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| **SAFE WORK METHOD STATEMENT (SWMS)** | | | | | | | | |
| **PROJECT DETAILS:** | | | | | | | | |
| Project: | | | | Area: | | | | |
| Job Address: | | | | | | | | |
| Job Description: | | | | | | | | |
| **WORK ACTIVITY:** | Manual Handling | | | | | | | |
| **Consult relevant workers during development, approval and communication of this SWMS** | | | | | SWMS Approved by: | | Page 1 of 12 | |
| Name: (Include names of workers who were consulted in relation to this SWMS) | | Signature: | Job Title: | Date: | Name: | | | |
| Signature: | | | |
| Date: | | | |
| Personnel responsible for monitoring and managing activity: | | | | | Overall Risk Rating After Controls | **4 A**cute | | **3 H**igh |
| **2 M**oderate | | **1 L**ow |
| **COMMUNICATE THIS SWMS TO ALL PERSONS INVOLVED IN TASK PRIOR TO WORK COMMENCING**   * \_\_\_\_\_\_\_\_\_\_\_\_will conduct regular inspections and observations to ensure SWMS is being complied with. * Hold Daily Tool Box Talks to identify, control and communicate additional site hazards. * Cease work immediately if incident or near miss occurs. Amend the SWMS in consultation with relevant persons. * \_\_\_\_\_\_\_\_\_\_\_\_\_\_ will approve and communicate amendment to all affected workers before work resumes. * As required by WHS legislation, make the SWMS available for inspection or review. * As required by WHS legislation, keep record of SWMS (until job is complete or for 2 years if involved in a notifiable incident). | | | | | | | | |

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| **IMPORTANT NOTES:** |
| Check local government standards, codes of practice, regulations and legislation for any training requirements before use.  Apprentices and Trainee Personnel are usually permitted to operate certain machinery and equipment provided they are guided and supervised by an experienced and qualified person, while also recording the hours of use in an approved logbook.  WorkCover National Certificates of Competency are nationally recognised and these specific certificates do not have to be changed over to work interstate.    1. For all tasks involving bodily exertion, activities must be identified that could result in injury to a person, and a risk assessment conducted.  2. For controlling risk, do not use the instructions, training or information involved with manual handling techniques as the sole or primary means, unless it is not practical to use mechanical aids, or alter the objects used in the task, the system of work, environmental conditions, or the workplace.  3. For lifting or carrying loads, all persons involved must be trained to assess the task, team lifting and correct manual handling techniques. |

| **Task Steps** | **Potential Hazards/Risks of Each Step** | **RB** | **Control Measures - Steps To Follow  Safety Checks & PPE** | **RA** | **Responsible Officer** |
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| **NOTE: RB** = Risk Rating **before** controls implemented - **RA** = Risk Rating **after** controls are implemented. | | | | | |
| 1. Assessing risk from manual handling | Weight, size and shape of the object to be lifted  Distance of the load from the body  Height required to lift  Frequency and duration  Unequal loading on the body |  | A person may lift any amount of load based on the muscular capacity; there is no safe maximum load. For lifting, lowering or carrying a load, the muscular effort required is determined by the shape, size and nature of the object, and is based on the movement, forces, posture, frequency and duration involved in the task.  A load at a closer distance will impose a smaller stress on the body, as compared to a similar load at a greater distance from the body.  The body is subject to greater strain if the load is lifted to a higher distance.  The risk of injury increases as the duration and frequency of lifting increases.  More stress is put on the body when carrying or lifting a load to one side or in one hand, as compared to handling the load with two hands.  A higher risk is involved with bulkier, heavier and bigger loads, which require a greater effort to move them.  The force on the body doubles as the distance of the load from the body is doubled. The stress on the body is a function of the product of load and distance. |  |  |
| 2. Identifying hazardous tasks | Task factors  Environmental factors |  | Manual handling tasks that must be analysed for risks -   * Tasks, which may cause injury due to overexertion. * Tasks involving sustained or repetitive application of force, sustained vibrations, high fore, movements, awkward postures, etc. * Tasks involving manual handling of live animals or people. * Tasks involving manual handling of loads that are difficult to hold, are unbalanced or are unstable.   Persons exposed to low temperatures, high humidity or high air temperatures, will be at a greater risk of injury.  Variations between different people will cause same or similar tasks to present different levels of risk. The variations may be due to fatigue levels, health, experience, gender, age, strength and body size.  Wearing thick or heavy clothing increases the risk of injury. |  |  |
| 3(a). Controlling workplace factors | Workplace layout |  | Bending postures or movements may be reduced or eliminated by -   * Providing workstations and worktables with adjustable heights. * Minimizing the lowering and lifting of work objects. * Allowing upright work postures by providing enough workspace.   When storing, handling or carrying materials and items, try to reduce or eliminate carrying movements, holding, pulling, pushing, reaching, and twisting.  Wherever possible, work height must be matched to the worker.  Mechanical aids must be used for transporting and handling loads.  Heavier and more frequently used items must be stored at waist level, where possible. |  |  |
| 3(b). Controlling workspace factors | Workstation design |  | Workstation design must follow ergonomic requirements so that workers, either sitting or standing, are in an upright position, with arms close to the body and shoulders lowered, with objects and working height roughly level with the elbow of the worker.  For making the work height suitable to the task and the person, adjustable workstations must be provided. |  |  |
| 3(c). Controlling workplace factors | Working position |  | For the task to be performed, determine the most suitable working position. Take into account the duration and frequency of the task, and the tools, equipment and objects required.  Where possible, provide a mix of tasks that involve a variety of movements and postures. Include a mix of sitting and standing tasks.  Workers involved in standing or sitting tasks must be given opportunity to vary their movements and postures.  For people working in a seated position, provide adequately designed adjustable chairs.  For persons working in standing positions, provide insulating floor covering, footrest and stool or support. |  |  |
| 3(d). Controlling workplace factors | Design of work and work flow |  | Eliminate handling risks by redesigning the weight, shape and size of objects.  Make sure tools, equipment and plant meet ergonomic guidelines.  For reducing or eliminating overload during peak hours, the flow of work may be organized.  Rotate tasks to allow prolonged exposure to movements and postures to be reduced.  Equipment, tools and materials must have purchasing controls implemented to prevent them from becoming a risk of injury to workers. |  |  |
| 4. Provision of aids | Lifting of loads  Movement of loads |  | For moving and handling loads, mechanical aids must be provided. These could be trolleys, pallet jacks, forklifts, hoists, cranes, conveyors, etc.  Items for moving loads, such as pedestrian forklifts, pallet jackets, trolleys, etc., which require the involvement of human effort to move, must not be loaded beyond their rated capacity and must be maintained in a safe operating condition.  For moving loads and tools, use of supports and load balancers is recommended.  To prevent overloading, make sure the WLL or the working load limit is displayed prominently on the equipment. |  |  |
| 5. Training of workers | Movement of loads  Manual movement of loads |  | Tasks to be carried out and the risks involved, govern the training needs.  Workers will need to understand -   * The type of manual handling that is dangerous. * How to prevent injury and the effects on the body. * How to control risk by selecting and using appropriate safe systems of work and mechanical aids.   An appropriately skilled person, who knows and understands the causes, effects and prevention of manual handling injuries, must conduct a training in the ways and means of selecting and using the appropriate manual handling techniques.  The training must include proper lifting techniques and postures, information on type of loads to be lifted, and team lifting procedures where team lifting is carried out regularly.  Safe manual handling techniques training must be imparted to supervisory staff as well.  For controlling risk, do not use the instructions, training or information involved with manual handling techniques as the sole or primary means, unless it is not practical to use mechanical aids, or alter the objects used in the task, the system of work, environmental conditions, or the workplace.  There is a reduction in the capacity of a team during a lift. This reduction may be as much as 10-20% for a 2-member team and more for a 3-member team. |  |  |

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| PERSONAL PROTECTIVE EQUIPMENT |
| Personal Protective Equipment Requirements |
| |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | **Foot Protection** | **Hearing Protection** | **Protective Clothing** | **Head Protection** | **Eye Protection** | **Hand Protection** | **Sun Protection** | **Safety Harness** | | C:\Users\Virtual\Desktop\Safety PPE Signs\Boots.png | C:\Users\Virtual\Desktop\Safety PPE Signs\Ear Goggles.png | C:\Users\Virtual\Desktop\Safety PPE Signs\Apron.png | C:\Users\Virtual\Desktop\Safety PPE Signs\Hard Hat.png | C:\Users\Virtual\Desktop\Safety PPE Signs\Eye Goggles.png | C:\Users\Virtual\Desktop\Safety PPE Signs\Gloves.png | C:\Users\Virtual\Desktop\Safety PPE Signs\Sun Protection.png | C:\Users\Virtual\Desktop\Safety PPE Signs\Safety Harness1.jpg |   **PPE Notes:** The above PPE Requirements are the minimum requirements for all personnel involved in this task. Be sure to conduct a Risk Assessment for other factors that may influence the work environment such as Temperatures – Hot/Cold, Working in the Sun, Night Work etc. Be sure that all PPE used is approved by Australian Standards. |
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| References: |  |
| **Codes of Practice**  **Codes of Practice** | Hazardous Manual Tasks Code of Practice  Managing the Work Environment and Facilities |

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| **SIGN OFF** |
| Workers and relevant Persons Conducting Business or Undertaking (PCBU) were consulted for developing this SWMS. I have read the above SWMS and I understand its contents. I confirm that I have the necessary training and skills, including any relevant certifications to undertake the related tasks contained in this SWMS. I agree to comply with any safety guidelines, requirements and recommendations as set forth by the responsible officer within this SWMS including safety instructions and use of recommended Personal Protective Equipment. |

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| **Name** | **Qualifications** | **Signature** | **Date** | **Time** | **Employer** |
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| **RISK ASSESSMENT** |
| References: Risk Management Code of Practice 2007, AS/NZS 31000 -2009 Risk Management Principles and guidelines |

**Step 1 Determine Likelihood –** What is the possibility that the effect will occur? **Step 2 Determine Consequence –** Expected Consequences

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|  | **Likelihood** | **Definition** |
| **Almost certain** | Expected to happen in most circumstances. | A common and very possible result |
| **Likely** | Will probably occur in most circumstances. | Known to have occurred and has happened before |
| **Possible** | Might occur at some time | Could occur and is likely it has happened before |
| **Unlikely** | Could occur at some time | Not likely to occur |
| **Rare** | May occur only in exceptional circumstances | Very unlikely |

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| **Level of Consequence** | **Examples** |
| **Insignificant/Acceptable** | No consequence – so minor that the consequence is manageable |
| **Minor** | First aid treatment only; manageable and contained. |
| **Moderate** | Medical treatment; manageable with 3rd party assistance. |
| **Major** | Serious injuries; Down time and loss of productivity |
| **Catastrophic** | Death; Very serious consequences |

**Step 3 Determine the risk score Step 4 Record risk score** (**Note** – Risk scores are only estimated and should not be

Solely relied upon)

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|  | **CONSEQUENCE** | | | | |
| **LIKELIHOOD** | **Insignificant** | **Minor** | **Moderate** | **Major** | **Catastrophic** |
| **Almost certai**n | 3 High | 3 High | 4 Acute | 4 Acute | 4 Acute |
| **Likely** | 2 Medium | 3 High | 3 High | 4 Acute | 4 Acute |
| **Possible** | 1 Low | 2 Medium | 3 High | 4 Acute | 4 Acute |
| **Unlikely** | 1 Low | 1 Low | 2 Medium | 3 High | 4 Acute |
| **Rare** | 1 Low | 1 Low | 2 Medium | 3 High | 3 High |

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| **Score** | **Action** |
| **4**  **A: Acute** | URGENT – Act on and lower the risks immediately. Demands immediate attention. |
| **3**  **H: High** | Decisions required urgently by Management. |
| **2**  **M: Moderate** | Follow instructions given by management. |
| **1**  **L: Low** | Manageable. Review regularly, and if any conditions of work change. |

DISCLAIMER

BlueSafe Australia Pty Ltd supplies a generic template system of word documents that helps the employer to get a head start by providing them with a foundation to build a Work Health & Safety system for their business. BlueSafe Australia Pty Ltd templates are generic in nature and are not designed to be relied solely upon without the customisation of specific tasks.

Acquiring or creating & implementing an WHS System can greatly reduce the risks which are associated with your business, however having a complete WHS System does not 100% insulate a business from accidents or injuries in a workplace, and it does not guarantee that a Compensation Claim won’t be filed, however it significantly reduces the probability or likelihood by creating, adjusting and refining your systems as much as possible and ensuring that staff follow them.

The documents provided by BlueSafe Australia Pty Ltd are designed to help the employers’ awareness to safety in the workplace, and helping them with the first step to meeting their legislative obligations as an employer. Not only this, but it also creates an awareness for the employee in helping them be aware of their legislative obligations in the workplace, by taking responsibility for their actions, be ‘Safety Minded’ and helping the employer to create and maintain a safe workplace which also significantly reduces the possibilities and risks of an injury while at work.

The obligation rests with the employer to ensure that all systems in the workplace are applicable, practical and safe for their employees while ate work.

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