



Safe Work Method Statement

Date Issued:	15.12.15	Last Reviewed	15.12.15
Doc No.	Revision 1	Next Review:	15.12.17
Prepared by:	W Blencowe	Authorised by:	Eddie Luke


Location: Hume Warehouse Sites

Site Specific Task: Basic Lifting and Carrying

Specific Location: Various **Completed by:** W Blencowe **Date:** 15.12.15

What are the tasks involved?	What are the hazards and risks?	What are the control measures?
Size up the load	Heavy weight, awkward shape or dimensions	Use lifting machinery, get assistance for loads which are heavy or have awkward dimensions
Assess travel path and distance	Uneven ground, slips, trips, falls, slope up or down, fatigue over distance	Clear rubble, secure ramps or plants, avoid difficult terrain, get help for carrying loads over longer distance, clear area to place load`
Check equipment	Lifting equipment in poor conditions and lack of PPE	Check equipment, repair as necessary, use suitable gloves, footwear and any other PPE appropriate for this situation
Position yourself	Unnecessary twisting/turning and back/shoulder strain	Face yourself in direction of travel
Prepare to lift	Standing too far away from load, bent back, back and shoulder strain	Get as close to the load so that the back can be kept straight during lift. Place one foot forward and one foot back. Load should be on palm of hand not finger tips
Lift load	Incorrect lifting techniques, general sprains and strains	Use correct lifting stance, straighten back and arms, chin in, bent knees, one foot slightly forward, be prepared to move forward when weight is lifted
Carry the load	Lack of balance, twisting body, back, shoulder, ankle, knee strain	Keep pace even and steady, keep back straight, chin in, keep load close to body
Lowering the load	Back strain, bending back (not knees)	Keep back straight, head up, chin up, position one foot forward and one foot back, bend knees to lower load

Name of Worker/s	Worker signature/s
Date SWMS received by workers	

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