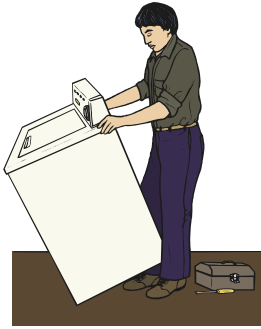


MANUAL HANDLING

(Refer to disclaimer)

Information

Manual Handling does not mean only actions involved in lifting weights above 20 or 60 kilograms or doing really heavy jobs in the workplace. It is now a clearly defined hazard category in the workplace.



What is Manual Handling?

Under most statutory regimes it is defined [NOHSC:1001(1990)] as **“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”**.

In any workplace based on this definition it means that probably 90% of the work being done would fall within this definition.

What are my Legislative Obligations?

These arise on three levels:

1. Under “Duty of Care” there is the obligation to provide a safe system of work.
2. Under the risk assessment provision of regulations the employer must assess Manual Handling risks in the workplace.
3. Under legislation ensure that all Manual Handling is in conformance with the provisions of the National Standard, Code of Practice for Manual Handling published by Worksafe Australia.

What Causes Accidents with Manual Handling?

There is a wide range of risk exposures to employees. Some key ones are:

- * Bending
- * Twisting
- * Over reaching waist/arms
- * Repetitive work
- * Sudden movements
- * High force movements

What are the Accident Statistics for Manual Handling?

In a word – horrendous. Manual Handling claims are the largest contributor to accidents in the workplace, not only in terms of frequency, but also severity.

What Action is Required?

S POT THE HAZARD

Walk through the workplace and make a list of tasks/processes that involve Manual Handling or get your employees to provide a list.

A SSESS THE RISK

Once you have compiled a list then decide which processes on that list have the higher level of risk. This means applying a rating to your list, eg. 1 for high risk, 5 for low risk.

F IX THE PROBLEM

The application of the provisions of the Worksafe Code is the only approach that will deliver statutory compliance and applying

E LIMINATE THE HAZARD

R EDUCE THE HAZARD

C ONTROL THE HAZARD

The following are some actions that you can take.

- E** Processes/plant are designed in a manner that eliminates and/or minimises the need for manual handling.
- R** Provide mechanical aids as a method of reducing the need for employees to be involved in Manual Handling.
- G** Provide training to employees relevant to the specific task in terms of safe lifting techniques. Remember, this option is the least preferred.

What are Essential Elements?

Some indicators to look for in carrying out your **S POT THE HAZARD**

Actions and Movements

- * Bending repeatedly
- * Extending reach
- * Twisting
- * Stooping
- * Carrying
- * Pushing
- * Restraining

Load

- * Awkward?
- * Heavy?

Task Process

- * the same for a long time
- * the same frequently
- * undertake repetitive movements.

Example

A textile factory had a despatch section where finished product was forwarded in shop display packs for packing into a carton.

The packs were loose on top of a desk and the employees had to bend forward to reach packs, put into the empty carton which was sitting on top of desk and once full, lift carton off desk and place onto a pallet which was on the floor.

E R C

A chute was provided for the carton (no reaching up).

A conveyor roller system placed form desk to pallet so carton would roll down onto pallet.
(no lifting and twisting at waist)

The pallet was on a hydraulic lift which could be raised to allow first layer of boxes to be installed and then lowered to permit the four stacks to go on.
(no bending)

TEST YOUR KNOWLEDGE

CASE 1



What is wrong with this process?

S A F E

SOLUTIONS

CASE 2

Feeding the raw materials to the production process required the lifting of 25kg bags from a pallet to a table. The bags were then split by hand using a knife and tipped into a large bin. This was repeated frequently (30 times) each hour.

The contents of the bags were food products, such as flour, which were very pliable, making them difficult to handle.

S A F E

SOLUTIONS

You can Email to us for assessment if interested?

NEED MORE INFORMATION

- * about relevant Codes of Practice
- * about relevant Australian Standards
- * other examples of accidents
- * other relevant information

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