

Procedure:

Prevention of Hazardous Manual Handling Injuries

1. Purpose

To minimise manual handling risks by identifying and implementing improvements.

2. Actions Required

- Identify manual handling risks
- Implement effective control measures
- Review and monitor effectiveness.

3. Definitions

GSCC – Greater Shepparton City Council

GSCC RO - GSCC Responsible Officer, a Greater Shepparton City Council employee, who in their area of responsibility has a managerial or supervisory role over employees, contractors or volunteers

HSR- Health and Safety Representative

HAZARDOUS MANUAL HANDLING: An activity requiring the use of force exerted by a person to lift, lower, push, carry or otherwise move, hold or restrain an object

MSKD/Ps-Musculoskeletal Disorders or pain

SWMS: Safe Work Method Statement

WI: Work Instruction

WORKER - Employees, Contractors, Volunteers and any person performing duties any capacity for GSCC.

4. Responsibility And Authority:

Directors

- Delegate appropriate OHS responsibilities and accountabilities to all levels of management
- Ensure manual handling tasks are identified
- Consult with managers and employees on manual handling requirements prior to equipment purchased.

Managers, Team Leaders and Supervisors

- Consult with workers and HSR's regarding manual handling identification and control measures
- Carry out task Risk Assessments / Work Place audits to identify manual handling risks and implement control measures for buildings, plant, equipment and standard operating procedures
- Ensure a risk assessment is undertaken whenever a new work process / practice is introduced or modified
- Develop standard operating procedures to ensure manual handling risks are addressed
- Escalate appropriately manual handling hazards
- Provide adequate supervision for workers performing manual handling tasks
- Ensure manual handling controls are regularly assessed and reviewed for effectiveness.

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Workers

- Follow work procedures for manual handling tasks
- Assist in the identification and assessment of manual handling hazards
- Consult with supervisors and managers to reduce manual handling injuries
- Consult and co-operate with management with risk control measures to be implemented
- Report any manual handling incidents and near misses
- Use safety devices and protective equipment correctly
- Participate in provided safety training and awareness programs.

5. Procedure

Hazards that arise from manual tasks generally involve a complex interaction between a worker and:

- How tasks are performed
- The tools, equipment and objects handled
- The physical work environment.

Injuries most commonly linked with manual tasks are, Musculoskeletal Disorders (MSDs):

- **Gradual wear** and tear to joints, ligaments, muscles caused by frequent or prolonged periods of muscular effort associated with repeated or continuous use of the same body parts;
- **Sudden** damage caused by strenuous activity, or unexpected movements such as when loads being handled move or change position suddenly.

Hazard Identification

Assessing Tasks

Tasks performed by workers are to be assessed to identify tasks that involve Hazardous manual handling and control measures put in place to eliminate or reduce the risk of injury to a worker.

Risk Assessment Template

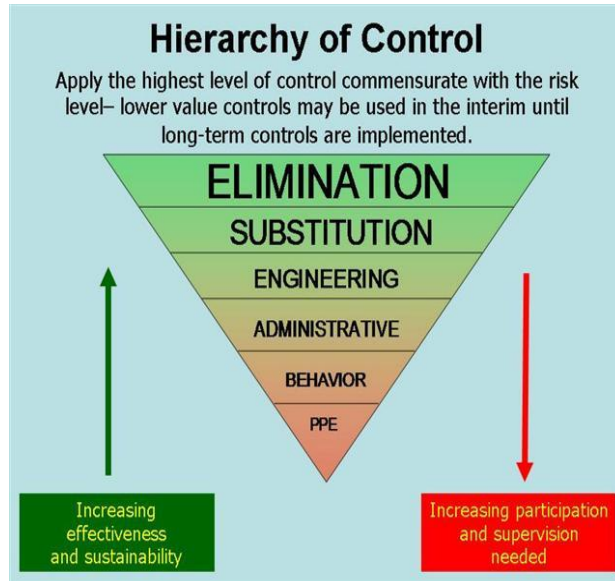
Refer M10/113849 Hazardous Manual Handling Risk assessment form

Manual handling risks can be identified by:

- Direct observation of work tasks to identify:
 - Repetitive or sustained force
 - High or sudden force
 - Repetitive movement
 - Sustained and/or awkward posture
 - Exposure to vibration
 - Review of incident reports
- Consulting with workers on tasks that:
 - Are difficult to do
 - Appear harder than they should be
 - Are very tiring
 - Are awkward or dangerous e.g. difficulty controlling loads
 - Cause discomfort.

Workers who perform manual tasks can provide valuable information about discomfort, muscular aches and pains that can signal potential hazards.

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Risk Control Measures

Implement control measures using the “hierarchy of control”.

Remember! This is in order of effectiveness

1. **Eliminate** - If the task is found to be unnecessary, eliminate it.
2. **Substitution** - Reduce the manual handling risk through redesign of the task e.g. Modify the work system by:
 - Modifying the object
 - Modifying the workplace layout
 - Re arranging materials flow
3. **Engineering** - Introduce mechanical handling equipment to reduce the risk e.g. Hooks, bars, rollers, jacks, platforms, trestles, trolleys, levers, conveyers, forklifts, cranes, hoists, industrial trucks
4. **Administrative Controls** - Rotation of duties, increased shorter breaks and/or supervision
5. **Behaviour** - Provide training on standard operating procedures for mechanical aids, PPE and lifting procedures
6. **PPE** - Provision of protective equipment to reduce risk.

Implementing Control Measures

To implement effective risk controls:

- Allow workers to trial operating procedures
- Review controls after the trial period
- Develop work procedures to ensure that controls are understood and responsibilities are clear
- Communicate control measures and procedures
- Provide appropriate training
- Ensure that any equipment is properly maintained.

Safe Work Method Statements (SWMS)

In consultation with workers SWMS are to be developed for identified manual handling activities. Review and revise regularly when new equipment is purchased or processes introduced.

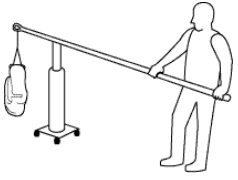


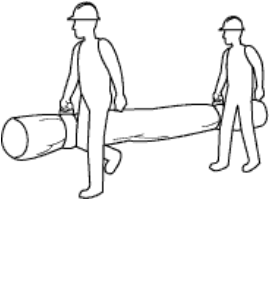


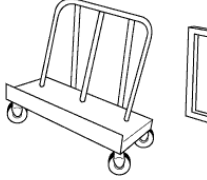
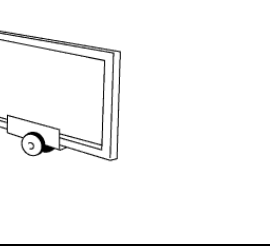


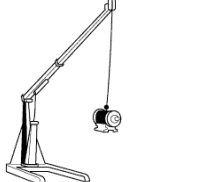
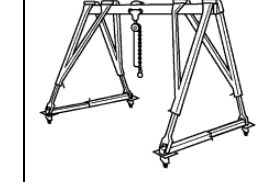
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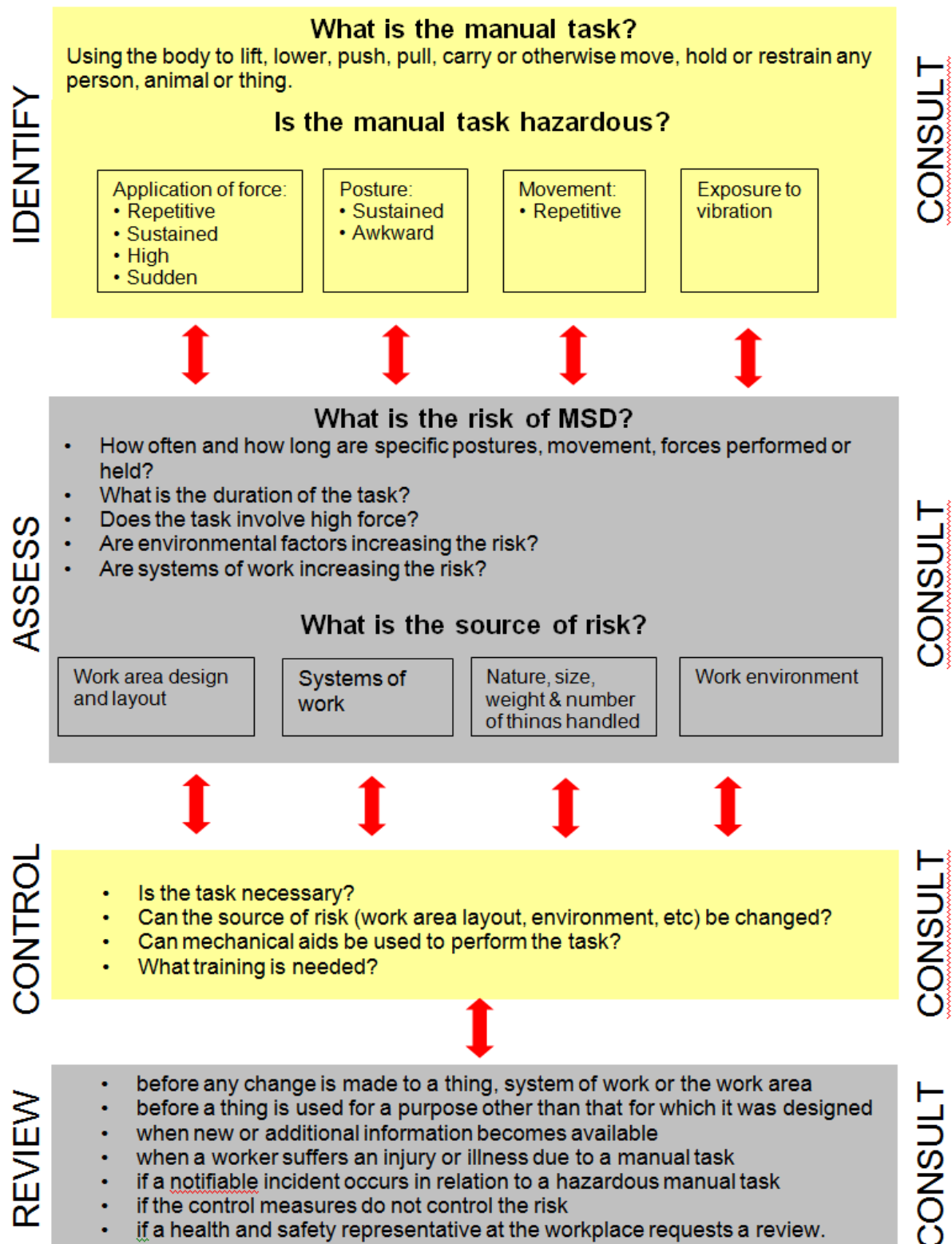
6. Review

A review of hazardous manual handling hazards should be conducted:

- As a constant review of standard operating procedures
- If a new piece of plant or equipment is introduced into the workplace
- If a new procedure or task is introduced
- If change takes place in the work area
- To ensure compliance by all employees
- When an incident involving manual handling occurs
- To assess if the frequency and severity of MSDs reducing over time?
- If an employee, volunteer or contractor identifies a manual handling concern.

Examples of manual handling techniques that can be used to reduce risk

							
Lever on a rolling platform lifts and moves objects.		Cylinders		Use carrying handles for boxes.			
							
Small Heavy Objects		Sheet material		Carrying handles			
							
Drums - Use a tilting drum stand to move emptied barrels and drums.		Mechanical lifting aids					



Hazardous Manual Handling Flow Chart

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7. References

- *Occupational Health and Safety Act 2004 (Victoria)*
- National Standard Manual Handling Regulations 2017
- Hazardous Manual Tasks Code of Practice 2018
- Australian Standard AS 1339-1974 – Code of Practice for Manual Handling of Materials.
- Compliance Code: Hazardous Manual Handling December 2019

8. Related Procedures and Documents

Supporting Documents Refer Trim Reference:

- M11/1422: Workplace safety hazard identification checklist comprehensive
- M11/44763: Setting up your desk Ergonomically
- M10/102313: Office Safety Self Assessment Checklist
- M21/49845: JSA Office Ergonomic
- M22/77703: JSA Injury, Illness Prevention Program
- M22/15538: WFH (working from home) flowchart (Attachment 2)
- M10/113849 Manual Handling Risk assessment form (Attachment 1)

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Attachment 1 - M10/113849 (For complete form refer to CM)



Manual Handling Risk Assessment

Name (Person filling this form out)		Date:
Description of task:		
Department	Branch	

A. HAZARD IDENTIFICATION

	Hazards.....Are there?	Yes	Comments
1.1	Repetitive of sustained application of force?		
1.2	Repetitive of sustained awkward posture		
1.3	Repetitive of sustained movement		
1.4	Application of high force		
1.5	Exposure to sustained vibration		
1.6	Handling people or animals		
1.7	Handling unstable or unbalanced loads or difficult to grasp		

If you ticked 'yes' one or more times, the task is a hazardous manual handling activity and you must continue completing this form.

B. RISK ASSESSMENT

1. Does the task involve repetitive or sustained postures, movement or forces?

(tick yes if the action is done more than twice in a minute or for more than 30 seconds at a time)

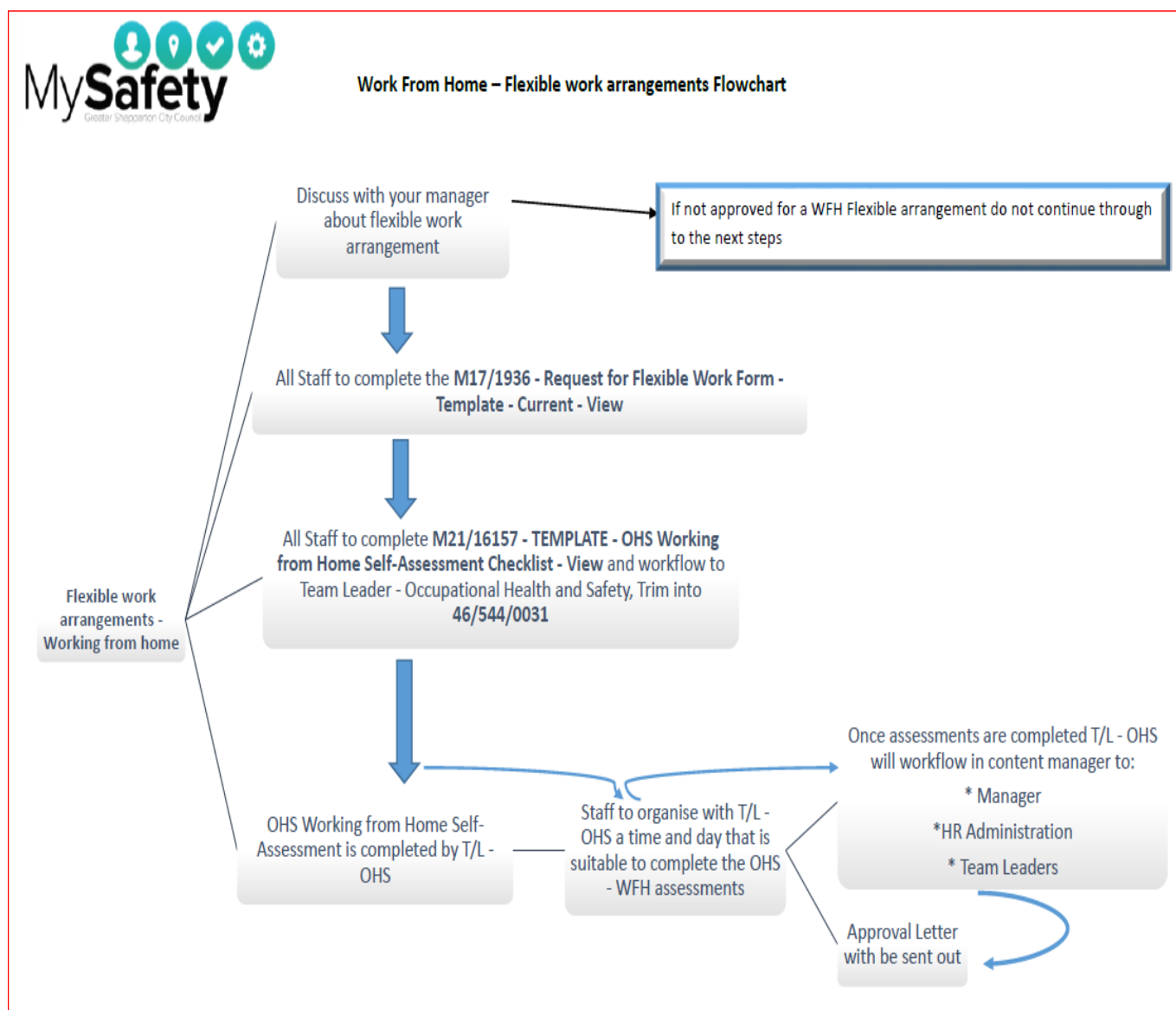


	Manual Handling Hazard.....Is there?	Yes	Comments
1.1	Bending the back forwards or sideways more than 20 degrees?		
1.2	Twisting the back more than 20 degrees?		
1.3	Bending the head forwards or sideways more than 20 degrees?		
1.4	Bending the head backwards more than 5 degrees?		
1.5	Working with one or both hands above shoulder height?		
1.6	Reaching forwards or sideways more than 30cm from the body?		
1.7	Reaching behind the body?		
1.8	Squatting, kneeling, crawling, lying, semi-lying or jumping?		
1.9	Standing with most of the body's weight on one leg?		
1.10	Twisting, turning, grabbing, picking or wringing actions with the fingers, hands or arms?		
1.11	Working with fingers close together or wide apart?		

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Attachment 2 - **M22/15538** (for complete form refer to CM)



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