

# SWMS 002: Manual Handling

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Ecoelectric Pty Ltd  
 PO Box 218  
 Mount Ommaney  
 4074, QLD

ABN: 97281356919  
 ECL: 70637 ACA: 22068



## General Description:

Method for moving stock, accepting and sending deliveries. General manual handling on site.

<b>CONTROL METHODS - LICENSING</b>	<b>REQUIREMENTS—PPE</b>	<b>REQUIREMENTS AND NOTES</b>
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- Scaffolding
- Elevated Work Platform
- Asbestos Class B
- Electrical and Communications
- Rigging or Dogging
- General Construction Safety



- 1 Do not start work until all employees have read and understand the SWMS.
- 2 Do not start work until all of the licensing, PPE and general requirements have been met.

Activity	Hazards	Base Risk	Safety Measures	Final Risk
<b>Assess load – size, weight and the pathway that it will take.</b>	Strains, slips, falls	5	Restrict loads to a maximum of 16-20kg without mechanical aid. Plan routes and ensure that they are clear of any obstruction and large enough to allow passage.	2
<b>Lift and carry object</b>	Strains, slips, falls	8	If mechanical assistance cannot be utilized use correct lifting techniques. Stand close to load with feet apart and lift with knees. Keep your back as straight as possible. Use leg muscles and avoid quick jerky movements. Avoid twisting your body and ensure that you have a clear pathway to your destination.	3

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## Incidents and Review


Any incidents relating to the SWMS must be reported immediately so that the incident can be logged and a review can take place. All work is to be carried out to both the SWMS and any general applicable laws such as the Workplace Health and Safety Act 1995, Electrical Safety Act, Regulation and Code of Practice and any applicable Australian Standard such as AS 3000 and its associated volumes.

## Tools and Calibration

Any tools used in the scope of this SWMS must be in good condition and calibrated.

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## Document Author History

Name	Signature	Date
Jeff Wehl—General Manager		

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I have read and understand this SWMS

Name	License Type and #	Signature	Date
Jeff Wehl	Contractor—70637, Electrician—55013, Telecommunications—AO22868, Asbestos B—02189755, Forklift—00143036, Blue Card—0323361	