







SWP No FOSH-SWP185	Category Manual handling	Date of last review 03/03/2025
Activity / Task / Equipment Emptying wheelbarrow of manure		

All users MUST review this SWP prior to use to:

- ensure safe practice for operator & equipment; and
- prevent injury to all workers

1) Personal Protective Equipment <div>  Eyewear  Breathing  Footwear  Sun / UV </div>	Safety Warnings <i>(Outline warnings e.g., equipment safety warnings or chemical hazard statements)</i> <ul style="list-style-type: none"> • Dust inhalation. • Straining of back when moving wheel burrow. • Tripping over while moving wheel burrow.
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2) Residual Risk Level *(refer to relevant Risk Assessment and CSU risk matrix)*

Low	Medium	High	Very high
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3) Procedure *(Include a description of all steps involved in the performance of the task)*

NOTE: All PPE required must be listed and the minimum PPE for each chemical must be included as per the relevant SDS

Step	Description Task/Activity step	Possible Hazards	Safety Controls
1)	Check the load of manure in wheelbarrow to ensure that load is balanced and not overloaded.	Physical injury, straining back. Tripping	Do not overload wheelbarrow or attempt to move a load that exceeds safe lifting capacity.
2)	Check the path is clear to manure pile.	Tripping.	Wear safety boots. Remove possible hazards if safe.
3)	Take wheelbarrow to manure pile and tip out contents	Slipping/tripping. Straining of back.	Wear safety boots. Use appropriate lifting techniques. Refer to

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4)	If main pile is too full to tip, alert another staff member.	Tripping.	Call staff to remove manure pile.
5)	Return wheelbarrow to marked location	Scaring horses	Proceed when horses are settled or no longer in the area.
6)			
7)			
8)			
9)			
10)			
11)			
12)			
13)			
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16)			

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4) Supporting documentation/additional information *(include detail or list all attached)*

5) In the event of Incident or Emergency:

(outline what steps need to be taken to safety shutdown of stop the activity in the event of an emergency)

In the event of an injury:

Call nearest First Aid Officer and University Security 1800 931 633

If ambulance required. Call an ambulance, nearest First Aid Officer and University Security 1800 931 633

When safe to do so, lodge incident report on the University's Protecht database and notify the Facility Manager.

- Access the situation
- Remove any possible hazards
- Apply First Aid (if qualified) or call 000
- Report incidents/accidents to facility manager

Equine Centre Senior Technical Officer: Anna Dennis

Technical Manager Animal & Field: Joe Price 0408992118

6) Responsibilities:

The Facility Manager is responsible for:

1. Ensuring all operators are inducted.
2. Identifying the training required.
3. Organising training if required.
4. Ensuring this SWP is reviewed and kept up to date.
5. Maintaining appropriate training records.
6. Organising and monitoring maintenance and repair.
7. Ensuring appropriate PPE is available.

The Users (Academic and Technical Staff) are responsible for:

1. Completing a Facility Induction with the Facility Manager or delegate
2. Being appropriately qualified to work in the Facility.
3. Completing required training and signing training register.
4. Requesting additional training if required.
5. When appropriate being assessed as proficient in a specific task before undertaking the task alone.
6. Reading and agreeing to follow SWP by signing training record.
7. Ensuring nearby personnel are aware of any potential hazards.
8. Academic staff are responsible for the supervision of undergraduate students in their class.
9. Academic staff are responsible for ensuring their research students are appropriately trained and for providing the Facility Manager with signed competencies.
10. Academic staff are responsible for supervising their research students until they are signed off as competent.

Students:



1. Complete a Facility Induction.
2. Complete training as required and signing appropriated training register.
3. Reading and agreeing to follow SWP by signing training record.
4. Not be in the Facility alone unless prior approval has been granted.
5. Follow the instructions of Academic and Technical Staff.

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7) References (including manuals, Standards or Acts): <i>(include any standards, codes of practices or other reference material that has been used in the development of the SWP)</i>
8) Training Requirements/Competencies: Only nominated and trained persons are to use this equipment. Training in accordance with this SWP with guidance from authorised personnel.
9) Engineering Details, Certificates, SafeWork NSW Approvals: <i>(detail the name and manufacturer of the equipment, and list Work Safe NSW registrations etc where the SWP is for the operation of equipment)</i>
10) Maintenance Requirements: <i>(list all maintenance requirements where the SWP is for operation of equipment)</i>
11) Waste Disposal Requirements: <i>(list all waste disposal requirement – including any special disposal requirement for any equipment)</i>

SWP Assessment Control

Assessed By	Recommended By	Approved By (add digital signature)
<div></div> Name: Brianna Thompson Date: 21/01/25	<div></div> Name: Date:	<div>  </div> Name: Joe Price Date: 03/03/2025
<div></div> Name: Date:	<div></div> Name: Date:	<div>  </div> Name: Peter Ryall Date: 17/7/2025

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Risk Ratings Matrix					
Risk Matrix	1. Insignificant	2. Minor	3. Moderate	4. Major	5. Catastrophic
5. Almost Certain	Medium	High	High	Very High	Very High
4. Likely	Medium	Medium	High	High	Very High
3. Possible	Low	Medium	Medium	High	High
2. Unlikely	Low	Low	Medium	Medium	High
1. Rare	Low	Low	Low	Low	Medium

Risk Likelihood Ratings Guide

Likelihood Rating	Description	Indicative Frequency of Occurrence
5. Almost Certain	The event will occur within the planning period.	Greater than 90% chance of occurring/known to occur every year.
4. Likely	The event is likely to occur within the planning period.	51% to 90% chance of occurring/once every 1-2 years.
3. Possible	The event may occur within the planning period.	30% to 50% chance of occurring/once every 2–3 years.
2. Unlikely	The event is not likely to occur in the planning period.	5% to 30% chance of occurring/once every 3–5 years.
1. Rare	The event will only occur in exceptional circumstances.	Less than 5% chance of occurring/once every 5–10 years.

Risk Appetite - Action Required

Appetite Level	Action Required
in Risk Appetite	Monitor and continue regular risk assessment processes to ensure that existing controls continue to function effectively.
Approaching Risk Appetite	Increase risk assessment processes and challenge existing controls to ensure they remain effective. Identify further actions that may reduce the risk.
Exceeding Risk Appetite	Implement immediate treatment actions to reduce the risk to within the Risk Appetite level. Report the risk to Senior Management / Portfolio Lead.

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