Manual Handling

# Purpose

The purpose of this directive is to identify and promote the methodology for managing manual handling practices within the [Club Name] operations and exposed work locations.

# Legislation

This Plan has been written to reflect current legislation, Australian Standards and Codes of Practice:

* Queensland Work Health & Safety Act.
* Queensland Work Health & Safety Regulation.
* SafeWork Australia Code of Practice - Managing the Work Environment and Facilities.
* SafeWork Australia Code of Practice – Hazardous Manual Tasks.

# Scope

This procedure applies to all members of staff, approved contractors and visitors attending any location under the control of the **[Club Name]** CEO.

# Responsibilities

**[Club Name]** Management is responsible for ensuring:

* Adequate resources are in place to meet the requirements of this directive and overarching Codes of Practice.
* Effective application and compliance with this directive are maintained across all work locations.
* Routinely reviewing this directive and its application for the effectiveness of controls.
* Exercising due diligence in relation to the identification and implementation of controls connected to manual handling.

Managers and Supervisors are responsible for:

* Ensuring that where hazards exist outside of current safe systems of work, that the task is stopped, and re-risk assessed.
* Escalation issues which require higher levels of resolution to Management.
* Monitoring compliance and effectiveness of this directive in work areas under their control.
* Ensuring that workers participate in manual handling activities and training.
* Report ingall incidents/injuries resulting from manual handling activities to the WHS Advisor within the time frames stipulated in the Incident Investigation procedure.

Workers are responsible for:

* Following all safe work instructions.
* Working safely in accordance with this directive and not doing anything recklessly or willfully which may do themselves or others harm.
* Reporting any incident immediately to their supervisor.

WHS Advisor is responsible for:

* The review of the effectiveness of this directive and associated controls.
* Reporting to management on significant incidents and subsequent investigations.

# Requirements

# What is Considered Manual Handling

Manual handling is any activities which requires the use of physical force to:

* Lift.
* Lower.
* Push.
* Pull.
* Carry.
* Move; or
* Hold any item.

# Housekeeping

Historically, housekeeping has been a significant contributing factor when investigating manual handling incidents. Good housekeeping must be maintained to prevent these occurrences; therefore, the following must be observed:

* Ensure that areas are kept tidy and free of trip hazards.
* Adequate space in the work area is maintained to allow safe space to perform manual tasks; and
* Lighting is adequate to allow workers to monitor their walk path as well as identify potential trip hazards.

# Body Posture

Staff should understand how their bodies move and what effect manual handling tasks may have on them. Specifically, they should remember:

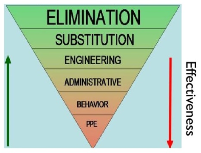
Never twist or side bend when performing a manual handling task, instead the entire body should be turned.

* When lifting awkward loads, be careful to lift with a balanced and comfortable posture.
* Minimize through good work area planning, the need to reach above shoulder height.
* Make sure your path is clear of obstacles and hazards
* Avoid extended reaching forward e.g., leaning into low equipment boxes.
* Share the load through task rotation if equipment is heavy, long, or awkward.
* Place lighter items higher on shelves while heavier items on lower shelves.
* Lift or move large items utilizing a team lift.
* When manual handling over prolonged experiences the following should be observed:
  + Change your position continuously, stretch and relax tire muscles.
  + Ensure that there is time to recover strength in between lifts.
  + Alternate between heavy and light loads.
  + Rest more often when it is hot and humid.

# Practices Which Support Safe Lifting

# Hierarchy of Control

Consistent with all risk management practices, the hierarchy of control must be utilized when identifying suitable controls for manual handling tasks.



***Elimination*** should always be the primary control where practicable. This can be achieved through good planning and work area set up however very rarely the act of manual handling can be eliminated from a workplace.

***Substitution*** should be applied by procuring smaller, lighter, or more easily manageable equipment or products.

***Engineering*** controls will not remove the manual handling hazard however may reduce the prevailing load bearing, physical manipulation requirement, carrying distance and may take the form of:

* Mechanical aides.
* Trolleys.
* Cranes.
* Pallet jacks; or
* Forklifts.

# Safe Lifting

# Planning

Plan your lift before you start by:

* Removing anything that is in the way or could be a hazard as you lift or move an object.
* Planning the course of the lift/carry task.
* Get help for heavy or bulky loads. Equipment such as porter’s trolleys, carts etc.
* are to be used to minimize risk.
* Stretch your muscles to warm them up before you lift. This is very important if
* you have been sitting for more than 15 minutes before lifting and take more time
* to warm up your muscles when it is cold.
* Ensure that you can handle the load safely by testing the weight of the load first.
* Where possible break your load into smaller or lighter loads. A big load of the
* same weight will put more strain on your body than a small load; and
* Plan where to set the load down. Place loads on raised platform if possible and
* ensure you leave enough room for your hands to grip the load. Avoid placing
* loads, especially heavy loads, directly on the floor.

# Method

Commence your lift by:

* Assessing the load.
* Face the direction you intend to travel.
* Hold the load close to your body.
* Grip the load using your whole hand not just your body.
* Lift with a straight back, tighten your abdominals and bend your legs so they do the lifting; and
* Maintain the load between knee and shoulder height.

# Team Lifts

If the load is assessed as being beyond your capability and all attempts for a suitable engineering control have failed, you should then utilize a team lift:

* Ask another employee who is fit and capable to assist you with the lift.
* Agree on a plan, discuss travel routes and any potential hazards which may be in the work area; and
* Conduct the lift ensuring that one person is in charge and is controlling the commands to ‘lift’ and ‘lower’.

Remember that in all cases, the hierarchy of control shall be applied to minimize the risk potential of manual handling activities. If the task cannot be eliminated altogether thorough engineering controls such as trollies, forklifts or pallet jackets should be identified.