

SWMS: WASTE SORTING & SEGREGATION AT SOURCE

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	Waste Sorting & Segregation at Source	SWMS Reference	SSP-SWMS-004
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"/> Exposure to hazardous substances (chemicals, battery acid, mercury) <input type="checkbox"/> Work involving sharp objects (broken glass, metal edges, syringes) <input type="checkbox"/> Exposure to biological hazards (sharps, waste, mould)	<input type="checkbox"/> Dusty environments (silica, asbestos fibres possible) <input type="checkbox"/> Work in poorly ventilated or enclosed spaces <input type="checkbox"/> None of the above applicable
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3.0 TASK CONTEXT & SCOPE

i About this SWMS: Waste Sorting & Segregation at Source

Correct sorting and segregation at the point of collection is the single most important step in preventing regulatory breaches, load contamination and workplace injuries.

This SWMS applies to all tasks involving the identification, sorting, and segregation of mixed waste streams on client properties, including hoarding clearances, deceased estates, and tenancy clearances.

Key risks: cuts from broken glass or metal edges, exposure to toxic dust (mercury in CFLs, lead in CRT glass), sharps injuries, toxic vapour from broken fluorescent tubes or unknown chemicals, cross-contamination of regulated streams.

NEVER mix batteries, chemicals, or e-waste into a general skip bin. NEVER break open CRT screens or fluorescent tubes.

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.

- High-visibility vest (mandatory)
- Steel-capped safety boots (mandatory)
- Heavy-duty work gloves (mandatory)

- Eye protection / safety glasses
- P2 respirator (dusty environments, broken CFLs, mould)
- Full face shield (chemical splash risk)

<input type="checkbox"/> Cut-resistant gloves (glass, metal, e-waste) <input type="checkbox"/> Nitrile disposable gloves (chemical / biological items)	<input type="checkbox"/> Disposable coveralls (heavily contaminated sites) <input type="checkbox"/> Tongs / grabber tool (sharps handling)
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5.0 PLANT, EQUIPMENT & MATERIALS

Item / Equipment	Pre-Use Check Required	Condition Notes
Sharps container (rigid, approved)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Fire-rated non-conductive battery storage container	<input type="checkbox"/> Yes <input type="checkbox"/> No	
B-cycle approved battery collection box	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Paintback / ChemClear collection tubs	<input type="checkbox"/> Yes <input type="checkbox"/> No	
E-waste pallet / crate (labelled)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Heavy-duty bags for general waste	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Spill kit (absorbent pads, gloves, bags)	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Tongs / grabber for sharps	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Labels and markers for container identification	<input type="checkbox"/> Yes <input type="checkbox"/> No	
SDS reference folder / app	<input type="checkbox"/> Yes <input type="checkbox"/> No	

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 → Categorise → Segregate → Container/pathway confirmed → Load safely.
Never handle an unidentified item bare-handed. If in doubt, stop and check.

#	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 streams segregated: general / metal / e-waste / batteries / chemicals / donation <input type="checkbox"/> Batteries terminal-taped before placing in collection box <input type="checkbox"/> Li-ion batteries stored in fire-rated non-conductive container <input type="checkbox"/> No prohibited items in general skip (tyres, liquids, batteries, gas, e-waste) <input type="checkbox"/> Broken fluorescent tubes – sealed and labelled before transport | <ul style="list-style-type: none"> <input type="checkbox"/> Spill kit accessible at all times during chemical handling <input type="checkbox"/> Unknown chemicals quarantined – await specialist instruction <input type="checkbox"/> Contaminated materials double-bagged before placing in skip <input type="checkbox"/> Chain of custody record initiated for regulated streams <input type="checkbox"/> Photos taken of hazards and segregated loads |
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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>
SHARPS PUNCTURE	<p>Remove gloves carefully.</p> <p>Wash wound thoroughly with soap and water for 5 minutes.</p> <p>Do not squeeze.</p> <p>Seek immediate medical review.</p> <p>Report to supervisor.</p> <p>Incident report mandatory.</p>

<p>FLUORESCENT TUBE BROKEN</p>	<p>Vacate and ventilate area for 15 minutes. Do not vacuum. P2 respirator mandatory before re-entry. Use damp cloth – seal in plastic bag. Dispose as chemical waste.</p>
<p>UNKNOWN CHEMICAL – FUMES</p>	<p>Evacuate area immediately. Do not re-enter without P2 or supplied air. Call 000 if person affected. Identify substance if safe to do so via label / SDS.</p>
<p>BATTERY FIRE / THERMAL RUNAWAY</p>	<p>Do not use water on lithium battery fires. Use dry chemical extinguisher if trained. Evacuate area. Call 000 Warn of toxic fumes.</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.

This document is the property of Sydney Street Projects.

Reference: SSP-SWMS-004 | Retain for minimum 5 years.

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