

SAFE WORK METHOD STATEMENT

MANUAL HANDLING

Prepared for Charles Sturt Campus Services

Client:		Project No:	
Site:		Date Prepared:	

1. RESPONSIBILITIES

Charles Sturt Campus Services will conduct inductions for all workers (inclusive of employees and subcontractors) prior to commencing site work. A record of site inductions and toolbox meetings will be kept at the Charles Sturt Campus Services office for future reference.

The Principal Contractor or Client will provide adequate amenities (toilets, wash rooms, dining facilities etc) as defined for this work type and in accordance with Safe Work Australia Code of Practice *Managing the Work Environment and Facilities*.

All Charles Sturt Campus Services workers engaged in site work are required to wear the necessary Personal Protective Equipment (PPE) as noted in this document. The consumption of illegal drugs and alcohol is prohibited.

2. DESCRIPTION OF WORK

This brief, step by step work summary is to be completed by the Person Conducting Business or Undertaking (PCBU) or Site Supervisor on site prior to work commencing to assist in the identification of possible hazards:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.



3. RISK ASSESSMENT

Risk Assessment Table

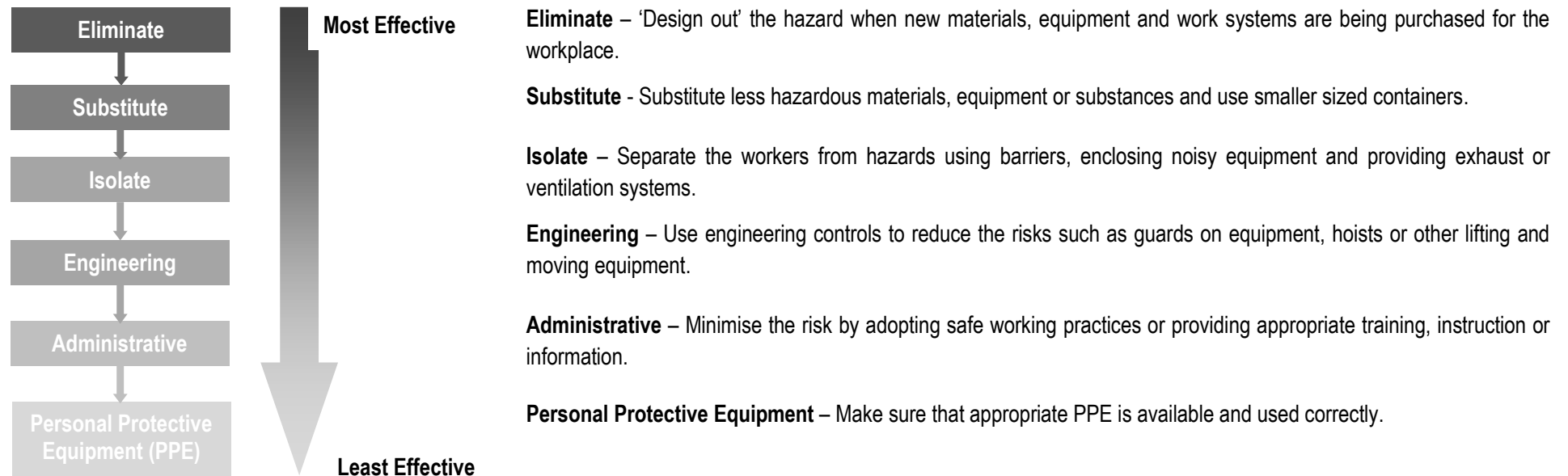
▶ LIKELIHOOD (probability)	▼ CONSEQUENCES				
	▼ If the risk event actually occurs what is the severity of Injuries/Potential damages/Financial impacts?				
	▼ DISASTROUS	▼ MAJOR	▼ SERIOUS	▼ MINOR	▼ NEGLIGIBLE
How likely is the event to occur?	<ul style="list-style-type: none"> Fatality / Permanent Disability. Extensive Damage & Financial loss 	<ul style="list-style-type: none"> Long term Illness or Significant injury. Major – Damage & Financial loss 	<ul style="list-style-type: none"> Medical attention more than one week off normal duties. Serious Damage & Financial loss 	<ul style="list-style-type: none"> Medical attention less than one week off normal duties. Minor Damage & Financial loss 	<ul style="list-style-type: none"> 1st Aid injury. Negligible Damage & Financial loss
▶ ALMOST CERTAINLY WILL OCCUR	CAT 1. CRITICAL RISK No. 25.	CAT 1. CRITICAL RISK No. 23	CAT 2. HIGH RISK No. 20	CAT 2. HIGH RISK No. 16	CAT 3. MODERATE RISK No. 11
▶ GOOD CHANCE IT COULD OCCUR	CAT 1. CRITICAL RISK No. 24	CAT 2. HIGH RISK No. 21	CAT 2. HIGH RISK No. 17	CAT 3. MODERATE RISK No. 12	CAT 3. MODERATE RISK No. 7
▶ LIKELY TO OCCUR	CAT 1. CRITICAL RISK No. 22	CAT 2. HIGH RISK No. 18	CAT 2. HIGH RISK No. 13	CAT 3. MODERATE RISK No. 8	CAT 4. LOW RISK No. 4
▶ UNLIKELY TO OCCUR	CAT 2. HIGH RISK No. 19	CAT 2. HIGH RISK No. 14	CAT 3. MODERATE RISK No. 9	CAT 3. MODERATE RISK No. 5	CAT 4. LOW RISK No. 2
▶ EXTREMELY UNLIKELY TO OCCUR	CAT 2. HIGH RISK No. 15	CAT 3. MODERATE RISK No. 10	CAT 3. MODERATE RISK No. 6	CAT 4. LOW RISK No. 3	CAT 4. LOW RISK No. 1



When assessing the risk of a particular hazard remember:

- The rating you use should indicate the importance of the action required to minimise the Risk posed by the Hazard.
- The more Hazards you identify the greater the overall Risk on the site.
- Overall Risk increases as the number of people exposed to a Hazard increases.
- The more serious the potential impact to a person's health from a Hazard the greater the Risk.
- The frequency of exposure to a Hazard will increase the Risk.

Hierarchy of Controls





The Work Process - “Risk Rating” and “Who is Responsible” is to be completed by the PCBU or Site Supervisor prior to work commencing. Additional Site Specific Requirements are to be entered following this section:

Steps	Step by Step Procedure	Possible Hazards	Risk Rating	Safety Controls	Residual risk after Hierarchy of controls applied	Who is responsible?
1	Risk Assessment	Tool – condition / guards etc. Untrained workers Workplace / worksite hazards	Category 3 – Moderate Risk	<ul style="list-style-type: none"> Do a Risk Assessment prior to commencing work and review the Principal Contractor's Site Safety Plan and Emergency Procedures and/or your subcontractors' Safe Work Method Statements (SWMS); Identify additional safety controls where required using the Risk Assessment Worksheet and Hazard Report Form; Manage the risks to health and safety associated with falls from one level to another that is reasonably likely to cause an injury; Make sure workers are trained, qualified or experienced to carry out the specified tasks; and Request appropriate licences or certification when required before allowing work to commence, including local council approval where required. 	Category 4 – Low Risk	



Steps	Step by Step Procedure	Possible Hazards	Risk Rating	Safety Controls	Residual risk after Hierarchy of controls applied	Who is responsible?
2	Assess the workers	Manual handling injuries – Strains and sprains Back injuries Musculoskeletal Disorder (MSD)	Category 2 – High Risk	<ul style="list-style-type: none"> Consider the physical abilities of the worker, fitness and pre-existing injuries; Consider the age of the worker – under 18 year olds are more at risk of injury as their body is still physically developing; and Consider the duration and frequency of the activity – the risk of injury is increased the longer a worker performs manual handling. Consider climate conditions such as cold weather. Worker prepares by warming up prior to manual handling. Assess capacity and use manual handling aids where required 	Category 4 – Low Risk	
3	Assess the load	Awkward objects / positions Confined space Excessive weight Sharp edges Slips, trips and falls	Category 2 – High Risk	<ul style="list-style-type: none"> Always lift / move heavy and awkward objects with help from someone else or lifting equipment; Weights over 16kg should be lifted with mechanical aids; Never manually carry an object that obstructs your path; Be careful not to drop or trap fingers and toes with heavy items; 	Category 4 – Low Risk	



Steps	Step by Step Procedure	Possible Hazards	Risk Rating	Safety Controls	Residual risk after Hierarchy of controls applied	Who is responsible?
				<ul style="list-style-type: none"> • Purchase material in smaller sizes when possible, Eg 20kg bags; • Use equipment such as wheelbarrow, hand truck, slings, levers, crowbars, hooks, jigs, jacks, platforms and trestles to make the task easier; and • Wear gloves to protect hands from sharp edges. 		
4	Lifting and carrying	Untrained workers Manual handling injuries Musculoskeletal Disorder (MSD)	Category 2 – High Risk	<ul style="list-style-type: none"> • Lift from a squat with thighs taking the load. DO NOT bend over to lift; • To lower load, keep the back straight, with head up and chin in. Position one foot forward and one back and bend knees to lower the load; • Carry objects close to body, with elbows by the side of the body; • Face the direction intended with head up and chin in; • Where possible, position the item in the palm of hands and not fingertips; • Keep the back upright and straight when carrying; • Move deliberately, keep pace steady and even; and 	Category 3 – Moderate Risk	



Steps	Step by Step Procedure	Possible Hazards	Risk Rating	Safety Controls	Residual risk after Hierarchy of controls applied	Who is responsible?
				<ul style="list-style-type: none"> Do not twist when lifting, lowering or carrying a load. Assess capacity and use manual handling aids where required 		
5	Team lifting	Manual handling injuries Crushing injuries Slips, trips and falls Musculoskeletal Disorder (MSD)	Category 2 – High Risk	<ul style="list-style-type: none"> Where objects are large / awkward and lifting equipment can't easily be used, consider team lifting: Team members should be of similar height and adequate strength; Designate one person as co-ordinator or leader; and Adequately train the team, preferably together. Assess capacity and use manual handling aids where required 	Category 4 – Low Risk	
6	Assess and prepare access	Manual handling injuries Crushing injuries Slips, trips and falls Musculoskeletal Disorder (MSD)	Category 3 – Moderate Risk	<ul style="list-style-type: none"> Find the safest and most direct route; Make sure there are no trip hazards, steep or slippery paths; Make sure any ramps or planks are secured; and Wear appropriate footwear and gloves if required; 	Category 4 – Low Risk	



Steps	Step by Step Procedure	Possible Hazards	Risk Rating	Safety Controls	Residual risk after Hierarchy of controls applied	Who is responsible?
7	Personal Protection Equipment (PPE)	Injury, illness, permanent disability and in extreme cases death.	Category 1 – Critical Risk	<ul style="list-style-type: none"> • PPE is to be used only when no other control can reduce or eliminate the hazard / risk; • Make sure all workers are issued with and wear the recommended PPE as required for safety on the worksite and specific to the activities and tasks; and • Train workers in the correct use, maintenance and storage of PPE. 	Category 3 – Moderate Risk	
8	Lifting equipment	Manual handling injuries Impact and crushing injuries Faulty equipment Falling objects Musculoskeletal Disorder (MSD)	Category 2 – High Risk	<ul style="list-style-type: none"> • Train workers in the correct use of the equipment; • Make sure manual lifting equipment is in good working condition; • Mechanical lifting equipment should be maintained by a competent person to manufacturer's recommendations; and • Make sure the equipment is suitable for the task. 	Category 3 – Moderate Risk	
9	Completion of work or end of work day	Manual handling injuries Slips, trips and falls Cuts and abrasions Musculoskeletal Disorder (MSD)	Category 2 – High Risk	<ul style="list-style-type: none"> • Remove any excess materials from the site using correct manual handling techniques; • Wear gloves when handling sharp objects; • Place equipment in approved storage area or back in work vehicle; 	Category 4 – Low Risk	



Steps	Step by Step Procedure	Possible Hazards	Risk Rating	Safety Controls	Residual risk after Hierarchy of controls applied	Who is responsible?
				<ul style="list-style-type: none"> • Make sure the work area is left clean and tidy; and • Lock / secure storage areas and / or site as required. 		

Site Specific Requirements - To be completed by the PCBU or Site Supervisor if site-specific hazards are identified (attach additional pages if necessary):

Steps	Step by Step Procedure	Possible Hazards	Risk Rating	Safety Controls	Residual risk after Hierarchy of controls applied	Who is responsible?



4. RESOURCES, QUALIFICATIONS AND PERMITS REQUIRED

Minimum number of workers required to complete this work	1 or more
Trade licence required to complete this work	Licence No: Held By:
Additional qualifications, permits and/or experience required to complete this work	
Additional training required to complete this work	Site Specific Induction and SWMS review required for all workers

5. SAFETY RESPONSIBILITIES

The **Officer** for this project is _____, he/she can be contacted on _____.

The **Site Supervisor** for this project is _____, he/she can be contacted on _____.

The **Health and Safety Representative (HSR)** for this project is _____, he/she can be contacted on _____.

All Charles Sturt Campus Services workers:

- **WILL** be required to have relevant trade experience.
- **WILL** be required to attend regular site inductions and project inductions.



Work Health and Safety - Responsibilities

- a) _____ will be responsible for identifying and assessing the hazards associated with the works, and documenting the hazard control measures to be taken.
- b) _____ will be responsible for compliance with Work Health and Safety (WHS) legislation, regulations, standards, codes, and the site-specific Sites Safety Rules.
- c) _____ will be responsible for assessing and monitoring your subcontractors' capabilities, and for making sure they meet WHS requirements.
- d) _____ will be responsible for managing the acquisition and communication of WHS information to managers, supervisors and people working on site.
- e) _____ will be responsible for preparing, maintaining and making accessible the register of hazardous substances.
- f) _____ will be responsible for maintaining first-aid stocks.
- g) _____ will be responsible for managing accident and emergency procedures.
- h) _____ will be responsible for keeping WHS records.
- i) _____ will be responsible for making sure that the Site Safety Rules are available and provided to people who may work on or visit the Site.
- j) _____ will be responsible for workplace injury management and rehabilitation.
- k) _____ will be responsible for managing communication between Health and Safety Committees (where applicable).
- l) _____ will be responsible for displaying the Site Safety Rules on noticeboards and other suitable locations on site.

6. TRAINING RESPONSIBILITIES

The HSR will:

- a) identify the WHS training needs of management, supervisors and workers on site;



- b) make sure that appropriate training is carried out internally and/or by Safe Work Australia accredited trainers;
- c) make sure that all personnel attend general construction WHS induction training before starting work;
- d) make sure that all personnel attend adequate site-specific induction, work activity and refresher safety training;
- e) conduct induction training, task training and refresher safety training for everyone working on site; and
- f) keep appropriate records of WHS training at the Charles Sturt Campus Services office.

7. INCIDENT MANAGEMENT

The HSR will:

- a) be available (both during and outside normal working hours) to prevent, prepare for, respond to and recover from incidents; and
- b) make sure that the procedures for contacting the relevant person(s) are communicated and clearly displayed on the sites.

8. PLANT AND EQUIPMENT

Plant and Equipment used on site includes but is not limited to:

Plant and/or Equipment	Inspection and maintenance checks required

9. PERSONAL PROTECTIVE EQUIPMENT (PPE)

PPE for this task includes but is not limited to:

1	Hard hats	6	
2	Safety boots	7	
3	Protective gloves	8	
4	High visibility clothing / vests	9	
5	Sun protection	10	



10. ACCESS

No access shall be permitted by other trades into the work area whilst work is in progress. If necessary, appropriate signage and/or hoarding will be set up around the work area to prevent access. Such signs and hoarding will be removed and area made-good on completion of work.

11. LEGISLATION, REGULATIONS, CODES AND STANDARDS



The following reference documents have been identified as relevant to this project and a copy is kept at the Charles Sturt Campus Services office. This list is a guide only and is not necessarily all the relevant documentation:

Australian Standards

- AS/NZS 4801:2001 Occupational Health & Safety Management Systems - specifications
- OHSAS 18001:2007 Occupational Health & Safety Management Systems – requirements

Legislation

- Work Health and Safety Act 2011
- Work Health and Safety Regulations 2014
- Safework compliance policy & prosecution guidelines
- Workers Compensation Act 1987
- Workplace Injury Management & Workers Compensation Act 1998
- Workers Compensation Regulation 2010

Industry Codes

- Manual Handling
- Managing the risks of falls in the workplace
- Managing the Work Environment and Facilities
- Hazardous Manual Tasks
- Safe Work Method Statements
- First Aid in the Workplace
- How to Manage Work Health and Safety Risks
- Guide to preventing and responding to workplace bullying
- Dealing with workplace bullying – a worker's guide

Standard Operating Procedures

- Check Schedule & Sign off on Completions

Work Instructions

- Clean Barbeques
- Clean Ceilings and cornices
- Clean Clivus Multrum Toilets
- Clean Doors, Walls and partitions
- Clean Fire Fighting Equipment
- Clean Fittings
- Clean floors, Stairs and Landings
- Clean Furniture to reach height
- Clean Glass and Mirrors – 1800mm
- Clean Graffiti off all surfaces
- Clean Mats as required
- Clean Shower curtains
- Clean Shower recesses and tap ware etc
- Dust Air Conditioning and return vents
- Clean Spillage (Spot & Detail)
- Clean surfaces, cupboards and drawers
- Clean Toilets, basins and urinals
- Clean venetian blinds
- Clean vertical and horizontal surfaces to 1800mm
- Clean window coverings
- Clean window sills and ledges to 1800mm
- Cleaning cupboard equipment & general requirements
- Clean drinking fountains
- Cleaning furniture and fittings



12. SIGNOFF

The representatives of Charles Sturt Campus Services listed below have been involved in the creation and implementation of this Safe Work Method Statement (SWMS) and will make sure all work is carried out in accordance with this document. All workers listed below have the appropriate licence/qualifications and/or experience required to perform each job task:

Worker on site	Qualifications (e.g. Licences, Tickets, etc)	Signature	Date

Signature and details of person responsible for site supervision of the work, inspecting and approving work areas, work methods, compliance with SWMS, protective measures, plant, equipment and power tools for this site:

Signed: _____ Date: _____
 Name: _____ Position: _____