

SAFE WORK METHOD STATEMENT (SWMS) PART 1			
ACTIVITY: Hazardous manual tasks in the general workplace.			SWMS #:
BUSINESS NAME: CONVOY TRANSPORT PTY LTD			BUSINESS #: 59 626 358 030
BUSINESS ADDRESS: 39 PACIFIC STREET LONG JETTY NSW 2261			
BUSINESS CONTACT: JASON HAYWOOD			PHONE #: 0450 777 958
SWMS APPROVED BY: <i>EMPLOYER / PCBU / DIRECTOR / OWNER.</i>			
NAME: JASON HAYWOOD			
SIGNATURE:			DATE:
PERSON/S RESPONSIBLE FOR ENSURING COMPLIANCE WITH SWMS: JASON HAYWOOD			
PERSON/S RESPONSIBLE FOR REVIEWING THE SWMS: JASON HAYWOOD			
RELEVANT WORKERS CONSULTED IN THE DEVELOPMENT, APPROVAL AND COMMUNICATION OF THIS SWMS.			ALL PERSONS INVOLVED IN THE TASK MUST HAVE THIS SWMS COMMUNICATED TO THEM BEFORE WORK COMMENCES.
NAME	SIGNATURE	DATE	Daily Tool Box Talks will be undertaken to identify, control and communicate additional site hazards. Work must cease immediately if incident or near miss occurs. SWMS must be amended in consultation with relevant persons. Amendments must be approved by JASON HAYWOOD and communicated to all affected workers before work resumes. SWMS must be made available for inspection or review as required by WHS legislation. Record of SWMS must be kept as required by WHS legislation (until job is complete or for 2 years if involved in a notifiable incident).
PRINCIPAL CONTRACTOR DETAILS <i>(The builder or the organisation you are working for.)</i>			
PRINCIPAL CONTRACTOR (PC):		PROJECT NAME:	DATE SWMS PROVIDED TO PC:
PROJECT ADDRESS:			
PROJECT MANAGER (PM):		PM SIGNATURE:	CONTACT PH. #:
SWMS SCOPE: This SWMS covers general aspects associated with hazardous manual handling tasks in the workplace.			

THIS WORK ACTIVITY INVOLVES THE FOLLOWING "HAZARDOUS WORK"


- | | | | |
|--|---|---|---|
| <input type="checkbox"/> Hot Work | <input checked="" type="checkbox"/> Hazardous Manual Tasks | <input type="checkbox"/> Noise | <input type="checkbox"/> Asbestos |
| <input type="checkbox"/> Confined space work | <input type="checkbox"/> Outdoor work | <input type="checkbox"/> Artificial extremes of temperature | <input type="checkbox"/> Hazardous Chemicals/Substances |
| <input type="checkbox"/> Use of electrical plant, equipment, appliances fixtures or fittings | <input type="checkbox"/> Working remotely or in isolation | <input type="checkbox"/> Other | |
| <input type="checkbox"/> Work carried out adjacent to a road, railway or shipping lane, traffic corridor | <input type="checkbox"/> Work in an area that may have a contaminated or flammable atmosphere | | |
| <input type="checkbox"/> Falls from height, one level to another, on the same level (inc. slips and trips) | <input type="checkbox"/> In or near water or other liquid that involves risk of drowning | | |

LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC	SCORE	ACTION	<p>HIERARCHY OF CONTROLS</p>
ALMOST CERTAIN	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE			
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEED.	
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE	3H HIGH	Review before commencing work.	
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	2M MODERATE	Maintain control measures.	
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	Record and monitor.	

PERSONAL PROTECTIVE EQUIPMENT (PPE): *ENSURE ALL PPE MEETS RELEVANT AUSTRALIAN STANDARDS. INSPECT, AND REPLACE PPE AS NEEDED.*


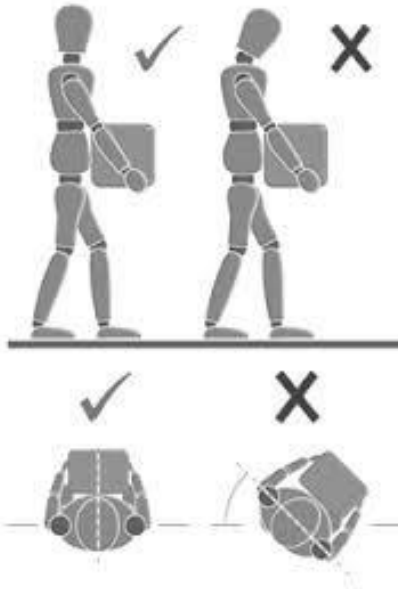
FOOT PROTECTION	HEARING PROTECTION	HIGH VISIBILITY	HEAD PROTECTION	EYE PROTECTION	FACE PROTECTION	HAND PROTECTION	PROTECTIVE CLOTHING	BREATHING PROTECTION	SUN PROTECTION	FALL ARREST	
											Rings, watches, jewellery that may become entangled in machines must not be worn. Long and loose hair must be tied back.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>


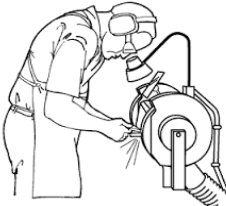
AS 1319-1994 SAFETY SIGNS FOR THE OCCUPATIONAL ENVIRONMENT REPRODUCED WITH PERMISSION FROM SAI GLOBAL UNDER LICENCE 1210-C062. STANDARDS MAY BE PURCHASED AT [HTTP://WWW.SAIGLOBAL.COM](http://www.saiglobal.com)

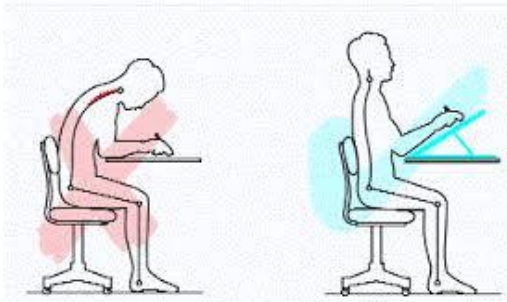
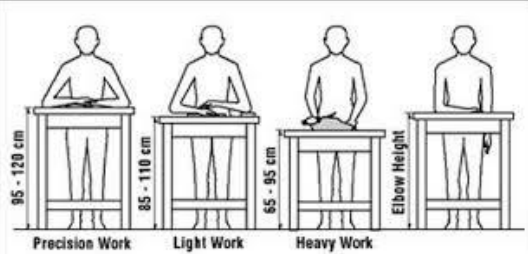
JOB STEP	POTENTIAL HAZARD/S	IR	CONTROL MEASURES TO REDUCE RISK	RR	RESPONSIBLE PERSON	
<i>INHERENT RISK-RATING (IR) RESIDUAL RISK-RATING (RR)</i>						
1. Conduct a risk assessment identifying potential hazardous manual tasks	<p>Musculoskeletal (MSD) injuries → Muscles, ligaments, nerves, tendons in the wrists, arms, shoulders, neck or legs, muscles, ligaments or discs in the back.</p> <p>Muscular Stress → sprains, strains, temporary soft tissue injuries</p> <p>Indirect Injuries → cuts / lacerations.</p>	3H		<ol style="list-style-type: none"> Using the Hazardous Manual Task Risk Assessment Form supplied in this SWMS identify your work activity and potential risks Follow the associated controls within this SWMS for the activity If you identify any hazard that is not covered in this SWMS, stop the activity Ensure a safe work method is developed for the task, in consultation with relevant parties, before recommencing the activity Ensure realistic work rates and adequate numbers of workers for the task Add the additional control to this SWMS. 	2M	
2. Training and Capabilities	Lack of training or the assessment of capability may lead to personal injury, property damage &/or environmental incident.	3H	<p>Ensure all relevant workers have undertaken training and/or received instruction in the use of control measures. Include:</p> <ul style="list-style-type: none"> Manual handling All workers are trained in this SWMS Reporting procedures for incidents Correct use of equipment including selecting, fitting, use, care of and maintenance Correct use of all equipment used Use of supervision where required (e.g. new starters or new equipment) Ensure supervisors, foremen etc. are suitably experienced in the type work to be conducted. 	2M		
3. Hazardous manual tasks	Large, heavy loads → force, awkward postures and movements	3H	<p>Consider modifying the load, e.g.:</p> <ul style="list-style-type: none"> Reduction of the object/load weight Purchase items in a smaller sizes Change the shape or surface texture of the item to improve grip Provide handles or other holding points on the object to improve gripping and to indicate the best way to lift it Ensure the surface of the object cleaner or cooler, make the edges less sharp, or insulate the object so that it can be held against the body 	2M		

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			<ul style="list-style-type: none"> • Consult with the supplier how you want an object packaged • Design the object or package so that its contents won't shift unexpectedly while it is being moved, and the weight is distributed as evenly as possible • Increase the weight of an item so that it can't be handled manually, and ensure that mechanical aids are available. 		
	Lifting, carrying & setting down objects	3H	<p>Use mechanical aids wherever possible. Ensure:</p> <ul style="list-style-type: none"> • Working vehicle is suitable for the task of transporting tools, materials etc. e.g. van, utility - avoid lifting equipment from the boot of a sedan • Trolleys / ramps are used where required to remove equipment from vehicles and transfer of materials and equipment to the work area • Licensing required for relevant powered mobile plant such as forklifts • All operators to be trained and competent in the use of mechanical aids • Use in accordance with manufacturers instructions • Training to include: <ul style="list-style-type: none"> ○ Check that the lifting aid is correct type and size for the intended work ○ Pre-inspection requirements ○ Safe Load Limit (SLL) / Safe Working Load (SWL) ○ Positioning of items on the aid ○ Safe movement of the aid ○ Potential hazards in the work zone (plant /vehicles/people) ○ Set up work area to minimise travel distance with loaded aid. <p>When using a lifting aid, ensure:</p> <ul style="list-style-type: none"> • Push rather than pull the aid • Do not pull large loads towards yourself • Do not jerk to get the aid moving • Seek assistance if the load is too heavy or break down the load to make it lighter • Never try to move or push a loaded aid or skid by hand • Use proper lifting techniques when loading and unloading • When going down an incline push, don't pull. 	2M	



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			<p><i>INHERENT RISK-RATING (IR) RESIDUAL RISK-RATING (RR)</i></p> <p>⚠ Ensure regular maintenance and service of equipment and tools can reduce the force required to operate them.</p> <p>Where persons are required to lift without lifting aids, ensure:</p>  <ul style="list-style-type: none"> • Lift within physical capabilities of individual • Weight of object is known; avoid lifting loads more than 1/4 of your bodyweight. • 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). 		

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			<p>Where Team Handling required (as last resort). Ensure:</p> <ul style="list-style-type: none"> • 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.) 		
					
4. Work area set up, placement of equipment, materials, shelving, work stations	Poor lighting → awkward postures and movements	3H	<ul style="list-style-type: none"> • Adequate lighting • Keep lights and light fittings clean • Correct viewing distance to work • Height of display 30–40° below eye level. <p>Improve lighting and visibility by:</p> <ul style="list-style-type: none"> • Provide additional lighting, such as a lamp on a movable arm • Lowering or raising existing lights or changing their position in the work area • Increase or decrease the number of lights • Changing the diffusers or reflectors on existing lights • Changing the lights to improve light levels or improve colour perception • Change what is being looked at e.g. bring it closer to the eye, or change its orientation or position to avoid shadows, glare or reflections. 	2M	
	Incorrect height and placement of equipment etc. (work station ergonomics) → poor posture, movements and forces	3H	<ul style="list-style-type: none"> • Use adjustable work stations to accommodate the different heights of workers • Work station is set-up ergonomically where possible (avoid reaching too high, low, over-reaching or other awkward postures) • Provide trestles / benches to place work pieces on to reduce manual handling risks (between shoulder and knee height) • Store loads approximately at knuckle height (70-80cm) • Avoid storage above shoulder level or close to the floor except for light or infrequently used items • Provide an intermediate surface so the worker can rest the load for a moment before shifting grip if the object must be lifted from a low to a high position. 	2M	
					


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			<p style="text-align: center;"><i>INHERENT RISK-RATING (IR) RESIDUAL RISK-RATING (RR)</i></p> <p>Ensure suitable furniture and equipment is selected for <i>seated</i> tasks:</p> <ul style="list-style-type: none"> Chairs: Adjustable from seated position, five-star base (for stability); curved front edge, can tilt forward/backward, supportive backrest. A footrest should be provided to enable the worker to sit with the feet supported. Workstation: Adjustable, round corners, no sharp edges, smooth, flat surface, sufficient size for equipment required and position of equipment. (Provide docking stations at adjustable workstations for laptops.) <p>Ensure correct positioning of equipment. When seated:</p> <div style="display: flex; align-items: center;">  <ul style="list-style-type: none"> Thighs horizontal and rest resting comfortably on floor Work approximately at elbow height – forearms horizontal and wrists straight (hands in line with forearms) Use footrest if desk too high Ensure sufficient room between thighs and underneath of desk Adjust seat back rest so that the curve fits into the curve of the lower back (about waist level) Facing work focus – avoid twisting/rotating. </div> <p>Ensure workers leave their workstations at regular intervals during their shift. E.g.: During breaks - go to lunchroom, go for a walk outside. Prolonged sitting is detrimental to long-term health.</p> <p>Ensure suitable furniture and equipment is selected for <i>standing</i> tasks, provide:</p> <ul style="list-style-type: none"> A chair, stool or support so the worker can alternate between sitting and standing A footrest (large enough for the whole foot) to allow the worker to stand with either foot raised A suitable floor covering to cushion concrete and other hard floors, where possible. <div style="text-align: center;">  </div>		

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	Unnecessary manual handling	3H	<ul style="list-style-type: none"> Ensure good housekeeping. Remove waste or other items that could cause tripping hazards or awkward postures Ensure materials / equipment is as close to work station as possible Arrange work system to reduce double handling. 	2M	
	Exposure to cold conditions	3H	<ul style="list-style-type: none"> Ensure all workers wear and apply cold conditions protection PPE and clothing when required Adequate onsite amenities providing heaters, warm drinks and shelter for breaks where necessary Staff rotation Identify and report cold conditions risks encountered throughout the course of carrying out work. 	2M	
	Heat Exposure	3H	<ul style="list-style-type: none"> Locate work area as far away as possible from sources of heat and hot processes: <ul style="list-style-type: none"> Provide screening Adequate ventilation Add fans for air circulation Alter work schedule so that the work can be done in the cooler part of the day Provide cool, well ventilated area for breaks Provide drinking water. 	2M	
5. Operating equipment e.g. hand held power tools, fixed power tools, computers etc.	Vibration → ☐ Raynauds Syndrome/White Finger	3H	<ul style="list-style-type: none"> Provide tools with anti-vibration or anti-kickback features where possible Use shock-absorbing gloves as required (particularly in cold weather) Use smallest tool needed for the task Ensure all handles have appropriate grip covers installed e.g. rubber handlebar grips, not bare metal Ensure standing on firm surface (standing on loose/unstable objects can accentuate vibration). 	2M	
	Repetitive and sustained tasks	3H	<p>Ensure:</p> <ul style="list-style-type: none"> Job rotation Sufficient breaks Suspend / support heavier tools if used repetitively Mount tools e.g. drill stand. 	2M	

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	Indirect Injuries → cuts / lacerations, blisters	3H	Ensure handles: <ul style="list-style-type: none"> • Comfortable grip • No sharp edges. 	2M	
	Pushing, pulling, throwing, pressing objects, high grip forces → additional forces on the hand, arm or wrist	3H	Tools and equipment used: <ul style="list-style-type: none"> • Keyboard/mouse: Not bulky, ergonomically designed, adjustable (feet on keyboard) • Telephone: Sufficient length of cord headsets if talking for long periods of time, or required to take notes / gather information during conversation • Select suitable size, weight, type of handle, grip etc. • Ensure triggers are long enough (approx. 5cm long) to allow activation by several fingers • Use triggers that can lock into place for use over longer periods (more than 30 seconds at a time) • Ensure handles: <ul style="list-style-type: none"> ○ Are cylindrical and approx. 4cm in diameter ○ Allow wrist to remain straight ○ Comfortable grip ○ Grip length approx. 12cm. 	2M	
	Exposure to cold conditions	3H	Working outdoors. Ensure: <ul style="list-style-type: none"> • Appropriate protective clothing • Encourage workers to have adequate warm drinks • Wear hand protection • Wear non-slip footwear (slippery surfaces) • Access to warm shelter during breaks • Adequate breaks • Check weather conditions – do not work in extreme cold. 	2M	
	Heat Exposure	3H	Working outdoors. Ensure: <ul style="list-style-type: none"> • Suitable protective clothing • Sun brim on hard hat • Safety glasses - UV Rated • Use 30+ sunscreen on exposed skin areas • Adequate drinking water • Access to shade during breaks • Adequate breaks • Check weather conditions – do not work in extreme heat. 	2M	
	Fatigue and shift work	3H	<ul style="list-style-type: none"> • Adequate breaks during a shift for muscle recovery • Adequate time between shifts for rest and recuperation • Where employees work shifts are longer than 8 hours, the pace and duration of repetitive work or sustained effort should be reviewed and reduced 	2M	

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	Over reaching	3H	<ul style="list-style-type: none"> Job rotation where necessary. Use tools with extendable handles e.g. extension poles for cleaning windows. 	2M	
6. Operating powered mobile plant such as forklifts, trucks, company vehicles etc.	Poor driver posture → muscles, ligaments, nerves, and tendons in the wrists, arms, shoulders, neck or legs, muscles, ligaments or discs in the back.	3H	<p>Ensure:</p> <ul style="list-style-type: none"> Seat edges are rounded so the edges do not press into the thighs Seat covering should allow air to circulate. <p>Never jump from cabin. Access/exit using steps and hand rails.</p> <p>A vehicle's interior must be adjustable so drivers of different heights and shapes can:</p> <ul style="list-style-type: none"> Reach the pedals and controls Have sufficient headroom Sit high enough to see out the front and side windows and mirrors Reach the steering wheel without stretching the arms. <p>Adjust controls and seating:</p> <ul style="list-style-type: none"> Steering Wheel: <ul style="list-style-type: none"> Objects and controls to be in easy reach to prevent unnecessary reaching Elbows and shoulders relaxed with hands positioned below shoulder level Headrest: <ul style="list-style-type: none"> Position centrally behind the head Mirrors: <ul style="list-style-type: none"> The rear view and side mirrors to ensure adequate vision of surrounding areas. Seat Height: <ul style="list-style-type: none"> Raise to ensure maximum road vision Ensure adequate clearance from roof Lower Limb Position: <ul style="list-style-type: none"> Knees bent comfortably to operate foot pedals Steering wheel should not touch top of legs Seat Plan: <ul style="list-style-type: none"> Thighs supported along length of cushion Avoid pressure behind knees Back Rest: <ul style="list-style-type: none"> Shoulders slightly behind hips Lumbar Support: <ul style="list-style-type: none"> A S-shape spine is a safe shape. 	2M	



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			<p>✘ DO NOT store items in back pockets of your pants e.g. do not keep your wallet in back pocket.</p> 			
	Whole body vibration → □□□□	3H	<ul style="list-style-type: none"> Refer to manufacturers manual regarding vibration Adjust existing vibration damping mechanisms Install a vibration isolating device where practicable / possible <p>⚠ Ensure regular maintenance and service of vehicles can reduce the force required to operate them.</p>	2M		
	Exposure to heat and cold conditions	3H	<ul style="list-style-type: none"> Adequate workplace amenities providing water, warm drinks and shelter for breaks Ensure vehicle is air conditioned Appropriate protective clothing Check weather conditions – do not work in extreme weather. 	2M		
	Driving in wet conditions	3H	<ul style="list-style-type: none"> Check weather conditions – do not work in extreme weather Conduct vehicle pre-inspection as per manufacturers instructions Ensure good tyre tread Vehicle lights are working Windscreen and lights are clean Drive slowly avoiding aquaplaning and skidding Drive with your lights on low beam (it is easier to see with low beam in fog) Use your air conditioner or demister to keep 	<ul style="list-style-type: none"> Double the distance between you and the car in front Avoid breaking suddenly or accelerating or turning quickly reducing your chances of skidding Avoid driving on unsealed roads Use road line markings to stay in the middle of your lane—in wet weather it is more important than ever to stay in the correct position on the road Do not drive on roads covered with water (even partially covered) 	2M	

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	Visibility problems	3H	<ul style="list-style-type: none"> your windscreen clear of condensation • Ensure mirrors are undamaged and clean 	<ul style="list-style-type: none"> • Watch out for soil movement. • Install visual aids i.e. reversing cameras. 	2M
	Fatigue / shift work	3H	<ul style="list-style-type: none"> • Adequate breaks during a shift 	<ul style="list-style-type: none"> • Adequate time between shifts for rest and recuperation. 	2M
	Prolonged seating	3H	<p>Ensure the driver:</p> <ul style="list-style-type: none"> • Adequate breaks throughout the shift to allow for movement e.g. go for a walk • Does not exceed regulated driving hours • Provide adequate lumbar support. 		2M
7. Handling animals	Hazardous Manual Tasks – lifting, pushing, pulling, bending, awkward positions	3H	<p>Ensure personnel are appropriately qualified, experienced or licensed to handle and/or transport animals.</p> <p>Ensure workers are adequately trained in correct use of aids and equipment.</p> <ul style="list-style-type: none"> • Ensure resources are available i.e. enough time allocated for the task, number of workers to perform the task • Avoid double handling • Do not use excessive force to move animals • If animal is unable to move, use lifting equipment. E.g.: <ul style="list-style-type: none"> ○ Slide sheets ○ Trolley beds ○ Ramps ○ Team Handling • Use correct equipment to support or restrain animal or body parts as required. 		2M
8. People handling	Hazardous Manual Tasks – lifting, pushing, pulling, bending, awkward positions	3H	<p>No worker should fully lift a person (other than a small infant) unaided. Ensure written and displayed “Zero Lift” Policy in place.</p> <p>Note: Zero Lift means that no persons are to be manually lifted except in a life-threatening situation. The person can assist in his or her own move and if required, mechanical aids are used.</p> <p>Ensure workers are adequately trained in correct use of aids and equipment, people handling techniques.</p> <p>Encourage as much participation by the person as possible and explain the process to the</p>		2M

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	Incorrect height and placement of equipment etc. (beds, shower baths etc.) → poor posture, movements and forces	3H	<p>patient before attempting to move them.</p> <p>Ensure:</p> <ul style="list-style-type: none"> • Height of fixtures and furniture are at a comfortable with working range for workers – hip to shoulder range, where possible • Fixtures and furnishings are adjustable for height • Mobile equipment are height adjustable and have lockable castors etc. e.g. beds, hoists • Sufficient space for the task avoiding overreaching e.g. the worker has one leg kneeling on the bed instead of standing beside the bed, to reduce reach to the person • Provide aids etc. to the person to reduce the amount of lifting required by the worker. 	2M	
	Unsuitable equipment / vehicles	3H	<p>Make sure all items of handling equipment are:</p> <ul style="list-style-type: none"> • Use all lifting equipment/ aids as per manufacturer's instructions • Follow documented safe work procedures. • Suited to the task or action • Easy to manoeuvre and do not require excessive force by the worker in any aspect of use • Designed to allow good posture when assembling, positioning or using • Stored close to the work area in which used • Are kept in good working order with regular proactive maintenance • Do not cause an obstruction • Do not create any other risks in use. <p>Access in vehicles - to allow sufficient room for people handling, select vehicles with:</p> <ul style="list-style-type: none"> • A tail-gate/ramp for wheelchair access • Wide doorways on both sides to facilitate access • Sliding doors or doors that stay open without having to be held open by the worker • Sufficient room inside the vehicle for positioning and securing the person in a short time for • Example, head room and sufficient space between the driver's and passengers' seats • Implement policies and procedures which promote the use of suitable transport, for example • Maxi taxis which are fitted with an hydraulic lifting platform or a family vehicle suitable to the handling requirement. 	2M	

EMERGENCY RESPONSE - CALL 000 IMMEDIATELY.

If work is to be conducted on a construction site (or a site controlled by another Employer / PCBU) follow the site-specific Emergency Management Plan. Ensure:

- Adequate numbers of first aid trained staff are on site when working at heights occurs
- First aiders are trained and competent in managing injuries associated with demolition until emergency services arrive
- All rescue equipment is in good condition, available for use and in close proximity to the work site.

Ensure workers have access to:

- First aid kit/supplies
- First Aid trained personnel familiar with Resuscitation and emergency response for electric shock
- M/SDS
- Communication devices (check mobile phones will have service in area)
- Suitable fire protection equipment.

REVIEW NO.	1	2	3	4	5	6	7	8	9	10
NAME:										
INITIAL:										
DATE:										

PLANT/TOOLS/EQUIPMENT LIST FOR THE JOB (include Type, Make Model, SWL/Capacity)

Relevant Legislation & Codes of Practice	<ol style="list-style-type: none"> 1. Download the OHS Legislation and Codes of Practice Reference List 31105-1 from your tax invoice or go to OHS References. 2. Copy and paste your State specific references relevant to your scope.
Act & Regulations Comcare SafeWork NSW	Codes Australian Commonwealth <ul style="list-style-type: none"> • Work Health and Safety (Transitional and Consequential Provisions) Act 2011 • Work Health and Safety Act 2011 • Work Health and Safety Regulations 2011. • Work Health and Safety (First Aid in the Workplace) Code of Practice 2015 • Work Health and Safety (Hazardous Manual Tasks) Code of Practice 2015 • Work Health and Safety (How to Manage Work Health and Safety Risks) Code of Practice 2015 • Work Health and Safety (Labelling of Workplace Hazardous Chemicals) Code of Practice 2015 • Work Health and Safety (Managing Noise and Preventing Hearing Loss at Work) Code of Practice 2015 • Work Health and Safety (Managing Risks of Hazardous Chemicals in the Workplace) Code of Practice 2015 • Work Health and Safety (Managing the Risk of Falls at Workplaces) Code of Practice 2015 • Work Health and Safety (Managing the Work Environment and Facilities) Code of Practice 2015 • Work Health and Safety (Work Health and Safety Consultation, Co-operation and Co-ordination) Code of Practice 2015 • Work Health and Safety (Managing Risks of Plant in the Workplace) Code of Practice 2015 Codes New South Wales <ul style="list-style-type: none"> • First aid in the workplace code of practice 2020 • Hazardous manual tasks code of practice 2019 • How to manage work health and safety risks code of practice 2019

- Managing electrical risks in the workplace code of practice 2019
 - Managing noise and preventing hearing loss at work code of practice 2019
 - Managing the risk of falls at workplace code of practice 2019
 - Managing the risk of falls in housing construction code of practice 2019
 - Managing the work environment and facilities code of practice 2019
 - Managing risks of hazardous chemicals in the workplace code of practice 2019
 - Managing the risks of plant in the workplace code of practice 2019
 - Work health and safety consultation, coordination and cooperation code of practice 2019
 - Safe handling of timber preservatives and treated timber code of practice 1991
- Work near overhead power lines code of practice 2006

SAFE WORK METHOD STATEMENT (SWMS) PART 2

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 PPE described.

OVERALL RISK RATING AFTER CONTROLS

1 Low

2 MODERATE

3 High

4 ACUTE

WORKERS' NAME	JOB ROLE / POSITION	LICENCES, COMPETENCIES & QUALIFICATIONS <i>(add as applicable)</i>			DATE	SIGNATURE
		TYPE / DESCRIPTION	CLASS	NUMBER		
		Construction Card				
		Construction Card				
		Construction Card				
		Construction Card				
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		Construction Card				

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HAZARDOUS MANUAL TASK RISK ASSESSMENT FORM

Location of Task:		Management Rep:			Date of assessment:
Description of hazardous manual task:		Health and Safety Rep:			
		Workers, others (consultants etc.):			
Reason for Identification:	<input type="checkbox"/> Existing task <input type="checkbox"/> New task <input type="checkbox"/> Change in task, object or tool <input type="checkbox"/> Report of musculoskeletal disorder (MSD) <input type="checkbox"/> New information	Does the task involve:	<input type="checkbox"/> Postures <input type="checkbox"/> Forces <input type="checkbox"/> Repetitive movements <input type="checkbox"/> Sustained movements	As a guide; • Repetitive means the movement or force is performed more than twice a minute • Sustained means the posture or force is held for more than 30 seconds at a time.	
Environmental Factors	Yes	No	N/A	Where 'yes' is ticked enter control option/s from Column 6 or enter alternative control/s	Column 6 - Control options. (These are example risk controls and the list is not exhaustive).
<i>Example: Is their hand, arm or whole body vibration?</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>M & O</i>	
Is their hand, arm or whole body vibration?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Hot working conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Cold working conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Wet working conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Workers being jolted or continuously shaken	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Driving for long periods	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Driving on rough roads	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Frequent use of hand powered tools or use for long periods	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Using high grip forces or awkward postures when using power tools	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Use of machines or tools where the manufacturer's handbook warns of vibrating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
					A. Automate or isolate processes ^[SEP] B. Use remote controlled processes to isolate workers from vibration sources ^[SEP] C. Isolate workers from vibration sources through the use of dampening or suspension systems ^[SEP] D. Redirect cold exhaust air ^[SEP] E. Improve ventilation and air circulation ^[SEP] F. Provide shade ^[SEP] G. Provide thermal screens/barriers ^[SEP] H. Provide sheltered walkways/wind barriers ^[SEP] I. Provide lighting suited to the task ^[SEP] J. Insulate hot/cold items or tools ^[SEP] K. Select alternative lower vibration equipment L. Use balancers/tensioners ^[SEP] M. Use vibration damping materials ^[SEP] N. Maintain equipment ^[SEP] O. Provide rest breaks and task variation ^[SEP] P. Ensure workloads and deadlines are achievable Q. Allow workers some latitude to influence the rate and pace of work ^[SEP] R. Monitor and control overtime and shiftwork

				S. Provide training and supervision ^[SEP]	
Postures and Movements	Yes	No	N/A	Where 'yes' is ticked enter control option/s from Column 6 or enter alternative control/s	Column 6 - Control options. (These are example risk controls and the list is not exhaustive).
Bending or twisting the back forwards, sideways or backwards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		A. Automate or mechanise the task, especially repetitive functions
Bending or twisting the neck or head forwards, sideways or backwards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		B. Modify operation or production method ^[SEP]
Working with one or both hands above shoulder height	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		C. Use bulk handling methods ^[SEP]
Reaching forwards or sideways more than 30cm from the body	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		D. Ensure the equipment accounts for differences in worker size, shape and physical ability – i.e. adjustable or fixed to suit all workers
Reaching behind the body	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		E. Ensure working heights are matched to the task and the worker
Excessive bending of the wrist	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		F. Ensure items are within reaching distance ^[SEP]
Twisting, turning, grabbing, or wringing actions with the fingers, hands or arms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		G. Place items where the person can be in a comfortable symmetrical posture when handling
Squatting, kneeling, crawling, lying, semi-lying or jumping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		H. Provide seating that matches the needs of the task and the worker – i.e. adjustable seating for multiple workers
Standing with most of the body's weight on one leg	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		I. Alter the size or shape of the load
Lifting or lowering	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		J. Use power tools ^[SEP]
Carrying with one hand or one side of the body	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		K. Ensure tools are suitable for the task ^[SEP]
Exerting force with one hand or one side of the body	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		L. Ensure tools orient the arm, hand and wrist in a power grip position
Pushing, pulling and dragging	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		M. Provide rest breaks and task variation ^[SEP]
Very fast actions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		N. Ensure workloads and deadlines are achievable
Working with the fingers close together or wide apart	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		O. Allow workers some latitude to influence the rate and pace of work ^[SEP]
Applying uneven, fats or jerky forces	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		P. Monitor and control overtime and shiftwork
Holding, supporting or restraining anything (including a person, animal or tool)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Q. Provide training and supervision ^[SEP]
Duration	Yes	No	N/A	Where 'yes' is ticked enter control option/s from Column 6 or enter alternative control/s	Column 6 - Control options. (These are example risk controls and the list is not exhaustive).

Is the task performed more than 2 hours over a whole shift?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		A. Provide rest breaks and task variation B. Allow workers some latitude to influence the rate and pace of work C. Monitor and control overtime and shiftwork ^[SEP]
Is the task performed continually for more than 30 minutes at a time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

High or Sudden Forces	Yes	No	N/A	Where 'yes' is ticked enter control option/s from Column 6 or enter alternative control/s	Column 6 - Control options. (These are example risk controls and the list is not exhaustive).
Lifting, lowering or carrying heavy loads	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		A. Automate or mechanise the task, especially tasks that are repetitive B. Modify operation or production method ^[SEP] Use bulk handling methods ^[SEP] C. Provide a means for attaching mechanical aids for lifting to the load D. Use jigs to hold or support the items ^[SEP] E. Alter the workplace so mechanical aids can be used and are accessible F. Reduce weight and dimensions of the load ^[SEP] G. Reduce the number of items handled at one time Provide handles, hand-holds or cut-outs to improve grip ^[SEP] H. Reduce amount of manipulation required (use mechanical aids) I. Modify the load so mechanical aids can be used J. Use power tools ^[SEP] K. Ensure tools are suitable for the task ^[SEP] L. Use lightweight tools where possible ^[SEP] M. Use tool counterbalances ^[SEP] N. Ensure tool handles fit workers comfortably O. Maintain tools and equipment ^[SEP] P. Provide rest breaks and task variation ^[SEP] Q. Ensure workloads and deadlines are achievable ^[SEP] R. Allow workers some latitude to influence the rate and pace of work ^[SEP] S. Monitor and control overtime and shiftwork
Throwing or catching	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Hitting or kicking or jumping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Applying a sudden or unexpected force including: <ul style="list-style-type: none"> Handling a live person or animal or Applying uneven, fast or jerky forces during lifting, carrying, pushing or pulling or Pushing or pulling objects that are hard to move or stop e.g. a trolley 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Exerting force while in a bent, twisted or awkward posture including: <ul style="list-style-type: none"> Supporting items with hands that are above shoulder height or Moving items when legs are in an awkward posture, working with fingers pinched together or held wide apart Using a finger grip or pinch grip or an open handed grip 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Exerting a force with the non-preferred hand	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Needing to use two hands to operate a tool designed for one hand	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
The task can only be done for short periods of time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Two or more people need to be assigned to handle a heavy, awkward or bulky load	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Workers report pain or significant discomfort during or after the task	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Stronger workers assigned to do the task	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

High or Sudden Forces	Yes	No	N/A	Where 'yes' is ticked enter control option/s from Column 6 or enter alternative control/s	Column 6 - Control options. <i>(These are example risk controls and the list is not exhaustive).</i>
Workers say the task is physically very strenuous or difficult to do	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		T. Provide training and supervision [L] [SEP]
Workers think the task should be done by more than one person, or seek help to do the task as it requires high force	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		