**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 accessible  PPE available & in good condition |
| Check chemical label | Exposure to chemical | | MSDS available on-site & readily accessible  PPE available & in good condition |
| Placement of signage | Public Exposure | | Signage in place |
| Partly fill tank | Prevent chemical reaction | | Ensure filling undertaken away from drains  Ensure Spill Kit readily accessible |
| Add Chemical | Spillage and exposure | | Check calibration  PPE available & in good condition |
| Fill remains of tank | Spillage | | Watch levels  Contain/capture all chemicals on-site & do not allow to enter drains  Ensure 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 area  Capture all wash & do not allow to enter drains |
| Cleaning of PPE | Excess residue | | Well-ventilated area  Capture 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 |