

<b>WMS FOR (Task):</b> 11 Lifting and Moving Furniture	<b>STATEMENT WRITTEN BY:</b>	<b>AUTHORISED BY:</b>  <b>Accepted:</b> Yes No <input type="checkbox"/>
<b>Facility:</b>	<b>Signature:</b>	<b>Signature:</b>
<b>Task Location:</b>	<b>Revision No:</b> 01/2011 <b>Revision Date:</b> 11 August 2012	<b>Date of issue:</b> 14 April 2012
<b>PROCEDURE (by steps)</b>	<b>POTENTIAL HAZARDS</b>	<b>SAFETY CONTROLS</b>
Break the task down into steps. Each step should accomplish a major task and be in a logical sequence	You identify the hazards associated with each step by examining each process to find the possibilities that could generate an accident/incident	The action or procedure that will be put in place to eliminate, remove or minimize the risk of injury or damage. Include what measures will be taken to ensure that the safety control is maintained.
<b>Step 1:</b> <ul style="list-style-type: none"> <li>Ensure client is aware of where and when the process is taking place.</li> <li>Assess furniture to be moved taking into consideration size and weight of item.</li> </ul>	Injury to Person/s: <ul style="list-style-type: none"> <li>Slips, trips or falls.</li> <li>Manual Handling (i.e. body stress, muscle injury, back injury).</li> <li>Cuts and abrasions</li> </ul>	<ul style="list-style-type: none"> <li>Staff Induction completed and signed off.</li> <li>Site Specific Induction completed and signed off.</li> <li>All employees will have received training in manual handling techniques for moving furniture and OH&amp;S procedures.</li> <li>Where possible use mechanical means for moving or lifting heavy items or 2 persons must be made available to assist.</li> <li>PPE shall be used as required for the various tasks being contracted (i.e. gloves, hearing/eye protection, safety footwear).</li> <li>Check that work area is clear of water, dust, cords and equipment to reduce trip hazards.</li> <li>Ensure process is being completed to client specification.</li> </ul>

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<p><b>Step 2:</b></p> <p><b>COMMENCE SCOPE OF WORKS</b></p> <ul style="list-style-type: none"> <li>• Lifting and carrying of furniture.</li> <li>• Utilising mechanical devise to lift or carry furniture.</li> <li>• Utilising 2 people to lift or carry furniture.</li> </ul>	<p>Injury to Person/s:</p> <ul style="list-style-type: none"> <li>• Slips, trips or falls.</li> <li>• Manual Handling (i.e. body stress, muscle injury, back injury).</li> <li>• Cuts and abrasions</li> </ul>	<ul style="list-style-type: none"> <li>• Use appropriate PPE as stated previously – footwear and gloves.</li> <li>• Plan the lift using appropriate equipment to aid with lift (i.e. ramps, trolleys or ladders).</li> <li>• Signage and barricades to be erected around work area to ensure no access for the public.</li> <li>• Only move furniture if no other alternative is available.</li> <li>• Lift and move furniture using <b>ONLY</b> correct manual handling techniques as trained.</li> </ul>
<p><b>Step 3:</b></p> <p><b>COMPLETE OF SCOPE OF WORKS</b></p> <ul style="list-style-type: none"> <li>• General Housekeeping.</li> <li>• Monitor client feedback.</li> </ul>	<p>Injury to Person/s:</p> <ul style="list-style-type: none"> <li>• Slips, trips or falls.</li> <li>• Manual Handling (i.e. body stress, muscle injury, back injury).</li> <li>• Cuts and abrasions.</li> </ul>	<ul style="list-style-type: none"> <li>• All access/egress areas shall be maintained clear of any collected waste and material at all times.</li> <li>• Clean work area as required.</li> </ul>

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<p><b>Employee's Name:</b></p>	<p>Declaration:</p> <p>I understand my employer's Work Method Statement &amp; will comply at all times:</p> <p><b>Date:</b></p>	<p><b>Signature:</b></p>