

1. Purpose

City of Greater Dandenong (CGD) recognises that manual handling represents a common risk factor in occupational health & safety. CGD will identify hazardous manual handling tasks that require task analysis, risk assessment and provide the necessary control measures and training to reduce the likelihood of injury.

2. Scope

This procedure applies to all employees, contractors, and volunteers at CGD workplaces.

3. Definitions

Manual Handling: any activity requiring the use of force exerted by a person to lift, lower, push, pull, carry or otherwise move, hold or restrain any object.

Musculoskeletal Disorder (MSD): are injuries and illnesses that affect the human body's movement or musculoskeletal system (i.e. muscles, tendons, ligaments, nerves, discs, blood vessels, etc.), occurring suddenly or over a prolonged period of time.

Hazardous Manual Handling: manual handling having any of the following characteristics:

- repetitive or sustained application of force
- sustained awkward posture
- repetitive movement
- application of high force involving a single or repetitive use of force that it would be reasonable to expect that a person in the workforce may have difficulty undertaking
- exposure to sustained vibration
- unstable or unbalanced loads or loads that are difficult to grasp or hold

Health and Safety Representative (HSR): an employee elected by the Designated Work Group (DWG) to represent them on matters relating to OHS.

Hierarchy of Control: lists the ways of controlling risks, ranked from the highest level of protection and reliability to the lowest. The most desired control is the elimination of the risk; the least desired control is the use of personal protective equipment. A combination of two or more controls may be considered to achieve the best possible risk reduction.

Risk Assessment: the process of determining the likelihood and consequence of injury, disease or illness, or damage arising from exposure to a hazard. If there are existing risk controls already in place, a risk assessment considers the reliability and robustness of these existing risk controls when determining the inherent residual risk level/score.

4. Responsibilities

For general OHS responsibilities refer to OHS Responsibility Procedure.

Team Leader Risk Management & OHS is responsible for ensuring:

- this procedure is implemented and reviewed, as required
- the availability of advice, information and training for staff undertaking manual handling tasks
- specialist assistance is available where required.

Managers are responsible for:

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- identifying hazardous manual handling tasks within the workplace
- undertaking appropriate risk assessments for all manual handling duties by using the manual handling risk assessment form, in consultation with affected staff and/or the designated workplace safety representative (HSR)
- implementing this procedure in their area of responsibility, including communicating and consulting with relevant employees, volunteers and contractors.

5. Procedure

5.1 Identification of Hazardous Manual Handling Tasks

All hazardous manual handling tasks must be identified, assessed and controlled before the tasks are undertaken. The person(s) undertaking the task must be consulted, and if practicable, the elected health & safety representative (HSR) should also be involved. Use of the manual handling risk assessment form, or the development of a task analysis can assist in identifying the nature of the hazard and risk control options.

CGD will arrange for a task analysis for all manual handling tasks that any staff member is assessed to be performing more than 10% of their working day, or whenever the role requires heavy manual handling below that estimation. The task will be risk assessed according to the Compliance Code Hazardous Manual Handling 2018 and control measures will be implemented and monitored.

The weight of the load needs to be considered in relation to a number of other risk factors such as:

- The actions and movements associated with manual handling.
- The working posture and position when lifting.
- The duration and frequency of manual handling.
- The location of loads and the distances moved.
- The characteristics of the load (eg: wet, slippery, moving etc).

Light loads can still be a problem if for example they are lifted incorrectly or if light loads are lifted and carried in an environment that is hazardous. The risk of injury increases when:

- Lifting loads while seated.
- Lifting / carrying loads further away from your body.
- Pushing, pulling and sliding objects that are difficult to move.

Potential employees will undergo a Pre-Employment Screen prior to offer of employment. Training in the task involving correct manual handling techniques will also be provided with refresher training at appropriate intervals.

Task Analysis documentation and recommendations shall be incorporated into established local operating procedures.

Where possible, manual handling risks should be considered and **designed out** prior to any building upgrade, new activities and/or the purchase of all goods to be used in Council.

5.2 Risk Assessment

The level of risk to the person(s) involved with the task should be assessed and documented, using manual handling risk assessment form or the task analysis process.

Particular attention should be given to posture, movements, forces, duration/frequency, layout, conditions, environmental factors and the task, and object involved.

The task must be reassessed before alteration is made to the objects being handled, or a change to the workplace location or conditions.

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If additional information about a manual handling task becomes available, this should also be incorporated into the assessment.

All manual handling risk assessments shall be reviewed periodically, when design changes occur or after an injury occurs.

5.3 Risk Control

The risk of MSD affecting an employee must be eliminated, or if not reasonably practicable, reduced so far as is practicable using the hierarchy of control.

Provision of information, training or instruction in manual handling techniques must NOT be used as the sole or primary means of controlling risk unless the following ways of controlling risk are not practicable:

- altering the design and layout of the workplace
- altering the environmental conditions, including heat, cold and vibration, where the task involving manual handling is carried out
- altering the systems of work used to carry out the task involving manual handling
- changing the objects used in the task involving manual handling
- using mechanical aids or assistive devices.

These controls must also be assessed for their short, medium or long term viability

5.4 Monitoring and Review

Implementing control measures for manual handling, workers shall trial solutions before a decision is made to make it permanent. A review of controls is required after the initial testing process, work procedures shall be developed and included as part of COGD OHS Management System.

5.5 Consultation, Awareness and Communication

Consultation should take place in regards to all aspects of manual handling including the provision of information, the provision of suitable manual handling aids and instruction.

6. References

Occupational Health and Safety Act 2004

Occupational Health and Safety Regulations 2017

Worksafe Victoria Compliance Code Hazardous Manual Handling Ed. 1 2018

7. Related Documents

CGD OHS Policy

CGD OHS Responsibility Procedure

CGD OHS Risk and Change Management Procedure

CGD OHS Plant Safety Procedure

CGD OHS Consultation, Communication and Issue Resolution Procedure

Manual Handling Risk Assessment Form

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8. Document History

Version Number	Issue Date	Description of Change
0.1		1 st Draft from MAV/JLT
0.2	08.11.2018	Accepted by OHS Policy Sub-Committee
0.3	03.12.2018	14 Day Employee Consultation
1.0	Dec 2018	Approved by OHS Oversight Team