

WHS 007–Manual Handling Training

APEX Labour

Overview of the Procedure

This procedure is a guide for staff in safe manual handling practices. All staff are responsible for following steps detailed in this procedure for any manual handling activity as defined below.

This procedure should be read with the Work Health Safety Policy

Considerations

Manual handling is any activity that involves lifting, pushing, pulling, carrying, moving, holding or restraining. It also includes sustained and awkward postures or repetitive movements. Good manual handling techniques can prevent injury.

Individuals, no matter what age or gender have differing physical abilities.

Procedure Steps

Managing Manual Handling Risk

The Placement Manager identifies work activities that involve manual handling and which may pose a risk to employees. Risks are evaluated and treated. The Placement Manager ensures monitoring and review of all manual handling systems and procedures on a regular basis.

Assessment of Risk

Each manual handling job is broken down into individual tasks to assist in identifying the range of potential manual handling hazards.

Manual handling hazards are considered through employee consultation, reviewing incident reports and worker's compensation records, and through observation.

The Placement Manager and staff observe and record:

- workplace and workflow design
- how and where equipment is used
- how tools are stored and accessed
- tasks that require awkward postures and movements and/or that are forceful or repetitive
- how workers perform their tasks
- how workers might be injured.

When assessing manual handling risks, considered the following:

- workplace and workstation layout
- worker's posture and position
- duration and frequency of manual handling
- load location and distance to be moved
- characteristics of the load
- available equipment and resources to assist moving the load
- work environment
- staff member's health, skill and experience
- particular needs of the staff member.

Hazards are prioritised, taking into consideration the likelihood, consequences and controls. Refer to the Risk assessment procedure within the safe work method statement for details

The Placement Manager addresses hazards with the highest rated risk of an injury as a priority

Minimising Manual Handling Risk

The Placement Manager ensures work practices are designed to minimise the risk and be consistent with the safe handling of objects.

All objects, work practices and the working environment are designed, constructed and maintained so as to eliminate risks arising from manual handling.

The Work Health and Safety Act and Regulations requires a hierarchy of controls to minimise risk as outlined below:

- Substitute the hazard with a lesser hazard, for example use two X 20kg bags instead of one x 40kg bag
- Isolate the hazard from the person
- Minimise the risk by engineering means, for example ensuring staff have adjustable workstations to avoid unnecessary reaching or bending
- Minimise the risk by administrative means, such as providing training
- Provide personal protective equipment (PPE) to assist with the move
- If one measure does not control the risk, a combination is used.

Where it is not practical to eliminate manual handling risks the Placement Manager will design the work activity to control these risks and, if necessary:

- Modify the design of objects or the work environment taking into account work design and work practices
- Provide mechanical aids or as a last resort use team lifting
- Ensure staff are trained in manual handling techniques, correct use of aids and team lifting procedures.

Assessing the Lift

- Before undertaking to lift an object, assess the start and finish heights and ensure clear pathways.
- For objects over 16kg use mechanical aids or, as a last resort use two or more people.
- Consider your own capacity: do you have existing injuries or are you recovering from an illness?

Performing a Lift

- In preparation for lifting an object, warm up the muscles by stretching and then test the weight of the load.
- Begin with a smaller load using a whole hand grip.
- For good balance, use a wide base of support and position yourself with your feet shoulder width apart.
- Use smooth motions and hold the load close to the body.
- Maintain the natural curves of the spine as you move through the lift.
- Use hip and knee joints to bend to the object rather than bending the spine in exaggerated curves. Do not twist or bend the back sideways.

There is equipment such as excavators and hoists available to assist workers to move and lift heavy items.

If Discomfort Occurs

Following the lift or move, report any discomfort you feel to your direct supervisor.






- Apply ice initially to the area and try to rest the area, apply heat, stretches and massage to the area, keeping active to hasten recovery.
- If discomfort does not subside, report incident to supervisor and complete an Incident reporting form.
- Consult your medical practitioner if pain or discomfort does not settle.

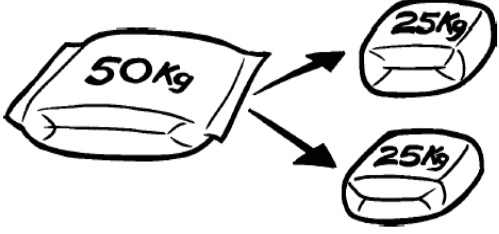
Monitoring and Review

All employees identify new manual handling hazards and report them to their supervisor. The Placement Manager checks that solutions are appropriate and have not created new problems, checks the register of injuries and incident reports, and updates work procedures regularly.

In addition to the annual review of risks and manual handling risk assessments, measures adopted to control the risk are reviewed when:

- There is evidence that the risk assessment is no longer valid, for example due to changes in technology or knowledge or from an incident investigation and/or report.
- An illness or injury results from exposure to the hazard.

Safe Work Instruction	Manual Handling	SWI –01
	HAZARDS ASSOCIATED WITH TASK	
	Back strain Muscular injuries Over exertion Hernia	
P.P.E recommended		
	Minimum P.P.E that may be required: - steel caps. Other P.P.E as required depending on work performed <u>Always assess what P.P.E you may need for this task</u>	
THINK BEFORE YOU LIFT		
	Manual handling occurs when you are Lifting, Lowering, Pushing, Pulling, Carrying, Moving, Holding, Restraining.... Any person, animal or thing Control Considerations for Manual Handling <ul style="list-style-type: none">• Must it be moved?• Must it be lifted?• Can it be moved mechanically?• Can the load be reduced?• Can assistance be accessed?• Is the load too heavy to lift safely?• Is training required?	
Before Lifting <ul style="list-style-type: none">✓ Stop and assess the load and if too heavy seek advice✓ Consult management or safety officer for advice on how to manage heavy loads✓ Plan the lift. i.e. estimate the load and know exactly where it is to be placed prior to lifting✓ Avoid lifting heavy loads without help and plan the lift together✓ Can you reduce the load???✓ Wherever possible use mechanical means, e.g. can you use a Forklift, winch or crane✓ Avoid placing objects on ground if they have to be picked up at a later date✓ Ensure objects to be lifted have sufficient space around to enable safe lifting✓ Make sure you are capable of lifting and your body is warm and flexible especially when weather is cold✓ Avoid reaching out. Do not reach out to pick up any object✓ Handle heavy objects close to the body✓ Keep yourself in good physical shape with proper exercise and diet		

Safe Work Instruction	Manual Handling	SWI –01
<p>When Lifting</p> <ul style="list-style-type: none"> ✓ Bend your knees, keep a straight back and make use of your legs to lift ✓ Lift slowly and smoothly without jerking and when turning move feet. Do not twist or turn with hips or shoulders ✓ Make sure you have a firm grip ✓ Position the feet evenly on each side of the load ✓ Bend the knees ✓ Keep you back straight and your arms close to the body ✓ Brace the stomach ✓ And remember “Lift using your legs <u>NOT</u> your back” 		
 <p>The diagram illustrates a safe lifting technique. On the left, there is a large bag labeled '50kg'. Two arrows point from this bag to two smaller bags on the right, each labeled '25kg'. This visualizes the concept of splitting a heavy load into two lighter, more manageable loads.</p>		

workers Sign off -

I, the undersigned have read and understood the Manual Handling safety instruction and the general safety controls that are recommended when I am involved in any Manual Handling task.

I also understand that I must conduct a risk assessment prior to any Manual Handling activity to ensure I have properly assessed the load and methods of movement.

Inductee:

NAME:

SIGNED:

DATED: