

# EZZY FIT PTY LTD

SAFE WORK METHOD STATEMENT (SWMS) - Warehouse, Storage, Loading & Product Handling

All Ezzy Fit sites

**Company:** Ezzy Fit Pty Ltd

**Location:** All Ezzy Fit warehouses, storage yards & delivery

**Applies to:** Employees, contractors, visitors, drivers

**Prepared By:** Ezzy Fit Pty Ltd

**Review:** 12 months or after incident

## 1. Scope

This SWMS applies to the handling, storage, loading, unloading and dispatch of Ezzy Fit composite retaining wall sleepers, FRP posts, fencing products and associated building materials.

Receiving deliveries	Manual handling	Forklift operations
Loading customer vehicles	Loading transport trucks	Product storage
Housekeeping	Customer collection	General warehouse

## 2. PPE

- High visibility clothing
- Steel capped safety boots
- Safety glasses
- Gloves (composite handling)
- Hearing protection (where required)
- Hard hat (overhead lifting)

## 3. Plant & Equipment

- Forklifts
- Pallet jacks
- Slings - Ratchet straps
- Lifting chains
- Delivery vehicles
- Power tools (where required)

All equipment inspected before use - defective removed immediately

## 4. High Risk Hazards

### Moving forklifts

Collision - Licensed operators, exclusion zones.

### Manual lifting

Back injury - Team lifting, mechanical aids.

### Falling products

Crush injuries - Stack correctly, never climb stock.

### Vehicle movements

Collision - Separate pedestrian walkways.

### Slips & trips

Injury - Maintain clean work areas.

### Loading trucks

Falling loads - Secure using rated restraints.

### Sharp edges

Cuts - Wear gloves.

### Weather

Slips - Stop unsafe work during severe weather.

## 5. Safe Work Procedure

RECEIVING STOCK	Inspect delivery, check docs, clear area, use forklift, store designated, inspect damage.
PRODUCT STORAGE	Stable level ground, stacking limits, clear aisles, separate damaged stock, secure unstable loads.
MANUAL HANDLING	Assess load, keep close, bend knees, avoid twisting, two-person lifts, use forklifts when practical.
FORKLIFT OPERATION	Licensed only - daily inspection, seatbelt, speed limits, horn at intersections, no passengers, low forks, safe distance.
LOADING CUSTOMER VEHICLES	Verify suitability, distribute weight, protect products, rated straps, driver confirms security.

## 6. Housekeeping

- Remove waste regularly
- Keep walkways clear
- Store tools correctly
- Clean spills immediately
- Dispose damaged packaging

## 8. Incident Reporting

All incidents, near misses, property damage reported immediately. Supervisor investigates, implements corrective actions, records findings, reviews SWMS.

## 10. Responsibilities

**Management:** safe workplace, training, equipment maintenance, monitor compliance, annual review.

**Employees:** follow SWMS, wear PPE, report hazards, operate safely, stop unsafe work.

## 7. Emergency Procedures

- Stop work immediately
- Notify supervisor
- Call 000 if required
- Administer first aid
- Isolate area
- Preserve incident scene

## 9. Training

- Manual handling
- Forklift safety
- Warehouse safety
- Emergency procedures
- Product handling
- Hazard reporting
- PPE requirements

## 11. Environmental Controls

- Dispose waste correctly
- Prevent stormwater contamination
- Minimise dust
- Recycle packaging
- Clean spills immediately

## 12. SWMS Review

This SWMS shall be reviewed every 12 months, following an incident, legislative changes, or new equipment / work methods.

### Worker Acknowledgement

*I have read and understood this Safe Work Method Statement and agree to comply with its requirements.*

**Name**

**Signature**

**Date**

**Document:** SWMS - Warehouse, Product Handling, Storage & Loading

**Company:** Ezzy Fit Pty Ltd

**Version:** 1.0

**Status:** Approved for Use

**Prepared:** Ezzy Fit Pty Ltd