

SAFE WORK METHOD STATEMENT (MANUAL HANDLING)

SS-WHS-SAF-000

Authorised By:
Rev 1 18/07/2024



| COMPANY DETAILS | | |
|-----------------|----------|--------------|
| Name: XXX | ABN: XXX | Address: XXX |

| TASK NAME / ACTIVITY | Manual Handling |
|----------------------|-----------------|
| SITE / PROJECT NAME | XXX |

| APPLICABLE LEGISLATION, CODES OF PRACTICE OR OTHER GUIDANCE MATERIAL | | |
|--|---|--|
| WHS Act and Regulations | How to Manage Work Health and Safety Risks CoP | Construction Work CoP |
| Excavation Work CoP | First Aid in the Workplace CoP | Hazardous Manual Tasks CoP |
| Managing Electrical Risks in the Workplace CoP | Managing Risks of Plant in the Workplace CoP | Managing the Risk of Falls at Workplaces CoP |
| Managing the Risk of Falls in Housing Construction CoP | Work Health and Safety Consultation, Cooperation and Coordination CoP | Managing Psychosocial Hazards at Work CoP |

| PERSONAL PROTECTIVE EQUIPMENT | | | | |
|--|---|---|---|--------------------------------------|
| <input type="checkbox"/> Hard Hat | <input checked="" type="checkbox"/> High Vis Clothing | <input type="checkbox"/> Safety Glasses | <input type="checkbox"/> Respiratory Protection | <input type="checkbox"/> Face Shield |
| <input checked="" type="checkbox"/> Safety Boots | <input checked="" type="checkbox"/> Safety Gloves | <input type="checkbox"/> Hearing Protection | <input type="checkbox"/> Other: | <input type="checkbox"/> Other: |

| REQUIRED LICENCES, CERTIFICATES OR COMPETENCIES | |
|---|-------------------------------|
| General Construction Induction | Site Induction |
| Task Specific Qualification 1 | Task Specific Qualification 2 |

| HIGH RISK CONSTRUCTION WORK | | | |
|---|---|---|--|
| <input checked="" type="checkbox"/> Risk of a person falling more than 2 metres | <input type="checkbox"/> Work on a telecommunication tower | <input type="checkbox"/> Demolition of load-bearing structure | <input type="checkbox"/> Likely to involve disturbing asbestos |
| <input type="checkbox"/> Work on or near pressurised gas mains or piping | <input type="checkbox"/> Work in or near a confined space | <input type="checkbox"/> Work in or near a shaft or trench deeper than 1.5m or a tunnel | <input type="checkbox"/> Use of explosives |
| <input type="checkbox"/> Temporary load-bearing support for structural alterations or repairs | <input type="checkbox"/> Work in or near water or liquid that involves a risk of drowning | <input type="checkbox"/> Work on or near energised electrical installations or services | <input type="checkbox"/> Work that may have a contaminated or flammable atmosphere |
| <input type="checkbox"/> Tilt-up or precast concrete elements | <input type="checkbox"/> Diving work | <input checked="" type="checkbox"/> Work in an area with movement of powered mobile plant | <input type="checkbox"/> Work in areas with artificial extremes of temperature |
| <input type="checkbox"/> Work on or near chemical, fuel or refrigerant lines | <input type="checkbox"/> Work on, in or adjacent to a road, railway, shipping lane or other traffic corridor in use by traffic other than pedestrians | | |

| MONITORING FOR COMPLIANCE |
|--|
| Ongoing supervision to ensure compliance and monitoring / review of control measures to be done by (name and signature): |

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|----------------------------------|------------------------|----------|--|----------|----------------|
| Accessing site and starting work | Traffic hazards | High | Signage, flagging or delineation of work zone. Workers to be aware of traffic hazards. | Moderate | All workers |
| | Contact with services | High | Maintain exclusion zones around powerlines. Use spotters if necessary. DBYD and ensure underground services are protected prior to excavation. | Moderate | All workers |
| | Slips, trips and falls | High | Good housekeeping. Wear non-slips shoes. Pay attention when walking. | Moderate | All workers |
| | Sunburn / dehydration | Moderate | Sun protection (broadbrimmed hard hat, sunscreen, long-sleeve clothing). Drink plenty of water. Avoid excessive caffeine. | Low | All workers |
| | Electrical hazards | High | Testing and tagging of electrical equipment. Run leads in a safe manner. Inspect electrical equipment before use. RCDs in use. | Low | All workers |
| | Noise hazards | Moderate | Hearing protection to be worn if noise levels over 85dBA. Ensure loud plant or equipment is positioned away from workers, if possible. | Low | All workers |

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| | Chemical hazards | Moderate | <p>Up to date SDS register available for all hazardous substances.</p> <p>All safety controls in place as per SDS.</p> <p>All spills to be reported to supervisor.</p> <p>Refer to SDS for chemical properties and storage/handling procedures.</p> | Low | All workers |
| Conducting manual handling work | Falls / injuries caused during manual handling works | High | <p>For works over 2m high (or 3m high in residential construction with roof pitch less than 26°), personnel are to ensure there is something physically stopping the worker from falling, e.g.:</p> <ul style="list-style-type: none"> - Conducting the work off a solid construction - Using a fall prevention device (handrails etc.) - Conducting the work from a work platform - Using a fall restraint system - Using a fall arrest system. <p>Staff are to be trained and competent in the use of safety equipment and procedures for working at heights (working at heights training may be required).</p> <p>Working at heights gear is to be fit for purpose and tested / tagged (if required).</p> <p>For works under 2m high, risks are to be assessed and managed.</p> <p>When working from ladders workers need to remember:</p> <ul style="list-style-type: none"> - Only industrial ladders are to be used - Work from the top 2 rungs of a ladder is not permitted | Moderate | All workers |

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| | | | <ul style="list-style-type: none"> - Ladders and other working at heights equipment are to be inspected prior to use - Workers are to never lean or conduct heavy work off a ladder. | | |
| | Falling objects | High | <p>Personnel need to pay attention to signs and do not enter any exclusion zones established on site.</p> <p>All workers are to wear correct PPE.</p> | Moderate | All workers |
| | Incorrect use of trestles | High | <p>When working with trestles workers must:</p> <ul style="list-style-type: none"> - Inspect trestles before use for damage or defects - Secure trestles on a stable surface to prevent tipping - Ensure handrails or harnesses are used, as required - Follow weight capacity guidelines and not overload trestles. | Moderate | All workers |
| | Incorrect use of mobile scaffold | High | <p>When working with mobile scaffold workers must:</p> <ul style="list-style-type: none"> - Inspect mobile scaffold for damage before use - Lock wheels to prevent unintended movement - Use guardrails and platforms, as required - Avoid overloading and respect weight limits. | Moderate | All workers |
| | Incorrect installation of scaffolding | High | <p>When working with scaffolding supervisor / workers must ensure that it is:</p> <ul style="list-style-type: none"> - Built by competent workers (high-risk licence is required if scaffold is over 4m) - Fit for purpose - Located on a stable ground - Equipped with guard rails, mid rails and toe boards | Moderate | All workers |

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| | | | <ul style="list-style-type: none"> - Equipped with safe access - Without gaps. <p>Scaffold that is deemed unsafe must be locked out or tagged out.</p> <p>Scaffold needs to be inspected by a competent person prior to use:</p> <ul style="list-style-type: none"> - After alterations or repairs - After an event (e.g., high winds or storms, hit by plant, unauthorised modifications) that could affect scaffold integrity or stability - At regular intervals not exceeding 30 days. | | |
| | Use of plant and machinery: - Crush injuries - Plant collision - Plant rollover | High | Workers are to keep their distance from plant and machinery. Only competent and authorised personnel are allowed to use plant and machinery. It is PROHIBITED to: - Lift loads or attachments over workers - Ride on machinery (unless in approved seating) - Operate machinery under the influence of drugs or alcohol - Use a phone while operating plant or machinery. Ensure plant exclusion zones are implemented and enforced. Use spotters as necessary. | Moderate | All workers |
| | Risks related to excavations: - Contact with underground services - Unauthorised access - Trench collapse | High | Prior to excavation works personnel need to ensure that: - Underground services are identified and marked (via DBYD or service locators) | Moderate | All workers |

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| | | | <ul style="list-style-type: none"> - Exclusion zones are established as per located services - Where it is impossible to locate and mark all services a full-time competent spotter should be with plant at all times. <p>Any unauthorised access near trenches must be prevented with barricades, fencing and signage.</p> <p>Before entering a trench, that is over 1.5m, workers need to ensure that:</p> <ul style="list-style-type: none"> - They are authorised to do so (e.g., via excavation permit) - Battering, benching, or shoring is installed - Safe access is provided. | | |
| | Inadequate use of lifting equipment | High | <p>Prior lifting operations workers need to ensure that:</p> <ul style="list-style-type: none"> - Lifting plant and equipment is approved and fit for purpose - Lifting gear is tested / tagged - Exclusion zones are established. <p>Workers need to inspect all lifting gear before use.</p> <p>It is PROHIBITED to:</p> <ul style="list-style-type: none"> - Exceed SWLs of lifting equipment - Stand under suspended loads. <p>Workers are to use taglines if necessary.</p> | Moderate | All workers |
| | Injuries caused by use of hand and power tools | Moderate | <p>Workers are to be competent and trained in the use of hand / power tools.</p> <p>Workers are to inspect the tools and cords for damage before use.</p> | Low | All workers |

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| | | | <p>Workers are to ensure all electrical leads are tested and tagged.</p> <p>Workers are never to remove guarding or make other alteration to tools.</p> <p>Adequate PPE is to be worn as required.</p> | | |
| | Plant or equipment malfunction | Moderate | <p>Ensure pre-start checks are completed.</p> <p>Ensure all guarding is in place and fit for purpose.</p> <p>Report any faults to supervisor.</p> | Low | All workers |
| | Worker not competent with plant / equipment. | Moderate | <p>Only competent and authorised personnel to complete this task.</p> | Low | All workers |
| | Eye injuries | Moderate | <p>Only competent and authorised personnel to complete this task.</p> <p>Ensure all safety glasses are worn.</p> <p>Ensure all guarding is in place.</p> | Low | All workers |
| | Hand injuries | Moderate | <p>Only competent and authorised personnel to complete this task.</p> <p>Ensure all guarding is in place.</p> <p>Ensure appropriate gloves are worn.</p> | Low | All workers |
| | Flying debris | Moderate | <p>Safety glasses (double eye protection when welding / grinding).</p> <p>Exclusion zones around hazardous work.</p> | Low | All workers |
| | Silica exposure | Moderate | <p>Ensure areas are wet down to reduce dust.</p> | Low | All workers |

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| | | | Ensure dust extraction is used on equipment (if fitted). Wear appropriate respiratory PPE if dust levels cannot be controlled. | | |
| | Manual handling injuries | Moderate | All personnel must be Inducted. Adopt good posture and manual handling techniques. Use of mechanical devices. Team lifting. | Low | All workers |
| | Add task specific hazards here | XXX | Add task specific controls here | XXX | All workers |
| | Add task specific hazards here | XXX | Add task specific controls here | XXX | All workers |
| | Add task specific hazards here | XXX | Add task specific controls here | XXX | All workers |
| | Completing task / pack up | Equipment damaged during shift | Moderate | Report damaged equipment to supervisor and tag it out. | Low |
| | Site security / unauthorised entry | Moderate | Ensure gates / fences are secured prior to leaving site. | Low | All workers |
| | Slips, trips, and falls | High | Ensure tools and equipment are stored appropriately. Place all rubbish in a bin. | Moderate | All workers |
| | Hazardous substances and flammables | Moderate | Ensure hazardous substances and flammables are stored appropriately. | Low | All workers |

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| Risk Matrix | | Consequences | | | | |
|-------------|---|--|---|--|--|--|
| | | Negligible (1) Minimal injuries / no injuries | Minor (2) Minor injuries / first aid | Significant (3) Moderate injuries / medical treatment | Severe (4) Serious injuries / hospitalisation | Catastrophic (5) Death / permanent impairment |
| Likelihood | Certain (5) 100% likely / almost 100% likely | Moderate (5) | High (10) | High (15) | Catastrophic (20) | Catastrophic (25) |
| | Likely (4) Will probably happen / is likely to happen | Moderate (4) | Moderate (8) | High (12) | Catastrophic (16) | Catastrophic (20) |
| | Possible (3) Could happen or plausible | Low (3) | Moderate (6) | Moderate (9) | High (12) | High (15) |
| | Unlikely (2) Improbable but could happen / not expected | Low (2) | Moderate (4) | Moderate (6) | Moderate (8) | High (10) |
| | Very Unlikely (1) Rare / not expected but remotely possible | Low (1) | Low (2) | Low (3) | Moderate (4) | Moderate (5) |

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| WORKER SIGNOFF | | | |
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