

# Manual Task/Handling Overview

## YOURSAFETY@IRP - TOOLBOX DISCUSSION

### What are Manual Tasks?

A "Manual Task" or "Manual Handling" is any activity that requires the use of force exerted by a person in order to lift, push, pull, carry or otherwise move or restrain an object. There are very few jobs that do not involve some form of manual handling.

### Who is responsible for safe manual handling?

A safe manual handling regime at any workplace is a shared responsibility based on the cooperation of everyone. Managers and supervisors have a responsibility to assess the overall safety of the site and everyone else must follow safe work practices.

As an employee you have a responsibility to take care of your body:

- Ask for help or check what the procedure is for any new manual handling task;
- Use the equipment provided for your safety;
- Inform your supervisor if you see any hazards/dangerous manual tasks;
- Ensure your actions don't put others at risk.

### When can a manual task be hazardous?

- A repetitive or sustained – Application of force, movement or awkward posture;
- An application of high force – i.e Heavy lifting or pulling;
- Exposure to sustained vibration – i.e Long durations on a jack hammer;
- Handling of unstable or unbalanced loads or loads which are difficult to grasp or hold.

### Key Points

- Plan the lift – Where you're going, is it clear, what is the best and safest way etc;
- Move your feet – Don't twist your back;
- Follow the **BACK** principle:
  - B**end your knees, not your back;
  - A**bdominal's should be braced when lifting;
  - C**lose to the load – keep the load close to your body;
  - K**eep the natural curves of your spine at all times.

**Talk to your site supervisor and your IRP consultant if you have any questions about Manual Handling Tasks – 9477 7999**



### Manual Handling Injury Prevention

Whenever performing a manual task you can take the following steps to prevent injury by using a risk management process:

- Identify the hazard;**
- Assess the risk;**
- Control the risk.**

### Safe Manual Handling Tips

- Lift within your safe limits;
- Use a lifting aid if the object is outside your safe lifting zone;
- Ensure trolleys, ladders, and mechanical lifting aids are available and well maintained;
- Make sure you have a good grip on the load, it is balanced & you can see past it;
- Avoid walking backwards with a load.