

SAFE WORK METHOD STATEMENT

Sydney Tree Removals



SWMS No.: SWMS-MH01

WORK ACTIVITY DESCRIPTION:

Manual Handling

HIGH RISK ACTIVITY:

No



This summary page is a non-exhaustive list of hazards and is not a substitute for reading the entire SWMS.

Personal Protective Equipment



Head Protection



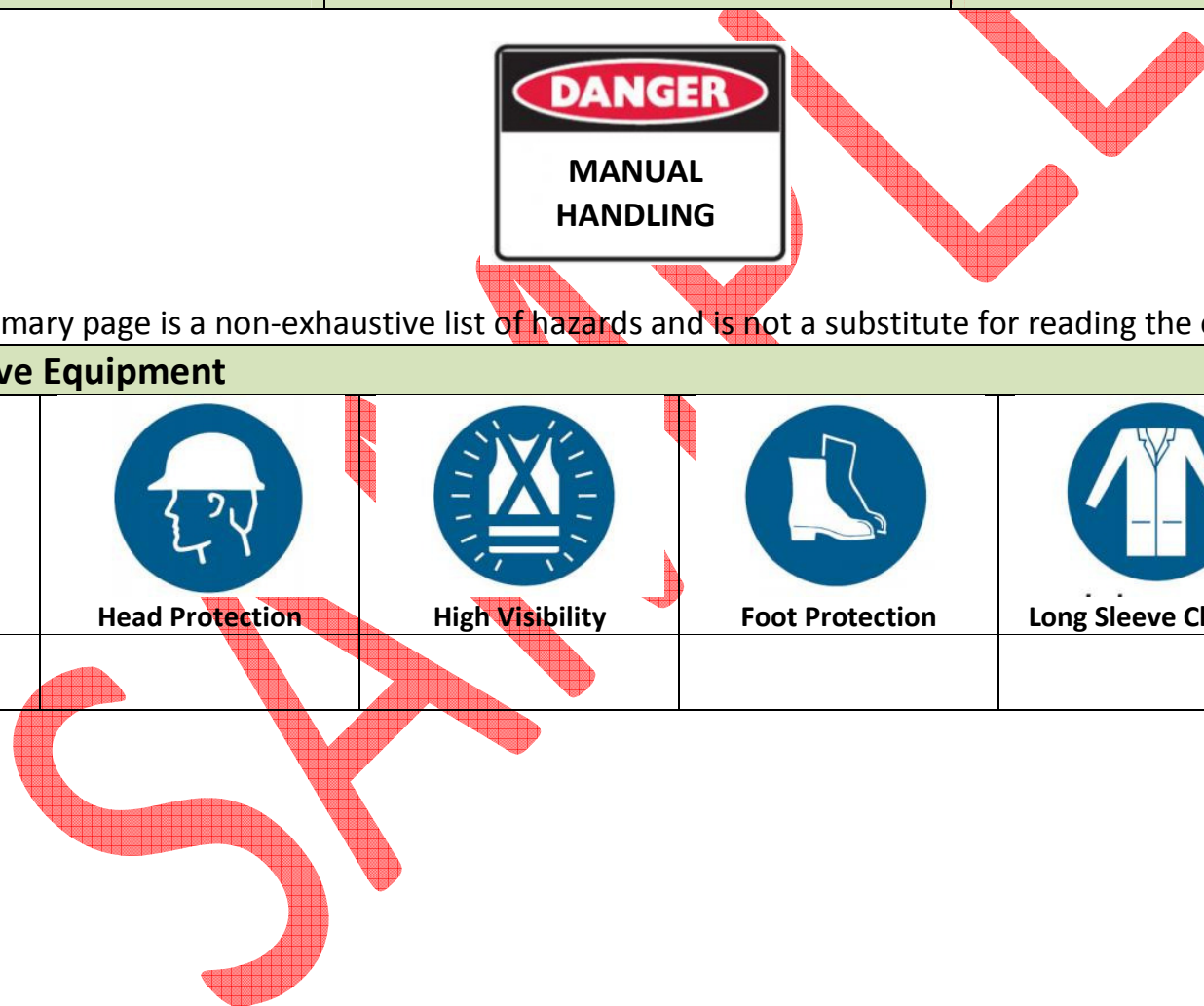
High Visibility



Foot Protection



Long Sleeve Clothing



Project Details			
Client:	Sample Client	Project:	123 Fake St, Burwood NSW
Project Start Date:	01/01/2012	Expected Finish Date:	04/01/2011
Project Specific Requirements:	Project General Induction Job Hazard Assessment (JSA) to be completed prior to work commencement		

Activity Requirements		
Plant and Equipment Required for this Activity:	None	
Plant and Equipment Inspections Required:	None	
MSDS(s) Required:	None	
Legislation, Australian Standards & Codes of Practice Consulted in the Development of this SWMS:	NSW Occupational Health and Safety Act 2004 NSW Consolidated Occupational Health and Safety Regulations 2007	
Personnel Qualifications & Training Required for this Activity:	Work Cover General Induction Card	Manual handling training

Revision Details			
Company:	Sydney Tree Removals	ABN:	77 226 987 577
Business Address:	Concord Rd North Strathfield NSW 2137	Senior Employer Representative:	Geoff Ashton (Mob: 0488 222 296)
Business Phone:	0488 222 296	Business Email:	geoff@sydneytreeremovals.com.au
Personnel Responsible for Monitoring this Activity	Supervisor	Personnel Consulted on Development of SWMS:	Brad Patten
SWMS Approval Date:	01/01/2012	To Be Reviewed By:	01/07/2012

SWMS Review			
Acceptance	Position	Signature	Date
<i>We hereby accept the controls as detailed in this SWMS and confirm / controls will be implemented & complied with.</i>	Personnel Name:		
<i>Accepted & Approved by Sydney Tree Removals Representative.</i>	Managing Director Geoff Ashton		

Review No.	1	2	3	4	5	6	7	8	9	10
Name & Initials	BP									
Date	01/01/12									

Hierarchy of Control:
Highest level of Control *Lowest Level of Control*



The Hierarchy of Control is a list of control measures, in priority order, that can be used to eliminate or minimise exposure to the hazard. Consider elimination before all other options. Be careful to assess any new hazards that are created by eliminating other hazards.

Risk Matrix

<i>How severely could it hurt someone or how ill could it make someone?</i>	<i>How likely is it to occur?</i>			
	Very Likely Could happen anytime	Likely Could happen sometime	Unlikely Could happen but very rarely	Very unlikely Could happen, but probably not
Catastrophic Permanent disability or illness	3 / High	3 / High	3 / High	2 / Medium
Major Extensive injuries or long term illness	3 / High	3 / High	2 / Medium	2 / Medium
Moderate Medical treatment and several days off work	3 / High	2 / Medium	2 / Medium	1 / Low
Minor First aid treatment needed only	2 / Medium	2 / Medium	1 / Low	1 / Low

Risk Score

Score	Action Required
3 / High	Do something to immediately minimise the risks. Highest management decision is required to continue work.
2 / Medium	Follow management instructions & control measures in place.
1 / Low	OK for now. Review if equipment, material, work processes or procedures change.

Procedure (in steps)	Potential Hazards	Risk Before	Control Measures	Risk After	Person Responsible
Step 1 Complete Job Hazard Assessment, SWMS, & Daily Plant Inspection	Unknown hazards Incorrect procedures Incorrect protective equipment	3/H	All personnel working are to sign onto the relevant Job Hazard Assessment on a daily basis. JHA to be used to identify and control hazards that arise as a result of the change to the process or hazards that are identified during the course of the work and not covered in the SWMS All personnel to be briefed by supervisor on SWMS's for the works and workers to sign on to confirm that they have read and understand the works and controls. Check that everyone's PPE is in good working condition and complies with both site & company policy. Check that everyone holds the correct certificates & competencies to carry out their work safely.	1/L	Supervisor Work Crew
Lifting Step 1 - Planning	Personal Injury: Slips & Falls Sprains & Strains	3/H	Check the weight of the load by lifting slightly at the sides. Remember that packages may not have their loads evenly distributed. Can the load be gripped safely and comfortably? Is the load within easy reach? Clear obstructions from the route you are planning to travel. Remember that your line of sight can be obstructed by the load. Is the place you are planning to place the load free of obstructions? Avoid awkward postures. You may have to move the load slightly prior to lifting. Example – from under another object.	2/M	Supervisor Work Crew
One Person Lift Step 2 - Preparation	Personal Injury: Slips & Falls Sprains & Strains	3/H	Stand close to the load Ensure that your feet have a firm footing and are apart Ensure that you are facing forward and have adopted comfortable, upright posture.	1/L	Supervisor Work Crew

<p>One Person Lift Step 3 - Performing the task</p>	<p>Personal Injury: Slips & Falls Sprains & Strains</p>	<p>3/H</p>	<p>Ensure that the load is pulled close to your body. If the load is lower than your waist bend your knees. (Bending your knees is very important if you wish to avoid sprains and strains.) Ensure that you have a firm grip with both hands. (Lifting with one hand increases the risk of injury.) Hold your head upright. This will ensure that you keep the three curves of your back in their natural position. Lift the load smoothly. Avoid sudden, jerky or hard-to-control movements Lift with your legs, they are stronger than your back. Let your legs provide the lifting force. Turn with your feet and not with your upper body.</p>	<p>2/M</p>	<p>Supervisor Work Crew</p>
<p>One Person Lift Step 4 - Lowering the object</p>	<p>Personal Injury: Sprains & Strains</p>	<p>3/H</p>	<p>Where required place the load down by bending at your knees. Maintain the three natural curves of your back.</p>	<p>1/L</p>	<p>Supervisor Work Crew</p>
<p>Team Lifting Step 1 - Performing the task</p>	<p>Personal Injury: Slips & Falls Sprains & Strains</p>	<p>3/H</p>	<p>All of the above One Person Lifting Steps 1-4 applies but also it is important to ensure that:</p> <ul style="list-style-type: none"> • there are enough people, • someone will be coordinating the lift, (will call out when to lift, carry and put down the object.) • training has been provided, and • the lift has been rehearsed. <p>Everyone must have a firm grip. (Note - Injuries are caused when one person involved in the lift loses their grip and all of the weight of the load is taken by the remaining team members.) Bucket to be lowered when travelling.</p>	<p>2/M</p>	<p>Supervisor Work Crew</p>

