



<p>RISK RATING</p> <p>1 HIGH</p> <p>2 MEDIUM</p> <p>3 LOW</p>	<p>SAFE WORK METHOD STATEMENT</p> <p>Title: : Manual Handling Operation</p> <p>Ref No: 1</p>	<p>I approve the use of this Safe Work Method Statement:</p> <p>NAME: _____ POSITION: Department Manager</p> <p>SIGNATURE: _____ DATE: ___/___/___</p>
		<p>Project: ALL MANUAL HANDLING</p>
<p>Critical Steps in this Activity:</p> <ul style="list-style-type: none"> • Handling loads • HIGH 	<p>Potential Hazards:</p> <ul style="list-style-type: none"> • Limb injury • Back injury • Trip • Slips 	<p>Safety Controls:</p> <ul style="list-style-type: none"> • Get a solid hold on the item which you are about to lift • Keep your back straight by tucking in your chin and bending your knees • Tighten your stomach and lift with your legs • Lift load slowly and do not jerk • Communicate timing of lift with other person assisting with the lift if you feel it's too heavy • Hold load as close to body as possible and position load close to body before lifting • Avoid twisting back during lifting or when moving the load • Turn with your feet • If you are unsure of the weight of the load to be lifted ask for assistance or use mechanical means • Do not lift any load beyond your capability

<ul style="list-style-type: none">• Placing objects• LOW	<ul style="list-style-type: none">• Limb injury• Back injury	<ul style="list-style-type: none">• Ensure fingers and toes are clear of item to be placed or when maneuvering load
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License/Training	List Plant-Equipment
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Fork Lift, Pallet Jack

List: /Personal Protective Equipment required for this Activity	List Equipment Maintenance Checks required for this Activity	Engineering Certificates	Hazardous Substance
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Hi visibility clothing

Ear Protection

Eye Protection

Gloves

Hardhat

Safety Boots

Type

Type

Duties & Responsibilities

To ensure the safety of co-workers and general public. To report all incidents and near misses to team leader. Ensure equipment is in safe working order. Perform safety checks of equipment

