







SWP No FOSH-SWP213	Category Manual handling	Date of last review 17/7/25
Activity / Task / Equipment Removal of manure piles		

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 style="display: flex; justify-content: space-around; align-items: flex-end; margin-top: 10px;"> <div style="text-align: center;">  <p>Breathing</p> </div> <div style="text-align: center;">  <p>Sun / UV</p> </div> <div style="text-align: center;">  <p>Footwear</p> </div> <div style="text-align: center;">  <p>Clothing</p> </div> </div>	Safety Warnings <i>(Outline warnings e.g., equipment safety warnings or chemical hazard statements)</i> <ul style="list-style-type: none"> • Dust inhalation • Collision • Roll over
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2) Residual Risk Level *(refer to relevant Risk Assessment and CSU risk matrix)*

Low	Medium	High	Very high
<input checked="" type="checkbox"/>	<input 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 truck and tractor are in good working order.		
2)	The truck should be parked near the manure piles, leaving enough room for the tractor to move from the pile to the truck.	Collision with tractor and truck.	Be careful when moving tractor, be aware of surroundings.
3)	The tractor enters the designated manure area straight on and at a slow speed.	Roll over on uneven ground if at high speed.	Assess the surface before entering the working area. Move tractor at slow speed.

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4)	The bucket on the tractor should be lowered to slightly off the ground		
5)	With a slow speed move the tractor forward into the pile until the bucket is completely full then reverse back a bit and tilt the bucket back to catch the manure.		
6)	Tractor then moves to the side of the truck where the bucket will be raised to a safe level and the bucket tilted forward for the manure to pour out onto the truck.	Dust inhalation. Collision with tractor and truck.	Dust mask to be worn. Be careful when moving tractor, be aware of surroundings.
7)	Repeat until the truck is full.		
8)	Manure will be taken to the old hay shed on the CSU farm, where there will be previous piles of manure.		
9)	When finished: Once emptied, truck is to be cleaned of all manure and stored back in the appropriate area. Tractor bucket is to be cleaned and stored back in the machinery shed.		
10)			
11)			
12)			
13)			
14)			
15)			

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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.

- Assess 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)
 Name: Brianna Thompson Date: 21/01/25	 Name: Date:	 Name: Joe Price Date: 03/03/2025
 Name: Date:	 Name: Date:	 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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