

Sample Manual Handling Procedure

Overview

This procedure is a guide for staff in safe manual handling practices. All staff are responsible for following steps detailed in this procedure for any manual handling activity as defined below.

This procedure should be read with the Work Health and Safety Policy.

Considerations

Manual handling is any activity that involves lifting, pushing, pulling, carrying, moving, holding or restraining. It also includes sustained and awkward postures or repetitive movements. Good manual handling techniques can help to prevent injury.

Individuals, no matter what age or gender have differing physical abilities.

Managing Manual Handling Risk

[insert position] identifies work activities that involve manual handling and which may pose a risk to employees. Risks are evaluated and treated. The CEO/Manager ensures monitoring and review of all manual handling systems and procedures on a regular basis.

Assessment of Risk

Each manual handling job is broken down into individual tasks to assist in identifying the range of potential manual handling hazards.

Manual handling hazards are considered through employee consultation, reviewing incident reports and workers compensation records, and through observation.

[insert position] and staff observe and record:

- workplace and workflow design
- how and where equipment is used
- how tools are stored and accessed
- tasks that require awkward postures and movements and/or that are forceful or repetitive
- how workers perform their tasks
- how workers might be injured.

When assessing manual handling risks, consider the following:

- workplace and workstation layout
- worker's posture and position
- duration and frequency of manual handling
- load location and distance to be moved
- characteristics of the load

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