

Work Method Statement: Using Hazardous Substances **Substance:** _____

Activity	What are the <u>Hazards</u> ? (What has the potential to cause injury?)	What is the <u>Risk</u> ? (From Risk Calculator – see below)	How are you going to <u>Control</u> the Hazard and minimise the risk of injury? A hazard may require the use of one or more control measures - CROSS OUT / DELETE CONTROL MEASURES <u>NOT</u> USED	Who is going to <u>Monitor and Review</u> it and <u>How</u> ?
Using Hazardous Substances (Note: all Hazardous Substances must be entered onto your “Hazardous substance” register)	<ul style="list-style-type: none"> Uncontrolled Hazardous Substances 		<p>1. What controls are you going to put in place before allowing the use of this chemical?</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>2. Are there any monitoring requirements listed on the MSDS for persons using or exposed to the hazardous substance? If yes what you have provided? Give details below</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>3. Are there any health surveillance (medical) requirements listed on the MSDS for persons using or exposed to the hazardous substance? If yes, what have you provided? Give details below:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>4. If the risk is calculated as ‘1’ or ‘2’ (see risk table below), the <u>risk is significant</u>. <input type="checkbox"/> Risk is SIGNIFICANT <input type="checkbox"/> Risk is NOT SIGNIFICANT</p>	<p><u>Name:</u></p> <p>_____</p> <p><u>Signature:</u></p> <p>_____</p> <p><u>Method:</u></p> <ul style="list-style-type: none"> Visual inspection as required Workers supervised as required

HOW TO USE THIS RISK TABLE
Step 1: Identify potential hazards.
Step 2: Decide what the possible Consequence could be.
Step 3: Decide How Likely? it is to happen
Step 4: Line up your choices in the table to get a number
Step 5: Use the Priority table (far right side) to guide your next steps

RISK RATING CALCULATOR	Likelihood			
Consequence What injury/damage could it cause?	Very likely Could happen anytime	Likely Could happen sometimes	Unlikely Could happen, but only rarely	Very Unlikely Could happen, but probably never will
Death or permanent disability	1	1	2	3
Long term illness or serious injury	1	2	3	4
Medical attention & several days off work	2	3	4	5
First aid needed	3	4	5	6

Risk Rating	Prioritisation
1 or 2	Action to rectify must be done immediately
3, 4 or 5	Consider control measure as necessary

Contractors Hazardous Substances List

Photocopy pages as needed.

[illegible]

Guide to complete a Hazardous Substance Work Method statement

1. Before using, provide a copy of the hazardous substance's material safety data sheet (MSDS) to the principal contractor for registry purposes
2. Provide the people who will use the hazardous substances with a copy of the appropriate MSDS and risk assessment. The risk assessment will contain:
 - the date of assessment,
 - if the degree of risk is significant,
 - the product's name,
 - the control measures to be used when a hazardous substance is in use, and
 - the intervals at which monitoring or surveillance is needed
3. Train workers in the safe use of hazardous substances in accordance with a material safety data sheet (MSDS)
4. Keep a copy of the MSDS close to the work area where the hazardous substance is being used
5. Provide suitable warnings on the presence and location of the hazardous substance if it is within an enclosed system in a workplace
6. Check the effectiveness of the process to ensure that each hazardous substance has an MSDS lodged in the registry
7. Ensure a label is fixed to the container of the hazardous substance and take reasonable steps to ensure it is not interfered with (and apply the same procedures to any subsequent containers used for that hazardous substance)
8. Keep a copy of the Hazardous Substance Risk Assessment, Material Safety Data Sheet (MSDS) and your Work Method Statement with the workers using the hazardous substance and provide training to workers on how to use it.
9. Keep a risk assessment record
10. Check the hazardous substance, labels and MSDS and where appropriate notify and record any changes