



Date: \_\_\_\_\_ Block: \_\_\_\_\_ Site: \_\_\_\_\_

<b>Prepared By:</b>		<b>Signature:</b>	
<b>Approved by:</b>		<b>Signature:</b>	

I acknowledge that I have been trained in the SWP listed above, the controls are clearly understood, my qualifications are current to undertake the activity, and I will comply with the SWP.

Name	Signature	Date

Reviewed By: CLAUDIA HARMS

Review date: 25/11/2022

Approved By: JOSHUA SANSOM & PAUL HARMS

**SPECIAL INSTRUCTIONS:**

1. **DO NOT use equipment unless you have been trained in its safe use and operation**
2. **Always use plant and equipment for their intended purposes only.**
3. **Always take out of service and report damaged equipment to your supervisor**
4. **Equipment must NOT be altered or modified without authorisation.**

Lifting is something that we do on a regular basis. Unfortunately it is related to many musculoskeletal strains. Pain is often attributed to a single acute incident while lifting whereas, in fact; it is mostly caused by continual stressing over a period of time.

The risk comes not just from the weight of the object being handled but from the way it's handled—for example, twisting, jerking or reaching, doing the task too fast, using too much force or lifting the wrong way.

**Potential Hazards:** Sprains and strains Slips and falls

Task sequence	Identified hazards in task	Key processes to be followed	Precautions / PPE required
<b>Risk Assessment</b>	Personal injury: Sprains and strains	<p>Has training been provided to employees whose job involves a risk of injury from manual handling?</p> <p>Is the load too heavy or awkward to lift? If so lifting should not be attempted.</p> <p>Is assistance available? Preferably mechanical. (Trolleys, hand carts, crow bars etc.)</p> <p>Can the load be lifted and carried close to the body?</p> <p>Identify additional safety controls that may be required that are specific to the task or site</p> <p>Consider the duration and frequency of the activity – the risk of injury is increased the longer a worker performs manual handling</p>	<p><b>Appropriate to the task</b> <b>Examples:</b> Foot protection where objects can drop</p> <p>Gloves to protect against abrasions, cuts, burn etc. Gloves should be well fitting and suitable for the task.</p> <p>Aprons, overalls or other protection should be provided to protect clothing.</p> <p>Be careful not to drop or trap fingers and toes with heavy items;</p>

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<p><b>Planning</b></p>	<p>Personal injury: Slips and falls Sprains and strains</p>	<p>Check the weight of the load by lifting slightly at the sides. Remember that packages and objects may not have their loads evenly distributed.</p> <p>Can the load be gripped safely and comfortably? Is the load within easy reach?</p> <p>Clear obstructions from the route you are planning to travel. Remember that your line of sight can be obstructed by the load.</p> <p>Is the place you are planning to place the load free of obstructions?</p> <p>Avoid awkward postures. You may have to move the load slightly prior to lifting. Example – from under another object</p>	<p><b>Appropriate to the task</b></p> <p>To correct posture and movement, lower the storage height of objects and use mechanical aids to help with tasks (e.g. cradles, loaders, trolleys forklifts).</p> <p>Consider if other environmental conditions (e.g. heat, cold, rain, mud) may be impacting on ability to perform manual tasks</p> <p>Look to reduce repetitive tasks as much as possible, and share tasks across workers.</p>
<p><b>Preparation</b></p>	<p>Personal injury: Slips and falls Sprains and strains</p>	<p>Stand close to the load</p> <p>Ensure that your feet have a firm footing and are apart</p> <p>Ensure that you are facing forward and have adopted comfortable, upright posture.</p>	<p><b>Appropriate to the task</b></p> <p>Consider if other environmental conditions (e.g. heat, cold, rain, mud) may be impacting on ability to perform manual tasks</p>
<p><b>Performing the Task</b></p>	<p>Personal injury: Slips and falls Sprains and strains</p>	<p>Ensure that the load is pulled close to your body.</p> <p>If the load is lower than your waist bend your knees. (Bending your knees is very important if you wish to avoid sprains and strains.)</p> <p>Ensure that you have a firm grip with both hands. (Lifting with one hand increases the risk of injury.)</p> <p>Hold your head upright. This will ensure that you keep the three curves of your back in their natural position.</p>	<p><b>Appropriate to the task</b></p> <p>Consider if other environmental conditions (e.g. heat, cold, rain, mud) may be impacting on ability to perform manual tasks</p> <p><b>DO NOT bend over to lift</b></p>

		<p>Lift the load smoothly. Avoid sudden, jerky or hard-to-control movements</p> <p>Lift with your legs, they are stronger than your back. Let your legs provide the lifting force.</p> <p>Turn with your feet and not with your upper body.</p>	<p>Do not twist when lifting, lowering or carrying a load</p>
<p><b>Lowering the Object</b></p>	<p>Personal injury: Slips and falls Sprains and strains</p>	<p>Keep the back straight; with head up and chin in (Maintain the three natural curves of your back).</p> <p>Position one foot forward and one back and bend knees to lower the load;</p>	<p><b>Appropriate to the task</b></p> <p>Consider if other environmental conditions (e.g. heat, cold, rain, mud) may be impacting on ability to perform manual tasks</p> <p>Do not twist when lifting, lowering or carrying a load</p>
<p><b>Team Lift</b> <b>Performing the Task</b></p>	<p>Personal injury: Slips and falls Sprains and strains</p>	<p>All of the above applies but also it is important to ensure that:</p> <ul style="list-style-type: none"> <li>➤ there are enough people,</li> <li>➤ someone will be coordinating the lift, (Will call out when to lift, carry and put down the object.)</li> <li>➤ training has been provided, and</li> <li>➤ the lift has been rehearsed.</li> </ul> <p><b>Ensure that:</b> Everyone must have a firm grip. (Note - Injuries are caused when one person involved in the lift loses their grip and all of the weight of the load is taken by the remaining team members.)</p>	<p><b>Appropriate to the task</b></p> <p>Consider if other environmental conditions (e.g. heat, cold, rain, mud) may be impacting on ability to perform manual tasks</p>

<p><b>PRECAUTIONS:</b> The following precautions should be observed when undertaking manual handling activities.</p>	<p><b>Foot Protection</b></p> 	<p><b>Hearing Protection</b></p> 	<p><b>Welding Mask</b></p> 	<p><b>Eye Protection</b></p> 	<p><b>Hand Protection</b></p> 	<p><b>Protective Clothing</b></p> 	<p><b>Breathing Protection</b></p> 
	<p>Risk assessments should be conducted of all manual tasks and where possible task modification and redesign should be implemented</p>						
<p><b>Safe Work Procedures and Risk Assessments to Be Read in Conjunction with This Safe Work Procedure</b></p>							