

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

Sample Manual Handling Agreement Letter To Employee

G Thomas



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Unfair Labor Practice Case Handling Manual ,1999 *Unfair Labor Practice Case Handling Manual* United States. Federal Labor Relations Authority. Office of the General Counsel,2008 **Office of The General Counsel, Unfair Labor Practice Case Handling Manual, Revised February 2008** ,2008 *Basic Federal Personnel Manual* United States. Federal Personnel Manual System,1988 **Federal Personnel Manual** , Federal Register ,1971-05 Oversight Hearings on Service Contract Act of 1965 as Amended United States. Congress. House. Committee on Education and Labor. Special Subcommittee on Labor,1974 **DCAA Contract Audit Manual** United States. Defense Contract Audit Agency,1992-07 **Employee Assistance Program** ,1980 *Representation Case Handling Manual* ,1984 **National Labor Relations Board Casehandling Manual** United States. National Labor Relations Board,1993 **Labor Relations Reference Manual, The Law of Labor Relations** ,1983 Hearings, Reports, Public Laws United States. Congress. House. Committee on Education and Labor,1967 **Inspection, Maintenance & Operations Manual for Naval Reserve Centers (NCR).** United States. Naval Facilities Engineering Command,1986 *Importers Manual USA* Edward G. Hinkelman,Myron Manley,Karla C. Shippey,James L. Nolan,Wendy Bidwell,Alexandra Woznick,2005 The manual is highly organized for ease of use and divided into the following major sections Commodity Index how to import data for each of the 99 Chapters of the U S Harmonized Tariff Schedule U S Customs Entry and Clearance U S Import Documentation International Banking and Payments Letters of Credit Legal Considerations of Importing Packing Shipping Insurance Ocean Shipping Container Illustrations and Specifications 72 Infolists for Importers **Service Contract Wage Determinations Manual of Operations** ,1988 *Casehandling Manual - National Labor Relations Board: Representative proceedings* United States. National Labor Relations Board,2003 **Labor Relations Reference Manual** ,1990 Vols 9 17 include decisions of the War Labor Board *Representation Proceedings* United States. Federal Labor Relations Authority. Office of the General Counsel,1997 Grain Inspection Manual United States. Federal Grain Inspection Service,1972

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