


Manual Handling				PROBABILITY		CONSEQUENCE					
Contract:				Likelihood		Minor (1)	Moderate (2)	Serious (3)	Major (4)	Catastrophic (5)	
Site/Project:				Common or repeating occurrence	Almost Certain (5)	Medium 11	High 16	Extreme 20	Extreme 23	Extreme 25	
Work Area:				Known to occur, or, "it has happened"	Likely (4)	Low 7	Medium 12	High 17	Extreme 21	Extreme 24	
Name:	Michelle Manzini		Signature		Michelle Manzini	Possible (3)	Low 4	Medium 9	Medium 13	High 18	Extreme 22
Position:	Safety and Compliance Manager		Date	01/09/2023	Safety and Compliance Manager	Unlikely (2)	Low 2	Low 5	Medium 10	Medium 14	High 19
Revision Details:	Rev No.:	8	Rev Date:	Sep 2023	Practically Impossible	Rare (1)	Low 1	Low 3	Low 6	Low 8	Medium 15

1. IDENTIFY THE JOB STEPS		2. ID THE HAZARDS	3. ASSESS RISK	4. ENGAGE RISK CONTROLS	5. RESIDUAL RISK	6. RESPONSIBLE PARTY
ST EP	JOB STEP	HAZARDS IDENTIFIED	RATING ABOVE	CONTROL MEASURES	RATING ABOVE	List the role, competency, prescribed occupation title, etc. Responsible for controls (e.g. worker, supervisor, foreperson, plant operator, electrician, dogman, etc)
1	Site Induction	Confusion	High	Complete site-specific induction Consultation with the workgroup in development of the SWMS	Medium	Supervisor, Cleaner
	Preparation Assess size, shape, condition, weight and number of loads	Slips, trips & falls Fatigue & stress	Low	<ul style="list-style-type: none"> Ensure personnel are trained in manual handling lifting techniques and/or effectively supervised Provide loads that are light & easy to handle eg compact, rigid & preferably with handles Provide mechanical aids, straps, trolleys or team lifting for heavy loads Ensure proper clothing, footwear & PPE that allows tasks to be performed without restriction, eg 	Low	Supervisor, Cleaners

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				<ul style="list-style-type: none"> Gloves for hot, cold or slippery loads (NB: Gloves may adversely affect grip, strength & dexterity) Aprons to allow loads to be held close to the body (NB: Aprons may affect mobility & comfort) 		
	Preparation Assess workflow and work area	Slips, trips & falls Fatigue & stress	Medium	<ul style="list-style-type: none"> Eliminate unnecessary manual handling Allow for frequent rest periods & job rotation Organise a smooth work flow – area around object, travel path and destination is clear. Signage &/or barriers may be required. Ensure mechanical aids are available as required Provide sufficient staff numbers Train in safe team lifting procedures & use only when other means are not available Provide an uncluttered, well-lit workplace with even, slip resistant floors Ensure proposed location is suitable to receive the object 	Low	Supervisor, Cleaners
	Lift & carry objects	Strain the spine & back muscles Stress on back & limbs Slips, trips & falls Fatigue & stress Lacerations & abrasions Fractures & crush injuries Dehydration	High	<ul style="list-style-type: none"> Use mechanical aids where available Use gang lifting techniques for heavy or awkward items Hold loads close to the body Vary work tasks during day or take regular breaks Provide adequate numbers of trained staff to allow rotation Ensure new workers are supervised adequately Perform all movements in a controlled, balanced, comfortable position Minimise repetitive bending, twisting and overreaching Movements Use correct lifting techniques as per manual handling training, including: 	Medium	Supervisor, Cleaners

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				<ul style="list-style-type: none"> Stand close to the load with feet apart for good balance Place one foot beside the object & one behind Bend your knees Keep your back straight as possible Ensure a comfortable grip of the object Lift gradually – straighten your knees & stand Use your leg muscles Avoid quick jerky movements Ensure the object does not obscure your vision or interfere with normal walking Avoid twisting your body – move your feet to change direction Support the object to change your grip 		
	Lower & stack objects	Strain the spine & back muscles Stress on back & limbs Fatigue & stress Slips, trips & falls Lacerations & abrasions Fractures & crush injuries	High	<ul style="list-style-type: none"> Good workplace layout and house-keeping to avoid moving around obstacles Do not put small items behind driver's seat as they could roll under the seat & interfere with pedals Utes & trailers – distribute load evenly, secure with load rated straps, use mechanical aids where possible to load big/bulky items, use ute/trailer cover where possible Do not exceed weight capacity of ute or trailer Do not obstruct rear view or side mirrors, where possible Do not over-reach to place items in vehicles Place heaviest items closest to access point/s Do not store chemicals in back of wagons or driver/passenger cabin area Do not use ropes or bungy type cords to secure loads 	Medium	Supervisor, Cleaners

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	Move objects in & out of Storage / Building	Jamming & pinching of fingers Strain the spine & back Muscles Stress on back & limbs Fatigue & stress Slips, trips & falls Lacerations & abrasions Fractures & crush injuries	High	<ul style="list-style-type: none"> Ensure doorways are kept clear and doors are secured open to avoid jamming fingers Use mechanical devices (pallet jack, trolley) where possible Choose route with minimal doorways & steps and no trip hazards (eg doorways, paths). Identify any unavoidable trip hazard with tape or marker. Brief personnel before moving items. Consider use of mirrors on blind corners. 	Medium	Supervisor, Cleaners

ADDITIONAL REQUIREMENTS

TRAINING REQUIRED	TOOLS/EQUIPMENT/PPE REQUIRED		LICENCES/PERMITS/APPROVALS REQUIRED	EQUIPMENT/MAINTENANCE CHECKS REQUIRED
Correct posture and movement to handle equipment and conduct this task	Trolley Pallet jacks Fork lift – licensed operators only Straps/slides appropriate for keeping load in place during transit	Gloves Long pants/long sleeves Steel Capped Boots Hi-Vis Reflective Taped Cotton Uniform	Site inductions License for operator For appliances follow Manufacturer's Operators Manual Forklifts, jacks and trolleys maintained	Testing and tagging of electrical cords & machinery in accordance with Australian Standards – via Inspection Reports

								
Gloves	Face mask	Eye protection	Hi-Vis Clothing	Appropriate footwear	Hearing protection	Protective clothing	Brim Hats	Sunscreen
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Injury &/or Emergency Response

Injury - In the first instance, provide medical assistance to the injured worker & contact the ARA Supervisor / CRM.

Emergency - Follow the site Emergency Response procedure as directed by site operator.

The ARA Incident Response & Reporting Procedure will then be implemented

5. CONSULT

Person(s) responsible for supervising/inspecting work to sign. Cleaners to sign when they have read, understood, is competent to do this task safely and agrees with the SWMS

NAME	DATE	POSITION	SIGNATURE	NAME	DATE	POSITION	SIGNATURE
1.				5.			
2.				6.			
3.				7.			
4.				8.			

6. APPROVAL

To be signed by the FM or delegate once all fields of this form have been completed and all hazards have been eliminated or reduced as low as reasonably practicable.

NAME	DATE	POSITION	SIGNATURE

7. LEGISLATION / REGULATIONS REFERENCE

ACT:

Work Health and Safety Act 2011
Work Health and Safety Regulation 2011

NT:

Work Health and Safety (National Uniform Legislation) Act 2011
Work Health and Safety (National Uniform Legislation) Regulations 2011

SA:

Work Health and Safety Act 2012
Work Health and Safety Regulation 2012

VIC:

Occupational Health and Safety Act 2004
Occupational Health and safety Regulations 2017

NSW:

Work Health and Safety Act 2011
Work Health and Safety Regulation 2017

QLD:

Work Health and Safety Act 2011
Work Health and Safety Regulation 2011

TAS:

Work Health and Safety Act 2012
Work Health and Safety Regulations 2012

8. CHANGE REGISTER

Revision Number	Date	Change	Expiry
4	July 2016	Nil change	June 2018
5	July 2018	Minor amendments – Legislative/Regulatory reference, PPE images, inclusion of 'Change Register'.	June 2020
6	July 2020	Nil change	June 2022
7	September 2021	Refreshing of SWMS in alignment with the new BMS	August 2023
8	September 2023	Revision of Job Step	August 2025