

Safe Work Method Statement

SWM06 Manual Handling

APPROVED BY NAME:	Jenn Davie	SIGNATURE:		DATE:	

Legislation: National WHS Act and Regulation 2012

Permit, Licence or Training Required: (please indicate by ticking box)							
YES		YES		YES		YES	
√	Manual handling						
Other:							

PPE Requirements: (please indicate by ticking box)						Environmental Requirements: (tick box)	
YES		YES		YES		YES	
	Dust Masks		Full Face Shield		Eye Protection		Air Pollution (dust, fume)
√	Safety Footwear		Full Body Suit	√	Signage and Barricades		Storm water Pollution
√	Gloves		Reflector Vests				Soil Erosion
Other:							

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STEP	ACTIVITY List steps/tasks to perform the activity in the actual sequence	HAZARDS Against each task list hazards that could cause injury		RISK CONTROL MEASURE List control measures to eliminate or minimise risk		RESPONSIBILITIES Name the person responsible (supervisor or above) to implement controls
1	Prepare self before any lifting	Minor injury to limbs and back	3	Check load is intact, not hot and has no sharp projections	3	Cleaner
2	Check weight load is not beyond your capacity	Lower back strain	3	If too heavy or awkward get help to lift and use mechanical devices where possible	3	Cleaner who needs to inform supervisor if load is too heavy
3	Size up load	Bulky items can cause obstructed view, slips, trips and falls	3	Get help with bulky load and ensure you have clear view and clear pathway	4	Cleaner
4	Place feet in proper position to item	Lifting from wrong position can cause strains and pains	3	Place feet in front of you but at shoulder width apart	3	Cleaner
5	Bend knees	Risk of major injury if lifting with straight legs	3	Bend to crouching position	3	Cleaner
6	Take a firm grip of item with both hands	Article may slip causing injury and/or damage	3	Lift with arms shoulder width apart	3	Cleaner
7	Keep your back straight	Lifting with bent back creates a weak spot thus injury will result	3	Look straight ahead of you	3	Cleaner
8	Ensure to keep arms straight and elbows into body	Strain arms and/or back	3	Keep load as close to body as possible	3	Cleaner

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9	Lift item using legs	Strain if load too heavy	3	Get help to lift if required. Lift together if more than person is lifting load. Do not bend or twist. Do not lift above shoulder level	3	Cleaner
10	Move item to required place	Do not leave load in pathways or in an unbalanced position	3	Move slowly. Do not run	3	Cleaner
11	With liquids...	Spill/Scald/Burn	3	Allow room for liquid movement. Wear gloves	3	Cleaner
12	Always use team lifting technique	Strain	3	Mechanical device to be used if possible	3	Cleaner
13						
14						

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Step 1 – Estimate the consequences of an incident occurring

Consequence	Incident
Catastrophic	Fatality or permanent serious disability or permanent ill health
Major	Serious injury, permanent part disability, long-term illness
Moderate	Medical treatment required and several days off work
Minor	First aid treatment required
Insignificant	No injuries

Step 2 – Estimate the likelihood of an incident occurring

Likelihood	Description
Almost certain	Expected to occur in most circumstances
Likely	Will probably occur in most circumstances (ie has been known to occur, or has occurred before)
Possible	Might occur at some time (ie have heard of it happening)
Unlikely	Could occur, but no known instances previously
Rare	May occur only in exceptional circumstances

Step 3 – Determine the risk rating

	Catastrophic	Major	Moderate	Minor	Insignificant
Almost certain	1	1	1	2	3
Likely	1	1	2	3	3
Possible	1	2	3	3	4
Unlikely	2	3	3	4	4
Rare	3	3	4	4	4

Hierarchy of Controls

The hierarchy of controls must be applied in the order below for all identified hazards. The higher the risk score, the more emphasis should be placed on the more effective controls, such as elimination or substitution.

1. Elimination

Elimination is the most effective way of managing a risk. For example – filling in a hole to remove a trip hazard.

2. Substitution

This is the most effective way to manage a risk. For example – using a less harmful chemical.

3. Isolation / Engineering

Isolation may include limiting how many people are exposed to a hazard. For example – using noisy equipment at night time when less people are present.

4. Administrative

Examples of this kind of control include training and instruction.

5. PPE

PPE is the least effective of all the controls and should be seen as the last line of defence.

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TEAM MEMBERS CONSULTATION SIGN OFF & APPROVAL, (print name and sign)

Print Name:	Sign:	Date:	Print Name:	Sign:	Date:

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