

Safe Work Method Statement/ Standard Operating Procedure **Portable Toilets**

Darwin Toilet Hire Pty Ltd

1. Company Details	
Company Name:	Darwin Toilet Hire Pty Ltd
Contact Name:	James McWilliam (0488 966 681),

2. Activity Details			
Activity/ Task:	Hire, Deliver, Pick Up & Servicing of Portable Toilets and Dispose of Wastewater	SWMS #	2
Location:	Darwin and Surroundings		

3. SWMS Preparation					
SWMS prepared by (name):	James McWilliam With assistance of I&D Contracting (Daryl & Irma Prunnell)	Date:	10 April 2019	Version #	2
Workers who have had input in the development of the SWMS:		Name:			
Name:		Name:			

4. Minimum PPE Requirements							
PPE	Y/N	PPE	Y/N	PPE	Y/N	PPE	Y/N
Safety Boots (Steel Cap)	Y	HiVis Shirt	Y	Safety Glasses	Y	Gloves	Y
Hard Hat	Y	Long Trousers	Y	Long Sleeves	Y	Other	

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5. Any Hazardous Substances?		
Product Name	SDS Available	Quantity (kg/l)
Walex Porta-Pak Wave 2 Holding Tank Deodorizer & Portion	Y	50 satchels x 50 gr
Jasol Emulso Heavy Duty Cleaner	Y	1 litre mixed
Septone Pacific Breeze Masking Compound	Y	500 ml

6. Plant & Equipment Needed		
Item:	Inspection/ Maintenance Requirements:	Licence/ Ticket required to operate?
Pump Truck	Daily visual checks. Preventative scheduled maintenance (every 5,000 km, oil change and service on vehicle). Monthly maintenance on pump (cleaning).	HR Licence, and competent driver

7. Qualifications & Licences				
Qualifications & Competency:	Names of Workers Holding required Qualification/ Competency:			
WHS Induction:	James McWilliam			
White Card:	Y (WC10-0060)			
Driver's Licence:	HR NT 1217941			

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8. Emergency Planning		
Emergency Type:	Emergency Equipment Available:	Location of Equipment:
<input type="checkbox"/> Fire	Fire Extinguisher	On truck
<input type="checkbox"/> Injury	First Aid Kit	On truck
<input type="checkbox"/> Other	Spill Response Kit (General Purpose)	On truck

9. National Legislation, Codes of Practices & Australian Standards	
NT Work Health and Safety (NUL) Act and Regulations	NT Department of Transport – Load Restraint Guide
NT Motor Vehicles Act	NT Waste Management & Pollution Control Act and Regulations
NT Traffic Act and Regulations	Bulk Wastewater Agreement with Power & Water

10. Safe Work Method Statement

STEP	SAFE WORK METHOD STATEMENT JOB STEPS	POTENTIAL HAZARD	INITIAL RISK SCORE	RISK CONTROL MEASURES	RESIDUAL RISK SCORE	RESPONSIBLE PERSON (S)
1	Mobilise/ Prepare in the yard	<ul style="list-style-type: none"> - Potential use of incorrect equipment could cause injury or loose part of the load in transit, injuring other road users, or causing environmental harm if wastewater is lost in the environment 	H(18)	<ul style="list-style-type: none"> - Conduct Visual Prestart Check to ensure the truck is ready for the day - Check there are no leaks - Check you have all paperwork needed for the day, including daily diary - Ensure you have the correct straps, and check for any damage prior to use - Check that there are no loose items on the truck before driving off 	M(10)	Operator

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STEP	SAFE WORK METHOD STATEMENT JOB STEPS	POTENTIAL HAZARD	INITIAL RISK SCORE	RISK CONTROL MEASURES	RESIDUAL RISK SCORE	RESPONSIBLE PERSON (S)
2	Lift Portable Toilet onto Truck and secure	<ul style="list-style-type: none"> - Potential for manual handling injuries - Potential for incorrect strapping and loosing the toilet while travelling 	M(13)	<ul style="list-style-type: none"> - Use correct lifting techniques - Check the straps are secured appropriately prior to driving 	L(6)	Operator
3	Drive to site	<ul style="list-style-type: none"> - Potential for road accidents - Potential to loose part of the load, or tank leaking contents onto the road 	M(9)	<ul style="list-style-type: none"> - Abide by the road rules - Ensure all drivers are licensed and competent to drive the truck - Check your mirrors and the truck 	L(6)	Operator
4	Deliver Portable Toilet to site	<ul style="list-style-type: none"> - Potential for manual handling injuries - Interaction between pedestrians on site/ other vehicles on site and truck - Potential to get bogged - Potential for dog bites 	M(13)	<ul style="list-style-type: none"> - Use correct lifting techniques - Be aware of your surroundings - Follow client site rules, and induction if required - Liaise with client regarding pets 	L(6)	Operator
5	Service Portable Toilets	<ul style="list-style-type: none"> - Potential use of incorrect chemical or amount 	M(13)	<ul style="list-style-type: none"> - Familiarise yourself with the chemical, the instructions & SDS - SDS available on truck 	L(6)	Operator

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6	Pump out Portable Toilets onsite	<ul style="list-style-type: none"> - Interaction between pedestrians on site/ other vehicles on site and truck - Potential to get bogged - Potential for dog bites - Potential for manual handling injuries when carrying hose/ slips trips falls - Potential for diseases - Potential for contamination to be picked up and disposed of to Power & Water site, contravening licence conditions 	H(18)	<ul style="list-style-type: none"> - Use correct lifting techniques - Be aware of your surroundings - Follow client site rules, and induction if required - Liaise with client regarding pets - Check there is nobody in the toilet - Operator has vaccinations - Check visually that there is no contamination in the toilet, other than wastewater - Wear PPE (gloves) 	M(10)	Operator
7	Drive to Power & Water Site to discharge of Wastewater	<ul style="list-style-type: none"> - Potential for road accidents - Potential to loose part of the load, or tank leaking contents onto the road 	M(9)	<ul style="list-style-type: none"> - Abide by the road rules - Ensure all drivers are licensed and competent to drive the truck - Check your mirrors and the truck - Ensure the load is secure - Spill kit on board 	L(6)	Operator
8	Discharge of Wastewater at Power & Water site	<ul style="list-style-type: none"> - Potential for injuries on Power & Water site if not aware of all hazards (e.g. crocodiles, slips trips falls, biting insects) - Potential for contravening Bulk Wastewater Agreement conditions if the waste water 	M(13)	<ul style="list-style-type: none"> - Driver has done Power & Water induction - Check the contents of the tank as practically possible (visually) prior to discharge of the wastewater to ensure there is no contamination (hydrocarbons, medical, chemicals etc, and suitable viscosity). Do not discharge the liquids if there is any doubt or if you can smell 	L(6)	Operator Directors

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		does not comply with Power & Water requirements		chemicals etc, and contact Power & Water immediately - Driver keeps a daily diary and notes accurately the volume (in kilolitres) and where the wastewater has come from, including date - A Bulk Wastewater Manifest is submitted to Power & Water on a monthly basis (using the form in the Schedule in the Bulk Wastewater Agreement). The daily diary is used to provide an accurate summary of wastewater discharged for that month. - Power & Water test the wastewater routinely for parameters such as pH, BOD, grease, suspended solids, and dissolved solids to ensure the agreement conditions are complied with. We will cooperate at all times with Power & Water directions, as reasonably practicable. - Driver to wear the correct PPE - (no grease traps or septic tanks are serviced by our company) - A copy of the licence, this SWMS/SOP and SDS are carried on the truck		

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9	Relocate Toilets: Lift Portable Toilet onto Truck and secure	<ul style="list-style-type: none"> - Potential for manual handling injuries - Potential for incorrect strapping and loosing the toilet while travelling - Interaction between pedestrians on site/ other vehicles on site and truck 	M(13)	<ul style="list-style-type: none"> - Use correct lifting techniques - Check the straps are secured appropriately prior to driving - Be aware of your surroundings - Follow client site rules, and induction if required - Liaise with client regarding pets - Check there is nobody in the toilet 	L(6)	Operator
10	Drive back to the office/ yard	<ul style="list-style-type: none"> - Potential for road accidents - Potential to loose part of the load, or tank leaking contents onto the road 	M(9)	<ul style="list-style-type: none"> - Abide by the road rules - Ensure all drivers are licensed and competent to drive the truck - Check your mirrors and the truck 	L(6)	Operator

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11	Spill Response	- Incorrect Spill Response could see wastewater enter the environment (soil, stormwater, waterways)	M(9)	<ul style="list-style-type: none"> - A general purpose spill kit is carried on the truck - Follow the following steps in case of a spill: <ol style="list-style-type: none"> 1. Ensure it is safe to attend to the spill (i.e. road conditions etc) and keep by-standers away 2. Use PPE (gloves) 3. Contain the spill, using the spill booms in the kit to ensure that the contaminants cannot run into a stormwater system 4. Apply absorbent pads to soak up the spill 5. Once all liquid has been absorbed, place the pads and booms in the plastic bags provided in the spill kit (may need to remove some soil as well) 6. Dispose of appropriately (talk to Shoal Bay Waste Disposal Site or a licenced hazardous waste contractor) 7. Notify internally and also to the client/ Power & Water if more than 10 litres is spilt – as soon as possible and at least within 24 hours 	L(6)	Operator

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11. SWMS Signoff		
Worker (name):	Signature:	Date:
I have read and understood the work steps and control measures in place		

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12. Risk Assessment Matrix



Risk Score = Consequence vs Likelihood

A hazard is anything that has the potential to cause harm or damage.

Likelihood	Consequence				
	Insignificant <i>(no injuries)</i>	Minor <i>(first aid treatment)</i>	Moderate <i>(medical treatment)</i>	Major <i>(serious injury)</i>	Critical <i>(life threatening)</i>
Almost Certain <i>(once per day)</i>	M (11)	H (16)	H (20)	VH (23)	VH (25)
Likely <i>(once per week)</i>	M (7)	M (12)	H (17)	H (21)	VH (24)
Possible <i>(once per month)</i>	L (4)	M (8)	M (13)	H (18)	H (22)
Unlikely <i>(once per year)</i>	L (2)	L (5)	M (9)	M (14)	H (19)
Rare <i>(may occur every ten years)</i>	L (1)	L (3)	L (6)	M (10)	H (15)

Hierarchy of Control
Elimination
Substitution
Engineering
Administration
PPE

H18 - VH25	Unacceptable:	Immediate action required managing the risk.
M13 - H17	Issue:	Action required managing the risk.
L5 - M12	Monitor:	Action advisable if cost beneficial.
L1 - L4	Tolerable:	Manage using routine procedures.

When applying the Hierarchy of Control to reduce a risk, it is essential to recognise that 'administrative' measures do not mitigate 'consequence'. Good practice therefore requires implementation, where possible, of a higher rank control.