

Manual Handling Procedures

1. Preamble
- 1.2 Manual handling can be defined as any activity requiring the use of force exerted by a person to lift, push, pull, carry or otherwise move or restrain any animate or inanimate object.
- 1.3 University of Western Sydney recognizes its legal obligation to ensure that the risks associated with tasks involving materials manual handling are eliminated and/or reduced to the lowest possible levels.
- 1.4 Injury statistics published by statutory authorities such as WorkCover NSW confirm that the incidence of manual handling injuries occurring in the workplace can be disproportionately high if adequate risk assessments are not undertaken.
- 1.5 The University also recognises the requirements of the *Occupational Health and Safety Regulation 2001* that outlines the steps involved in conducting risk assessments in consultation with the staff. The *Worksafe Australia Code of Practice for Manual Handling* also outlines a recommended methodology for conducting risk assessments in consultation with staff.
- 1.6 **Reference:**
 - Occupational Health and Safety Act 2000*
 - Occupational Health and Safety Regulation 2001*
 - Worksafe Australia National Code of Practice for Manual Handling 1990*
2. **Aims**
- 2.1 To reduce the incidence of manual handling injury (and associated pain, suffering, costs and lost time).
- 2.2 To comply with the *NSW Occupational Health and Safety Regulation 2001* to conduct risk assessments which mirror the requirements of the *National Code of Practice for Manual Handling, February 1990*.
- 2.3 Manual handling tasks that are a risk to health and safety shall be examined, assessed and controlled or eliminated where practicable.

- 2.4. This may involve redesign of the task, the object or the workplace to control or eliminate risk factors, combined with or followed by appropriate training.
- 2.5 In order to prevent or reduce the severity of injuries arising from manual handling activities in the workplace, the University will ensure that, as far as is practicable:
- (i) The plant and equipment used in the workplace is designed, constructed and maintained to be safe and without risk to health and safety when manually handled.
 - (ii) The work practices carried out in the workplace involving manual handling is designed to be safe and without risk to health and safety.
 - (iii) The working environment is designed to be consistent with safe manual handling activities.
- 2.6 Where redesign is not workable, as a short term, temporary measure, mechanical aides and/or personal protective equipment and/or team lifting shall be adopted.
- 2.7 Training in the current use of the mechanical aides and/or personal protective equipment and/or team lifting procedures shall be provided.
- 2.8 Deans of Colleges, Heads of Schools, Division Managers, supervisors and employees will be made aware of their responsibilities in relation to manual handling.

3. Manual Handling Defined

- 3.1 **“Manual Handling”** at UWS means any activity which is undertaken requiring the use of force to be exerted by a person to lift, push, pull, carry or otherwise move, hold and restrain any person, animal or thing.

4. Responsibility

4.1 Managers and Supervisors

- (i) Ensure that these procedures are fully implemented in their area(s) of control.

- (ii) Initiate, monitor and review risk assessments on a regular basis.
- (iii) Consult with staff as part of the risk assessment process.
- (iv) Implement appropriate risk control measures that are commensurate with the levels of risk identified.
- (v) Formalise risk assessment outcomes i.e. develop and implement appropriate action plans.

4.2 Employees:

- (i) Advise their supervisor(s) of manual handling tasks they perform which may pose a risk to health and safety.
- (ii) Co-operate with their employer on matters regarding occupational health, safety and welfare and participate in risk assessments.
- (iii) Comply with established work practices.

4.3 Occupational Health,Safety and Risk Unit:

- (i) Provide guidance and information to staff on how to undertake risk assessments that meet the requirements of the legislation and code of practice.
- (ii) Assist Managers and Supervisors in coordinating the implementation of the manual handling procedures.
- (iii) Review the accident/incident statistics to assist in determining priorities for manual handling risk control measures.
- (iv) Assist in determining the priority for control measures.
- (v) Perform training and organise consultants as required.
- (vi) Develop training material on manual handling for senior management, managers, supervisors and employees.
- (vii) Assist supervisors/managers to use the Code of Practice to develop manual handling programs based on:
 - (a) Design
 - (b) Risk identification
 - (c) Risk assessment
 - (d) Risk control
- (viii) Ensure control measures include one or more of the following components:
 - (a) redesign
 - (b) manual handling aids and personal protective equipment
 - (c) training as appropriate

4.4 OHS&R Coordinator:

- (i) Provide the ongoing technical expertise, advice and assistance to staff who are conducting risk assessments in the workplace.
- (ii) Monitor the quality and standard of risk assessments.

- 4.5 **Note:** It should be noted that the Occupational Health, Safety and Risk Unit should not be expected to undertake the role of supervisor in providing adequate instruction and supervision.

**Manual Handling,
Risk Identification, Assessment and Control Worksheet
Attachment 1**

This worksheet is to be used:

- in conjunction with the UWS Hazard Identification, Risk Assessment and Control Procedures;
- in consultation with employees;
- only as guide for assessing and controlling manual handling risks.

Task on this sheet identified from details entered by: Accident Records <input type="checkbox"/> Consultation with Employees <input type="checkbox"/> Direct observation of work <input type="checkbox"/> Date:	Task No: Copy this number to assessment & control sheets
--	---

Task Description and location

.....

Some basic questions to consider as part of the risk assessment process

How many injuries have been attributed to this task?

How may workers report pain having completed this task?

How often is the task done and by whom?.....

What basic risk categories appear to be the main problem(s) with this task?

<input type="checkbox"/> Posture/Movements	<input type="checkbox"/> Load/Force
<input type="checkbox"/> Duration/Frequency	<input type="checkbox"/> Management/Environment

Priority for Assessment Before completing this section refer to Risk Assessment Table on page 5 of the UWS Hazard Identification, Risk Assessment and Control Procedures then circle a number from 1-6 to indicate the risk rating that can be attributed to this task.	<table style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="3">High</td> <td colspan="3">Low</td> </tr> <tr> <td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td> </tr> </table>	High			Low			1	2	3	4	5	6
High			Low										
1	2	3	4	5	6								

Identify the manual handling tasks in each work area and rank them before proceeding to assess each task in detail with the assessment worksheet. Assess the task with highest ranked risk first then the other tasks in order of ranking.

Risk Assessment Worksheet

Assessment conducted byDate: / / In consultation with (names of employees consulted)	Task No:
Use the checklist to assess the risks with this task. Tick the box following each statement if it is true for the identified task.	
<p>Posture/actions</p> <p>Action and movements Actions during the task involve bending or twisting. Loads are shared unevenly between the hands or lifted with one hand. Sudden or jerky movements are needed.</p> <p>Workplace and workstation layout The work layout makes it hard to reach things involved in the task. Work heights and/or seat heights are not suitable. There is not enough space for all the necessary movements. Objects get in the way of legs and feet. Mechanical handling aids are not easily accessible.</p> <p>Working posture and position There is frequent or prolonged:</p> <ul style="list-style-type: none"> ▪ Forward bending of the back ▪ Twisting or sideways bending ▪ Reaching above the shoulder <p>Loads are handled below mid-thigh height or above shoulder height.</p>	<p>Characteristics of loads & equipment Live loads (such as animals or hospital patient(s) are being manually lifted or moved. <input type="checkbox"/></p> <p>Objects being handled are large or have an awkward shape. <input type="checkbox"/></p> <p>Objects are hard to grasp or hold. <input type="checkbox"/></p> <p>Objects are wet, greasy or dirty and cannot be held close to the body. <input type="checkbox"/></p> <p>The object blocks the view when handled. <input type="checkbox"/></p> <p>The load is unstable or has contents that may move suddenly. <input type="checkbox"/></p> <p>Management/Environment</p> <p>Work Organisation There are busy periods when staff have difficulty keeping up with demands. <input type="checkbox"/></p> <p>Staff for team lifting are not always available when required. <input type="checkbox"/></p> <p>Equipment used for manual handling is not regularly maintained. <input type="checkbox"/></p> <p>Equipment provided is not suitable for the task. <input type="checkbox"/></p> <p>Work Environment Floors are slippery or uneven. <input type="checkbox"/></p> <p>There are different floor levels in the work area. <input type="checkbox"/></p> <p>The work area is cluttered or untidy. <input type="checkbox"/></p> <p>Work is done in very hot or cold conditions. <input type="checkbox"/></p>

Duration / Frequency

Manual Handling

One person carries out the task for a long time.

A repetitive action is done at high speed.

Location of the loads and distances moved

An object is carried, pushed or pulled over a long distance.

Load/force

Weights and forces

Loads in excess of:

- 4.5kg* are lifted while sitting
- 16kg* are lifted while standing

* Lighter loads may be hazardous when combined with other risk categories

It is necessary to pull, push or slide objects that are difficult to move.

A large force is applied while seated.

Age

Workers under 18 are performing strenuous or repetitive tasks, or

lifting objects weighing more than 16kg.

Skills and Experience

Employees have not received appropriate training in manual handling.

Employees have not been properly instructed in job practices.

Demands of the task exceed the physical capacity of the employees.

Clothing

Clothing restricts movements or otherwise hinders manual handling.

Protective clothing or equipment is unsuitable.

Special Needs

There are employees at higher risk (due to pregnancy or recent illness, for example).

Are there other risk factors not covered by the checklist?

.....

.....

.....

.....

.....

.....

.....

.....

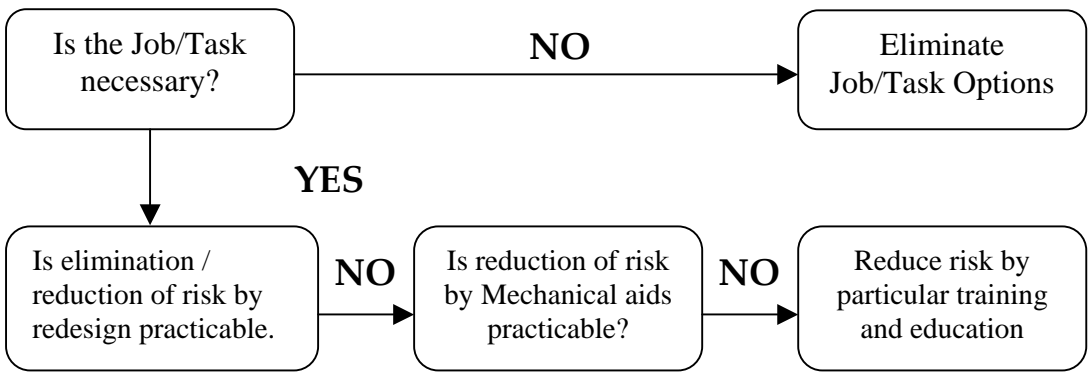
.....

.....

→ RISK CONTROL WORKSHEET

Date ___/___/___

List all factors assessed as a risk (from risk Assessment Check Sheet, previous page)



YES Options	YES Options	YES Options
_____	_____	_____
_____	_____	_____
_____	_____	_____

Risk Control Plan
 (To be developed in consultation with employees)
 Risk Control Plan is to be documented next page

EVAULATION

► **RISK CONTROL PLAN**

(To be developed in consultation with employees)

The facilitator and/or person in control of the task is responsible for follow action as required

SHORT TERM: (Specify Time Frame/s)

MEDIUM TERM: (Specify Time Frame/s)

LONG TERM: (Specify Time Frame/s)

Have all relevant parties been consulted?

NO

YES

Implement Controls

Evaluate all solutions i.e. monitor their effectiveness

Risk Identification and Assessment may be repeated to evaluate the effectiveness of the Risk Control Plan