

MANUAL TASKS

PURPOSE

The purpose of this procedure is to ensure safe management of manual tasks across Demo Company Pty Ltd. Manual tasks account for the largest contribution injuries to workers in most industries. It is therefore important that the risk to workers is well controlled.

SCOPE

The procedure applies to all workers, and contractors performing work with or associated with Demo Company Pty Ltd.

DEFINITIONS

Manual Task

Means a task requiring a person to use force to lift, lower, push, pull, carry or otherwise move, hold or restrain any person, animal or thing. This includes the performance of static tasks such as working at an office workstation.

Hazardous Manual Task

- Means a manual task that involves any of the following:
 - repetitive or sustained force
 - high or sudden force
 - repetitive movement
 - sustained or awkward posture
 - exposure to vibration

PROCEDURE

- All hazardous manual tasks must be identified in the workplace. They will be achieved through the various means outlined in the Hazard and Risk Management Procedure. Checklists such as the Hazard Inspection and Review Checklist and the Office Ergonomics Checklist may be used.
- Hazardous Manual task must be eliminated where possible. In situations where hazardous manual tasks cannot be eliminated they must be controlled using level 2 controls (see Hazard and Risk Management Guidelines – Hierarchy of control).
- Where risk control cannot be achieved using level 2 controls workers must be given appropriate work information, training or instruction on how to safely perform the task (commonly known as manual handling training). This will usually require the development of a Safe Work Procedure.
- All hazardous manual tasks should be documented on the Demo Company Pty Ltd Hazard Register. If a large number of hazardous manual tasks are identified then a separate register may be created.
- All risk controls and their effectiveness must be documented on the Demo Company Pty Ltd Hazard Register. This includes tasks that have been eliminated due to their hazardous nature.

Office Ergonomics

- The task of sitting at an office workstation and working on a computer is regarded as a manual task.
- Workers who use an office workstation for a significant part of their day must be subject to an Office Ergonomics Hazard Checklist. This will assist in rectifying common hazards associated with this task.

Manual tasks/handling training

- Where manual tasks or manual handling training is used as a means of risk control the following must apply:
- The training in manual tasks must be task specific and individually tailored to each workplace.
- Training must include skills in risk management.
- Training should be competency based.
- Manual task training should be periodically updated and refresher courses conducted.