

**POLICY STATEMENT**

This policy outlines the steps to be taken to minimize manual handling exposure and risk.

**GLOSSARY OF TERMS**

**CROSS REFERENCES and other RESOURCE MATERIAL**

[Manual Handling Task Survey](#)

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**1.0 Purpose**

- 1.1 The Manual Handling Risk Reduction Program is designed to effectively reduce the occurrence and or severity of injuries resulting from manual handling.

**2.0 Scope**

This procedure applies to the control of identified manual handling risks involving Employees.

**3.0 References****3.1 Manual Handling**

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.

**3.2 Risk**

The combination of the likelihood and the potential consequences of its occurrence of a specific hazard.

**3.3 Manual Handling Risk**

- Some common examples include;
- Lifting boxes
- Carrying equipment
- Pushing trolleys
- Reaching above shoulder height
- Repetitive movements
- Handling bulky, heavy and awkward material
- Working in congested / confined areas.

**3.4 Risk Reduction**

Means having regard to;

- Identifying all manual handling hazards.
- Assessing the severity of the hazard or risk in question.
- Obtaining knowledge about the hazard or risk and any ways of removing or mitigating that hazard or risk.
- Availability and suitability of ways to mitigate that hazard or risk.
- The cost of removing or mitigating that hazard or risk.

**3.5 Risk Assessment**

Means investigating each risk factor described in the Risk Assessment Worksheet to determine how hazardous it is.

In assessing the risks consideration must be given to.

- Probability of Occurrence

How likely is it that something will happen.

- Severity of Exposure

Could exposure result in death, permanent disability, serious long term injury / illness, medical treatment or first aid.

#### **4.0 Actions**

##### 4.1 Prevention

In order to minimise the risk of manual handling injuries, consideration shall be given to ensuring all workable steps have been taken so that:

- (a) Plant, equipment and containers used in the workplace are designed, constructed and maintained to be as safe as possible when manually handled.
- (b) Work practices undertaken are designed to eliminate or reduce the need for manual handling activities.
- (c) The work environment is designed as far as possible to be conducive with good manual handling practices.

##### 4.2 Identify Manual Handling Hazards

In order to identify manual handling risks the following methods shall be used:

- (a) Analysis of injury statistics.
- (b) Consultation with employees.
- (c) Direct observation or inspection of equipment, tasks and work areas.

##### 4.3 Conduct the Manual Handling Risk Assessment

Manual handling tasks identified as posing a current or potential risk of injury shall be assessed and controlled utilising the Manual Handling Risk Identification, Assessment and Control Worksheet.

##### 4.4 Implemented Risk Control Strategies

Risk control strategies shall be implemented on a priority rating which shall consist of:

- (a) Redesign the task / activity to eliminate or control the manual handling hazard.

- (b) Where redesign is not workable, provide mechanical devices or aids in order to reduce the manual handling risk.
- (c) Provide employees with appropriate training and /or develop / review standard operating procedures.

#### 4.5 Responsibilities and Authorities

##### 4.5.1 **Employees** shall;

- (a) Promote and support the implementation of the company's Manual Handling Risk Reduction Program
- (b) Ensure that adequate resources are made available on a priority basis to address the risks associated with manual handling tasks.
- (c) Hold managers accountable for undertaking manual handling risk assessments.
- (d) Ensure annual implementation of the Manual Handling Task Survey.

##### 4.5.2 **Employee's** shall;

- (a) Advise their Immediate Supervisor of manual handling tasks they believe could pose a risk to the health and safety of persons at work.
- (b) Co-operate and provide input into the risk assessment and control process.
- (c) Comply with established work procedures to minimise manual handling injuries.
- (d) Not use any mechanical devices unless they have received training in their correct use.

#### 4.6 Records

- (a) Copies of all Manual Handling Risk Identification, Assessment and Control Worksheets along with the Manual Handling Register will be maintained in a central file by the Directors.

**5.0 Documentation**

5.1 [Manual Handling Risk Identification, Assessment and Control Worksheet.](#)