

Description of activity: Rodent Management Program - bait/monitoring stations, snap traps and glueboards servicing

Client address: Supervisor in charge:

Critical steps in this activity:		Potential hazards:	Level of risk			Safety controls:	Residual Risk
			L	C	Rating		
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 .	Slips, trips & falls	P	L	L6	Keep aware of surroundings when walking. Ensure that PPE (safety boots) is worn.	L4
	a. Review completed Site Risk Assessment ensuring that it is still current. If not current or unavailable, then complete a new Assessment.	Site specific hazards				Ensure that you are aware of site-specific hazards by reviewing the Site Risk Assessment that has been completed for the site.	
	b. If applicable: Adhere to any permit work requirements specific to the site, including electrical, hot works, confined space, working at heights, etc. c. Review the Safe Work Method Statement and ensure that attention is given to the job/site specific information. d. Review the site map for location of bait stations.	Pedestrians and traffic	R	S	M8	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.	M4
2.	Obtain the required equipment from the vehicle:	Traffic and general public	R	S	M8	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.	M4
	a. Rodenticide b. Dustpan & brush c. Garbage bag for waste/debris d. PPE (Disposable gloves, kneepads, high-vis vest) e. Torch and screwdriver	Manual handling	P	L	L6	Ensure that the correct manual handling lifting technique is used when getting the required tools and equipment from the	L4

f. PDA					vehicle - Do not over reach into the vehicle, enter the cargo area as required.	
	Slips, trips & falls	P	L	L6	Ensure that when stepping out of the vehicle that you maintain 3 points of contact. Keep aware of surroundings when walking.	L4

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3.	Put on your PPE	Chemical contact	R	M	L6	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.	L4
4.	Commence the inspection by starting at station #1, unless other arrangements are made	Slips, trips & falls	P	L	L6	Keep aware of surroundings when walking.	L4
5.	<p>Upon arrival at the bait station:</p> <p>a. Nudge the bait station with your foot or other item to check for reptiles & vermin (i.e.: snakes, toads, rats & mice).</p> <p>b. Kneel down or lift bait station towards you, depending on where the bait station is located.</p> <p>c. Using the dedicated key, open bait station.</p> <p>d. Check the rodenticide:</p> <p>- For baits: If it has been eaten, remove the bait. placing it into the garbage bag. Replenish station with fresh bait.</p> <p>- For paste: Check that it is still fresh and apply additional bait if it has been eaten.</p>	Musculoskeletal injuries - repetitive bending and kneeling	R	M	L6	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.	L4
		Hitting fixed or stationary objects	P	L	L6	Maintain awareness of protruding objects such as shelving, air conditioning units, low beams and overhanging areas.	L4
		Chemical contact	R	N	L2	Always wear PPE (Gloves, Safety Boots) and have available tools to clean up material/product waste or spillage (dustpan/brush/tongs).	L1

<p>- For liquid: Check levels and top up as required.</p> <p>- For traps: If the trap has been sprung, remove rodent place in garbage bag. Reset trap.</p> <p>- For glueboards: Place entire glue board in garbage bag and replace with new glue board.</p> <p>e. Using dustpan & brush, clean out station of any debris and waste and place into garbage bag.</p> <p>f. Check to ensure that unit is secured, numbered and in good working order.</p> <p>g. Scan the barcode.</p> <p>h. Once the bait station is serviced, secure the station by closing the lid and replace into original position if applicable.</p>					<p>Refer to product label and SDS for more information on the product.</p> <p>Only use products on the Approved Chemical List.</p>	
	Fall from height/through ceilings	P	M	M9	<p>Only walk on designated walkways.</p> <p>Never walk on loose planks/temporary flooring or ceiling joists.</p> <p>Ensure all surfaces are load bearing.</p> <p>Always maintain 3 points of contact.</p>	L6
	Biological hazards	P	M	M8	<p>Hold the bait station in a way that contact with refuse is minimized.</p> <p>Always wear PPE (gloves, safety boots).</p>	L6
	Spill	R	N	L2	<p>Ensure that lid on the bait bucket is secured before entering the client's premises.</p> <p>Ensure that baits containing liquid are placed in an area where they will not be touched.</p> <p>Any spills should be cleaned up as soon as they are noticed leaving no residue behind.</p> <p>Always wear PPE (gloves, safety boots) when handling spills.</p>	L1
	Pest animals	R	M	L6	<p>For Snakes: Call LSM immediately. Do not touch the snake.</p>	L4

					<p>Spiders: If inside the bait station, sweep out the interior prior to servicing with the broom.</p> <p>Cane Toads: If possible, remove with gloved hands and place away from the bait station.</p> <p>Avoid contact with all reptiles & vermin.</p>		
		Poor lighting	R	L	L4	<p>Ensure lights are turned on. Ensure lighting is adequate.</p> <p>Use torch or headlamp if lighting is poor.</p>	L2
6.	Proceed to the next station and repeat step 5.	As above					
7.	<p>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> <p>a. Return waste to the depot for appropriate disposal.</p>	Manual handling	P	L	L6	<p>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.</p>	L4
		Slips, trips & falls	P	L	L6	<p>Ensure that when stepping out of the vehicle that you maintain 3 points of contact.</p>	L4
		Environment	L	L	M4	<p>Waste is returned to the Depot where it is then picked up by an approved waste contractor for appropriate disposal.</p>	L3
8.	Clean hands and wipe down PDA/phone with an anti-bacterial wipe upon completion of service.	Chemical contact	P	L	L6	<p>Always wash hands before smoking, eating, drinking or using the toilet after handling chemicals</p> <p>Only use products on the Approved Chemical List</p> <p>Refer to product label and Material Safety Data Sheet for further information.</p>	L4

Level of Risk Matrix

Hierarchy of Controls: Elimination Substitution Isolation Engineering Administrative Personal Protective Equipment.

References

Safe Work Method Statements have been developed in accordance with relevant State and federal requirements.

Legislation		Regulations	Standards and Codes of Practice
ACT	Work Health & Safety Act 2011	Work Health and Safety Regulations 2011	
NSW	Work Health & Safety Act 2011	Work Health and Safety Regulations 2011	
NT	Work Health and Safety (National Uniform Legislation) Act 2016	Workplace Health and Safety National Uniform Regulations 2016	
QLD	Work Health & Safety Act 2011	Work Health and Safety Regulations 2011	
SA	Work Health and Safety Act 2012	Work Health and Safety Regulations 2012	
TAS	Work Health and Safety Act 2012	Work Health and Safety Regulations 2012	
VIC	Occupational Health and Safety Act 2004	Occupational Health and Safety Regulations 2007	
WA	Occupational Health and Safety Act 1984	Occupational Health and Safety Regulations 1996	Code of Practice Manual Handling, 2000 Code of Practice, Prevention of Falls at Workplaces, 2004
National (Australia)			CODE – Hazardous Manual Tasks 2016 CODE – How to Manage Work Health & Safety Risks 2011 CODE – Managing the Risk of Falls in the Workplace 2015 CODE – Managing Noise and Preventing Hearing Loss at Work 2015 CODE – Managing the Risk of Plant in the Workplace 2016 CODE – Managing Risks of Hazardous Chemicals in the Workplace 2012 Standards National Standard for Manual Tasks, (2007) AS/NZS ISO 31000-2009, Risk Management-Principles and

		<p>Guidelines</p> <p>AS/NZ 4804:2001 Occupational Health and Safety Management Systems.</p> <p>AS/NZS 1891.1: Industrial fall-arrest systems and devices, safety belts and harnesses.</p> <p>AS 1418.10 (Int): Cranes, hoists and winches: Elevating work platforms.</p>
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