



<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

