

Safe Work Method Statement

Job Task Summary:

Hazardous Manual Tasks

Manual handling is any activity that requires the use of force exerted by a person to lift, push, pull, carry or otherwise move, hold or restrain any person, animal or thing. Poor manual handling techniques result in a significant proportion of all incidents in Australian workplaces

Could this High Risk Construction Work?

Where there is a risk of a person falling more than two metres?	Yes
At workplaces where there is any movement of powered mobile plant?	Yes
Involving demolition of an element of a structure that is load bearing	No

Excludes:

Applicable to the following worker type: employee, contractor, volunteer

SWMS completed by: Tony Griffiths. Reviewed by the Safety Team October 2021

Site: All sites. **In addition, it is mandatory to conduct a [Safety 5](#).**

Date: 11 November 2021

PPC (Mandatory): DRA field clothing including DRA long sleeve shirt. non-synthetic trousers, safety boots or safety gumboots (AS 2210.1.2010 Operational Protective Footwear), non-synthetic layers or outer clothing for warmth (if required).

Other PPE as required by relevant SWMS/Safety 5.



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DRA Policies

1. DRA will provide training to all members in manual handling.
2. DRA will provide appropriate equipment when practicable.
3. DRA will maintain a list of members with forklift licenses.
4. DRA will focus the attention of deployed personnel on manual handling safety by refresher and site-specific training

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R1 Risk without controls

R2 Risk with controls

Procedural step(s)	Possible hazard(s)	R1	Safety control(s)	Person responsible	R2
Preparation Assess size, shape, condition, weight and number of loads	Slips, trips & falls Fatigue & stress		<p>Ensure personnel are trained in manual handling lifting techniques and effectively supervised</p> <p>Conduct a site risk assessment/ Safety 5</p> <p>Provide loads that are light & easy to handle eg compact, rigid & preferably with handles</p> <p>Provide mechanical aids, straps, trolleys or team lifting for heavy loads</p> <p>Ensure proper clothing, footwear & PPE that allows tasks to be performed without restriction, eg gloves for hot, cold or slippery loads (NB: Gloves may adversely affect grip, strength & dexterity)</p> <p>Non-slip, enclosed footwear</p>	STL & workers	
Preparation Assess workflow and work area	Slips, trips & falls Fatigue & stress		<p>Eliminate unnecessary manual handling</p> <p>Allow for frequent rest periods & job rotation</p> <p>Organise a smooth workflow – area around object, travel path and destination is clear. Signage &/or barriers may be required.</p> <p>Ensure mechanical aids are available as required</p> <p>Provide sufficient staff numbers</p> <p>Train in safe team lifting procedures & use only when other means are not available</p>	STL	

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			Ensure proposed location is suitable to receive the object		
Opening doors of shipping containers, trucks, trailers & vehicles	<p>Jamming & pinching of fingers</p> <p>Stress on back & limbs</p> <p>Slips, trips & falls</p> <p>Head injuries</p> <p>Lacerations & abrasions</p> <p>Fatigue & stress</p> <p>Fractures & crush injuries</p>		<p>Grease hinges and locks to improve ease of use</p> <p>Open doors cautiously as articles may have shifted during transport. Consider use of hard hats</p> <p>Personnel to wear protective footwear (eg fully enclosed, non-slip boots or shoes)</p> <p>Ensure area around doors is clear to allow easy access, complete opening of doors and reduce trip hazards</p>	Workers	
Lift & carry objects	<p>Strain the spine & back muscles</p> <p>Stress on back & limbs</p> <p>Slips, trips & falls</p> <p>Fatigue & stress</p> <p>Lacerations & abrasions</p>		<p>Use mechanical aids where available</p> <p>Use team lifting techniques for heavy or awkward items</p> <p>Hold loads close to the body</p> <p>Vary work tasks during day or take regular breaks</p> <p>Provide adequate numbers of trained staff to allow rotation</p> <p>Ensure new workers are supervised adequately</p>	Workers	

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	<p>Fractures & crush injuries</p> <p>Dehydration</p>		<p>Perform all movements in a controlled, balanced, comfortable position</p> <p>Minimise repetitive bending, twisting and overreaching movements</p> <p>Use correct lifting techniques including:</p> <ul style="list-style-type: none"> ● Stand close to the load with feet apart for good balance ● Place one foot beside the object & one behind ● Bend your knees ● Keep your back straight as possible ● Ensure a comfortable grip of the object ● Lift gradually – straighten your knees & stand ● Use your leg muscles ● Avoid quick jerky movements ● Ensure the object does not obscure your vision or interfere with normal walking ● Avoid twisting your body – move your feet to change direction ● Support the object to change your grip 		
<p>Lower & stack objects</p>	<p>Strain the spine & back muscles</p> <p>Stress on back & limbs</p> <p>Fatigue & stress</p> <p>Slips, trips & falls</p> <p>Lacerations & abrasions</p> <p>Fractures & crush injuries</p>		<p>Ensure your feet & body face the spot the object is to be placed</p> <p>Bend your knees, keep your back straight & hold the object close to your body</p> <p>Allow room for your fingers</p> <p>Ensure the object is secure when put down</p> <p>Store loads where possible between knee & shoulder height & as close to the location to where they will be used</p> <p>Provide adequate space to facilitate ease of loading</p>	<p>Workers</p>	

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<p>Load and unload vehicle (sedan, wagon & ute) and trailers</p>	<p>Strain the spine & back muscles Stress on back & limbs Fatigue & stress Slips, trips & falls Lacerations & abrasions Fatigue & stress Fractures & crush injuries</p>		<p>Good workplace layout and housekeeping to avoid moving around obstacles</p> <p>Do not put small items behind driver's seat as they could roll under the seat & interfere with pedals</p> <p>Utes & 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</p> <p>Do not exceed weight capacity of ute or trailer</p> <p>Do not obstruct rear view or side mirrors, where possible</p> <p>Do not overreach to place items in vehicles</p> <p>Place heaviest items closest to access point/s</p> <p>Do not store chemicals in back of wagons or driver/passenger cabin area</p> <p>Do not use ropes or bungy type cords to secure loads</p>	<p>Workers</p>	
<p>Load and unload shipping containers & trucks</p>	<p>Strain the spine & back muscles Stress on back & limbs Fatigue & stress Slips, trips & falls Head injuries Lacerations & abrasions</p>		<p>Design of loading dock – suitable for mechanical devices; account for height difference</p> <p>Access to loading dock (e.g. steps) is safe and suitable</p> <p>Use mechanical aids (pallet jack, trolley)</p> <p>Shrink wrap items to pallets where possible</p> <p>Good workplace layout and house-keeping to avoid moving around obstacles</p> <p>Secure items to sides of truck/shipping container when secured pallets not in use</p> <p>Do not pack loose items above head height</p>	<p>Workers</p>	



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	Fractures & crush injuries				
Move objects in & out of buildings	<p>Stress on back & limbs</p> <p>Fatigue & stress</p> <p>Slips, trips & falls</p> <p>Lacerations & abrasions</p> <p>Fractures & crush injuries</p>		<p>Ensure doorways are kept clear and doors are secured open to avoid jamming fingers</p> <p>Use mechanical devices (pallet jack, trolley) where possible</p> <p>Choose route with minimal doorways & steps and no trip hazards</p> <ul style="list-style-type: none"> eg doorways, paths). Identify any unavoidable trip hazard with tape or marker. Brief personnel before moving items. Consider the use of mirrors on blind corners. 	Workers	L

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OTHER JOB REQUIREMENTS			
List staff skills/competencies and licences required for safe job performance:			
<input checked="" type="checkbox"/>	Forklift operators qualifications and experience for personnel using forklifts		
<input checked="" type="checkbox"/>	Training - all members will be required to complete training on Manual Handling		
<input type="checkbox"/>	Informal training in the use of appliances. Manufacturer's operation instructions		
List items of plant/equipment/tools required:			
<input type="checkbox"/>			
<input type="checkbox"/>	Trolley		
<input type="checkbox"/>	Pallet jacks		
<input type="checkbox"/>	Forklift – licensed operators only		
<input type="checkbox"/>	Straps/slings appropriate for keeping load in place during transit		
Relevant codes of practice, legislation standards or critical risk controls that may be applicable:			
<input type="checkbox"/>			
<input type="checkbox"/>	Model Code of Practice: Hazardous manual tasks (2018) as adopted by State and territory jurisdictions (less WA and Vic)		
<input type="checkbox"/>	Compliance code : Hazardous manual handling (2019) Victoria		
<input type="checkbox"/>	Code of Practice : Manual tasks (2010) WA		
Maintenance checks, site/workplace inspections required:			
<input type="checkbox"/>			
<input type="checkbox"/>	For appliances follow Manufacturer's Operators Manual		
<input type="checkbox"/>	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 <input checked="" type="checkbox"/>

Approvals



Safe Work Method Statement

This SWMS is approved by DRA National Director of Field Operations

Name	Signature	Date

Site SWMS Approval (Strike Team Leader/ Supervisor i.e. person responsible for ensuring compliance with SWMS)

I have read and understand this SWMS. I have completed a site risk assessment with the chainsaw operator(s) and team members and will ensure compliance with the SWMS.

Name:	Signature:	Date:
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Operator/team confirmation

I have read and understand this Safe Work Method Statement. I have no medical conditions that may affect my ability to operate the vehicle.

NAME	SIGNATURE	DATE

Safety Officer confirmation (or Operations Chief in lieu)

I confirm that the safety controls detailed above are in place or will be acted upon. I can confirm that proposed tasks are within the scope of operations and that plant operators (if applicable) are duly authorised by the National Training Manager.

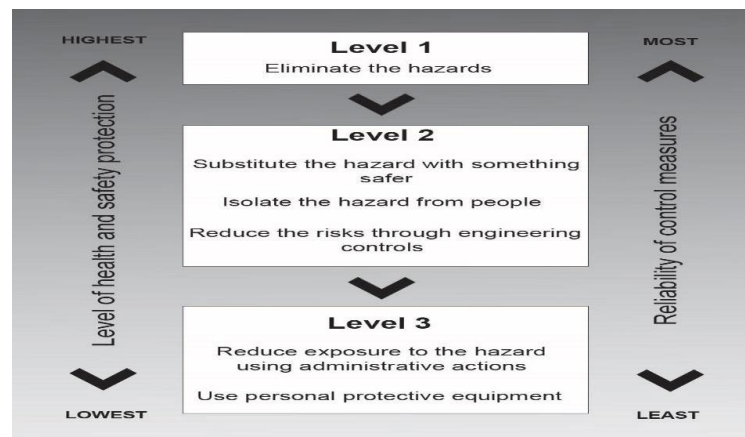
NAME	SIGNATURE	DATE

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WHS RISK MATRIX

	Minor	Moderate	Substantial	Major	Catastrophic
Almost Certain	Medium	High	High	Extreme	Extreme
Likely	Medium	Medium	High	Extreme	Extreme
Possible	Low	Medium	High	High	Extreme
Unlikely	Low	Low	Medium	High	High
Very Unlikely	Low	Low	Medium	Medium	High

HIERARCHY OF CONTROLS



Acknowledgements:

NSW Government – Department of Industry
 NSW Government – Department of Primary Industries
 Health and Safety Handbook - Portner Press