

Insert your company logo or company name here.

# SAFE WORK METHOD STATEMENT FOR MANUAL HANDLING

## SAFE WORK METHOD STATEMENT INCORPORATES RISK ASSESSMENT

Client/Principal Contractor	Insert client and/or PC name	Project Address:	Insert the project's address
Company Address:	Insert your company address	Phone Number:	Insert your business number
SWMS Prepared By:	Insert person	In Consultation With:	Refer to Consultation and Sign-Off Record
SWMS Approved By:	Insert person	Distribution:	2 persons involved in the work scope
SWMS Date:	Insert date	Review Date:	At least 12 months or
Person(s) responsible for implementing, monitoring and compliance to the SWMS:	Insert person(s)	Responsible Person(s) for compliance:	Insert person(s) and phone number
Work Scope Description:	Taking care of manual tasks.		
List the qualifications and training requirements for this activity:	Person(s) are trained in safe work methods.		
Details of inspections and maintenance checks required for this activity:	Inspections are to be carried out on manual handling activities to assist with compliance to safe work practices and principles.		
Are there any other safety considerations that may affect the work?	Person(s) must comply with all additional safe work procedures, plans, rules and instructions given by any person in control of the workplace.		
Legislative References:	<ul style="list-style-type: none"><li>• Work Health and Safety Act</li><li>• Work Health and Safety Regulation</li><li>• Hazardous Manual Tasks Code of Practice</li><li>• How to Manage Work Health and Safety Risks Code of Practice</li><li>• Work Health and Safety Consultation, Co-Operation and Coordination Code of Practice</li></ul>		

JOB STEP	POTENTIAL HAZARDS Identify the hazards relating to health and safety with each step	RISKS Identify the risks to health and safety related to each step	LIKELIHOOD	CONSEQUENCE	INITIAL RISK SCORE	CONTROL MEASURES, CHECKS AND MONITORING Decide on what actions are necessary to eliminate, or minimise risk to a reasonably practical level	LIKELIHOOD	CONSEQUENCE	REVISED RISK SCORE	PERSON(S) RESPONSIBLE
1. Planning and preparation	<ul style="list-style-type: none"> <li>• Uncoordinated work plan.</li> <li>• Unprepared personnel.</li> <li>• Unqualified personnel.</li> <li>• Unnecessary manual handling.</li> </ul>	<ul style="list-style-type: none"> <li>• Risk of not understanding procedures.</li> <li>• Equipment not available.</li> <li>• Personnel not having appropriate training and experience.</li> <li>• Personnel not understanding the task.</li> <li>• Musculoskeletal sprain, strain, slip, trip, fall or injury.</li> </ul>	3	2	6 Med	<ul style="list-style-type: none"> <li>• Ensure consultation with the Principal Contractor and/or Client has been undertaken to identify risks and hazards associated with the work.</li> <li>• Personnel must be trained on the manual handling task and on the necessary control measures.</li> <li>• Ensure keys, jacks and/or other mechanical devices are used, if necessary.</li> <li>• Clear obstructions from travel.</li> <li>• Ensure appropriate training and experience is provided to personnel involved in a risk of injury from manual handling.</li> </ul> <p>Consider the following weights as a manual handling guide:</p> <ul style="list-style-type: none"> <li>○ <b>Seated work</b> - not more than 4.5kg.</li> <li>○ <b>Standing</b> - 15-25kg.</li> <li>○ <b>Young persons and apprentices</b> - no more than 20kg.</li> <li>○ <b>Up to 55 kg</b> - mechanical assistance and/or team lifting to be provided.</li> <li>○ <b>More than 55 kg</b> - mechanical assistance and/or team lifting is mandatory.</li> </ul>	1	2	2 Low	Manager Supervisor Workers