

# Safe work method statement

To improve the effectiveness of SWMS employees should follow the TAKE 2 process to assess and manage risk.

<b>Job Task Summary:</b> <h2>Manual Handling</h2>
<b>Applicable to the following worker type:</b> employee, contractor
<b>SWMS completed by:</b> Emergency Management Unit
<b>Site:</b> Preparedness activities, emergency operation centres (EOC's), temporary work sites
<b>Date:</b> 31 January 2018
<b>PPE required: (mandatory) - Safety footwear and Other</b> – appropriate to the task and conditions, e.g. gloves, apron, Hi-vis vest

WHS RISK MATRIX							HIERARCHY OF CONTROLS		
		<b>Likelihood</b>							
		E. Rare	D. Unlikely	C. Possible	B. Likely	A. Almost Certain			
<b>Consequence</b>	5. Extreme	Medium	High	High	Very High	Very High	<div style="display: flex; justify-content: space-between;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg);"> <b>HIGHEST</b>            Level 1            Eliminate the hazards         </div> <div style="writing-mode: vertical-rl; transform: rotate(180deg);"> <b>LOWEST</b> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg);"> <b>MOST</b>            Level 2            Substitute the hazard with something safer            Isolate the hazard from people            Reduce the risks through engineering controls         </div> <div style="writing-mode: vertical-rl; transform: rotate(180deg);"> <b>LEAST</b> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg);">           Level 3            Reduce exposure to the hazard using administrative actions            Use personal protective equipment         </div> <div style="writing-mode: vertical-rl; transform: rotate(180deg);"> <b>RELIABILITY OF CONTROL MEASURES</b> </div> </div>		
	4. Major	Low	Medium	High	High	Very High			
	3. Moderate	Low	Medium	Medium	High	High			
	2. Minor	Low	Low	Medium	Medium	Medium			
	1. Insignificant	Low	Low	Low	Low	Medium			

PROCEDURAL STEPS	POSSIBLE HAZARD(S)	R1	SAFETY CONTROL(S)	PERSON RESPONSIBLE	R2
Preparation <ul style="list-style-type: none"> <li>Assess size, shape, condition, weight and number of loads</li> </ul>	<ul style="list-style-type: none"> <li>Slips, trips &amp; falls</li> <li>Fatigue &amp; stress</li> </ul>	L	<ul style="list-style-type: none"> <li>Ensure personnel are trained in manual handling lifting techniques and/or effectively supervised</li> <li>Provide loads that are light &amp; easy to handle eg compact, rigid &amp; preferably with handles</li> <li>Provide mechanical aids, straps, trolleys or team lifting for heavy loads</li> <li>Ensure proper clothing, footwear &amp; PPE that allows tasks to be performed without restriction, eg <ul style="list-style-type: none"> <li>Gloves for hot, cold or slippery loads (NB: Gloves may adversely affect grip, strength &amp; dexterity)</li> <li>Aprons to allow loads to be held close to the body (NB: Aprons may affect mobility &amp; comfort)</li> <li>Non-slip, enclosed footwear</li> </ul> </li> </ul>	Supervisors & workers	L
Preparation <ul style="list-style-type: none"> <li>Assess workflow and work area</li> </ul>	<ul style="list-style-type: none"> <li>Slips, trips &amp; falls</li> <li>Fatigue &amp; stress</li> </ul>	L	<ul style="list-style-type: none"> <li>Eliminate unnecessary manual handling</li> <li>Allow for frequent rest periods &amp; job rotation</li> <li>Organise a smooth work flow – area around object, travel path and destination is clear. Signage &amp;/or barriers may be required.</li> <li>Ensure mechanical aids are available as required</li> <li>Provide sufficient staff numbers</li> <li>Train in safe team lifting procedures &amp; use only when other means are not available</li> <li>Provide an uncluttered, well-lit workplace with even, slip resistant floors</li> <li>Ensure proposed location is suitable to receive the object</li> </ul>	Supervisors	L
Opening doors of shipping containers, trucks, trailers & vehicles	<ul style="list-style-type: none"> <li>Jamming &amp; pinching of fingers</li> <li>Stress on back &amp; limbs</li> <li>Slips, trips &amp; falls</li> <li>Head injuries</li> <li>Lacerations &amp; abrasions</li> <li>Fatigue &amp; stress</li> <li>Fractures &amp; crush injuries</li> </ul>	L	<ul style="list-style-type: none"> <li>Grease hinges and locks to improve ease of use</li> <li>Open doors cautiously as articles may have shifted during transport. Consider use of hard hats</li> <li>Personnel to wear protective footwear (eg fully enclosed, non slip boots or shoes)</li> <li>Ensure area around doors is clear to allow easy access, complete opening of doors and reduce trip hazards</li> </ul>	Workers	L
Lift & carry objects	<ul style="list-style-type: none"> <li>Strain the spine &amp; back muscles</li> <li>Stress on back &amp; limbs</li> <li>Slips, trips &amp; falls</li> <li>Fatigue &amp; stress</li> <li>Lacerations &amp; abrasions</li> <li>Fractures &amp; crush injuries</li> <li>Dehydration</li> </ul>	M	<ul style="list-style-type: none"> <li>Use mechanical aids where available</li> <li>Use gang lifting techniques for heavy or awkward items</li> <li>Hold loads close to the body</li> <li>Vary work tasks during day or take regular breaks</li> <li>Provide adequate numbers of trained staff to allow rotation</li> <li>Ensure new workers are supervised adequately</li> <li>Perform all movements in a controlled, balanced, comfortable position</li> <li>Minimise repetitive bending, twisting and overreaching movements</li> <li>Use correct lifting techniques as per <b>manual handling training</b>, including: <ul style="list-style-type: none"> <li>Stand close to the load with feet apart for good balance</li> <li>Place one foot beside the object &amp; one behind</li> </ul> </li> </ul>	Workers	M

PROCEDURAL STEPS	POSSIBLE HAZARD(S)	R1	SAFETY CONTROL(S)	PERSON RESPONSIBLE	R2
			<ul style="list-style-type: none"> <li>○ Bend your knees</li> <li>○ Keep your back straight as possible</li> <li>○ Ensure a comfortable grip of the object</li> <li>○ Lift gradually – straighten your knees &amp; stand</li> <li>○ Use your leg muscles</li> <li>○ Avoid quick jerky movements</li> <li>○ Ensure the object does not obscure your vision or interfere with normal walking</li> <li>○ Avoid twisting your body – move your feet to change direction</li> <li>○ Support the object to change your grip</li> </ul>		
Lower & stack objects	<ul style="list-style-type: none"> <li>● Strain the spine &amp; back muscles</li> <li>● Stress on back &amp; limbs</li> <li>● Fatigue &amp; stress</li> <li>● Slips, trips &amp; falls</li> <li>● Lacerations &amp; abrasions</li> <li>● Fractures &amp; crush injuries</li> </ul>	M	<ul style="list-style-type: none"> <li>● Ensure your feet &amp; body face the spot the object is to be placed</li> <li>● Bend your knees, keep your back straight &amp; hold the object close to your body</li> <li>● Allow room for your fingers</li> <li>● Ensure the object is secure when put down</li> <li>● Store loads where possible between knee &amp; shoulder height &amp; as close to the location to where they will be used</li> <li>● Provide adequate space to facilitate ease of loading</li> </ul>	Workers	M
Load and unload vehicle (sedan, station wagon & ute) and trailers	<ul style="list-style-type: none"> <li>● Strain the spine &amp; back muscles</li> <li>● Stress on back &amp; limbs</li> <li>● Fatigue &amp; stress</li> <li>● Slips, trips &amp; falls</li> <li>● Lacerations &amp; abrasions</li> <li>● Fatigue &amp; stress</li> <li>● Fractures &amp; crush injuries</li> </ul>	M	<ul style="list-style-type: none"> <li>● Good workplace layout and house-keeping to avoid moving around obstacles</li> <li>● Do not put small items behind driver's seat as they could roll under the seat &amp; interfere with pedals</li> <li>● Utes &amp; trailers – distribute load evenly, secure with load rated straps, use mechanical aids where possible to load big/bulky items, use ute/trailer cover where possible</li> <li>● Do not exceed weight capacity of ute or trailer</li> <li>● Do not obstruct rear view or side mirrors, where possible</li> <li>● Do not over-reach to place items in vehicles</li> <li>● Place heaviest items closest to access point/s</li> <li>● Do not store chemicals in back of wagons or driver/passenger cabin area</li> <li>● Do not use ropes or bungy type cords to secure loads</li> </ul>	Workers	L
Load and unload shipping containers & trucks	<ul style="list-style-type: none"> <li>● Strain the spine &amp; back muscles</li> <li>● Stress on back &amp; limbs</li> <li>● Fatigue &amp; stress</li> <li>● Slips, trips &amp; falls</li> <li>● Head injuries</li> <li>● Lacerations &amp; abrasions</li> <li>● Fractures &amp; crush injuries</li> </ul>	M	<ul style="list-style-type: none"> <li>● Design of loading dock – suitable for mechanical devices; account for height difference</li> <li>● Access to loading dock (e.g. steps) is safe and suitable</li> <li>● Use mechanical aids (pallet jack, trolley)</li> <li>● Shrink wrap items to pallets where possible</li> <li>● Good workplace layout and house-keeping to avoid moving around obstacles</li> <li>● Secure items to sides of truck/shipping container when secured pallets not in use</li> <li>● Do not pack loose items above head height</li> </ul>	Workers	L
Move objects in & out of buildings	<ul style="list-style-type: none"> <li>● Jamming &amp; pinching of fingers</li> <li>● Strain the spine &amp; back muscles</li> </ul>	M	<ul style="list-style-type: none"> <li>● Ensure doorways are kept clear and doors are secured open to avoid jamming fingers</li> <li>● Use mechanical devices (pallet jack, trolley) where possible</li> <li>● Choose route with minimal doorways &amp; steps and no trip hazards</li> </ul>	Workers	L

PROCEDURAL STEPS	POSSIBLE HAZARD(S)	R1	SAFETY CONTROL(S)	PERSON RESPONSIBLE	R2
	<ul style="list-style-type: none"> <li>Stress on back &amp; limbs</li> <li>Fatigue &amp; stress</li> <li>Slips, trips &amp; falls</li> <li>Lacerations &amp; abrasions</li> <li>Fractures &amp; crush injuries</li> </ul>		(eg doorways, paths). Identify any unavoidable trip hazard with tape or marker. Brief personnel before moving items. <ul style="list-style-type: none"> <li>Consider use of mirrors on blind corners.</li> </ul>		

### OTHER JOB REQUIREMENTS

**List staff skills/competencies and licences required for safe job performance:**

- Forklift operators qualifications and experience for personnel using forklifts
- Formal training - relevant DPI/LLS staff should attend formal training on Manual Handling
- Informal training in the use of appliances. Manufacturer's operation instructions

**List items of plant/equipment/tools required:**

- Trolley
- Pallet jacks
- Fork lift – licensed operators only
- Straps/slings appropriate for keeping load in place during transit

**Relevant codes of practice, legislation standards or critical risk controls that may be applicable:**

- Hazardous manual tasks Code of Practice 2016

**Maintenance checks, site/workplace inspections required:**

- For appliances follow Manufacturer's Operators Manual
- Forklifts, jacks and trolleys maintained

**Additional approvals, certificates, WorkCover approvals/permits required e.g. confined spaces, working at heights, hot works etc:**

- Forklift license

Has a risk assessment been completed for any work involving confined spaces, electrical work or diving work    Yes                       No                       N/A

### APPROVAL (Officer, Manager, Supervisor i.e. person responsible for ensuring compliance with SWMS)

**Name:** State Emergency Coordinator

**Signature:** *S Oliver*

**Date:** 1 February 2018

**I have read and understood this safe work method statement (attach a separate sheet if required)**

NAME	SIGNATURE	DATE