

REPETITIVE MANUAL TASK- SWMS_001

Personal Protective Equipment is MANDATORY

- Enclosed Footwear

Training Requirements

- Worker: Induction,
- Supervisor: Manual Handling Training, Senior First Aid (optional)

Maintenance Requirements

- Daily: Ensure work area is Clear of Debris

THINK BEFORE YOU LIFT



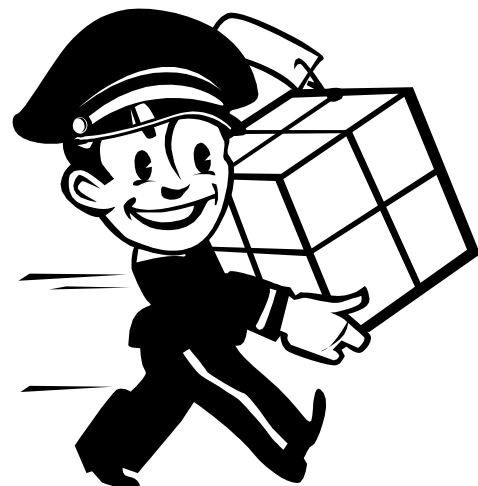
PRE - START

- PPE is mandatory for the task. (Enclosed shoes).
- “Repetitive Manual Task” is defined as any activity requiring the use of force exerted by a person to lift, lower, push, pull, carry or otherwise move, hold or restrain any object, person or animal (animate or inanimate).
- Workable is defined as meaning “reasonably practical”
- Workable should be determined having regard to;
- The severity of the hazard or risk in question;
- The state of Knowledge about the hazard or risk and any ways of removing or controlling that hazard or risk;
- The availability and suitability of ways to control the hazard or risk; The cost of removing or controlling the risk or hazard.

THINK FIRST

START-UP PROCEDURES

- Repetitive Manual Task, risk assessment should be taken into consideration, the following factors;
- Actions and movements;
- Workplace and workstation layout;
- Working posture and position;
- Duration and frequency of manual handling;
- Location of loads and distances moved;
- Weights and forces;
- Characteristics of loads and equipment;
- Work organisation;
- Work environment;
- Skills and experience;
- Age; Clothing;
- Special needs (temporary or permanent);



SOUL CAFÉ
SAFE WORKING METHOD STATMENT

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MANUAL HANDLING OPERATION PROCEDURES

- Ensure all personal are clear of the truck/van reversing into the Parking Area.,
- Ensure all personal are kept clear of doors of the truck/van.
- Use the Trolleys to unload the truck, ensuring no one is in the way.
- Unwrap the boxes if the boxes are bundled together that are on van, remove the wrapping material and place in bin.
- Move a trolley close to the van .
- Place a hand each side in the handles of the tub/boxes to be picked up, keep your back straight, bend with your knees and lift with your arms, one tub/box at a time.
- Keep the loaded tub/box close to you body when you lift, Never twist your body with a loaded tub in your hand.
- Turn with your feet, legs and body in one motion
- Walk to the trolley, place the tub/box on the trolley, bending your knees to lower the tub/box, only four (4) tubs/boxes per row, the second row of tubs/boxes will fit inside the lids of the first row, helping to secure each row that's added.

MANUAL HANDLING OPERATION PROCEDURES

- Once the trolley has been loaded to the required amount, ensure load is stable before moving the trolley.
- Full Tubs/boxes are not to be loaded higher then (2) four Tubs/boxes.
- No more than (12) sixteen tubs/boxes to a trolley.
- (2) two people required to move fully loaded trolley, (1) one person in front to pull and guide, (1) one person at the rear to push.
- To push the trolley place both hands on the trolleys handle bar, Have a firm grip on the handle, place you feet ready to walk forward, use your legs to push forward, have your arms in a comfortable but firm position.
- The second person is to help push when a loaded trolley is going up an incline, and to steady the load on a decline by standing at the front of the Trolley with both hands on the trolley to slow and to help take the weight, the person at the front of the load will be steadying the load while walking backwards slowly to the bottom of the decline.

UNLOADING BOXES/TUBS

- Unloading the trolleys storage area, place your hand on the tub/box handle, slide the tub/box towards you until you can place your other hand in the handle slot on the tub/box.
- Pull tub/box close to your body when you have lifted it.
- Keep your back straight at all times when tub/box is in your hands.
- Place the tub/box on the ground, bend with your knees (not with your back), unload the remaining tubs/boxes.
- Empty the contents of the tubs/boxes on the storage shelf allocated.



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- A Checklist of what weight can be carried by which body part.

	In Close	Outstretched
• Shoulder	10Kg	5Kg
• Elbow/Waist	20Kg	10Kg
• Knuckle	25Kg	15Kg
• Mid lower leg	20Kg	10Kg

- Ensure the area is clean & clear of obstruction.
- Size up the load, check for sharp objects/edges.
- Stand close to the load, tuck in your chin, tighten your stomach muscles.

BEND WITH YOUR KNEES & LIFT WITH YOUR LEGS

OPERATING PROCEDURES

- Think before you lift, push, pull, lower, carry, hold or restrain. It's no good being in pain (THINK BEFORE LIFTING)
- Legs And Arms do the lifting, never bend the back to do the lifting.
- Never twist whilst lifting. THINK?
- All repetitive manual lifting has to be approached with all things taken into account. Refer back to **Start-up Procedures**

SHUT DOWN / EMERGENCY



- You did not Listen



THIS MANUAL HANDLING TASK CANNOT BE USED UNLESS YOU HAVE BEEN TRAINED & ASSESSED AS COMPETENT

I have read and clearly understand the above induction

Worker Name.

Position. Date

Worker's Signature.

To be completed by training person.

Pass.

Trainer's Signature.

Print Name.

Date.

REFERENCES TO INSPECTION AND TESTING

- Risk Assessment Rating: SR
- Manual Handling: SP



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