

# Manual Handling

## Overview

Most jobs have a manual handling component. The degree of manual handling will depend upon the nature of the job and the resources available to eliminate manual handling tasks. Not all manual handling tasks can be eliminated from work.

Manual handling is said to refer to any activity which requires a person to use force to lift, lower, push, pull, carry or otherwise move, hold or restrain an animate or inanimate object.

Part 4.4 of the OH&S Regulation 2001 requires the employer to eliminate or control the risks associated with manual handling tasks.

This is to be done by identifying manual handling tasks and conducting an assessment in consultation with employees so that the risks are identified and controlled by adopting a combination of measures such as:

- Appropriate workplace layout
- Optimum task design
- Sound working practice
- Work organisation
- Education and training
- Mechanical lifting aids
- Team lifting

The University has developed [Manual Handling Procedures](#) that provide detailed information for managers, supervisors and employees to ensure manual handling tasks can be carried out in safe manner.

## Critical Point Summary

- [Risk assessments](#) apply to materials manual handling tasks
- The purpose of the risk assessment is to identify manual handling hazards and implement control measures
- Risk assessments must be done in consultation with employees
- Employees are required to participate in the risk assessment process
- Managers and supervisors are responsible for ensuring risk assessments are undertaken

Employees are required to adopt a safe system of work for manual handling ie to take steps to reduce the risk of injury to themselves or others.

## Some useful Questions and Answers regarding Manual Handling

[See WorkCover webpage: FAQs - Manual Handling](#)