

Appendix B - Example of *Safe Work Method Statement* for checking rodent bait stations

Critical Steps in this Activity	Potential Hazard	Safety Controls
<p>1. Upon arrival at the client site, meet and greet client and carry out the required sign in process. Attend induction if required and check the previous history of the site.</p> <ul style="list-style-type: none"> • Review completed Site Risk Assessment ensuring that it is still current. If not current or unavailable, then complete a new Assessment. • If applicable: Adhere to any permit work requirements specific to the site, including electrical, hot works, confined space, working at heights, etc. • Review the Safe Work Method Statement and ensure that attention is given to the job/site specific information. <p>d. Review the site map for location of bait stations.</p>	<ul style="list-style-type: none"> • Slips, trips & falls • Site specific hazards • Pedestrians and traffic 	<ul style="list-style-type: none"> • Keep aware of surroundings when walking. Ensure that PPE (safety boots) is worn. • Ensure that you are aware of site-specific hazards by reviewing the Site Risk Assessment that has been completed for the site. • Ensure that when driving you obey the road rules and speed limit signage. • Use reversing camera/beepers to alert you of obstructions and/or proximity to other structures. • Refer to SWMS Activities at a client's premises. • Park in loading zones or visitors parking whenever possible.
<p>2. Obtain the required equipment from the vehicle</p> <ul style="list-style-type: none"> • Rodenticide • Dustpan & brush • Garbage bag for waste/debris • PPE (Disposable gloves, kneepads, high-vis vest) • Torch and screwdriver 	<ul style="list-style-type: none"> • Traffic & general public • Manual handling • Slips, trips & falls 	<ul style="list-style-type: none"> • If working from the roadway, load and unload from the curb side of the vehicle. • Ensure that a high-vis vest is always used when working in traffic areas. • When the vehicle is unattended, ensure that the doors are closed and the vehicle is left secured. • Ensure that the correct manual handling lifting technique is used when getting the required tools and equipment from the vehicle - do not over reach into the vehicle - enter the cargo area as required.

		<ul style="list-style-type: none"> • Ensure that when stepping out of the vehicle that you maintain 3 points of contact. • Keep aware of surroundings when walking.
3. Put on your PPE	<ul style="list-style-type: none"> • Chemical contact 	<ul style="list-style-type: none"> • Always wear PPE (gloves, safety boots) and have available tools to clean up material/product waste or spillage (dustpan/brush/tongs). • Refer to product label and SDS for more information on the product. • Only use approved rodenticides.
4. Commence the inspection by starting at station #1, unless other arrangements are made.	<ul style="list-style-type: none"> • Slips, trips & falls 	<ul style="list-style-type: none"> • Keep aware of surroundings when walking.
<p>5. Upon arrival at the bait station:</p> <ul style="list-style-type: none"> • Nudge the bait station with your foot or other item to check for reptiles & vermin (i.e.: snakes, toads, rats & mice). • Kneel down or lift bait station towards you, depending on where the bait station is located. • Using the dedicated key, open bait station. • Check the rodenticide. <p><u>For baits:</u> If it has been eaten, remove the bait placing it into a garbage bag. Replenish station with fresh bait.</p> <p><u>For paste:</u> Check that it is still fresh and apply additional bait if it has been eaten.</p> <p><u>For liquid:</u> Check levels and top up as required</p> <p><u>For traps:</u> If the trap has been sprung, remove rodent,</p>	<ul style="list-style-type: none"> • Musculoskeletal Injuries - repetitive bending and kneeling. • Hitting fixed or stationary objects. • Chemical contact • Fall from height/through ceilings • Biological hazards • Spill • Pest animals • Poor lighting 	<ul style="list-style-type: none"> • Ensure that PPE is used when kneeling to minimize impact on knee. • Alternate knees when kneeling or kneel on both knees. • Use long handled grabber (if applicable) to lift bait station instead or to pull stations from underneath shelving. • Maintain awareness of protruding objects such as shelving, air conditioning units, low beams and overhanging areas. • Always wear PPE (Gloves, Safety Boots) and have available tools to clean up material/product waste or spillage (dustpan/brush/tongs). • Refer to product label and SDS for more information on the product. • Only use products on the Approved Chemical List. • Only walk on designated walkways. • Never walk on loose planks/temporary flooring or ceiling joists.

<p>place in garbage bag. Reset trap</p> <p><u>For glueboards:</u> Place entire glueboard in garbage bag and replace with new glueboard.</p> <ul style="list-style-type: none"> • Using dustpan & brush, clean out station of any debris and waste and place into garbage bag. • Check to ensure that unit is secured, numbered and in good working order. • Scan the barcode. • Once the bait station is serviced, secure the station by closing the lid and replace into original position if applicable. 		<ul style="list-style-type: none"> • Ensure all surfaces are load bearing. • Always maintain 3 points of contact. • Hold the bait station in a way that contact with refuse is minimised. • Always wear PPE (gloves, safety boots). • Ensure that the lid on the bait bucket is secured before entering the client's premise. • Ensure that bait containing liquid are placed in an area where they will not be touched. • Any spills should be cleaned up as soon as they are noticed, leaving no residue behind. • Always wear PPE (gloves, safety boots) when handling spills. • For Snakes: Do not touch the snake. • Spiders: If inside the bait station, sweep out the interior prior to servicing with the broom. • Cane Toads: If possible, remove with gloved hands and place away from the bait station. • Avoid contact with all reptiles & vermin. • Ensure lights are turned on. • Ensure lighting is adequate. • Use torch or headlamp if lighting is poor.
<p>6. Proceed to the next station and repeat step 5.</p>	<ul style="list-style-type: none"> • As above 	
<p>7. Once all stations have been serviced, remove PPE and return tools, equipment and waste to the vehicle, placing items in their designated areas within the vehicle.</p>	<ul style="list-style-type: none"> • Manual handling 	<ul style="list-style-type: none"> • Ensure that the correct manual handling lifting technique is used when loading tools and equipment into the vehicle. Do not over-reach into the vehicle, enter the cargo area as required. • Ensure that when stepping out of the vehicle that you maintain 3 points of contact.

<ul style="list-style-type: none"> Return waste to the depot for appropriate disposal. 		<ul style="list-style-type: none"> Waste is returned to the depot where it is then picked up by an approved waste contractor for appropriate disposal.
<p>8. Clean hands and wipe down PDA/phone with an antibacterial wipe upon completion of service.</p>	<ul style="list-style-type: none"> Chemical contact 	<ul style="list-style-type: none"> Always wash hands before smoking, eating, drinking or using the toilet after handling chemicals. Only use products on the Approved Chemical List. Refer to product label and Material Safety Data Sheet for further information.