

# PROCEDURE

## Manual Handling

The current controlled version of this procedure is located on RSG Network IMS Folder. All other printed copies of this procedure are to be considered uncontrolled and should be validated against the current controlled version on the RSG Network IMS Folder before use.

Document Review Record				
Document No. and Name		WHS-PRO-007 Manual Handling Procedure		
Rev No	Description	Prepared by	Checked by	Date
0	New	Mackay Safety Consultants		22.04.2013
1	Update Number Structure	L.Strappazon	M.Delaney	08.06.2016
2	Review as per Internal Audit A012	A.Forrest	M.Delaney	06.07.2016
3	Remove and transfer responsibilities section to QMS-PRO-026 Authority and Responsibilities Procedure	M Richards	L Strappazon	03.11.2016
4	Review	M Vorpapel	D McNeil	26.09.2019
<b>Electronic approval by:</b> <b>Name:</b> David McNeil <b>Position:</b> Managing Director <b>Date:</b> 03.11.2016				
<small>This document is the property of Reay Services Group.            It must not be copied or reproduced in any way whatsoever and/or passed on to any third party without authority.</small>				

## TABLE OF CONTENTS

<b>1</b>	<b>PURPOSE</b> .....	<b>2</b>
<b>2</b>	<b>SCOPE</b> .....	<b>2</b>
<b>3</b>	<b>DEFINITIONS</b> .....	<b>2</b>
<b>4</b>	<b>ROLES AND RESPONSIBILITIES</b> .....	<b>2</b>
<b>5</b>	<b>ACTION</b> .....	<b>2</b>
	5.1 Minimising injury when carrying out manual tasks .....	2
	5.2 Manual task risk factors .....	3
	<b>5.2.1</b> Risk factors .....	3
	<b>5.2.2</b> Getting the job done safely .....	4
	5.3 Controlling the risk of injury from manual tasks.....	4
	<b>5.3.1</b> Training and information.....	4
	<b>5.3.2</b> Hierarchy of control.....	4
	5.4 A Personal Ten Step Guide for Safe Manual Lifting .....	5
	5.5 Sitting and Standing for Prolonged Periods .....	6
	<b>5.5.1</b> Seating in operator’s cabins in machinery .....	6
<b>6</b>	<b>REFERENCE DOCUMENTS</b> .....	<b>7</b>

### 1 PURPOSE

---

The purpose of this procedure is to minimise the risk of injury to persons carrying out manual tasks activities.

### 2 SCOPE

---

This procedure explains what risks are associated with manual tasks and the correct methods used to prevent injury to persons.

This procedure is intended as the basis for training workers in conjunction with initial induction and refresher training.

It should be followed in conjunction with on-the-job instruction and those parts of the Queensland Workplace Health and Safety (WH&S) *Manual Tasks Code of Practice 2018* to the extent it is applicable to operations at all company sites.

### 3 DEFINITIONS

---

For the purpose of this document, the following definitions will apply:

**Company / the company** – Refers to Reay Services Group.

**Manual Tasks** – Manual tasks is considered to be any activity conducted by a person to lift, lower, push, pull, carry, hold or restrain something and includes repetitive movement.

**SLAM** – SLAM is a quick, easy and personalised risk assessment tool.

- The process helps us to identify about how we could get hurt in the task we are about to do.
- This is a system for risk assessment and must be conducted prior to starting any task.

On client mine sites this process may vary slightly and may have another name such as SLAM or challenge etc.

### 4 ROLES AND RESPONSIBILITIES

---

All company Employees and Contractors are responsible for complying with the requirements of this procedure.

Refer to QMS-PRO-026 – Authority and Responsibilities Procedure for further details.

### 5 ACTION

---

#### 5.1 Minimising injury when carrying out manual tasks

The risk of injury comes not just from the characteristics of the object being handled but from the way it's handled, the work environment and the repetitiveness or frequency of the manual tasks.

There are a number of controls that can be put in place to prevent injuries, arising from manual tasks, to persons in their everyday work activities.

### 5.2 Manual task risk factors

#### 5.2.1 *Risk factors*

Some of these 'risk factors' are outlined as follows:

- Actions and movements
  - sudden, jerky or hard-to-control movements
  - lifting unevenly or with one hand
  - extremes of joint movement
  - bending, twisting, over-reaching
  - repetitive movement
  - (frequent) forceful movement
  - frequent actions requiring extremes of reach, bending or twisting
  - maintaining the same posture or position for a long time
  - frequent or prolonged bending and twisting of the wrist, and
  - using poorly designed tools.
  
- Workplace and work station layout
  - does not allow for adoption of upright and forward facing posture
  - poor lighting and visibility, and
  - tasks or tools outside waist height and easy reach.
  
- Working posture and position
  - maintaining one posture for prolonged periods without the opportunity for variation, and
  - prolonged or repetitive bending and/or twisting of the spine.
  
- Frequency and duration
  - high frequency, repetition and duration of any activity, and
  - level of fitness/capacity.
  
- Location of the load and distances moved
  - located above shoulder height
  - located below mid-thigh height
  - needs to be manoeuvred into position, and
  - distance: weight of load.
  
- Weights and forces
  - significant force needed to lift, push, pull or hold
  - bulky, unstable, awkward or hard to grasp loads, and
  - exerting significant force while seated.
  - Twisting upper body while lifting.

- Work organisation
  - insufficient people for the job
  - unavailable tools and equipment
  - ineffective maintenance of tools, plant etc
  - uneven workload
  - work schedule/work pace, and
  - taking 'shortcuts'
- Work environment
  - poor lighting
  - slippery or rough ground
  - climate conditions
  - untidy workplace, and
  - confined or restricted spaces.
- Skills and experience
  - inappropriate training/education
  - lack of job induction
  - inexperience, and
  - lack of required skills/physical capabilities.

### **5.2.2** *Getting the job done safely*

Every task shall have an evaluation of risk performed to identify the associated hazards and risks before being undertaken - reference should be made to the checklist outlined in the Manual Tasks code of Practice when performing this assessment.

Where a person utilises resources available, the job needs to be assessed and a safe method of work determined to reduce risks to an acceptable level.

## **5.3 Controlling the risk of injury from manual tasks**

### **5.3.1** *Training and information*

Training and information shall be provided to address safe manual tasks and ergonomic topics associated with a task (company internal manual tasks training).

### **5.3.2** *Hierarchy of control*

Hierarchy of control shall be applied to manual tasks risks. Where a manual tasks task has been assessed as an unacceptable risk, the following controls shall be considered:

- Redesign the manual tasks task to eliminate or control the risk factors, and
- Ensure that workers involved in manual tasks receive appropriate training.

Where redesign is not practicable, the employer shall:

- Provide mechanical aids and/or arrange for team lifting in order to reduce the risk, and/or
- Ensure that workers receive appropriate training in methods of manual tasks appropriate for that manual tasks task and/or in the correct use of the mechanical aids and/or team lifting procedures.

Mechanical handling equipment should be used if loads cannot be dealt with safely using manual tasks techniques. such equipment includes cranes, hoists, forklifts, jacks etc. there may be hazards associated with using plant such as this and persons are required to be competent and authorised to do so.

The implementation of this risk control approach, as with any successful systematic process, does not end with the implementation of some change. The effectiveness of the new control measures needs to be reviewed regularly to ensure that the objectives are being achieved and that there are no unforeseen negative outcomes.

### 5.4 A Personal Ten Step Guide for Safe Manual Lifting

The following Ten Step Guide contains general principles for the safe manual lifting of objects and should be read in conjunction with 5.2.1.

- Assess the load and plan the lift

To do this, assess what you are lifting, deciding where and how you are going to move it.

Decide if you can lift it by yourself, or with another, or if manual tasks can be eliminated by use of mechanical devices.

Ideally, lifting should occur at mid-thigh to shoulder height. Avoid unnecessary bending or reaching and eliminate twisting. Ensure there is a clear path to your destination and a suitable place to put the load down.

- Get close to the load

Position yourself as close to the centre of the load as possible. If the load is on a bench, pull it closer towards you. This will minimise strain on the back while lifting, and enable you to use your strongest arm muscles to hold the load.

- Place feet apart for balance

Place your feet apart to make sure your body posture is evenly balanced. If the load is positioned below waist height, straddle it if possible before lifting.

- Relax the knees

To begin the lift, gently relax your knees to get down close to the load.

- Lower your body and bend your knees

Lower your body, bending at your knees. Preferably, your knees should not be bent beyond right angles. Bend your back slightly, if necessary.

- Lower your head

Lower your head to look at the load you are lifting.

- Get a firm grip on the load

Grip the load securely and comfortably with both hands. Use your whole hand, rather than just your fingers. A firm grip should help pull the load closer, as well as support its weight. Pull the load as close to your body as possible.

- Raise your head

Gently raise your head upwards (look outwards). This will help you position your back correctly, and ensure that your arm and leg muscles take most of the load.

- Straighten your legs  
Straighten your legs and lift slowly and smoothly, minimising the use of your lower back. Keep the load close to your body while lifting.
- Lift and turn your feet  
After lifting the load, turn your feet, then your body in the direction you wish to walk.

Avoid twisting your body while carrying out the lift.

### 5.5 Sitting and Standing for Prolonged Periods

If you stand to work you must consider the work surface that you are standing on and your work surface height. The ideal posture is one that allows your spine and neck to remain in an upright position.

- Light work is best performed at elbow height.
- Heavier work is best performed below elbow height.
- If you need to sit for long periods, correct posture will help you feel comfortable and avoid back and neck strain.

Points to remember:

- Sit well back in your chair. This tilts the pelvis forward and helps hold the spine upright.
- Sit upright but do not force sitting up too straight or stiff.
- Avoid 'C' shaped spine.
- Use back support if you require more lumbar support.
- Every hour get up off the chair and stretch for a moment.

#### 5.5.1 Seating in operator's cabins in machinery

Things to consider when using or selecting seating in machinery include:

- person's height
- person's weight
- person's comfort
- visibility
- location of controls in comparison to the seat
- suspension - both seat's and truck's
- actual seat adjustment needed
- materials from which seats are made
- suitability of the seats to do the job
- The Operator shall, where applicable, ensure the seat is set according to personal characteristics. Every hour stand up and stretch for a moment.

## 6 REFERENCE DOCUMENTS

---

CMS&H Reg 2001 Sec 96b  
WHS-PRO-009 Isolation & Tag Procedure  
WHS-PRO-003 Personal Protective Equipment  
Manual Tasks Code of Practice 2018  
Work Health & Safety Act and Regulation