



Department
Title
Type
Document Number

Tourism
Digitising and Handling Taxidermy
Collections
Safe Work Method Statement
580.1

Risk Rating	Protective Equipment
LOW	     
	<p>FOOT PROTECTION MUST BE WORN HAND PROTECTION MUST BE WORN EYE PROTECTION MUST BE WORN IN THIS AREA SAFETY VEST OR HIGH VISIBILITY CLOTHING MUST BE WORN PROTECTIVE CLOTHING MUST BE WORN No food or drink</p>

✓	Correct process	?	Think before you act	X	Stop –this is not the correct process
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Warm your body up before attempting any manual handling activity

Licenses/Training	✓	Object Handling Skills
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Taxidermy is the preserving of an animal’s body via mounting or stuffing, for the purpose of display or study. Animals are often, but not always, portrayed in a lifelike state. The word taxidermy describes the process of preserving the animal, but the word is also used to describe the end product, which are called taxidermy mounts or referred to simply as "taxidermy".

The taxidermy collection at the Burke Museum was developed during the 19th century when arsenic was the popular chemical for preventing decay to an animal’s body during the process of stuffing. Due to the potential presence of trace elements of this chemical and traces of other potential harmful chemicals that may be harmful to people with prolonged exposure to this collection, the following SWMS has been developed.

ACTIVITY	POTENTIAL HAZARDS	SAFETY CONTROLS		RISK RATING
Notifying staff	Staff unaware of project involving taxidermy collection – potential exposure	✓	Notify staff in advance of any project that involves the taxidermy collection.	LOW
		✓	Notify staff in advance of the space and time requirements to complete the project.	
		✓	Prior to setting up: clearly mark the entrances with hazard signs and keep doors shut at all times.	
		✓	Ensure that the only staff working in this space are the staff working on the project.	
Setting-up space	Trips, strains or sprains	✓	Clear the space from any trip hazards and any unnecessary objects that may restrict movement or access.	LOW
		✓	Set-up surfaces with protective sheets.	
		✓	Place all necessary equipment (brushes, measuring tape, transport boxes etc.) out on surfaces.	
		✓	Complete stretching exercise: stretch arms, legs, ankles and wrists.	
Setting-up technology	Electronic malfunction, or strains from moving equipment	✓	Position studio lights 45 degrees of digitisation table, make sure lights are stable.	LOW
		✓	Position camera tripod in front of digitisation table, make sure tripod is stable.	
		✓	Secure camera to tripod.	
		✓	Turn power board on, then turn all the equipment on.	
		✓	Allow the equipment to warm-up	

*Think Through the Task *Spot the Hazards (to yourself and others) *Assess the Risk (probability and consequences)
* Make the Changes * Do the Job Safely

Wearing protective clothing	Trips, discomfort, or exposure to taxidermy collection	✓	Ensure staff wear clothes that are comfortable to wear under a protective suit.	MEDIUM
		✓	Ensure each staff member has the following (supplied by the museum) suit, gloves, mask, eyewear, and steel cap boots (hence known as the uniform).	
		✓	Ensure that the uniform fits the staff member comfortably, ie; make sure the suit is not too baggy or the face mask too loose.	
		✓	Ensure staff wear the uniform at all times until clean-up is finalised.	
Handling the collection	Exposure to collection, sprains or strains from handling, dropping of collection.	✓	Open bird cabinet and place transport box next to the cabinet.	MEDIUM
		✓	Pick the bird up from the mount with two hands (try not to touch the bird itself).	
		✓	Ensure OHS handling technique is used: solid hold, lift slowly, turn with your feet.	
		✓	Place bird in the transport box.	
		✓	Close the bird cabinet.	
		✓	Take the bird transport box to the Curatorial Office (small bird = carry box with two hands / large bird = push box on a dolly).	
		✓	Remove the bird from the transportation box and place on the work bench.	
		✓	Brush vacuum the mount (not the bird).	
		✓	Measure the bird with a tape measure (H / W / D).	
		✓	Assess the condition of the bird (looking for pest damage).	
		✓	Place bird on digitisation desk.	
		✓	Photograph the bird; turning the bird with two hands for the required angle.	
		✓	Return the bird to the transport box.	
		✓	Return the bird to the bird cabinet the same way it was brought it.	
✓	Close the cabinet and break for 5 minutes, making sure to stretch before starting again.			
End of activity	Exposure to collection	✓	In uniform; disinfect and return all equipment (brushes, measuring tape, boxes etc.).	LOW
		✓	In uniform: disinfect and return all technology (lights, camera, tripod etc.).	
		✓	In uniform; remove all protective sheets and place in a large garbage bag.	
		✓	Remove uniform and place in large garbage bag (except for face mask and shoes).	
		✓	Tie the garbage bag up and dispose of it in the outside bin.	
		✓	Wipe down all surfaces with disinfectant.	
		✓	Wash hands thoroughly.	
		✓	Return space to normal.	



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The personnel listed below have been made aware of and understand the procedure, hazards and control measures outlined in the Safe Work Method Statements (SWMS). They will abide by the control measures outlined within the SWMS.

Name/Group	Position
Ashleigh Giffney	Collections Manager

To ensure the safety of co-workers and general public report all incidents and near misses to supervisors.

Any changes, additions or deletions made to this SWMS are to be covered with the above personnel.

Date Approved	
Review Date	
Approved by	
Title	
Signature	