



Manual Handling

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Introduction

This procedure outlines the management of manual handling hazards to assist in the prevention of sprain/strain injury.

Definition

Manual handling is any activity requiring the use of force exerted by a person to lift, push, pull, carry or otherwise move, hold or restrain any person, animal or thing.

Roles and Responsibilities

Line Managers/Supervisors are responsible for:

- implementing this procedure in their area of responsibility
- ensuring manual handling hazards are identified
- completing risk assessments
- ensuring staff and Health and Safety representatives are consulted in relation to the manual handling hazards and the development of risk control measures.

Employees are responsible for:

- not placing themselves or others at risk of injury
- reporting hazards associated with manual handling and consulting with Line Managers and Supervisors in relation to appropriate risk control measures.

Health and Safety Representatives are responsible for:

- assisting Line Managers and Staff in the identification and assessment of manual handling health and safety risks
- assisting with the implementation of risk control measures associated with manual handling.

Procedure

The Approved Code of Practice for Manual Handling referred to in the OHS&W Act provides minimum standards of health and safety but allows for the achievement of an equivalent or better standard of health and safety by alternative actions.

Work tasks involving manual handling hazards at all University workplaces shall be identified in accordance with the OHSW Procedure – Hazard Management. Manual handling hazards shall be detailed in form [OHSW 1](#) – Hazard Register attached to that procedure.

Risk assessments associated with all manual handling tasks shall be completed using form [OHSW 46](#) – Manual Handling Risk Checklist.

If a manual handling task is assessed as being a risk to health and safety, such steps as are reasonably practicable shall be taken to control the risk

Measures to eliminate or control risk shall be developed for manual handling work tasks consistent with Step 3, Risk Control Plan, in form [OHSW 46](#).

The preferred strategy for the management of manual handling hazards is to

- eliminate risk or where possible re-design the tasks to remove as much as possible the manual handling elements identified to be a significant risk, and



- where possible provide mechanical aids to assist staff to safely perform the manual handling tasks.

Where work requirements are such that manual handling remains a component of the work task, manual handling training shall be provided to staff in correct biomechanics and posture and the manual handling methods needed to do the work safely.

Documents/Forms

[OHSW 46 – Manual Handling Risk Checklist](#)

References

[University OHSW&IM Policy](#)

[University OHSW Strategic Plan 2009 - 2011 \(PDF 158kb\)](#)

[University Injury Management Strategic Plan 2009 - 2011 \(PDF 85kb\)](#)

[OHSW & Injury Management System \(PDF 128kb\)](#)

[University OHSW Procedure – Hazard Management](#)

[Occupational Health, Safety & Welfare Act, 1986](#)

[Occupational Health, Safety & Welfare Regulations, 2010](#)

[Approved Code of Practice – Manual Handling \(WorkCover Corporation\)](#)