

PM-040 Manual Handling**Authorised By: Gary Martin****Aim:**

This Manual Handling Procedure provides the necessary guidelines and references for the management of scaffolding and associated operations. This is a supporting Procedure to the Caledonia Health and Safety Management Plan and forms part of the overall Safety Management System.

Scope:

To describe the minimum requirements for assessing and controlling risks associated with manual handling hazards. This procedure applies to all Caledonia sites.

Responsibility:**Managers, Supervisors and Persons in Control of workplaces**

Ensure that adequate resources are made available for the elimination or control of identified and assessed manual handling risks; and

- Ensure adequate 'planning' and thoughtful development of works procedures by considering
- Access to appropriate and well-maintained equipment
- Adequate numbers of employees allocated to the task; and
- Provision of adequate 'rest breaks' etc. to eliminate fatigue and over-use type injuries.
- Ensure that the appropriate level of training and instruction is provided to employees; and
- Regularly review work practices and provide guidance and correction when required.

Employees

Inform Supervision immediately it becomes apparent that any mechanical aid used for manual handling becomes faulty or in-operable;

Not to perform tasks for which mechanical aids are supplied without such mechanical aids until a risk assessment is carried out and an approved alternative works procedure is documented; and

Advise their supervisor of any disability or medical condition that may hamper their ability to perform manual handling tasks.

Health & Safety Advisors

Provide specialist advice to Managers, Supervisors and Employees regarding the identification, assessment and control of manual handling hazards;

Provide, or ensure Managers and Supervisors have access to appropriate training materials in manual handling risk management; and

Include review of manual handling risk control measures in workplace Health and Safety Audit Programs.

Procedure:

Training & Competency Requirements

Persons in charge of the workplace should ensure that training covers:

- How to recognise harmful manual handling
- Appropriate systems of work;
- Use of mechanical aids; and
- Good handling technique.

Training should be conducted at least annually e.g. toolbox talks.

Note: Caledonia encourages their employees to actively engage in stretches prior to commencement of their tasks and to incorporate the use of stretches into their work routines. Especially for those manual handling tasks that have components of being strenuous, repetitive in nature and tight or constricted work positions that can lead to muscular related injuries. Our value for manual handling is that stretching is a proactive form of personal insurance to our team members to reduce the offset of musculoskeletal injuries.

Avoiding Manual Handling

As necessary and prior to commencement of manual handling tasks, Persons in control of workplace and work team members should:

Check whether you need to move it at all. The need for mechanical lifting aids should be considered as part of the Safety Work Method Statement (SWMS) or Job Hazard Analysis (JHA) process;

Consider mechanical aids, particularly for new processes.

Note: Beware of new hazards from mechanical aids such as fork lifts or EWP's including the requirement for licenced operators.

Assessing and Reducing the Risk of a Manual Handling Injury

Prior to commencement of manual handling tasks, Persons in control of workplace and work team members should ensure:

Most assessments should be able to be done in-house and most should require just a few minutes observation to identify ways to make the activity easier and less risky e.g. less physically demanding;

Apply the STOP-THINK-GO process before all manual handling tasks.

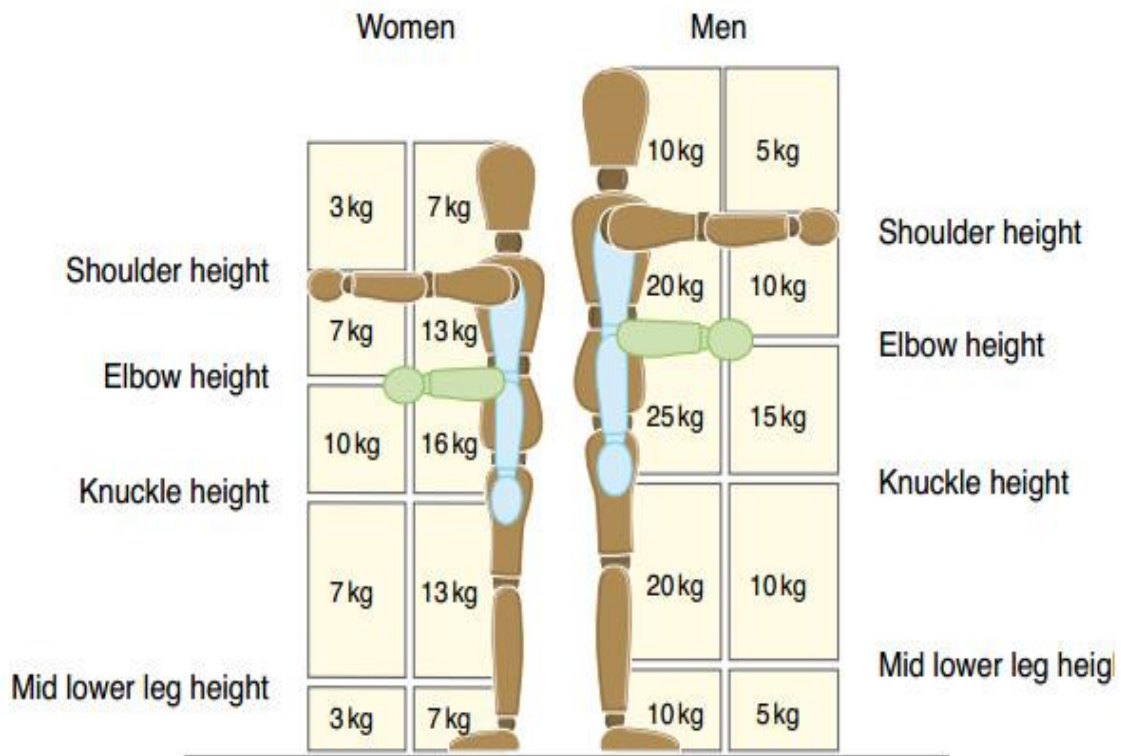
Ways of Reducing The Risk of Injury

Prior to commencement of manual handling tasks persons in control of workplaces and work team members should:

Refer to Appendix A - Risk Assessment Guidelines for Lifting

Consider Appendix B - Good Manual Handling Technique

Appendix A



Each box in the diagram above shows guideline weights for lifting and lowering.

Notes:

Observe the activity and compare to the diagram. If the lifter's hands enter more than one box during the operation, use the smallest weight. Use an in-between weight if the hands are close to a boundary between boxes. If the operation must take place with the hands beyond the boxes, make a more detailed assessment;

The weights assume that the load is readily grasped with both hands;

The operation takes place in reasonable working conditions with the lifter in a stable body position;

Any operation involving more than twice the guideline weights should be rigorously assessed - even for very fit, well-trained individuals working under favourable conditions;

There is no such thing as a completely 'safe' manual handling operation. But working within the guidelines will cut the risk and reduce the need for a more detailed assessment;

Twisting - Reduce the guideline weights if the lifter twists to the side during the operation. As a rough guide, reduce them by 10% if the handler twists beyond 45° and by 20% if the handler twists beyond 90°; and

Frequent lifting and lowering - The guideline weights are for infrequent operations - up to about 30 operations per hour - where the pace of work is not forced, adequate pauses to rest or use different muscles are possible and the load is not supported for any length of time. Reduce the weights if the

operation is repeated more often. As a rough guide, reduce the weights by 30% if the operation is repeated once or twice a minute, by 50% where the operation is repeated five to eight times a minute and by 80% where the operation is repeated more than 12 times a minute.

Important Note - The Risk Assessment Guidelines are not safe limits for lifting. But work outside the guidelines is likely to increase the risk of injury, so you should examine it closely for possible improvements. You should remember that you must make the work less demanding if it's reasonably practicable to do so.

Appendix B – Good Manual Handling Technique

Step 1- Stop and Think

Plan the lift. Where is the load to be placed? Use appropriate handling aids if possible. Do you need help with the load? Remove obstructions such as discarded wrapping materials. For a long lift, such as floor to shoulder height, consider resting the load mid-way on a table or bench to change grip.

Step 2 - Position the Feet

Feet apart, giving a balanced and stable base for lifting. Leading leg as far forward as is comfortable and if possible, pointing in the direction you intend to go.

Step 3 - Adopt a Good Posture

When lifting from a low level, bend the knees. But do not kneel or over-flex the knees (thighs should not go below horizontal). Keeps the back upright, maintaining its natural curve? Lean forward a little over the load if necessary, to get a good grip. Keep the shoulders level and facing in the same direction as the hips.

Step 4 - Get a Firm Grip

Try to keep the arms within the boundary formed by the legs. The best position and type of grip depends on the circumstances and individual preference; but must be secure. A hook grip is less tiring than keeping the fingers straight. If you need to vary the grip as the lift proceeds, do it as smoothly as possible.

Step 5 - Keep Close to The Load

Keep the load close to the trunk for as long as possible. Keep heaviest side of the load next to the trunk. If a close approach to the load is not possible, slide it towards you before trying to lift.

Step 6 - Moving the Load

Don't jerk - Lift smoothly, raising the chin as the lift begins, keeping control of the load;

Move the feet - Don't twist the trunk when turning to the side; and

Put down, then adjust - If precise positioning of the load is necessary, put it down first, then slide it into the desired position.

Step 7 – Handballing of Items

When items are being passed from one person to another, ensure there is a clear line of communication established e.g. "yours" "yes mine". When receiving an item, it is good practice to give it a twist as you verbally confirm that you have received the item.

