

SAFE WORK METHOD STATEMENT FOR MANUAL HANDLING

SAFE WORK METHOD STATEMENT INCORPORATES RISK ASSESSMENT

Project:	Insert project	SWMS Version:
SWMS prepared by:	Insert person	In compliance with:
SWMS approved by:	Insert person	
SWMS Date:	Insert date	Insert date required
Company address:	Insert address	Insert address
Person(s) responsible for ensuring compliance with SWMS:	Insert person	
Work Description:	Insert description of work activities to assist with compliance to safe work	
Details of inspections and maintenance checks required for this activity:	Insert details of inspections and maintenance checks required for this activity	
List the qualifications and requirements for this activity:	Insert qualifications and requirements for this activity	
Are there any other safety requirements at the workplace:	Insert any other safety requirements at the workplace	
Legal requirements:	<ul style="list-style-type: none"> • Health and Safety Act • Work Health and Safety Regulation • Hazardous Manual Tasks Code of Practice Code of Practice 	

JOB STEP	POTENTIAL HAZARDS Identify the hazards relating to health and safety with each step	RISKS Identify the risks to health and safety related to each step	LIKELIHOOD	CONSEQUENCE	INITIAL RISK SCORE	CONTROL MEASURES, CHECKS AND MONITORING Decide on what actions are needed to eliminate, or minimise the risk
1. Planning and preparation.	<ul style="list-style-type: none"> • Uncoordinated work plan. • Unprepared personnel. • Unqualified personnel. • Inadequate resources. 	<ul style="list-style-type: none"> • Risk of not understanding procedure. • Equipment failure. 				<ul style="list-style-type: none"> • Ensure that all personnel involved in the task have received necessary training and that this is provided to personnel before the task begins. This job involves a risk of injury from manual handling. • Clear obstructions from the route of travel. • Consider the following weights as a manual handling guide: <ul style="list-style-type: none"> ○ Seated work - not more than 4.5kg. ○ Standing - 15-25kg. ○ Young persons and apprentices - no more than 20kg. ○ Up to 55 kg - mechanical assistance and/or team lifting to be provided. <p>1 2 2 Low</p> <p>Manager Supervisor Workers</p>