



Work Health & Safety
Manual Handling

WHS (Work Health & Safety)

Has it always been WHS?

- NO – It used to be known as OHS (Occupational Health & Safety)
- The change happened as of the 1st of January 2012

The reason for the change?

- To have a Nationally Uniform Compliance and Enforcement Policy throughout Australia
- So every worker is covered and treated the same across Australia
- To Protect the Health and Safety of all workers

What is Manual Handling?

Manual handling is any task that requires you to push, pull, lift, carry, move, hold or lower any object, person or animal



A manual handling task becomes hazardous when it involves one or more of the following characteristics:

Force

- Repetitive or sustained
- High or sudden force



Force

Movement

- Repetitive and continuous movement

Movement



Posture

- Sustained or awkward posture



Posture

Vibration

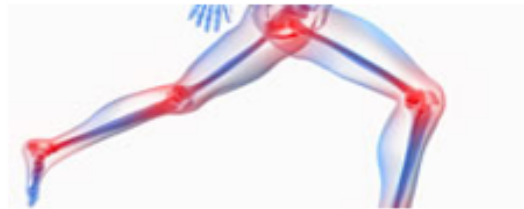
- Full body or hand and arm exposure



MSD (Muscular Skeletal Disorder)

An MSD means an injury to or a disease of, the musculoskeletal system. MSD may include conditions such as:

- Sprains and strains of muscles, ligaments and tendons
- Back injuries
- Joint and bone injuries
- Nerve injuries
- Chronic pain



How does MSD occur?

MSD can occur suddenly or over time:

- Gradual wear and tear to joints, ligaments, muscles and inter-vertebral discs
- Repetitive or continuous use of the same body parts
- Unexpected movements when loads are being handled
- Moving or changing position suddenly
- Sudden damage
- Strenuous activity



**Continuous
Movement**

**Repetitive
Movement**



What are some Hazardous Manual Tasks that can cause MSD?

- Lifting and carrying heavy objects on ground level or upstairs or a hill
- Pushing and pulling a trolley
- Sustained sitting with no breaks
- Bending over a lounge or mattress
- Pushing or pulling an object that is hard to move
- Handling of unstable or unbalanced loads



What are the main sources of the risk?

- Incorrect use of equipment
- Poor manual handling technique
- The environment in which the manual task is performed
- The nature, size, weight or number of things handled in performing the manual task
- Work area design and layout
- Systems of work



How do we Manage the Risk of MSD?

1. IDENTIFY foreseeable hazards that could give rise to the risk
2. ASSESS the risks to determine a more detailed understanding of the risk at hand
3. CONTROL the risk using the hierarchy of control
4. ELIMINATE the risk so far as reasonably practicable
5. MINIMISE the risk by implementing control measures (only if the risk cannot be eliminated)
6. MAINTAIN the implemented control measure
7. REVIEW and revise effectiveness of risk control measures

How do we Control the Risks?

The Hierarchy of Control:

1. Elimination – Eliminate the risk of slipping over on a wet floor by mopping up the water
2. Substitution – Replace half face mask with full face
3. Isolation – Isolate the wet floor area from children but shutting a door or child safety gate
4. Engineering – Use mechanical lifting aids (ramp)
5. Administrative – Train workers to use implemented control measures when carrying out normal tasks
6. PPE (Personal Protective Equipment) – Steel cap footwear and gloves

A Safe Manual Handling Technique

S.M.A.R.T

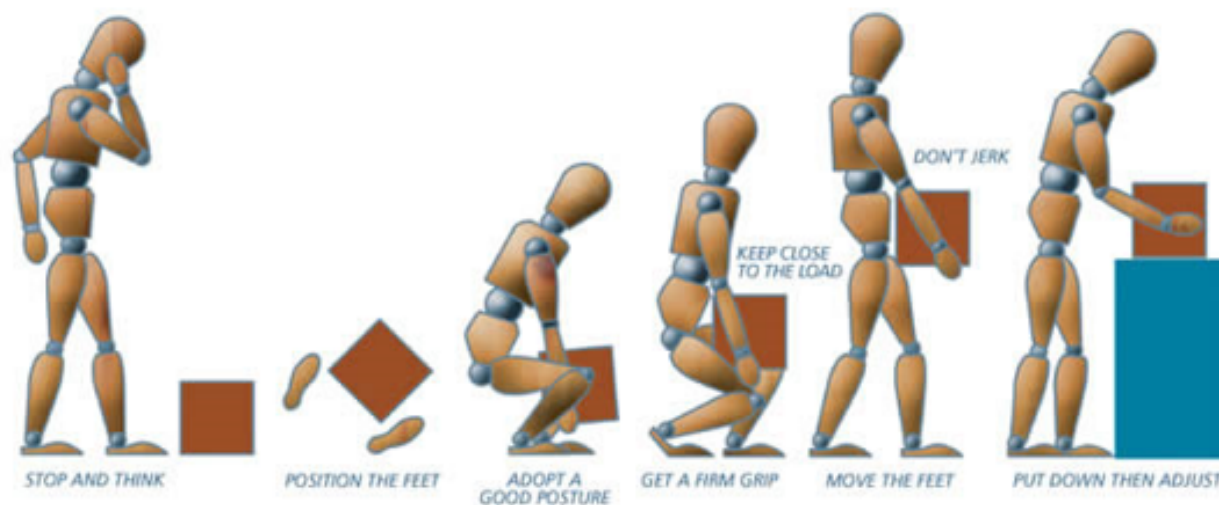
Size up the load

Move the load as close to the body as possible

Always bend your knees

Raise the load with your legs

Turn your feet in the direction that you want to move the load



8 Principles of Safe Manual Handling

1. Size up the load
2. Ensure the area is clear
3. Keep the back neutral
4. Use the correct grip
5. Support back with bracketing
6. Let your legs do the work
7. Check your feet
8. Move the load as close to the body as possible

1. Size up the Load



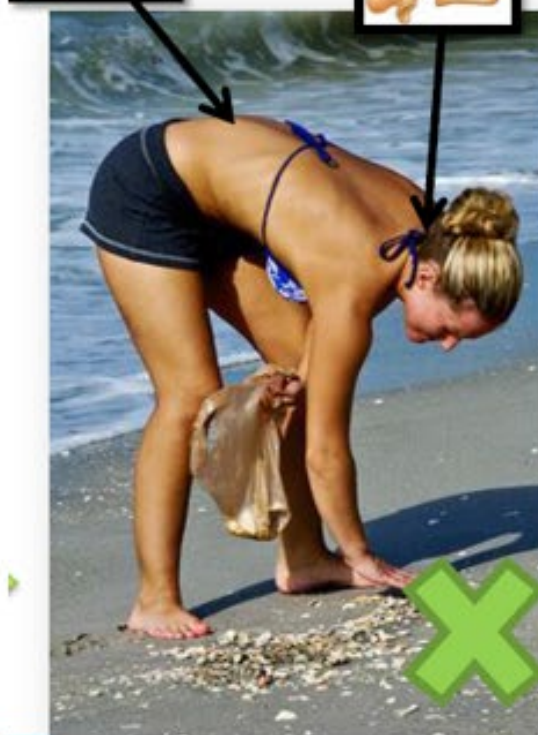
2. Ensure Area is Clear



3. Keep the Back Neutral



Points of wear and tear on the
intervertebral disks



4. Use the Correct Grip



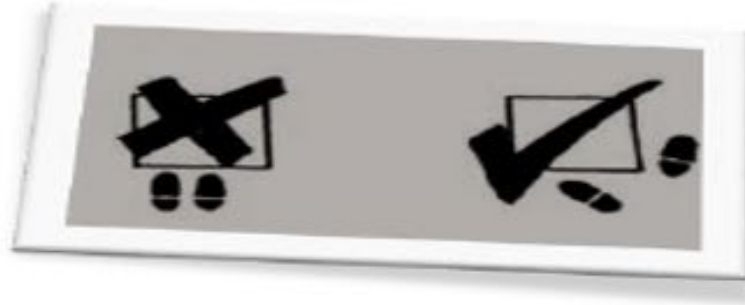
5. Support Back with Bracketing



6. Let your Legs do the Work



7. Check your feet!

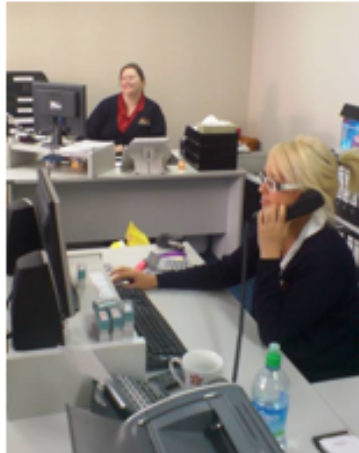


8. Move the Load as Close to the Body as Possible



Who has a Duty to ensure Hazardous Manual tasks Risks are controlled?

- Officers, such as company directors have a duty to use appropriate resources and processes to eliminate or minimise risks that arise from hazardous manual tasks
- Workers, must comply with any reasonable instruction and cooperate with any reasonable policy or procedures relating to health and safety at the workplace



Incident Reporting

- We encourage all workers to Report problems with manual tasks and signs of discomfort immediately so that risks can be managed BEFORE an Injury occurs
- All incidents MUST be reported even if the Incident didn't result in Injury

INCIDENT RECORD			
What to do after an incident occurs:			
1. Stay calm, don't panic.			
2. Secure the area if it is safe to do so.			
3. Call your line manager immediately and follow instructions.			
4. Incident report form must be filled out and returned to your line manager or head office immediately following the incident.			
BRANCH OR SECTION (TECH LOCATION):		REFERENCE NO.	
DETAILS OF INCIDENT			
Name:	PS:	D.O.B. / /	
Address:	State:	Post code:	
Incident location:	Date:	/ /	Time: : AM/PM
Reported to:	Position:	Date:	/ / Time: : AM/PM
Reported to other:	Date:	/ /	Time: : AM/PM
Incident details:			
Injury details:			
Other injury details:			
First work time:	AM/PM	Finish work time:	AM/PM
Witness details:		Signed: Yes / No	
Name:	PS:	Post code:	
Address:	State:	Post code:	
Where was the witness?			
OFFICE USE ONLY			
INVESTIGATION			
Incident investigator:	Position:	PS:	
1.			
2.			
3.			
Contributing factors:		Corrective actions recommended:	
1.		1.	
2.		2.	
3.		3.	
Corrective actions implemented:		Date: / /	
1.		Date: / /	
2.		Date: / /	
3.		Date: / /	
Further action required? Yes / No. Describe:			
Name:	Signature:	Date: / /	
WHF COORDINATOR USE ONLY			
First work time:	Yes / No	Doctor Appoint:	Date: / / Time: : AM/PM
Other certificate:	Yes / No	Describe:	Certificate of Capacity: Yes / No
First report date:	/ /	Other:	
Claim form lodged date:	/ /	Insurer:	Claim no.
Claim response date:	/ /	Other:	
Recommendation:		Time off work days:	
RTW light duties date:			
Re-assess date 1:		Recommendation:	
Re-assess date 2:		Recommendation:	
RTW certificate of capacity issued date:		/ /	RTW full recovery date:
Total days/hours lost:			
Name:	Signature:	Date: / /	

Be S.M.A.R.T and Be SAFE

- Enjoy a work place without Risk of Injury
- Report Hazards and Risks
- Report feelings of discomfort
- Follow the S.M.A.R.T handling techniques
- Follow the 8 principles of Manual Handling



Play it safe!

Safety is everyone's responsibility!
Work Safe today, home safe tonight!
Stand up for safety, if you see something, say something!
The best safety device is a safe worker!



From the Electrodry Team