

TITLE: SWMS Handling PCB Contaminated Equipment and Substances

Issue Date: March 2016

Revision Date: Jul 2017

Page **1** of **11**

Risk Matrix					
Probability (Likelihood)					
5 = Almost certain. Has occurred at here at least once in the past year. Negligible or no controls.	5	10	15	20	25
4 = Likely. Elevated probability: Has occurred here at least once in the past 5 years. Slight degree of control.	4	8	12	16	20
3 = Possible. Has occurred within 6 to 10 years. Moderate degree of control.	3	6	9	12	15
2 = Unlikely. Has not occurred or unlikely or infrequent occurrence. Has occurred within 10 - 20 years. Medium degree of control.	2	4	6	8	10
1 = Rare. Little or no probability of threat occurring Has not occurred in the past 20 years. High degree of control.	1	2	3	4	5
Severity					
Health & Safety	Minor Injury or Illness First Aid required	Medical Injury Restricted Work	Serious injury (LTI) or short term Health impact Hospitalisation required	Permanent Injury or Health Impact Loss of Life	Multiple Loss of life
Environment	Minor environmental damage and effect confined to private property.	Small scale event Immediate Clean up Localised off site impact	Serious damage of Local importance External help to clean up needed	Serious damage of National importance Long term (>5 Years) impact	Serious damage of National importance Permanent impact
Reputation	Localized concerns and no media attention. Minimal impact on public.	Minor, adverse local public or media attention and complaints	Attention from media and Heightened concern from community	Significant adverse National media or public attention	Serious National public or media outcry
Asset damage	No production loss Losses <\$5000	Short term effect on production Losses <\$10000	Loss of production <1 week Losses <\$20000	Loss of production <1 month Losses <\$50000	Loss of production >1 Month Losses >\$50000

Layout	
1 to 3	Controls must be reviewed at least every three years or after an accident/incident
4 to 9	Relevant Safe Work Method Statement MUST be in place and reviewed by operators before any work can commence.
10 to 16	Review Control measures and ensure the risk cannot be controlled any further. Any further controls must be actioned as soon as is practicable (A plan documenting the deadlines and accountability is required). Relevant Safe Work Method Statement MUST be in place and reviewed by operators before any work can commence.
20 to 25	Immediate or urgent action required. Any work must stop and review of control measures MUST take place. No work can be performed with this level of risk

TITLE: SWMS Handling PCB Contaminated Equipment and Substances

Issue Date: March 2016

Revision Date: Jul 2017

Page **2** of **11**

Safe Work Method Statement

TASK Description. Break the activity down into steps. List the steps in this column.	HAZARD Identify any potential hazards associated with each step – and any related risks. Detail the hazards and risks in this column, and enter the risk rating in the next column.	Initial RISK RATING [1-25]	CONTROL MEASURE Decide what controls to use to eliminate or minimise the risks. Detail the controls in this column, and enter the revised risk rating in the next column.	Revised RISK RATING [1-25]
--	---	--------------------------------------	---	--------------------------------------

Customer Name :		Location :	
TA Manager :		Date of Works:	

Note: This SWMS is to be utilised in conjunction with TA0001 JSA and TA0030 Polychlorinated Biphenyls Procedures

TASK Description. Break the activity down into steps. List the steps in this column.	HAZARD Identify any potential hazards associated with each step – and any related risks. Detail the hazards and risks in this column, and enter the risk rating in the next column.	Initial RISK RATING [1-6]	CONTROL MEASURE Decide what controls to use to eliminate or minimise the risks. Detail the controls in this column, and enter the revised risk rating in the next column.	Revised RISK RATING [1-6]
PREPARE FOR WORK				
Site arrival	Familiar with site specific hazards	6	Report to site contact on arrival. Remove hazards, or ensure hazards are eliminated by remedy or safeguarding measures.	3
	Not familiar with site specific hazards	6	Undertake "Take 5" Comply with and follow site safety rules.	3
Layout tools and equipment	Manual handling	6	Use appropriate manual handling technique. 2 person lift for bulky or heavy tools and equipment. Wear appropriate PPE	3

TITLE: SWMS Handling PCB Contaminated Equipment and Substances

Issue Date: March 2016

Revision Date: Jul 2017

Page **3** of **11**

Safe Work Method Statement

TASK Description. Break the activity down into steps. List the steps in this column.	HAZARD Identify any potential hazards associated with each step – and any related risks. Detail the hazards and risks in this column, and enter the risk rating in the next column.	Initial RISK RATING [1-25]	CONTROL MEASURE Decide what controls to use to eliminate or minimise the risks. Detail the controls in this column, and enter the revised risk rating in the next column.	Revised RISK RATING [1-25]
--	---	-----------------------------------	---	-----------------------------------

PERFORM WORK				
Working with electrical equipment, materials and substances that may be contaminated with PCB for the purpose of oil sampling	Identifying PCB contaminated equipment	16	Consider all transformer oil, substation plant/equipment and other items such as capacitors manufactured before 1975 to contain PCB unless certified differently.	4
	Not understanding the health effects of PCB's	16	Communicate the following health effects of PCB's to all workers: PCBs accumulate in the body with repeated exposure and are stored in fat tissue and body organs including the liver, kidneys, lungs and brain. PCB exposure can cause: • Chloracne (a severe, persistent acne-like rash) is the most commonly observed symptom in people exposed to high levels • Liver damage • Respiratory disorders. • Thyroid gland disorders. • Muscle and joint pain, headaches, loss of appetite, nausea, vomiting and abdominal pain. • Cancer - PCBs are classed as Carcinogen Class 2 (probable human carcinogen). When PCBs are exposed to extreme heat they may form dioxins, which are highly toxic.	4

TITLE: SWMS Handling PCB Contaminated Equipment and Substances

Issue Date: March 2016

Revision Date: Jul 2017

Page **4** of **11**

Safe Work Method Statement

TASK Description. Break the activity down into steps. List the steps in this column.	HAZARD Identify any potential hazards associated with each step – and any related risks. Detail the hazards and risks in this column, and enter the risk rating in the next column.	Initial RISK RATING [1-25]	CONTROL MEASURE Decide what controls to use to eliminate or minimise the risks. Detail the controls in this column, and enter the revised risk rating in the next column.	Revised RISK RATING [1-25]
Working with electrical equipment, materials and substances that may be contaminated with PCB for the purpose of oil sampling	Not Labelling PCB contaminated equipment correctly	16	Electrical equipment which is known to contain PCBs that is to remain in service, shall be identified with prominent labels warning of PCB contamination and the level. Equipment containing PCBs, which are awaiting disposal as well as containers used for storing PCB wastes should be labelled with prominent labels warning of PCB contamination and the level.	4
	Not wearing suitable Personal Protective Equipment	16	Wear disposable gloves made of materials that are resistant to PCBs such as polyethylene, polyvinyl alcohol (PVA), polytetrafluoroethylene (PTFE), butyl rubber, nitrile rubber or neoprene rubber. Do not use PVC or latex gloves. Wear disposable overalls, apron and boots with chemical resistant properties e.g. Tyvek if there is a risk of spillage. Eye protection is essential. If working overhead (eg. light fixtures) then a full face shield should be worn.	4
	Not wearing suitable respiratory protection if PCB Vapours are suspected	16	If PCB vapours are suspected, wear a twin cartridge type respirator suitable for chlorinated vapours is required. Used respirator cartridges should be treated as PCB wastes and placed in proper storage containers. Inhalation of vapours at room temperature is not significant and is generally no requirement for respiratory protection although good ventilation is important.	4

TITLE: SWMS Handling PCB Contaminated Equipment and Substances

Issue Date: March 2016

Revision Date: Jul 2017

Page **5** of **11**

Safe Work Method Statement

TASK Description. Break the activity down into steps. List the steps in this column.	HAZARD Identify any potential hazards associated with each step – and any related risks. Detail the hazards and risks in this column, and enter the risk rating in the next column.	Initial RISK RATING [1-25]	CONTROL MEASURE Decide what controls to use to eliminate or minimise the risks. Detail the controls in this column, and enter the revised risk rating in the next column.	Revised RISK RATING [1-25]
Working with electrical equipment, materials and substances that may be contaminated with PCB for the purpose of oil sampling	Smoking or drinking	16	No eating, drinking or smoking is permitted during sampling. Workers handling PCBs should wash their hands thoroughly in warm soapy water before eating, drinking, smoking or using toilet facilities	4
	Lack of First Aid upon skin, eye or respiratory contact with PCB	16	Eye contact Wash out immediately with running water for 10-15 minutes. Occasionally lift the upper and lower eyelids to ensure complete irrigation of the eyes. Medical attention should be obtained. Skin Contact Immediate remove all contaminated clothing. Wash affected areas with warm, soapy water. Do not use solvent to remove PCBs from skin or clothing. Inhalation A person overcome by PCB vapour should be moved to fresh air and urgent medical attention obtained. Any incident involving PCB contaminated oil shall be reported following OHS procedures TA_0112 Incident investigations and reporting and procedure TA_0113 Incident Report	4

TITLE: SWMS Handling PCB Contaminated Equipment and Substances

Issue Date: March 2016

Revision Date: Jul 2017

Page **6** of **11**

Safe Work Method Statement

TASK Description. Break the activity down into steps. List the steps in this column.	HAZARD Identify any potential hazards associated with each step – and any related risks. Detail the hazards and risks in this column, and enter the risk rating in the next column.	Initial RISK RATING [1-25]	CONTROL MEASURE Decide what controls to use to eliminate or minimise the risks. Detail the controls in this column, and enter the revised risk rating in the next column.	Revised RISK RATING [1-25]
Working with electrical equipment, materials and substances that may be contaminated with PCB for the purpose of oil sampling	Not Cleaning up PCB spills and leaks appropriately	16	The following methods shall be followed in the event of a spill or a leak of PCBs: • Use an absorbent material such as diatomaceous earth or cloth, paper towel, sand, sawdust, straw or soil to form a barrier to prevent any of the PCB from escaping into drainage systems. Soak up the PCB using the absorbent material. • Non-porous surfaces and equipment should be cleaned with an organic solvent. • Porous material including clothing and soil that has been contaminated must be placed in sealed polyethylene bags which are then placed in a sealable metal drum. • An absorbent material should be packed around the PCB equipment to absorb any leaks. The drum should then be sealed and labelled as "TOXIC - PCB waste" together with the contents. • Any PCB-contaminated solvents from the clean-up should be stored in separate drums and labelled, "TOXIC FLAMMABLE - PCB contaminated solvent". • Where a significant spill to the environment has occurred notify the appropriate State Environment Authority.	4

TITLE: SWMS Handling PCB Contaminated Equipment and Substances

Issue Date: March 2016

Revision Date: Jul 2017

Page **7** of **11**

Safe Work Method Statement

TASK Description. Break the activity down into steps. List the steps in this column.	HAZARD Identify any potential hazards associated with each step – and any related risks. Detail the hazards and risks in this column, and enter the risk rating in the next column.	Initial RISK RATING [1-25]	CONTROL MEASURE Decide what controls to use to eliminate or minimise the risks. Detail the controls in this column, and enter the revised risk rating in the next column.	Revised RISK RATING [1-25]
Working with electrical equipment, materials and substances that may be contaminated with PCB for the purpose of oil sampling	Not Storing and Disposing of PCB's appropriately	16	Scheduled PCB waste – any material containing PCBs more than 50g or above 50mg/kg(ppm). All scheduled PCB waste must be treated by a licensed / approved operator. Solid and liquid scheduled waste must not go to landfill. Quantities above 10kg must be notified to Department of Environment and Heritage. Non-scheduled PCB waste – any material which has no further use and which contains PCBs at levels less than 50 g or below 50mg/kg(ppm). Non-scheduled liquid waste must not go to landfill however solid waste can go to landfill if correct disposal methods are used. Only approved landfill sites may be used. Contact the Environment Protection Authority for details of your local approved landfill site. PCB-free waste - material that contains PCBs at a concentration of 2mg/kg(ppm) or less. PCB-free waste may be disposed of in an approved landfill site. Material containing PCB should be placed in a polythene bag and sealed inside a metal container that is clearly marked with the details of the contents. Containers should be stored in an area that prevents discharge into the environment (no drains) and is secure from unauthorized entry.	4

TITLE: SWMS Handling PCB Contaminated Equipment and Substances

Issue Date: March 2016

Revision Date: Jul 2017

Page **8** of **11**

Safe Work Method Statement

TASK Description. Break the activity down into steps. List the steps in this column.	HAZARD Identify any potential hazards associated with each step – and any related risks. Detail the hazards and risks in this column, and enter the risk rating in the next column.	Initial RISK RATING [1-25]	CONTROL MEASURE Decide what controls to use to eliminate or minimise the risks. Detail the controls in this column, and enter the revised risk rating in the next column.	Revised RISK RATING [1-25]
Working with electrical equipment, materials and substances that may be contaminated with PCB for the purpose of oil sampling	Not Storing and Disposing of PCB's appropriately (continued)	16	Storage areas should be clearly signed to warn workers of the potential hazards of PCBs. Containers should be stored in a separate location, well away from any flammable liquids and from food storage and preparation areas. Drums should be raised off the floor to avoid corrosion of the bottom of the container. Leakage to the environment during storage and transport must be avoided. Permanent records of all material in the store should be readily available for emergency situations. If spillage occurs, access should be restricted to trained personnel who are familiar with emergency procedures for handling PCBs. The appropriate State Government Environment Authority must be immediately notified of the spillage (NSW Environment Protection Authority). Conduct weekly inspections of containers containing PCB using a PCB Container Inspection Log	4

TITLE: SWMS Handling PCB Contaminated Equipment and Substances

Issue Date: March 2016

Revision Date: Jul 2017

Page **9** of **11**

Safe Work Method Statement

TASK Description. Break the activity down into steps. List the steps in this column.	HAZARD Identify any potential hazards associated with each step – and any related risks. Detail the hazards and risks in this column, and enter the risk rating in the next column.	Initial RISK RATING [1-25]	CONTROL MEASURE Decide what controls to use to eliminate or minimise the risks. Detail the controls in this column, and enter the revised risk rating in the next column.	Revised RISK RATING [1-25]
Transporting waste materials and substances that may be contaminated with PCB	Not Transporting PCB material and waste appropriately	16	Scheduled PCB material and waste must be transported in accordance with the Australian Dangerous Goods Code (ADG) and any other legislative requirements. All workers involved in the transport of PCB wastes should be fully informed of the hazards of PCBs and trained in the correct procedures required for the safe transport of these hazardous materials.	4

FINALISE WORK				
Put away tools and equipment	Manual handling	8	Use appropriate manual handling technique. 2 person lift for bulky or heavy items.	2
	Slips, trips and falls	8	Wear appropriate personal protective equipment. Watch footing and proceed with caution.	2
Clean up	Manual handling	8	Use appropriate manual handling technique. 2 person lift for bulky or heavy items.	2

TITLE: SWMS Handling PCB Contaminated Equipment and Substances

Issue Date: March 2016

Revision Date: Jul 2017

Page **10** of **11**

Safe Work Method Statement

TASK Description. Break the activity down into steps. List the steps in this column.	HAZARD Identify any potential hazards associated with each step – and any related risks. Detail the hazards and risks in this column, and enter the risk rating in the next column.	Initial RISK RATING [1-25]	CONTROL MEASURE Decide what controls to use to eliminate or minimise the risks. Detail the controls in this column, and enter the revised risk rating in the next column.	Revised RISK RATING [1-25]
---	--	-------------------------------------	--	-------------------------------------

Items of plant, vehicles and equipment that will most likely be used [generic listing only]

Light vehicle. Oil drum for waste, bottles, syringes

The site supervisor identified on the site specific risk assessment is responsible for ensuring compliance with the identified SWMS

The following people are responsible for the initial development of this SWMS:

Name:			
Position:	TA Manager	Customer Director	Date
Signature:			

TITLE: SWMS Handling PCB Contaminated Equipment and Substances

Issue Date: March 2016

Revision Date: Jul 2017

Page **11** of **11**

Safe Work Method Statement

TASK Description. Break the activity down into steps. List the steps in this column.	HAZARD Identify any potential hazards associated with each step – and any related risks. Detail the hazards and risks in this column, and enter the risk rating in the next column.	Initial RISK RATING [1-25]	CONTROL MEASURE Decide what controls to use to eliminate or minimise the risks. Detail the controls in this column, and enter the revised risk rating in the next column.	Revised RISK RATING [1-25]
---	--	-------------------------------------	--	-------------------------------------

Declaration by contractors and workers

I have been **consulted** and have assisted in the development of this SWMS.

I have been given the opportunity to comment on the content of this SWMS.

I have **read** and **understand** how I am to carry out the activities listed in this SWMS.

I have been supplied with the **personal protective equipment** identified on this SWMS and I have been given **training** in the safe use of this equipment.

I have read and understand the requirements set out in the **material safety data sheets** for the **hazardous substances** identified in this SWMS.

Use extra page if necessary.

NAME	SIGNATURE	DATE