

Safe Work Instruction	Issue date: 09/07/10
<b>Money Handling in the Booking Office</b>	Review date: 04/05/13

<b>Document no.</b> SMS-06-SW-0793	<b>Work description</b> Transferring Money and Bolts in the Booking Office		
	<b>Scope</b> Transporting bolts to and from safe		
<b>Review date</b> 04/05/13	<b>References</b> <a href="#">SMS-06-GD-0001 Guide to Manual Handling</a> <a href="#">SMS-06-GD-0242 Managing Workplace Violence</a> <ul style="list-style-type: none"> <li>OHS Regulation 2001 clause 9 Employer to identify hazards</li> <li>OHS Regulation 2001 clause 10 Employer to assess risks</li> <li>OHS Regulation 2001 clause 11 Employer to eliminate or Control Risk</li> <li>Manual Handling Risk Assessment – Money Handling in the Booking office, 3 August 2007</li> </ul>		
<b>Responsible supervisor</b>	<b>PPE and precautions</b>	<b>Competencies or qualifications</b>	<b>Licences or permits required</b>
Line Manager/s (SM/DM) or Sales Account Team Leader	N/A	N/A	N/A
<b>Tools and equipment required</b>			
Scissors, Calico Bag			
IF CONTROL MEASURES ARE NOT SUITABLE AND MAJOR CHANGES ARE NEEDED, CONDUCT A RISK ASSESSMENT AND DEVELOP NEW CONTROLS ACCORDING TO <a href="#">SMS-06-PR-0104 WORKPLACE RISK MANAGEMENT</a> .			

### Warning





When transporting heavy bolts to and from the safe, use correct manual handling techniques

Be mindful when opening safe door to avoid being struck.

Be mindful of any pinch hazards when closing the safe door. Keep hands clear of door and use the handle provided.

Make sure the "Warning – Pinching Hazard" sticker is on the safe door at all times.

<b>Transporting bolts and tray to and from safe</b>		<b>Note</b> Always store bolts and money trays on the higher shelves of the safe Limit the load in the tray
Make sure the following manual handling techniques are followed: <ul style="list-style-type: none"> <li>Bend knees when lowering to access or store bolt batches from the safe</li> <li>Lift with both hands to avoid strain to one hand. Handle bolt batches one at a time.</li> <li>Assess weight of bolt batches and seek assistance if required</li> <li>Use trolley if required</li> </ul> <p>Make sure the route to and from the safe is free from obstructions and potential trip hazards. Be vigilant when traversing stairs.</p>		

<b>Opening the bolt batches and bolts</b>		<b>Note</b> Do not crack open the bolts using the edges of furniture or equipment
<ul style="list-style-type: none"> <li>Place the bolt batch on a firm surface</li> <li>Carefully cut the wrapping with scissors, ensuring no part of hand or fingers are placed between the blades</li> <li>When unwrapping the individual bolts hold the bolt firmly and unwrap the paper from both ends.</li> </ul>		

<b>Transporting bolts between offices</b>	<ul style="list-style-type: none"> <li>Make sure an escort (another employee or security guard) accompanies you when transporting bolts between offices</li> <li>Take direct route to and from the office</li> <li>In the event of a hold up, hand over the money and do not challenge the offender</li> </ul>	
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