



Manual Handling

Effective date	17 June 2008
Date reviewed	1 June 2012
Review date	February 2015
Guideline owner	Human Resource – Work Health & Safety
Applies to	All Parish workers - Employees, Contractors, Sub-Contractors, Volunteers; & Visitors
Legislative requirements	WHS Act 2011 & WHS Regulation 2011 WHS Regulation 2011 Part 4.2 Hazardous Manual Tasks Code of Practice
Pages	3

Policy

Manual handling is any activity requiring the use of force exerted by a person to lift, lower, push, pull, carry, hold or otherwise move, hold or restrain any object or person. Manual handling is the most common cause of work related injuries. In the workplace, injuries may result from:

- storing heavy items too high or low;
- lifting / carrying heavy items, computers, etc;
- manipulating equipment such as photocopiers and printers;
- assisting people with mobility issues or who have fallen.

We aim to meet our legislative obligations and minimise the risk to our workers of manual handling injuries through implementing a range of strategies, including:

- Provide general manual handling training for all workers on a regular basis;
- Provide specific manual handling training for workers where the need is identified;
- Develop safe work procedures as required;
- Train workers in safe work procedures;
- Provide appropriate storage areas;
- Consider weights when purchasing items;
- Provide mechanical lifting aids as required and appropriate.

The Parish will identify tasks which pose manual handling risks and assess the level of risk in consultation with workers. We will consider:

- postures, movements, forces and vibration relating to the task;
- the duration and frequency of the task;
- workplace environmental conditions that may affect the task or the worker performing it;
- the design of the work area;



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- the layout of the workplace;
- the systems of work used; and
- the nature, size, weight or number of persons, animals or things involved in carrying out the task.

When identifying manual handling hazards, assessing risk, determining appropriate controls and reviewing controls, we will also reference Hazardous Manual Tasks Code of Practice.

Guidelines for workers

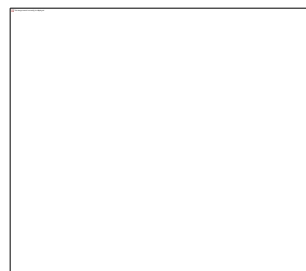
5 Steps to follow:

1. Assess the load, can you lift this load safely, or is it a two-person lift? Can the load be broken down into smaller parts?

2. Use good lifting techniques: Get close to the load. Centre yourself over the load and stand with your feet shoulder width apart. Tighten your stomach muscles. Get a good handhold and pull the load close to you. Squat down like a weightlifter, bend your knees, keep your back in its natural arch, and let your legs do the lifting. Use a smooth motion and lift straight up. Do not twist or turn your body while lifting. Keep your head up, and look straight ahead. Hold the load close and keep it steady.



3. Carrying the load: Change direction by turning your feet, not your back. Your nose and your toes should always be pointing in the same direction. Rest if you feel fatigue. Set the load down and rest for a few minutes.



4. Setting the load down: Bend your knees. Squat down and let your legs do the work. Remember not to twist your body while setting down a load, and keep your head up. Keep the load close. Plan your release.

5. Using trolleys and lifting aids for heavier objects: Use your body weight to push rather than pull. Make sure you are competent to use lifting equipment – some may require a specific license.



Recommended stretches to help reduce risk of injury

Upper back stretch

Bend elbows and pull back at shoulder blades as far as possible
Return arms to the front and repeat 3 to 4 times



Low back stretch

Place hands on back of hips and lean backwards while lifting chest
Return to upright position and repeat 3 to 4 times



Shoulder and upper back

Stand straight with arms relaxed at the sides
Roll shoulders in a backwards motion 5 to 6 times



Side lunge

Lunge slowly to the left and hold in position for 2 to 3 seconds. Return to the upright position.
Repeat to the right side. Repeat sequence 3 to 4 times



Lateral back stretch

Stand straight with arms by side. Bend smoothly to the left side and return to the middle position.
Bend to the right side and repeat 3 to 4 times.

