

Manual Handling (Hazardous Manual Tasks) Procedure

Purpose

Skillset Limited ('Skillset') has a duty under the NSW Work Health and Safety Act and Regulations 2011 (the 'Legislation') to prevent and/or to minimise risk in the workplace, as far as reasonably practicable. Skillset aims to achieve this through consultation and risk management.

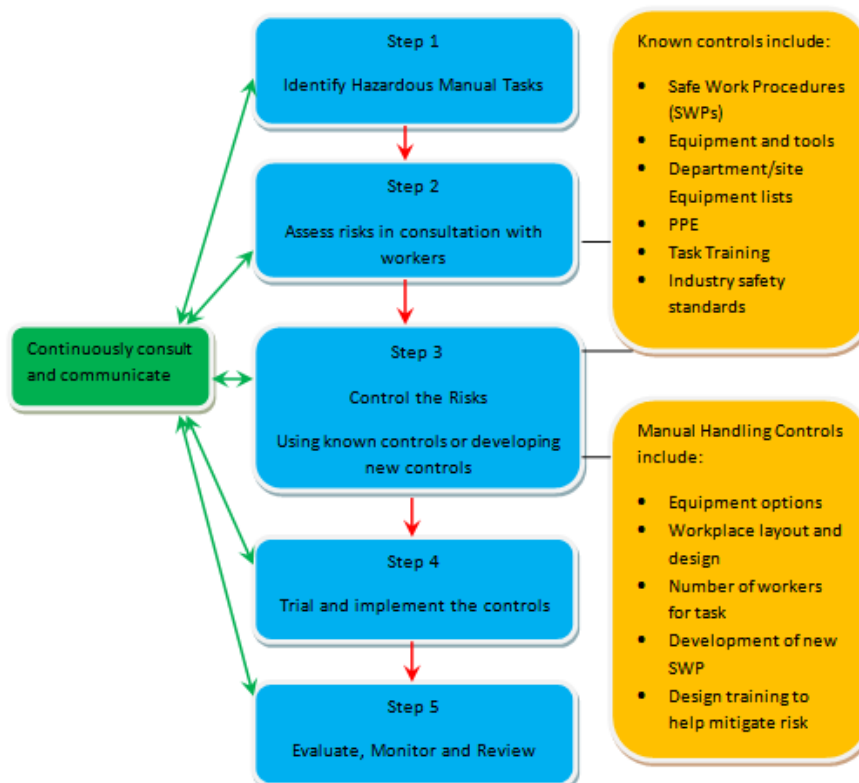
Commencement of Procedure

This Procedure will commence from 01/05/2017. It replaces all other Manual Handling procedures of Skillset (whether written or not).

Application of Procedure

This Procedure applies to workers (employees, agents, contractors (including temporary contractors as otherwise defined under WHS legislation) of Skillset, collectively referred to in this procedure as workers.

Hazardous Manual Task Risk Management Procedure Overview



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Version #01	Release Date: 1 st May 2017	Review Date: 1 st May 2018
Authorised by: Craig Randazzo		Position: Chief Executive Officer – Skillset



Identify The Hazardous Manual Tasks

Managers in consultation with workers are to identify manual tasks that have the potential to cause MSDs and record them in the *Manual Handling/Manual Tasks Checklist*. Hazards from manual tasks usually involve interaction between worker and the task performed, tools or equipment used for the task or the physical environment.

Assess The Risk In Consultation With Workers

For all identified tasks involving manual handling hazards, a risk assessment is to be completed in consultation with workers using the steps outlined in the *Risk Management Procedure*, taking into consideration the following potential hazards:

- The application of high force – a worker describes as very physically demanding and/or requiring assistance.
- Moving a heavy weight - a worker describes as very physically demanding and/or requiring assistance.
- Awkward posture/s – where the body is in an uncomfortable or unnatural position Exposure to vibration – when vibration is transmitted through the whole body Sudden force – jerky or unexpected movements while handling the load
- Frequency and intensity – how often is the task done, how much load or concentration is involved
- Repetitive actions/movements – using the same body part to repeat similar movements Sustained posture/force – where the body is kept in the same position for a prolonged period.
- Work environmental issues – for example, insufficient room to complete the task or harsh temperatures, uneven or slippery floor surfaces and poor lighting.

Apply a risk rating to the task to establish action priority and enter the rating into the *Risk Register*. In the case of multiple tasks being assessed this will help to identify the level of priority for each task and the training actions required.

Control the Risks

Managers have an obligation under the Work Health Safety Act 2011 to utilise known controls in managing risks. If the manual handling tasks are identified as hazardous, develop control measures following the hierarchy of controls:

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Hierarchy of control		Examples of control measures
Level 1	Elimination	Deliver goods directly to the point of use to eliminate multiple handling Automate the manual task
Level 2	Substitution	Replace heavy items with those that are lighter, smaller and/or easier to handle Replace hand tools with power tools to reduce the level of force required to do the task
	Isolation	Isolate vibrating machinery from the user, for example by providing fully independent seating on mobile plant
	Engineering	Use mechanical lifting aids Install ramp / alter space / workplace design Provide adjustable / ergonomic workstation equipment
Level 3	Administrative	Rotate workers between different tasks Train workers to comply with SWP
	Personal protective equipment	Heat resistant gloves for handling hot item, Fatigue mats for work on hard concrete floors

If there is no suitable known control (equipment, tool or SWP) for the risk, suitable control/s must be developed. Consultation with workers about suitable controls should be documented and auditable, such as minutes of team meetings and team talks. It is also recommended that managers consult with the WHS manager for further assistance to confirm the chosen controls are the most suitable and appropriate to implement in the work area.

As part of the control process, managers must ensure that a SWP has been developed in consultation with workers for all high risk tasks.

Education and Training

Skillset Limited provides information around Manual Handling at induction and a refresher yearly. The Manual Handling Policy, Procedure and Checklist is also readily accessible to all workers.

Breach of this Procedure

All Workers must comply with this procedure at all times. If a worker breaches this procedure, they may be subjected to disciplinary action including termination of employment. Agents and contractors (including sub-contractors and temporary contractors) may have their contracts with Skillset terminated or not renewed.

Variations

Skillset reserves the right to vary, replace or terminate this procedure from time to time.

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Associated Documents

- Manual Handling Policy
- Manual Handling/Manual Tasks Checklist
- Risk Management Procedure
- Risk Register
- Safe Work Procedure Template

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