

SWMS: E-WASTE HANDLING (NTCRS SCHEME)

This Safe Work Method Statement must be read, understood and signed by all workers before work commences.

It must remain on site and accessible at all times.

1.0 PROJECT & TASK DETAILS

Task / Activity	E-Waste Handling (NTCRS Scheme)	SWMS Reference	SSP-SWMS-009
Site Address		Date of Works	--- / --- / ---
Supervisor on Site		Workers Consulted?	<input type="checkbox"/> Yes <input type="checkbox"/> No – cannot proceed

2.0 HIGH-RISK WORK DECLARATION

<input type="checkbox"/> Handling hazardous materials (lead, mercury, cadmium in e-waste)	<input type="checkbox"/> Exposure to toxic dust (leaded glass in CRT screens)
<input type="checkbox"/> Manual handling of heavy and awkward items (CRT TVs)	<input type="checkbox"/> Battery hazards within devices (Li-ion, NiMH)
<input type="checkbox"/> Risk of cuts from broken screens or circuit board edges	<input type="checkbox"/> None of the above applicable

3.0 TASK CONTEXT & SCOPE

i About this SWMS:

E-Waste Handling (NTCRS Scheme)

Electronic waste contains multiple hazardous materials: leaded glass in CRT televisions (up to 4kg of lead per unit), mercury in LCD backlights and fluorescent tubes, cadmium in NiMH batteries, and beryllium in circuit boards.

This SWMS applies to the collection, handling, and transport of e-waste under the National Television and Computer Recycling Scheme (NTCRS), including TVs, computers, monitors, printers, keyboards and associated peripherals.

Key risks:

1. Cuts from broken screens or sharp housing edges
2. Toxic dust exposure if items are broken
3. Embedded batteries causing fire risk
4. Crush injuries from heavy CRT units.

NEVER break, crush, or dismantle e-waste items.

NEVER send e-waste to general landfill or skip bins.

ALWAYS use an NTCRS-authorized facility.

Remove batteries from devices before transport **where safe to do so**.

Notes:

4.0 PERSONAL PROTECTIVE EQUIPMENT

i Minimum PPE for all SSP tasks

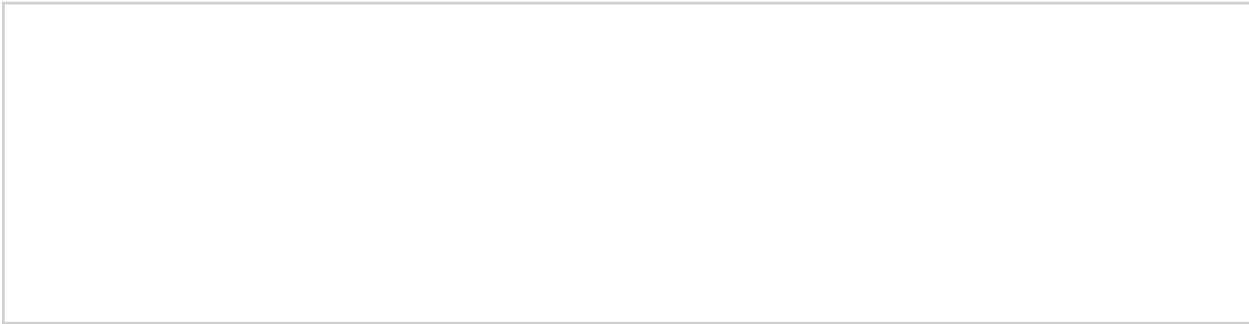
High-visibility vest/shirt, steel-capped safety boots and disposable gloves are mandatory for ALL SSP field activities regardless of task type.

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| <ul style="list-style-type: none"><input type="checkbox"/> High-visibility vest (mandatory)<input type="checkbox"/> Steel-capped safety boots (mandatory)<input type="checkbox"/> Cut-resistant gloves (sharp housing edges, broken screens)<input type="checkbox"/> Heavy-duty work gloves | <ul style="list-style-type: none"><input type="checkbox"/> Safety glasses (risk of screen fragment)<input type="checkbox"/> P2 respirator (if any screen is cracked or broken)<input type="checkbox"/> Sun protection (outdoor loading) |
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Additional Details:

5.0 PLANT, EQUIPMENT & MATERIALS

Item / Equipment	Pre-Use Check Required	Condition Notes
E-waste dedicated pallet or crate (labelled)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Furniture blankets / padding (screen protection)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Cable ties / strapping for securing loads	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Battery removal tools (screwdrivers)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
B-cycle container (for batteries removed from devices)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
NTCRS facility drop-off documentation	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Camera (for condition documentation)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<u>Additional Details:</u>		



6.0 RISK RATING REFERENCE

Risk Rating Reference

Consequence ↓ Likelihood →	Rare (1)	Unlikely (2)	Possible (3)	Likely (4)	Almost Certain (5)
Catastrophic (5)	5 MED	10 HIGH	15 HIGH	20 EXT	25 EXT
Major (4)	4 LOW	8 MED	12 HIGH	16 EXT	20 EXT
Moderate (3)	3 LOW	6 MED	9 MED	12 HIGH	15 HIGH
Minor (2)	2 LOW	4 LOW	6 MED	8 MED	10 HIGH
Insignificant (1)	1 LOW	2 LOW	3 LOW	4 LOW	5 MED

EXT Stop & escalate **HIGH** Senior review before proceeding **MED** Monitor **LOW** Routine controls

7.0 TASK STEPS, HAZARDS & CONTROL MEASURES

i Hierarchy of Controls – apply in order

1. ELIMINATE
2. SUBSTITUTE

- 3. ISOLATE
- 4. ENGINEERING CONTROLS
- 5. ADMINISTRATIVE CONTROLS
- 6. PPE (last resort)

Think: Identify item type → Check for damage → Remove batteries if accessible → Handle carefully (2-person for CRT) → Load separately from heavy items → Transport to NTCRS facility → Obtain receipt.

#	Task Step	Hazards & Risks	Control Measures (Hierarchy of Controls)	Initial Risk	Residual Risk	Person Responsible

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(Add continuation sheets as required – reference this SWMS number on all sheets)

8.0 ENVIRONMENTAL CONTROLS

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| <ul style="list-style-type: none"> <input type="checkbox"/> All e-waste separated from general waste and skip bins <input type="checkbox"/> CRT screens protected from breakage during transport <input type="checkbox"/> Batteries removed from devices before transport where accessible <input type="checkbox"/> No e-waste to landfill or unregulated disposal – NTCRS only <input type="checkbox"/> NTCRS authorised facility confirmed before transport | <ul style="list-style-type: none"> <input type="checkbox"/> Transfer receipt obtained from NTCRS facility <input type="checkbox"/> Chain of custody record completed for commercial e-waste <input type="checkbox"/> Data-bearing devices segregated for certified destruction <input type="checkbox"/> AS/NZS 5377 compliant facility used for processing |
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9.0 EMERGENCY PROCEDURES

First Aid Officer	Nearest Hospital	EMERGENCY: 000
Name:		
Phone:		

FIRE	<p>Evacuate. Call 000.</p> <p>Muster at:</p> <p>Do not re-enter.</p>
INJURY	<p>Administer first aid.</p> <p>Call 000 if required.</p> <p>Do not move injured person unless in immediate danger.</p> <p>Complete incident report.</p>
CHEMICAL SPILL	<p>Contain if safe.</p> <p>Prevent drain entry.</p> <p>Reference SDS.</p> <p>Do not wash to drain.</p> <p>Call 000 if required.</p>
CRT SCREEN BROKEN	<p>Evacuate area.</p> <p>P2 respirator mandatory before re-entry.</p> <p>Do not vacuum.</p> <p>Wet-wipe fragments carefully.</p> <p>Seal in heavy-duty plastic bag.</p> <p>Label 'Leaded Glass – Hazardous'.</p> <p>Dispose via NTCRS / licensed facility only.</p>

BATTERY FIRE IN DEVICE	<p>Do not use water.</p> <p>Use dry chemical or CO2 extinguisher.</p> <p>Evacuate.</p> <p>Call 000.</p> <p>Toxic fumes – do not re-enter without respiratory protection.</p>
DATA BREACH RISK (commercial e-waste)	<p>Do not allow data-bearing devices to leave SSP custody without certified destruction documentation.</p> <p>Escalate immediately to supervisor if chain of custody is broken.</p>

10.0 MONITORING & REVIEW

i When must this SWMS be reviewed?

Stop work and review immediately if:

1. An incident or near-miss occurs
2. Site conditions change
3. New hazards are identified
4. A worker requests a review
5. Work methods change from what is described here.

Reference: SSP-SWMS-009 | Retain for minimum 5 years.

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