ACTIVITY: Manual Handling (General Lifting)	SWMS No.: QSW10019

SAFE WORK METHOD STATEMENTS (SWMS)

Company Name: (SPP PTY LTD) T/A Ecoplant Australia & Seeddown Professional Planting	Address: 81-83 Campbell Street, Surry Hills. NSW 2010 16 Kings Place, Burnside. QLD 4560	ACN: *638 321 847*
Company Contact: Claudia Harms	Position: Secretary	Phone No.: 0472 635 551

Project Details

Project Name:		Job Address:	
Principal Contractor (PC):	[Name, contact details]	Date SMWS provided to PC:	
Projected Start and End Dates:			
Job Description:			
High Risk Activity:	yes (if working with or around mobile plant)		
Name of person responsible for ensuring compliance with SWMS:	Supervisor	Date SWMS received:	
What measures are in place to ensure compliance with SWMS?	Pre job safety inspections, Induction training, Toolbox Talk/ JSAs		
Person responsible for reviewing SWMS control measures:	Supervisor/ Team Leader	Date SWMS received by reviewer:	
How will the SWMS control measures be reviewed?	Control measures reviewed during Toolbox Talk/ JSA completion prior to job commencement and each time a new hazard is identified.		
Training required:	WH&S General Induction for Construction (White Card)	Competencies Required:	Ecoplant Employment Induction and WH&S Handbook

Relevant workers must be consulted in the development, approval and communication of this SWMS:

Name:	Signature:	Job Title:	Date:	SWMS Approved by Managing Director's	JOSHUA SANSOM PAUL HARMS
Claudia Harms		Secretary	25/11/2022	Date prepared: 12/08/2015	Reviewed: 25/11/2022

SWMS Scope

Manual tasks includes all physical activity, yet only present a risk when they are considered hazardous. Hazardous manual tasks can lead to injuries that are called "Musculoskeletal Injuries" or MSD's.
This SWMS covers general aspects associated with hazardous manual handling tasks.
The SWMS covers the requirement to identify, assess and control hazardous manual tasks in relation to general lifting activities across numerous industries including construction, manufacturing, hospitality etc. This does not provide specific risk controls in relation to people-handling in health care settings.
Main hazards include:

- Musculoskeletal (MSD) injuries
    - Muscles, ligaments, nerves, and tendons in the wrists, arms, shoulders, neck or legs, muscles, ligaments or discs in the back.
- These injuries can be sudden or occur gradually over time.
- Indirect injuries:
    - Hit by moving vehicles
    - Crushed by loss of loads or plant roll-over
    - Falls from height

Personal Protective Equipment (PPE)

Ensure all PPE meets relevant Australian Standards. Inspect, and replace PPE as needed.

Foot Protection	Hearing Protection	High Visibility	Head Protection	Eye Protection	Hand Protection	Protective Clothing	Sun Protection
							Broad brimmed hat, UV rated clothing, SPF 30+ sunscreen, tinted safety glasses with adequate UV protection)

Hazards - What can cause harm?	Risks - What can happen?	Control Measures to Reduce Risk
Job Step: Planning		
Hazards Include: - MSD - Crushing - Falls - Exposure to hazardous atmosphere - Hit by moving vehicle - Electric shock - Slips, trips - Laceration - Puncture wound Exposure to chemicals (eye/skin injury	Risks include: Personal Injury: - MSD	Develop and implement a system to identify, assess and control hazardous manual tasks. Consider use of Risk Assessment worksheets (samples provided at end of SWMS) as provided by SafeWork Australia (2011) Hazardous Manual tasks; Code of Practice Example: Identify hazardous manual tasks. Include tasks that involve: - Repetitive or sustained force - Awkward postures - Vibration (whole body such as driving, or arm/hand when using power tools) - Unstable or unbalanced loads which are difficult to grasp or hold. Assess where the risks may arise in the task. Consider: - Postures - Environmental conditions - Previous injuries or incident reports - Discomfort surveys - Forces required to be exerted - Speed of movement - Vibration - Duration and frequency Implement risk controls where as appropriate for the source of the risk. Choose from the following options: - Alter workplace and layout - Alter environmental conditions - Alter system of work or how work is done - Modify items used in the task - Use mechanical aids (such as trolleys, cranes, vacuum lifters, forklifts, pallet jacks etc) - Provide safe work instructions and training. Note: Instruction and training alone does not adequately reduce risk in most cases. Example: To lift a pallet load, a pallet lifter can be used. Do not rely on training workers on safe lifting

		methods to reduce risk. Instruction and training should be used in conjunction with other risk controls and can only be used as a stand-alone risk control when no other means to reduce risk are available. Provide adequate resources and controls. Examples: - Sufficient workers and time for task - Adequate rest breaks and recovery time - Job rotation to ensure task variety - Suitable transport vehicles with hydraulic tailgate (avoid storing heavy items in boot of sedans) - Ergonomically designed trolleys/ dollies, motorized "tugs" for heavier trolley loads, pallet jacks etc - Lifting aids and equipment (cranes, vacuum lifters) - Specialised equipment such as spring/scissor trolleys, adjustable conveyors, anti-kickback devices on power tools, height adjustable pallet lifters with a turntable, etc - Smaller-sized bags/containers of materials - Team-lifts - Seek advice from competent persons (Ergonomist) on task-specific risk controls where required **RB: 3H** **Person responsible to implement control measures:** **RA: 1L**
Job Step: Preparation		

Hazards include:
- MSD
- Crushing
- Falls
- Exposure to hazardous atmosphere
- Hit by moving vehicle
- Electric shock
- Slips, trips
- Laceration
- Puncture wound
- Exposure to chemicals (eye/skin injury)
	Risks include:
	Personal Injury:
	- MSD
		Assess specific lifting task. Determine:
		- Suitable access for plant/equipment needed
		- Known hazards at location (eg: asbestos, lead, chemicals, unsafe electrical installations, uneven ground, high traffic or fall risks)
		- Types of objects to be handled/removed
		- Location of objects (eg: third story, no elevator etc)
		- Presence of:
		  ○ Stairs, Slopes/ gradients
		  ○ Pets or children
		  ○ Other potential hazards
		- Loading/transport
		  ○ Ensure vehicle is suitable for loads – trucks, moving vans etc.
		  ○ Where cranes are used, ensure:

		▪ Dedicated SWMS developed ▪ Suitable SWL ▪ Licensed operators ▪ Sufficient room ▪ Traffic Management plan in place ▪ Clear of overhead electric lines, overhanging trees or other obstructions ▪ Lifting equipment (slings, chains, hooks) are suitable SWL, good condition and suitable for type of load ○ Vehicles fitted with hydraulic tailgate Ramps have suitable SWL, attach securely to vehicle Check for hazards associated with controls (traffic management, overhead electric lines etc). Where Team handling required (as last resort). Ensure: - All members of team-lift are matched in size, skills, capabilities - Number of persons proportionate to weight of load and level of difficulty - Lifts are planned and rehearsed - Person allocated to plan and be in charge of lift – all others to know their roles - Sufficient space to maneuver - Use aids where possible (lifting bars, handles etc) Where persons are required to lift without lifting aids, ensure: - Lift within physical capabilities of individual - Weight of object is known - Extreme force will not be required - Object can be held close to body (this excludes large/bulky items that are difficult to grasp, or hot/cold objects that cannot be held against body) - Flat, even floor surface, short travel distance with no obstructions. - Sufficient lighting - Suitable weather conditions (example: large cement sheeting can be unsafe to lift in high winds) - Objects to be lifted are in suitable condition (dry, stable, even distribution of weight, handles where possible, allows good grip, will not block vision, no sharp edges, containers sealed, no chemical or other waste residue on object, etc) - Objects will not be lifted up/down ladders - Repetitive lifting will not exceed 30 minutes at a time or 2 hours over entire shift

		- Suitable personal protective equipment (PPE) provided (example: snug-fitting furniture removalist gloves, safety shoes with non-slip soles) **RB: 3H** **Person responsible to implement control measures:** **RA: 1L**
Job Step: Pre – Operational Inspection		
Hazards include: - MSD - Crushing - Falls - Exposure to hazardous atmosphere - Hit by moving vehicle - Electric shock - Slips, trips - Laceration - Puncture wound - Exposure to chemicals (eye/skin injury)	Personal Injury: - MSD - Crushing	Inspect all equipment before use. SWL displayed and loads within SWL Operating controls labeled and functional Maintained as per manufacturer's specifications ○ Chains, hooks, slings, strapping good condition and suitable SWL ○ Trolley wheels move freely ○ Brakes functional ○ Loads strapped ○ Operators licensed to operate where required **RB: 3H** **Person responsible to implement control measures:** **RA: 2M**

Job Step: Operation		
Hazards include: - MSD - Slips, trips - Falls - Crushing	Risks include: Personal Injury: - MSD - Crushing	Use lifting equipment/ aids as per manufacturer's instructions. For lift from floor level with no lifting aids, ensure safe-lifting techniques used. Example: - Plan travel pathway - Ensure individual physically ready for lift (muscles warmed up /stretches etc) - Face the load and stand close to load - Maintain a wide stance (feet shoulder length apart) - Ensure good balance - Bend at knees - Grip load, ensure firm grip. Keep load close to body - Keep arms and back straight - Look forward, and tuck chin into chest - Initiate lift using legs muscles - Lift smoothly, do not jerk or throw load upwards - Avoid any twisting and side-bending during lift - When placing load onto ground, follow instructions as above, bend knees, not back. General: - Keep work between knee and shoulder height - Adjust conveyors between elbow and knuckle height (when arms at sides) approx 800mm -1,000mm - Ensure job rotation for long duration tasks - Ensure good housekeeping. Remove waste or other items that could cause tripping hazards or awkward postures - Ensure floor surfaces clean, free of waste or spills - Ensure firm ground (example: lay planks over sand or non-compacted earth to push trolleys, wheelbarrows etc - Suspend hand tools on pendulums where possible - Arrange work system to reduce double handling - Ensure push-pull forces used to start/stop and maneuver trolleys are not extreme (use "tug" device) - Ensure trolleys are light-weight, ergonomically designed and have brakes if used on slopes - Push rather than pull - Keep center of gravity of the load lower than the trolley handle - Store heavy items below lighter items

		- Ensure loads cannot move during transit - Ensure loads are balanced and secured - Avoid high work rates and high peak loads - Ensure correct tools and equipment for task - Design work stations/areas to avoid over-reaching, working with arms above shoulder height, reaching below knee height, excessive twisting of neck and back - Reduce time spent standing where possible **RB: 3H** **Person responsible to implement control measures:** **RA: 2M**
Job Step: Review		
Hazards Include - MSD Legislation breach	- MSD	Ensure all controls are reviewed as per the following: - If controls failed to reduce risk adequately - Changes to workplace occur that create new / different risks where controls may no longer be effective - New hazards identified - Consultation with relevant persons indicate review is needed - A Health and Safety Representative (HSR) requests a review in line with the requirements of the Model WHS Regulations 2013. **RB: 2M** **Person responsible to implement control measures:** **RA: 1L**
Job Step: Maintenance		
Hazards include: Personal Injury: - MDS - Crushing	Risks include: - MSD	. Ensure preventative maintenance program in place for all moving equipment. Note: Trolley wheels must be able to move freely and smoothly, brakes functional and straps able to secure load, etc Maintain all equipment / vehicles, as per manufacturer's instructions. **RB: 2M** **Person responsible to implement control measures:** **RA: 1L**
Emergency Procedures / Emergency Response		

Develop and implement an emergency response plan for the site. Include: - Assembly points - Communication - Consultation methods - Responsible persons - Emergency contacts - names and phone numbers - First aid equipment - Fire Extinguishers – accessible & serviced.	Develop site-specific rescue procedures/SWMS. Ensure all workers on-site are trained and familiar with emergency and evacuation procedures. **Person/s responsible to implement and follow emergency procedures and control measures:**
Review	
To ensure controls are implemented and monitored effectively: • Toolbox /pre-work meetings will be undertaken • Relevant persons will be consulted on hazards and contents of SWMS, work plans and other applicable information • Control measures will be monitored throughout works: ○ Spot checks ○ Consultation ○ Scheduled audits • Corrective actions will be recorded and rectified in a timely manner SWMS will be reviewed and updated accordingly (in consultation with relevant persons)	Ensure all controls are reviewed as per the following: • If controls fail to reduce risk adequately • When changes to the workplace or work activity occur that create new / different risks where controls may no longer be effective • New hazards identified • After an incident involving work activities relevant to this SWMS • During consultation with relevant persons indicate review is needed • A Health and Safety Representative (HSR) requests a review in line with the requirements of the legislation.
Person/s responsible to implement and follow monitoring and review procedures and control measures:	

References:

Model Work, Health and Safety Act 2013 and Model Work, Health and Safety Regulations 2013
Darcor/Ergo Web (2001) The ergonomics of manual material handling – pushing and pulling tasks
Safe Work Australia (2013) – Hazardous Manual Tasks Code of Practice
WorkSafe Victoria 2005 – A Guide to handling large, bulky or awkward items
WorkSafe Victoria (2005) Manual Handling in the Sawmilling Industry
WorkSafe Victoria (2005) Manual Handling in the Food Industry
WorkSafe Victoria (2005) Manual Handling in the Automotive Industry
WorkSafe Victoria (2007) Guide to manual handling: Order Picking

SAFE WORK METHOD STATEMENT - Part 2

Formal Training, Licences required for workers undertaking this task:	Duties of workers undertaking this task:	Details of Supervisory Arrangements for workers undertaking this task:
- Construction Industry White Card - On-site training in the safe use of the auger	- Operator - Supervisor	- Suitably qualified supervisors for job - Direct on-site supervision - Remote site – communication systems/ schedule - Audits - Spot Checks, etc. - Reporting systems - JSA

Details of: regulatory permits/licenses Engineering Details/Certificates/WorkCover Approvals:

- Local council permits
- Building Approvals
- EPA approvals/permits
- Certain plant to be registered with State Authority

PPE to comply with relevant Australian Standards

Plant/Tools/Equipment: (List plant and equipment to be used on the job.)

STIHL BT 121
STIHL BT 130

Relevant Legislation, Codes of Practice:
Note: Retain only the legislation references applicable to your state of operation for this SWMS

- **Commonwealth, NSW, QLD, ACT**
  - Work Health and Safety Act 2011
  - Work Health and Safety Regulations 2011
- **Northern Territory**
  - Work Health and Safety (National Uniform Legislation) Act 2011
  - Work Health and Safety (National Uniform Legislation) Regulations
- **SA, Tasmania**
  - Work Health and Safety Act 2012
  - Work Health and Safety Regulations 2012
- **Codes of Practice:** Safe Work Australia (2011):
  - *First Aid in the Workplace*
  - *Managing the Risk of Falls at Workplaces*
  - *Managing the Risk of Plant in the Workplace*
  - *Managing Noise and Preventing Hearing Loss in the Workplace*
  - *How to Manage Work Health and Safety Risks*
  - *Hazardous Manual Tasks*
  - *Managing Risks of Hazardous Chemicals*
  - *WHS Consultation, Cooperation & Coordination*
- **Victoria**
  - Occupational Health & Safety Act 2004
  - Occupational Health & Safety Regulations 2007
  - **Codes of Practice:**
- **Western Australia**
  - Occupational Safety & Health Act 1984
  - Occupational Safety & Health Regulations 1996
  - **Codes of Practice:**
- **Australian Standards:**
  - AS/NZS 1269:2005 Occupational *noise management*
  - AS/NZS 4501:2008 *(set) Occupational Protective Clothing*
  - AS 4024.1:1996 *Safeguarding of machinery - General principles*
  - AS 4024.1: 2006 *Safety of machinery*
  - AS 1319:1994 Safety *Signs for Occupational Environment*

Reference Documents

WorkCover NSW: Safety Alert: *Augers*
Maruyama: *Earth Auger Operator's Manual*
Rural Industries Research & Development Corporation: *Horticultural Industry Safety Manual*
FarmSafe Australia: *website*
OHSA (2003): *Hazards of Auger Drilling*
- Safety Data Sheet: Chemwatch: *Unleaded petrol*

SAFE WORK METHOD STATEMENT - Part 3

This SWMS has been developed in consultation and cooperation with *employee/workers* and relevant *Employer/Persons Conducting Business or Undertaking (PCBU).* I have read the above SWMS and I understand its contents. I confirm that I have the skills and training, including relevant certification to conduct the task as described. I agree to comply with safety requirements within this SWMS including risk control measures, safe work instructions and Personal Protective Equipment described.

Overall Risk Rating after Controls	1 Low	2 Moderate	3 High		4 Acute
Employee/Worker Name	Job Role / Position	Signature	Date	Time	Employer/PCBU/ Supervisor

Review No.	1	2	3	4	5	6	7	8
Name								
Initial								
Date								

HIERARCHY OF CONTROLS

Elimination - Risk will be eliminated where possible

Substitution Isolation Engineering - Where risk remains, one/combination of controls will be used

Administrative - Where risk remains, administrative controls will be used.

Personal Protective Equipment (PPE) - Where risk still remains, it will be reduced as far as reasonably practicable with use of PPE.

RISK ASSESSMENT MATRIX

References: Safe Work Australia (2011) - Code of Practice: How to Manage Work Health and Safety Risks, AS/NZS 31000 -2009 Risk Management Principles and Guidelines.

Step 1: Determine Likelihood
What is the possibility that the effect will occur?

	Criteria	Description
Almost certain	Expected in most circumstances.	Effect is a common result.
Likely	Will probably occur in most circumstances.	Effect is known to have occurred at this site or it has happened.
Possible	Might occur at some time.	Effect could occur at the site or I've heard of it happening.
Unlikely	Could occur at some time.	Effect is not likely to occur at the site or I have not heard of it happening.
Rare	May occur only in exceptional circumstances.	Effect is practically impossible.

Step 2: Determine Consequence
What will be the expected effect?

Level of Effect:	Example of each level:
Insignificant/Acceptable	No effect – or so minor that effect is acceptable.
Minor	First Aid treatment only; no lost time injury.
Moderate	Medical treatment; serious injuries, temporary partial disability; lost time injury < 7 days.
Major	Hospital admittance; extensive injuries; lost time injury > 7 days; Permanent Total Disability injury; death.
Catastrophic	Multiple Permanent Total Disability injuries; multiple deaths.

Step 3 Determine the risk score

	Consequence				
Likelihood	**Insignificant**	**Minor**	**Moderate**	**Major**	**Catastrophic**
Almost certain	**3 High**	**3 High**	**4 Acute**	**4 Acute**	**4 Acute**
Likely	**2 Moderate**	**3 High**	**3 High**	**4 Acute**	**4 Acute**
Possible	**1 Low**	**2 Moderate**	**3 High**	**4 Acute**	**4 Acute**
Unlikely	**1 Low**	**1 Low**	**2 Moderate**	**3 High**	**4 Acute**
Rare	**1 Low**	**1 Low**	**2 Moderate**	**3 High**	**3 High**

Step 4 Record risk score on worksheet (**Note** – Risk scores have no absolute value and should only be used for comparison and to engender discussion.)

Score	Action
4 A: Acute	**DO NOT PROCCED.** Requires immediate attention. Introduce further high level controls to lower the risk level. Re-assess before proceeding.
3 H: High	**Review before commencing work**. Introduce new controls and/or maintain high level controls to lower the risk level. Monitor frequently to ensure control measures are working.
2 M: Moderate	**Maintain control measures.** Proceed with work. Monitor and review regularly, and if any equipment/people/materials/work processes or procedures change.
1 L: Low	**Record and monitor**. Proceed with work. Review regularly, and if any equipment/people/materials/work processes or procedures change.