



SAFE WORK METHOD STATEMENT (SWMS)

SWMS 002 - MANUAL HANDLING

ALL PERSONS INVOLVED IN THE TASK MUST HAVE THIS SWMS COMMUNICATED TO THEM PRIOR TO WORKS COMMENCING.

An effective Risk Assessment should identify the relevant criteria listed below

<input type="checkbox"/> Work involving a risk of a person falling more than 2 metres. <input type="checkbox"/> Work carried out on a telecommunication tower. <input type="checkbox"/> Work involving demolition of an element of a structure that is loadbearing <input type="checkbox"/> Work around Asbestos Containing Material (ACM) <input type="checkbox"/> Work involving structural alterations or repairs requiring temporary support to prevent collapse <input type="checkbox"/> Work carried out in or near a confined space <input type="checkbox"/> Work carried out in or near a shaft or trench with an excavated depth greater than 1.5 metres or is carried out in or near a tunnel <input type="checkbox"/> Work involving the use of explosives <input type="checkbox"/> Working near or on Energised electrical installations or services <input type="checkbox"/> Working near or on Chemical, fuel or refrigerant lines	<input type="checkbox"/> Working near or on Pressurised gas distribution mains or piping <input type="checkbox"/> Work carried out in an area that may have a contaminated or flammable atmosphere <input type="checkbox"/> Work involving tilt-up or precast concrete <input type="checkbox"/> Work carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor that is in use by traffic other than pedestrians <input type="checkbox"/> Work carried out in an area at a workplace in which there is any movement of powered mobile plant <input type="checkbox"/> Work carried out in an area in which there are artificial extremes of temperature <input type="checkbox"/> Work carried out in or near water or other liquid that involves a risk of drowning <input type="checkbox"/> Work involving diving work
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Risk = Consequence & Likelihood			Probability					PPE is the last method of control	
			Rare	Unlikely	Possible	Likely	Almost Certain		
		A	B	C	D	E			
Consequence	Catastrophic	5	High	High	Extreme	Extreme	Extreme		Elimination
	Major	4	Medium	High	High	Extreme	Extreme		Substitution
	Moderate	3	Low	Medium	High	Extreme	Extreme	Isolation	
	Minor	2	Low	Low	Medium	High	Extreme	Engineering	
Low	1	Low	Low	Medium	High	High	Administration	PPE	

Foot Protection	Hearing Protection	High-Vis Clothing	Head Protection	Eye Protection	Face Protection	Hand Protection	Protective Clothing	Respiratory Protection	Sun Protection	Fall Arrest	Low Voltage Rescue Kit	Long Hair & Loose items such as Jewellery removed/tied back

Other PPE <small>(Please List)</small>	
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Authorised by: Jared Warren

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Company Address: 13 Greenacres Close
Whiterock Cairns 4868

Contact: Jared Warren

Company ABN: 28 791 930 310

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Sign-Off Sheet

This Safe Work Method Statement has been developed in consultation with relevant personnel and the Persons Conducting the Business or Undertaking (PCBU). By signing this page, I agree that I have had these SWMS communicated to me and understand their contents. I confirm that I have the relevant certifications to conduct the task described and agree to comply with the control measures and safe work instructions and the use of PPE where required.

Name	Job Description	Signature	Date

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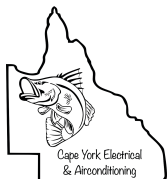
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Task ID	Job Step	Potential Hazard	Initial Risk Rating	Control Measures	Revised Risk Rating	Person(s) Responsible
1	Preparation: Assess size, shape, condition and weight of load(s)	Personal injury - <ul style="list-style-type: none"> Cuts, strains, abrasions, burns Possible eye injury Dust inhalation Crushed limbs / personnel 	High Risk 	Determine if mechanical aids can be utilised. Refer to Lifting Operations Follow all site rules and procedures. Ensure correct manual handling techniques are followed. Wear all mandatory PPE and task specific PPE. Communicate task clearly with all work crew members. Ensure a thorough understanding of expectations. If a hazard is identified in the work area – fix it immediately or if unable to do so, isolate the hazard and inform you supervisor. Work on flat surface where practicable	Medium Risk 	Work crew
2	Preparation: Assess workflow and work area	Personal injury - <ul style="list-style-type: none"> Cuts, strains, abrasions, burns Possible eye injury Dust inhalation Slip / Trip / Fall 	High Risk 	Authority and empowerment to Stop the Job. Follow all site rules and procedures. Ensure correct manual handling techniques are followed. Wear all mandatory PPE and task specific PPE. Ensure any thoroughfares are clear of debris or gear. Communicate task clearly with all work crew members. Ensure a thorough understanding of expectations. If a hazard is identified in the work area – fix it immediately or if unable to do so, isolate the hazard and inform you supervisor. Work on flat surface where practicable	Medium Risk 	Work crew

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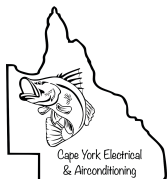
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3	Lift and carry objects	Personal injury - <ul style="list-style-type: none"> Cuts, strains, abrasions, burns Possible eye injury Dust inhalation Crushed limbs / personnel 	High Risk 	Authority and empowerment to Stop the Job. Refer to Lifting Operations Use mechanical aids where possible. Follow all site rules and procedures. Ensure correct manual handling techniques are followed. Wear all mandatory PPE and task specific PPE. Communicate task clearly with all work crew members. Ensure a thorough understanding of expectations. If a hazard is identified in the work area – fix it immediately or if unable to do so, isolate the hazard and inform you supervisor. Work on flat surface where practicable	Medium Risk 	Work crew
		Personal injury caused by falling objects <ul style="list-style-type: none"> Crushed limbs / personnel Impact or concussion Impalement 	High Risk 	Secure equipment rack prior to relocating Secure all tools and/or equipment by lanyard or store in a toolbox/basket An exclusion zone must be established whilst transferring equipment Restrain any loose equipment where practicable Spotter or ground staff must wear protective equipment and manage civilian traffic.	Medium Risk 	Work Crew
4	Lower and stack objects	Personal injury - <ul style="list-style-type: none"> Cuts, strains, abrasions, burns Possible eye injury Dust inhalation 	High Risk 	Authority and empowerment to Stop the Job. Refer to Lifting Operations Use mechanical aids where possible. Follow all site rules and procedures. Ensure correct manual handling techniques are followed. Wear all mandatory PPE and task specific PPE. Communicate task clearly with all work crew members. Ensure a thorough understanding of expectations.	Medium Risk 	Work crew

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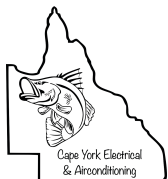
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				<p>If a hazard is identified in the work area – fix it immediately or if unable to do so, isolate the hazard and inform you supervisor.</p> <p>Work on flat surface where practicable</p>		
5	Completion of task	<p>Slips, trips, and falls</p> <p>Contamination</p>	<p>High Risk</p> 	<p>Leave work area tidy.</p> <p>Store equipment in authorised access area (e.g. locked storage facility)</p> <p>Report any damage/defect to supervision and tag out any faulty equipment.</p> <p>Ensure chemicals are stored in correct locations where cross contamination cannot occur.</p>	<p>Medium Risk</p> 	Work crew

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Referenced Commonwealth - Codes of practice	Referenced Commonwealth – Acts & Regulations
<ul style="list-style-type: none"> • Work Health and Safety (First Aid in the Workplace) Code of Practice 2015 • Work Health and Safety (Hazardous Manual Tasks) Code of Practice 2015 • Work Health and Safety (How to Manage Work Health and Safety Risks) Code of Practice 2015 • Work Health and Safety (Labelling of Workplace Hazardous Chemicals) Code of Practice 2015 • Work Health and Safety (Managing Electrical Risks in the Workplace) Code of Practice 2015 • Work Health and Safety (Managing Noise and Preventing Hearing Loss at Work) Code of Practice 2015 • Work Health and Safety (Managing Risks of Hazardous Chemicals in the Workplace) Code of Practice 2015 • Work Health and Safety (Managing the Risk of Falls at Workplaces) Code of Practice 2015 • Work Health and Safety (Managing the Work Environment and Facilities) Code of Practice 2015 • Work Health and Safety (Work Health and Safety Consultation, Co-operation and Co-ordination) Code of Practice 2015 	<ul style="list-style-type: none"> • Work Health and Safety (Transitional and Consequential Provisions) Act 2011 • Work Health and Safety Act 2011 • Work Health and Safety Regulations 2011.
	Referenced Australian Standards
<h3>Referenced QLD – Codes of practice</h3> <ul style="list-style-type: none"> • Electrical safety code of practice 2013 - Managing electrical risks in the workplace • First Aid in the Workplace Code of Practice 2014 • Hazardous Manual Tasks Code of Practice 2011 • How to Manage Work Health and Safety Risks Code of Practice 2011 • Labelling of Workplace Hazardous Chemicals Code of Practice 2011 • Managing Noise and Preventing Hearing Loss at Work Code of Practice 2011 • Managing the Risk of Falls at Workplaces Code of Practice 2018 • Managing the Work Environment and Facilities Code of Practice 2011 • Work Health and Safety Consultation, Co-operation and Co-ordination Code of Practice 2011 • Managing Risks of Hazardous Chemicals in the Workplace Code of Practice 2013 • Preparation of Safety Data Sheets for Hazardous Chemicals Code of Practice 2011 	<h3>Further Information</h3> <p><u>QLD</u></p> <ul style="list-style-type: none"> • OHS Legislation - https://www.worksafe.qld.gov.au/laws-and-compliance/workplace-health-and-safety-laws/laws-and-legislation • Environmental Legislation - https://www.ehp.qld.gov.au/management/env-policy-legislation/ • OHS Codes of Practice - https://www.worksafe.qld.gov.au/laws-and-compliance/workplace-health-and-safety-laws/laws-and-legislation/codes-of-practice <p><u>Commonwealth</u></p> <ul style="list-style-type: none"> • OHS Legislation - http://www.legislation.act.gov.au • Environmental Legislation - http://www.legislation.act.gov.au • OHS Codes of Practice - http://www.legislation.act.gov.au

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