

<p>NOTE : Work must be performed in accordance with this SWMS. This SWMS must be kept and be available for inspection until the high risk construction work to which this SWMS relates is completed. If the SWMS is revised, all versions should be kept. If a notifiable incident occurs in relation to the high risk construction work in this SWMS, the SWMS must be kept for at least 2 years from the date of the notifiable incident.</p>			
(PCBU Name, ABN, Office Address and Phone)		(Name, ABN, Office Address)	
Works Manager:		Date SWMS provided to PC:	
Contact phone:			
Work activity:	Basic lifting and carrying	Workplace location:	
High risk construction work involves:	<input type="checkbox"/> Risk of a person falling more than 2 metres <input type="checkbox"/> Work in an area with movement of powered mobile plant	<input type="checkbox"/> Work on or near energised electrical installations or services <input type="checkbox"/> Temporary load-bearing support for structural alterations or repairs	<input type="checkbox"/> Work on or near chemical, fuel or refrigerant lines <input type="checkbox"/> Work in areas with artificial extremes of temperature
	<input type="checkbox"/> Tilt-up or precast concrete elements <input type="checkbox"/> Likely to involve disturbing asbestos	<input type="checkbox"/> Use of explosives <input type="checkbox"/> Work on, in or adjacent to a road, railway, shipping lane or other traffic corridor in use by traffic other than pedestrians	<input type="checkbox"/> Work on or near pressurised gas mains or piping <input type="checkbox"/> Work in or near water or other liquid that involves a risk of drowning
	<input type="checkbox"/> Work in or near a shaft or trench deeper than 1.5 m or a tunnel <input type="checkbox"/> Demolition of load-bearing structure	<input type="checkbox"/> Work in or near a confined space <input type="checkbox"/> Work in an area that may have a contaminated or flammable atmosphere	<input type="checkbox"/> Diving work <input type="checkbox"/> Work on a telecommunication tower
	<input type="checkbox"/> YES <input type="checkbox"/> NO		
	<p>Have workers been consulted about the SWMS? Note: Consultation with Health and Safety Representatives (HSRs) should be undertaken where there is a HSR at a workplace</p>		
Person/s responsible for ensuring compliance with SWMS:		Date SWMS received:	
What measures are in place to ensure compliance			



with the SWMS?		
Person responsible for reviewing SWMS control measures:		Date SWMS received by reviewer:
How will the SWMS control measures be reviewed?		
Review date:		Reviewer's signature:
What are the tasks involved?	What are the hazards and risks?	What are the control measures?
List the work tasks in a logical order.	Identify the hazards and risks that may cause harm to workers or the public.	Describe what will be done to control the risk. What will you do to make the activity as safe as possible?
Size up load	Heavy weight, awkward shape or dimensions.	Only light loads to be manually lifted. Heavier loads to be lifted by mechanical means or a two person lift depending on size, shape, weight, duration of lift etc
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 condition 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, 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 on foot forward and one foot back, bend knees to lower load.

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

PLEASE NOTE: It may be necessary to use more than one page to complete an adequate safe work method statement (SWMS).