

SW05 – MANUAL HANDLING

Purpose

To ensure that risks to **workers** conducting manual handling are controlled, and to reduce need for **workers** to manually handle items where practicable.

Responsibilities and Procedures

- **Workers** are responsible for ensuring that potentially hazardous manual tasks are identified via RMT01 – Potential Hazard Report Form
- **HFE Management** should ensure control strategies are implemented where required
- **HFE Management** are responsible for ensuring that appropriate manual handling assistance equipment is provided and maintained as necessary
- **HFE Management** to ensure that all **Workers** are trained in manual handling procedures relevant to their work during induction, staff training sessions, and when a new procedure is implemented that affects a **Worker**
- **HFE Management** to ensure that all machines of Hood-Type or larger, have two or more **Workers** for movement of the machine
- If movement of a Hood-type, or larger, machine is required, and only one **Worker** is available, the **Worker** may ask appropriate site personnel to help, with the full consent and approvals from site for the task

General Information

- Ensure that you are stretched and warmed up for the task required, including:
 - Back / Arms / Shoulders
 - Wrists / Hands
 - Chest
 - Legs / Feet / Ankles
- When lifting an object, use the correct lifting techniques:
 - Plan the lift
 - Correct feet position
 - Bend your knees
 - Firm grip
 - Lift with your legs (not your back)
 - Use the same techniques when placing down a load
- If object is too heavy to lift

- Seek the assistance of another person, and coordinate the lift in group
- Use the assistance of mechanical aids e.g. Lifter, truck trolley or fork lift
- If the object is identified as a hazard, then a hazard form is to be completed and forwarded to the Supervisors for action

Definition

- **Manual Handling**
 - This is any action that requires a physical force to be exerted by an individual, such as lifting, pushing, pulling, and carrying
- **A hazardous manual task**
 - As defined in the WH&S Regulations, means a task that requires a person to lift, lower, push, pull, carry or otherwise move, hold or restrain any person, animal or object involving one or more of the following:
 - repetitive or sustained force
 - high or sudden force
 - repetitive movement
 - sustained or awkward posture
 - exposure to vibration
 - These factors (known as characteristics of a hazardous manual task) directly stress the body and can lead to injury.

Reference

Work Health and Safety Act 2011 (Cth)	Work Health and Safety Regulation 2011 (Cth)
Work Health and Safety Act 2011 (ACT, NSW, QLD)	Work Health and Safety Regulation 2011 (ACT, NSW, QLD)
Work Health and Safety Act (National Uniform Legislation) 2011 (NT)	Work Health and Safety Regulations (National Uniform Legislation) 2011 (NT)
Work Health and Safety Act 2012 (SA, TAS)	Work Health and Safety Regulations 2012 (SA, TAS)
Occupational Health and Safety Act 2004 (VIC)	Occupational Health and Safety Regulations 2017 (VIC)
Occupational Safety and Health Act 1984 (WA)	Occupational Safety and Health Regulations 1996 (WA)
Code of Practice: How to Manage Work Health and Safety Risks	
Code of Practice: Hazardous Manual Tasks	
Code of Practice: Work Health and Safety Consultation, Co-operation and Co-ordination	

Related Hobart food Equipment

RMT01 – Potential Hazard Report Form