


STANDARD OPERATING INSTRUCTION	SOI-GVW-322
Management of Manual Handling Hazards	

1.0 Purpose

This procedure describes the process of identifying hazardous manual handling tasks, assessing and, where possible, eliminating the risks of Musculo-Skeletal Disorder (MSD) from carrying out these tasks.

2.0 References

Acts

Occupational Health and Safety Act 1985

Regulations

Occupational Health and Safety (Manual Handling) Regulations 1999

Codes of Practice

Code of Practice for Manual Handling, No.25, 20 April 2000

Reference is also made to the Manual Handling Risk Assessment Form attached to this procedure.

3.0 Definitions

Manual Handling - a wide range of activities including lifting, pushing, pulling, holding, throwing and carrying. It includes repetitive tasks such as packing, typing, assembling, cleaning and sorting, using hand tools, and operating machinery and equipment.

MSD - Musculo-Skeletal Disorder, an injury caused in part or full by carrying out hazardous manual handling tasks.

Hazardous manual handling - Manual handling that involves any of the following:

- repetitive or sustained application of force
- repetitive or sustained awkward posture
- repetitive or sustained movement
- application of high force
- exposure to sustained vibration
- manual handling of live people or animals
- manual handling of loads that are unstable, unbalanced or difficult to hold

SOI – Management of Manual Handling Hazards		SOI-GVW-322
Prepared: Luke Haines	February 2005	Page 1 of 10
Approved: Bruce Anderson – Manager Operations	June 2005	Draft/Final: 0.1
Modified By: Nil		Issue Date: June 2005

4.0 Responsibilities and Authorities

Manager and Supervisors

- Identify the tasks that involve hazardous manual handling
- Assess the risk of MSD associated with these tasks
- Eliminate the risk of MSD or, if this is not practicable, reduce the risk.
- Ensure all personnel complete manual handling training within 6 months of an employee commencing
- Ensure manual handling risks that have been assessed have been documented and forwarded to the OH&S Coordinator for review

Employees

- Participate in hazard identification, risk assessment and risk control
- Follow any information, training and instruction you have received
- Use the risk controls that have been provided by your employer.

OH&S Coordinator

- Maintain Goulburn Valley Water's Register of Hazardous Manual Handling tasks on Sharepoint
- Where requested by Managers or OH&S Representatives assist in carrying out manual handling risk assessments.
- Assist in carrying out a manual handling risk assessment where there has been a report of an MSD reported.
- Enter the recommendations of manual handling risk assessments in to Goulburn Valley Water's ERA data base.

5.0 OHS Hazards and Controls

HAZARDS: NIL (see procedure requirements)

CONTROLS TO CONSIDER: NIL (see procedure Requirements)

6.0 Procedure

6.1 Identifying Manual handling Hazards

6.1.1 Not all manual handling tasks are hazardous. Hazard identification is used as an initial step to evaluate tasks to identify which ones have the potential to cause MSD.

6.1.2 Initial Hazard Identification is to be carried out:

- To identify current tasks in the workplace that involve hazardous manual handling.

SOI – Management of Manual Handling Hazards		SOI-GVW-322
Prepared: Luke Haines	February 2005	Page 2 of 10
Approved: Bruce Anderson – Manager Operations	June 2005	Draft/Final: 0.1
Modified By: Nil		Issue Date: June 2005

- Whenever changes occur in the workplace, such as when a new manual handling task is introduced, different tools are used to complete an existing manual handling task, the task is relocated or other changes are made to the way the task is done.
- Whenever new information about hazard manual handling associated with a task becomes available.
- Whenever an incident or occurrence of MSD is reported to the manager, or OH&S Coordinator. This could arise from an employee's concern about a manual handling task, reports of pain or discomfort or as the result of an incident.

6.1.3 Work teams shall identify manual handling tasks considered to be hazardous. This information shall be forwarded to the OH&S Coordinator and entered into Goulburn Valley Water's Register of Hazardous Manual Handling which shall be located on the GVW intranet - Sharepoint. A proforma copy of the register appears as Appendix A).

6.1.4 Once a manual handling task has been identified as hazardous a risk assessment shall be carried out to assess and eliminate (or reduce as far as possible) the risk of MSD associated with the manual handling tasks.

6.2 Risk Assessment

6.2.1 Where a hazardous manual handling task has been identified, or a manual handling incident has occurred, a documented Risk Assessment shall be completed. Goulburn Valley Water's Manual Handling Risk Assessment Form is attached in Appendix B.

The assessment covers the following requirements -

- The postures, movements and forces involved in the task;
- The duration and frequency of the task;
- Any environmental factors (heat, cold and vibration) that act directly on the person carrying out the task.
- The relevant Health and Safety Representative is required to be consulted regarding relevant Manual Handling Risk Assessments.

6.3 Risk Control

6.3.1 **General** - Risk control is the effective implementation of measures to eliminate or reduce the risk of MSD. Goulburn Valley Water has a primary Duty of Care to eliminate risks of MSD in the workplace. Where it is not practicable to eliminate the risk, Goulburn Valley Water shall reduce it as far as practicable.

6.3.2 **Implementing Risk Control** - Where practicable, consultation shall take place with health and safety representatives and employees to determine the

SOI – Management of Manual Handling Hazards		SOI-GVW-322
Prepared: Luke Haines	February 2005	Page 3 of 10
Approved: Bruce Anderson – Manager Operations	June 2005	Draft/Final: 0.1
Modified By: Nil		Issue Date: June 2005

most appropriate risk control method. Employees are likely to know which tasks could cause problems and often have suggestions that can be used to reduce the level of risk.

6.3.3 **Tracking Risk Controls** – risk control measures from manual handling risk assessments shall be entered into Goulburn Valley Water’s risk register ERA by the OH&S Coordinator and then fed into relevant budgets by the relevant Manager. Suitable interim control measures shall be implemented as soon as possible after an assessment has been completed.

6.3.4 Risk Control Methods - The following types of control measures are required to be considered when identifying suitable risk control measures:

- Eliminate the task
- Alter the workplace or environmental conditions including heat, cold, and vibration.
- Alter the system of work
- Change the objects used
- Use mechanical assistance
- Provide information, instruction and training in manual handling techniques

6.3.5 Use of Information, Instruction and Training - Goulburn Valley Water shall not use information, instruction and training in manual handling techniques as the only means of controlling risks unless other control measures are not practicable.

6.4 Review of Risk Controls

6.4.1 Risk control measures must be checked by the relevant supervisor to ensure that they have been implemented successfully and to evaluate their effectiveness.

6.4.2 Where control measures are found no longer to be effective, contact should be made with the local H&S rep or OH&S Coordinator for further advice and to review the manual handling risk assessment.

6.5 Use of Manual Handling Awareness Labels (see Appendix D)

6.5.1 Manual handling Awareness labels may only be used where other more effective safety control measures are not practicable to implement.

6.5.2 Where possible, manual handling awareness labels shall be used to provide employees with information on the most appropriate method to lift or carry portable plant and equipment item including the following types of equipment:

- Portable pumps and generators
- Portable and hand held items of plant
- IT and office equipment / furniture

6.5.3 Protocols on the use of each label have been developed and must be used in

SOI – Management of Manual Handling Hazards		SOI-GVW-322
Prepared: Luke Haines	February 2005	Page 4 of 10
Approved: Bruce Anderson – Manager Operations	June 2005	Draft/Final: 0.1
Modified By: Nil		Issue Date: June 2005

identifying the most appropriate label. See Appendix D for details.

6.6 Manual Handling Training

6.6.1 Training shall be provided by Goulburn Valley Water to employees who:

- Perform manual handling tasks
- Select and purchase tools and equipment to be used in manual handling tasks.
- Are involved in identifying hazardous manual handling, and the assessment and control of MSD risks.

6.6.2 Training shall also be provided to appropriate supervisors and OHS Representatives. Records of training shall be included in the Training Data base located within Goulburn Valley Water's intranet "Sharepoint" system.

6.7 Documenting Manual Handling Risk Assessments

6.7.1 Manual handling risk assessments conducted for hazardous manual handling tasks shall be documented using the Manual Handling Risk Assessment Form as per Appendix B.

6.7.2 Any manual handling risk assessment completed as a result of an MSD injury must be forwarded to the OHS Coordinator along with the appropriate incident notification form.

1.0 Appendices

Appendix A - Register of Hazardous Manual Handling

Appendix B - Manual Handling Risk Assessment

Appendix C - Persons trained to complete Manual Handling Risk Assessment

Appendix D - Manual Handling Awareness Labels

SOI – Management of Manual Handling Hazards		SOI-GVW-322
Prepared: Luke Haines	February 2005	Page 5 of 10
Approved: Bruce Anderson – Manager Operations	June 2005	Draft/Final: 0.1
Modified By: Nil		Issue Date: June 2005



Manual Handling Risk Assessment

Task: _____ Date: _____ H&S Rep: _____

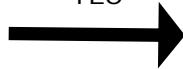
Persons Completing Risk Assessment: _____ Management Rep: _____

<p>Step 1 – Identify Hazardous Manual Handling <i>Does task involve hazardous Manual Handling tick any of the following that apply to the task.</i></p> <p style="text-align: right;">Yes</p> <ul style="list-style-type: none"> ▪ Repetitive or sustained application of force <input type="checkbox"/> ▪ Repetitive or Sustained Awkward Posture <input type="checkbox"/> ▪ Repetitive or Sustained Movement <input type="checkbox"/> ▪ Application of High Force <input type="checkbox"/> ▪ Exposure to sustained vibration <input type="checkbox"/> ▪ Handling live people and animals <input type="checkbox"/> ▪ Handling loads that are unstable /unbalanced <input type="checkbox"/> <p>If you ticked one or more boxes a risk assessment must be completed continue on to Step 2</p>	<p>Step 2 (a) – Identify Hazardous Postures and Movements <i>Tick if the task requires any of the following actions to be done more than twice a minute or for more than 30 seconds at a time.</i></p> <p style="text-align: right;">Yes</p> <ul style="list-style-type: none"> ▪ Bending the back forwards or sideways more than 20 degrees <input type="checkbox"/> ▪ Twisting the back more than 20 degrees <input type="checkbox"/> ▪ Backward bending of the back more than 5 degrees <input type="checkbox"/> ▪ Bending the head forward or sideways more then 20 degrees <input type="checkbox"/> ▪ Twisting the neck more than 20 degrees <input type="checkbox"/> ▪ Bending the head backwards more then 5 degrees <input type="checkbox"/> ▪ Working with one or both hands above shoulder height <input type="checkbox"/> ▪ Reaching forwards or sideways more than 30cm from the body <input type="checkbox"/> ▪ Reaching behind the body <input type="checkbox"/> ▪ Squatting, kneeling, crawling, lying, semi-lying or jumping <input type="checkbox"/> ▪ Standing with most of the body's weight on one leg <input type="checkbox"/> ▪ Twisting, turning, grabbing, picking or wringing actions with the fingers, hands or arms <input type="checkbox"/> ▪ Working with the fingers close together or wide apart <input type="checkbox"/> ▪ Very fast movements <input type="checkbox"/> ▪ Excessive bending of the wrist <input type="checkbox"/> ▪ Lifting or lowering <input type="checkbox"/> ▪ Carrying with one hand or one side of the body <input type="checkbox"/> ▪ Exerting force with one hand or one side of the body <input type="checkbox"/> ▪ Pushing, pulling or dragging <input type="checkbox"/> ▪ Gripping with the fingers pinched together or held apart <input type="checkbox"/> ▪ Exerting force while in an awkward position <input type="checkbox"/> ▪ Holding, supporting or restraining an object, person, animal or told <input type="checkbox"/> <p>Hazardous Postures and Movements have been identified YES <input type="checkbox"/> NO <input type="checkbox"/></p>	<p>Step 3 – Does task involve High Force. <i>Tick if the task involves any of the following high force actions.</i></p> <p style="text-align: right;">Yes</p> <ul style="list-style-type: none"> ▪ Lifting, lowering or carrying heavy loads <input type="checkbox"/> ▪ Applying uneven, fast or jerky forces during lifting, Carrying, pushing or pulling <input type="checkbox"/> ▪ Applying sudden or unexpected forces <input type="checkbox"/> ▪ Pushing, pulling objects that are hard to move Or stop <input type="checkbox"/> ▪ Using a finger-grip or pinch-grip to handle a heavy Load <input type="checkbox"/> ▪ Exerting force at the limit of the grip span <input type="checkbox"/> ▪ Needing to use two hands to operate a tool Designed for one hand <input type="checkbox"/> ▪ Throwing or catching <input type="checkbox"/> ▪ Hitting or kicking <input type="checkbox"/> ▪ Holding, supporting or restraining a person, animal Or heavy object. <input type="checkbox"/> ▪ Jumping while holding a load <input type="checkbox"/> ▪ Exerting force with the non-preferred hand <input type="checkbox"/> ▪ Two or more people need to be assigned to Handle the heavy load <input type="checkbox"/> ▪ Exerting high force while in an awkward posture <input type="checkbox"/> <p>Step 4 – Are environmental Factors increasing the risk <i>Tick Yes if any of the following environmental factors are present in the task</i></p> <p>Vibration <input type="checkbox"/></p> <p>High Temperature or High Humidity <input type="checkbox"/></p> <p>Radiant Heat <input type="checkbox"/></p> <p>Slippery Surfaces <input type="checkbox"/></p> <p>Low Temperatures <input type="checkbox"/></p> <p>Wearing protective clothing in hot or cold conditions <input type="checkbox"/></p> <p>Handling very cold or frozen objects <input type="checkbox"/></p>
<p>Step 2 (b) – Identify Duration of Task</p> <p style="text-align: right;">Yes</p> <ul style="list-style-type: none"> ▪ Is the task performed for more then 2 Hours over a whole shift <input type="checkbox"/> ▪ Is the task performed continually for more than 30 minutes at a time <input type="checkbox"/> 		
<p>Step 5 – Is there a risk?</p> <p style="text-align: right;">Yes</p> <ul style="list-style-type: none"> ▪ Does the task involve repetitive or sustained postures, movement or forces and long duration (did you tick yes in Step 2 and 3)? <input type="checkbox"/> ▪ Does the task involve high force (did you tick yes in step 4)? <input type="checkbox"/> <p>If Yes then the task is a risk and risk control is required (see reverse)</p>		

Risk Control

Can you Eliminate the Task

YES



How? _____

NO



Can you reduce the risk by:

- Altering the workplace
- Altering the environmental conditions
- Altering the system of work
- Changing the objects used
- Using mechanical aids

How? _____
How? _____
How? _____
How? _____
How? _____

How can we reduce the risk by providing Information, instruction and training?

Further Comments:

Action Plan - When will controls be implemented?

Proposed Control (short medium and long-term)

Person Responsible

Time Frame

<u>Proposed Control (short medium and long-term)</u>	Person Responsible	Time Frame
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

Appendix C - Persons trained to complete Manual Handling Risk Assessment

Central Waste Water

Sarah Angel

Central O&M

Brett Sharp

Northern District

Leo Kelly

Central Water

Jamie Madgwick

Fryers St

Amy Ahmet

South East District

Stuart Evans

South West District

Gary Stanley

Development and Major Projects

Doug Halloran

Peter Hull



- For loads from 35 kg
- Identify suitable type of mechanical assistance
 - Trolley
 - Crane
 - Hoist
- If hoist and crane used identify how load is to be safely slung using chains, slings and by dogger.

- Only for loads between 20 – 40 kg (two adult males of similar size and build, less for females)
- Easily able to be grasped with both hands via suitable handholds, can see over object, minimal twisting.
- Travel over short distances (eg. From workshop to tray utility no more than 10 – 15 metres).
- Clear pathway of travel
- No sharp or moving objects
- No lifting above shoulder height required

- Only for loads less than 20 – 25 kg (adult male no previous injury, less for females).
- Travel over short distances (eg. From workshop to utility tray no more than 10 – 15 metres).
- Clear pathway of travel
- Easily able to be grasped with both hands, can see over object, minimal twisting,
- No sharp or moving objects
- No lifting above shoulder height required

APPENDIX C - Protocols for use of Safe Lift Labels