vest, sun protection (hat, sunscreen, sunglasses), cotton long sleeve shirts and long pants. Minimise fatigue and exhaustion by staying hydrated and taking regular rest breaks. Workers are to leave the site if they run out of drinking water. Sites should be identified as having or not having asbestos by teams deployed by NSW RFS, where possible. If not, AASFA personnel should avoid potentially contaminated damaged buildings and lure animals away from building with feed. Ensure any damaged power lines have been deactivated. Avoid the area until this has been confirmed. 	Worker/driver Supervisor	M
Working on a site affected by flood water	<ul style="list-style-type: none"> Water Contaminants & debris Boat Manual handling Exposure – heat (dehydration, heat stroke) and cold (hypothermia) Uneven/unstable surfaces 	H	<ul style="list-style-type: none"> Refer to SWMS Working on or around water. Work only in daylight hours to reduce risk of trips, falls and encountering displaced wildlife (e.g. snakes). Exceptions to be approved by the AASFA Operations Officer. Wear appropriate PPE for the conditions and task, e.g. enclosed, non-slip footwear, reflective vest, sun protection (hat, sunscreen, sunglasses), cotton long pants, wet weather jacket. 	Worker	M

OTHER JOB REQUIREMENTS

List staff skills/competencies and licences required for safe job performance:

- Drivers licence
- Induction to site
- Knowledge of emergency management procedures
- Ability to handle animals (where relevant to task)
- Fire awareness course (from NSW RFS) - desirable

List items of plant/equipment/tools required:

- Motor vehicle
- First Aid kit
- Communication equipment - mobile or satellite phones, GRN radio, spot tracker
- Reflective vest
- Map/GPS device
- Small fire extinguisher (for petrol vehicles with catalytic converters)

Relevant codes of practice, legislation standards or critical risk controls that may be applicable:

- Department of Industry critical risk control – Driving
- Department of Industry critical risk control – Asbestos

Maintenance checks, site/workplace inspections required:

- Follow directions in manufacturer's operators manual.
- Vehicles to have maintenance checks according to the manufacturer's instructions.

Additional approvals, certificates, WorkCover approvals/permits required e.g. confined spaces, working at heights, hot works etc: Nil

Has a risk assessment been completed for any work involving confined spaces, electrical work or diving work Yes No N/A

APPROVAL (Officer, Manager, Supervisor i.e. person responsible for ensuring compliance with SWMS)

Name: State Emergency Coordinator

Signature: *S Oliver*

Date: 28 March 2018

Record of subsequent reviews (review should occur at a minimum of every 3 years or after an incident or a change in task, process, environment or plant)

Review: 26 March 2018 by Emergency Management Officers **Changes:** Addition of specific natural disaster issues including property access permission

