

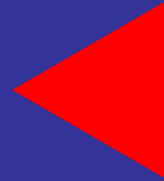


Manual Handling

**Designed & developed
by the UWS OHS&R Unit**



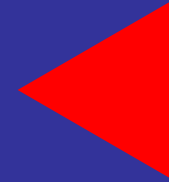
Introduction



- ▶ **Manual handling is a major activity of all workplaces. Most tasks have some degree of manual handling and if not managed correctly can and do lead to injury.**
- ▶ **This training program will introduce ways to identify manual handling tasks in your workplace and determine their level of risk.**



Session Aim

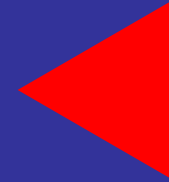


This training program will provide you with basic knowledge to:

- ▶ **Identify manual handling tasks performed in your workplace.**
- ▶ **Explain the responsibilities of particular parties with regard to manual handling risk control procedures.**



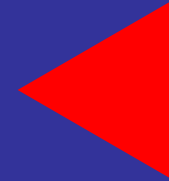
Six-step Approach – Manager's Responsibilities



- 1. Develop procedures to ensure the safe performance of work.**
- 2. Consult with employees about manual handling.**
- 3. Train employees in the safe performance of work.**



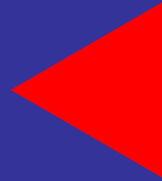
Six- step Approach cont'd



- 4. Identify & assess tasks that could lead to injury**
- 5. Establish effective control measures, which include the design of the workplace & work practices**
- 6. Promote, evaluate and improve**



Supervisor's responsibilities



- ▶ **Develop & monitor work practices that incorporate safe manual handling**
- ▶ **Ensure all employees understand and follow safe work practices**
- ▶ **Allocate appropriate resources to tasks involving manual handling**



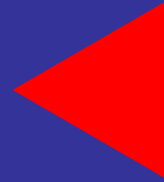
Supervisor's responsibilities

Cont'd

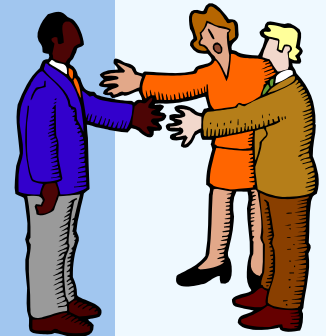
- ▶ **Respond appropriately to issues raised by employees**
- ▶ **Accident/incident investigation**
- ▶ **Identify any manual handling risks, participate in the assessment, and implement effective controls**
- ▶ **Maintain documentation and arrange training**



Employee responsibilities



- ▶ **Use appropriate techniques and equipment**
- ▶ **Perform day-to-day care of equipment**
- ▶ **Report any hazards**
- ▶ **Comply with policies and practices**
- ▶ **Participate in the assessment task**



Definition of Manual Handling

▶ ***Manual Handling*** means any activity requiring the use of force exerted by a person to lift, lower, push, pull, carry or otherwise move, hold or restrain any animate or inanimate object.

(WorkCover Training Manual)

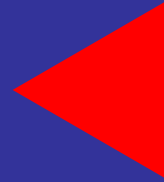


What to look for

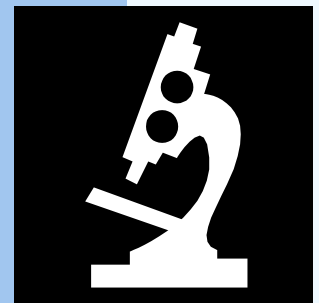
- ▶ **Lifting or supporting heavy objects.**
- ▶ **Pushing/pulling, wheeling overloaded trolleys.**
- ▶ **Working surfaces and walk areas.**
- ▶ **Restraining a load being moved.**
- ▶ **Lifting heavy objects above chest height.**



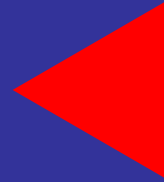
What to look for cont'd



- ▶ **Trying to free materials.**
- ▶ **Holding items in a static positions.**
- ▶ **Manœuvre heavy objects**
- ▶ **Improper use of tools/equipment.**
- ▶ **Rolling out or pulling through heavy objects manually.**
- ▶ **Repetitive actions.**
- ▶ **Awkward bulky loads**



General Principals of Lifting

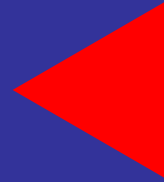


- ▶ **THINK** before you act
- ▶ **MOVE** in close to load, if low **BEND** your knees
- ▶ **STABILISE** your stance with a broad base of support
- ▶ **ENSURE** a secure grip
- ▶ **HOLD** your head upright



General Principals of Lifting

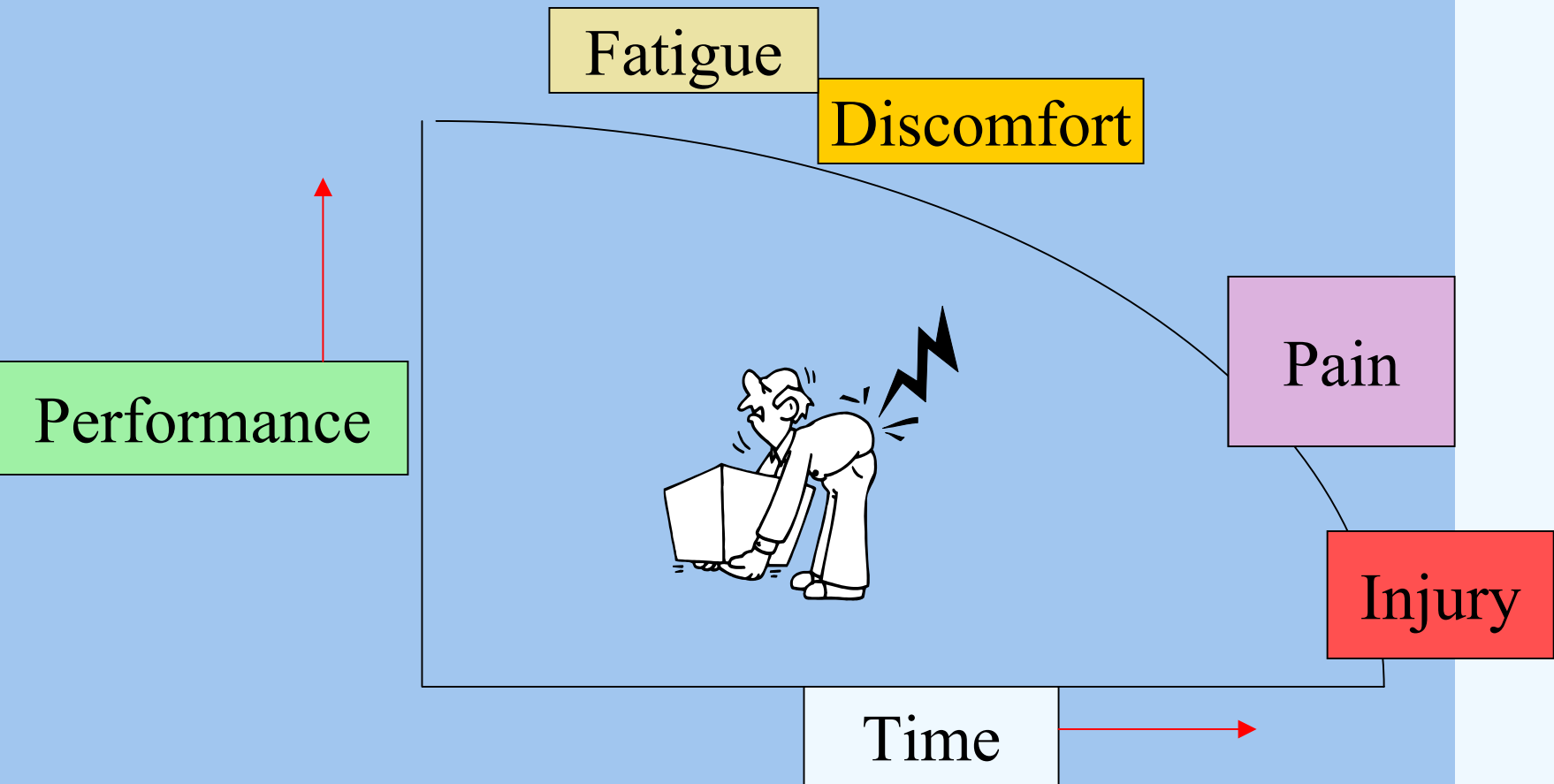
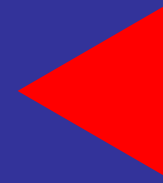
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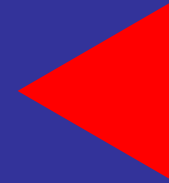
- ▶ **AVOID** lifting loads that are obviously too heavy or awkward to lift. **USE** controlled movements
- ▶ Where possible, **MAINTAIN** the natural curves of your spine
- ▶ **DON'T TWIST** your back



Indicators of Work-Related Manual Handling Problems

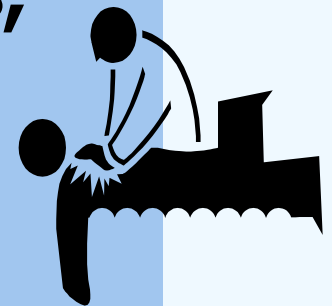


Work Related – Musculo-skeletal Disorders

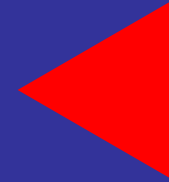


Involve damage to:

- ▶ **tendons, tendon sheaths., muscles,**
- ▶ **bones, and**
- ▶ **nerves of the hands, wrists, elbows, shoulders, necks, backs and legs.**



Musculo-skeletal Disorders

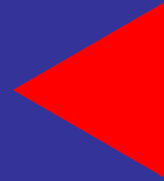


Risk Factors

- ▶ **Posture** - *Awkward* - *Static*
- ▶ **Repetition**
- ▶ **Force**
- ▶ **Duration**
- ▶ **Stress**
- ▶ **Vibration**
- ▶ **Environment** *e.g. Thermal, noise, light, weather conditions,*
- ▶ **Fitness**
- ▶ **Time of day**



Manual handling checklists



- ▶ **Actions and movements**
- ▶ **Workplace and work area layout**
- ▶ **Working posture and position**
- ▶ **Duration and frequency**
- ▶ **Location of loads and distances moved**
- ▶ **Weights and forces**
- ▶ **Characteristics of loads**

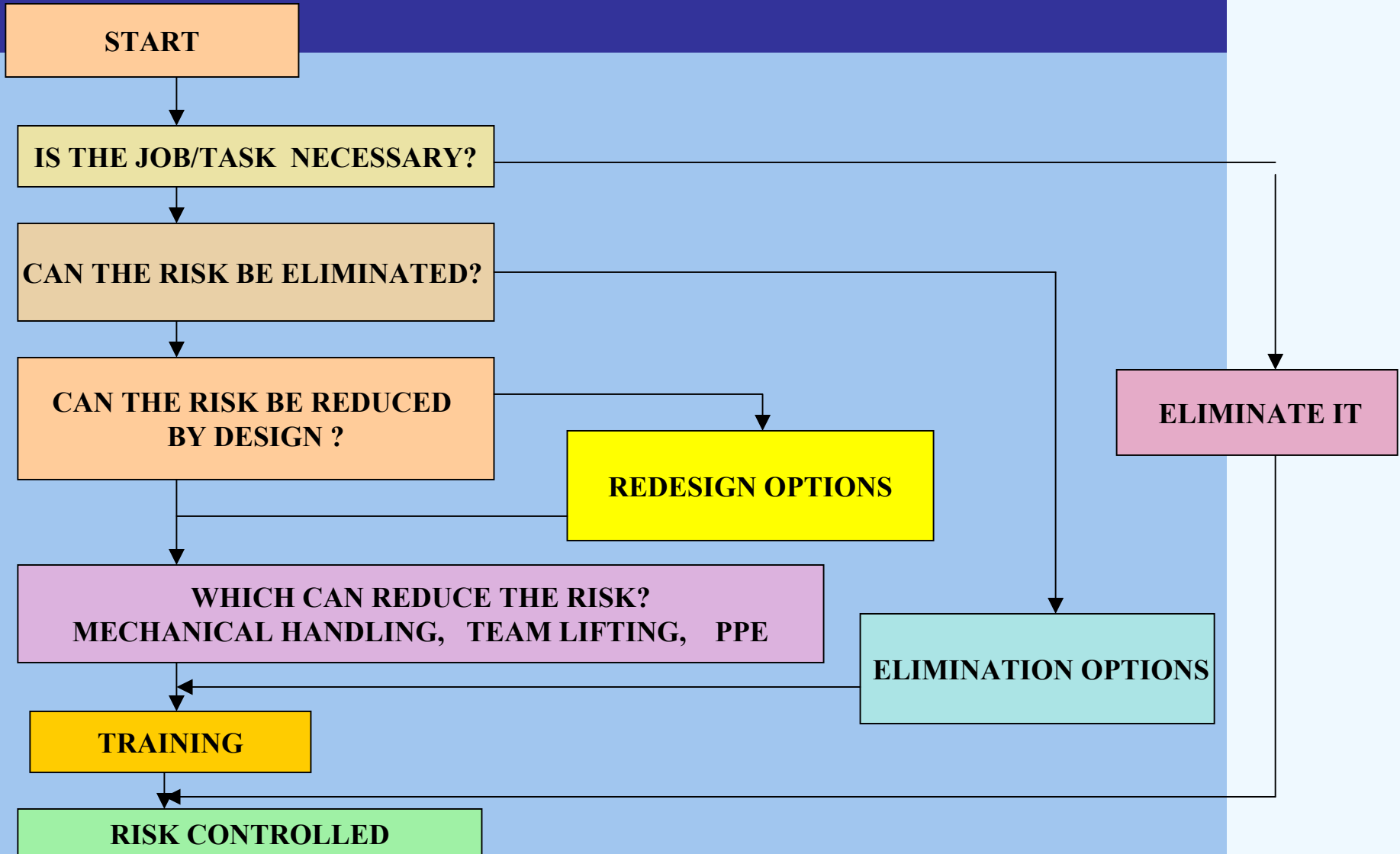
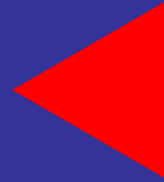


Manual handling checklists cont'd

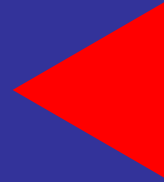
- ▶ **Work environment**
- ▶ **Skills and experience**
- ▶ **Personal characteristics of employees**
- ▶ **Clothing**
- ▶ **Permanent or temporary needs**
- ▶ **Any other relevant factors**



RISK CONTROL FLOW CHART

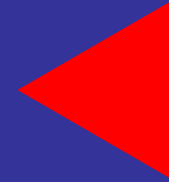


Reducing the Risk

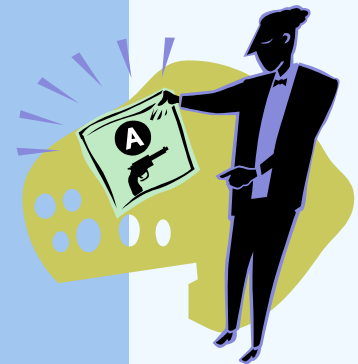


- ▶ **Change the load**
- ▶ **Change the equipment**
- ▶ **Change the task**
- ▶ **Change the environment**

Legal Requirements



- ▶ **OHS Act 2000 sections 8, 11, 13 to 21**
- ▶ **OHS Regulation 2001 Part 4.4 Manual Handling**
- ▶ **National Standard for Manual Handling 1990**
- ▶ **National Code of Practice for Manual Handling**
- ▶ **Code of Practice 2001 OHS Consultation**



Discussion & Questions

