

# SAFE WORK METHOD STATEMENT

VERSION: 1.0

<b>Company</b>	MK Inc.	<b>Principal Contractor (PC)</b>	Dave Sullivan
<b>Work Activity/Risk:</b>	Manual Handling	<b>Work Location:</b>	Hunters Hill
<b>High Risk Construction Work:</b>	Yes	<b>Works Manager:</b>	Mitch Kenny
<b>Have workers been consulted about the SWMS?</b>	Yes	<b>Contact Phone:</b>	02 9907 1669
<b>Person Responsible</b> for ensuring compliance with SWMS	Jack Phillips (OH&S Coordinator)	<b>Date SWMS Provided to PC:</b>	2 April 2018
<b>Person(s) Responsible</b> for reviewing the SWMS	Mitchell Kenny	<b>Last SWMS Review Date:</b>	14 Mar 2018
<b>Signature:</b>		<b>Date received:</b>	2 April 2018

## ALL PERSONS INVOLVED IN THESE ACTIVITIES MUST HAVE THIS SWMS COMMUNICATED TO THEM PRIOR TO WORK COMMENCING

- Regular inspections and observations will be conducted by management to ensure SWMS is being complied with by all workers.
- Tool box talks will be undertaken to identify, control and communicate additional site hazards.
- Work must cease immediately if an incident or near miss occurs. The SWMS must be amended in consultation with relevant persons
- Amendments must be approved by management and communicated to all affected workers before work resumes.

Risk	Manual Handling		
Identify each hazard and specify the associated risk	Describe your control measures, list as many as possible	Risk Score Before and After controls	Who will implement and monitor controls
<p>SPECIFY THE HAZARDS:</p> <p>Load being too heavy/large, difficult to grasp, unstable, involving awkward postures, insufficient space in the workplace, slippery floors, extreme temperatures, insufficient lighting and a host of other workplace hazards.</p> <p>RISK TO HEALTH &amp; SAFETY:</p> <p>Musculoskeletal strains</p> <p>Shoulder, neck and low back injuries or acute trauma.</p>	<p>Designing, organising and planning tasks to avoid manual handling completely, or at least restrict it.</p> <p>Assistance required for heavy loads. Use automated lifting equipment where possible.</p> <p>Organising manual handling tasks to ensure worker safety by splitting loads up and providing rest periods.</p>	<p>Before Controls: Low Risk</p> <p>After Controls: Low Risk</p>	<p>Jack Phillips (OH&amp;S Coordinator)</p>

<b>Personal Protective Equipment Requirements</b>	High visibility vests, Barriers, Long sleeves, Safety footwear, Long trousers, Scissors lift, safety harness, Dust Masks, Ladders	<b>Training Requirements</b>	None specified
<b>License Requirements</b>	None specified	<b>References</b>	None specified

<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>