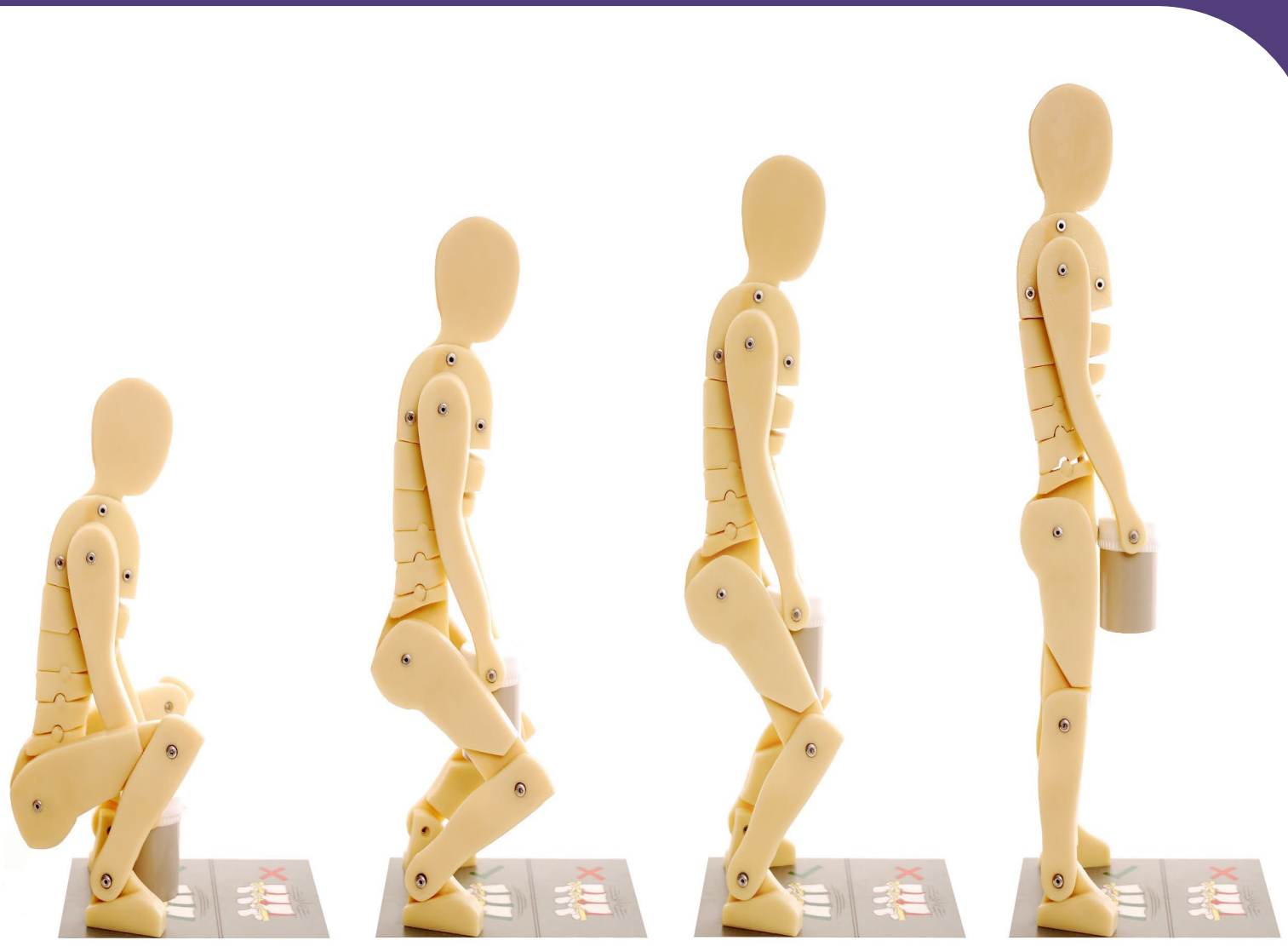
Hazardous Manual Tasks Procedure (16)



Catholic Safety & Injury Management
South Australia

Contents

1. PURPOSE 3
2. SCOPE 3
3. DEFINITIONS 3
   3.1. Information 3
4. RESPONSIBILITIES 3
5. PROCEDURE 4
   5.1. Identification of Manual Handling and Ergonomic Hazards 4
   5.2. Hazardous Manual Tasks Risk Assessment 4
   5.3. Risk Controls 5
   5.4. Mechanical Aids 6
   5.5. Risk Review 6
   5.6. Workstation Ergonomic Assessments 7
   5.7. Records 7
   5.8. Review 7
6. RELATED SYSTEM DOCUMENTS 8
   6.1. Policies & Procedures 8
   6.2. Forms & Tools 8
7. REFERENCES 8
   7.1. Internal Resources 8
   7.2. External Resources 8
8. AUDITABLE OUTPUTS 8
9. VERSION CONTROL & CHANGE HISTORY 10

1. PURPOSE

The purpose of this procedure is to define the processes implemented to identify and control ergonomic and hazardous manual task related risks presented to workers in the course of completing their activities. The procedure documents the processes to be followed to ensure that:

- any tasks or activities involving either ergonomic or manual handling related risks are identified;
- ergonomic or manual handling risks are properly assessed; and
- controls are implemented to ensure the health and safety of workers.

2. SCOPE

This procedure applies to all workers under the Catholic Church Endowment Society Inc. (CCES).

3. DEFINITIONS

Definitions can be found on the Catholic Safety & Injury Management Website.

3.1. Information

A hazardous manual task is one that requires a person to lift, lower, push, pull, carry or otherwise move, hold or restrain any person, animal or thing, involving one or more of the following:

- repetitive or sustained force (e.g. carrying / pushing / pulling items);
- high or sudden movement (e.g. a struggling client);
- repetitive movement (e.g. typing, clothes sorting);
- sustained or awkward posture (e.g. sitting at a desk, painting a ceiling);
- exposure to vibration (e.g. using a petrol brush cutter, blower vac).

4. RESPONSIBILITIES

Specific responsibilities for carrying out certain actions required by the CCES, have been allocated to particular position holders within the organisation. Such responsibilities are consistent with the obligations that the legislation places on officers, managers, supervisors, workers and others in the workplace.

Responsibility, authority and accountability processes have been defined in Responsibility, Authority & Accountability Procedure (12), and summarised in:

- Responsibility, Authority & Accountability Matrix – Workers (025G);
- Responsibility, Authority & Accountability Matrix – Managers & Supervisors (023G);
- Responsibility, Authority & Accountability Matrix – Officers (024G); and
- Work Health & Safety and Injury Management Policy.

You are required to familiarise yourself with this procedure in order to understand the obligations that you may have in relation to its implementation and to carry out your assigned actions and responsibilities.

This Procedure is to be read in conjunction with your Organisational Policies and / or Procedures.

5. PROCEDURE

5.1. Identification of Manual Handling and Ergonomic Hazards

The potential for manual handling activity to be hazardous shall be considered:

- before work involving a manual task commences;
- when an incident involving a musculoskeletal disorder (MSD) is reported;
- when any change, redesign or alteration to structures, the workplace, items or systems of work used in performing manual tasks is proposed that may alter the risk of musculoskeletal disorder; or
- When any new information on performing manual tasks relating structures, the workplace, items or system so work in use becomes available.

Hazardous manual tasks are identified in a number of ways:

- observing the tasks to see what activity is actually involved;
- review of workplace injuries, first aid records, and incident reports;
- talking to workers and those involved with the task, establish who performs the task and for how long;
- where feasible, trial new equipment prior to purchase;
- looking at the workplace – conduct a workplace inspection.

The main sources of risk which may be changed to eliminate or minimise MSDs are:

- work area design and layout;
- the nature, size, weight, number of times or number of things handled in performing the manual task;
- systems of work;
- the environment in which the manual task is performed.

For each factor enquire:

- where in the task are they occurring?;
- why each of these actions is occurring? (e.g. source of risk).

5.2. Hazardous Manual Tasks Risk Assessment

A risk assessment shall be carried out for any manual task that has been identified as hazardous. Hazardous Manual Task Risk Assessment (047F) or equivalent shall be completed:

- for tasks or activities identified as presenting hazardous manual handling related risks to workers;
- during design or purchasing processes where hazardous manual handling may be introduced;
- following a reported musculoskeletal disorder;
- where exposure to vibration has been identified;
- following a request from a worker or their representatives.

A risk assessment will assist in determining:

- which postures, movements and forces of the task pose a risk;
- where during the task they pose a risk;
- why they are occurring;
- what needs to be fixed or changed.

The following questions will assist in determining which postures, movements and forces of the task pose a risk:

- does the task involve repetitive movement, sustained or awkward postures or repetitive or sustained forces?
- does the task involve long duration?
- does the task involve high or sudden force?
- does the task involve lifting?
- does the task involve vibration?
- is there a risk?

SafeWorkSA has implemented a Hazardous Manual Task Risk Management Worksheet, which may assist your site with the process.

5.3. Risk Controls

It may not always be reasonably practicable to eliminate manual handling hazards. Therefore, suitable controls shall be implemented to minimise the risk of a musculoskeletal disorder.

Table 1: Examples of controls for manual tasking and ergonomics are given below:

Hazardous Manual Tasks	Ergonomics
Change the layout of the work area to minimise the need to move materials.	Raise / lower the height of workbenches to suit employees
Make working heights adjustable or matched to people.	Replace gauges and dials on equipment with gauges and dials that are easily read and understood
Keep aisles, floors, stairs and walkways free of clutter and trip hazards.	Replace chair with an ergonomically designed chair. Ergonomically designed chairs are height adjustable (from the floor), have an adjustable back rest (in height, angle, and depth), have a curved seat, and have a five (5) castor base.
Use wheeled devices such as hand trucks, trolleys and rollers when moving materials.	Adjust the monitor height so that the user is looking at the top part of the screen
Use mechanical devices for lifting, lowering and moving heavy objects.	Provide document holders where necessary
Provide hand holds, grips or good grab points for all packages and containers.	Ensure seat height is adjusted so that the user's shoulders are relaxed, elbows at are 90 degrees, forearms level on the horizontal plane and wrists are straight when using the keyboard

Eliminate tasks that require bending or twisting.	Provide footrests where required to support the feet when working from a seated position. Consider the amount of adjustability required in the footrest
Allow rest breaks and rotate repetitive manual handling tasks.	Arrange workstation so that the mouse is close to the keyboard.
Provide hazardous manual task training for all workers.	Place monitor at a comfortable reading distance from the user.

5.4. Mechanical Aids

Mechanical aids should be:

- designed to suit the load and the work being done;
- as light as their function will allow;
- adjustable to accommodate a range of users;
- easy to use;
- suited to the environment in which the task is performed;
- located close to the work area so they are readily available but do not cause obstruction;
- supported by a preventative maintenance program to ensure they are safe and the required effort to use them is kept at the lowest possible level;
- introduced with suitable instruction and training in their use.

5.5. Risk Review

Controls that have been implemented must be reviewed and if necessary, revised to make sure they work as planned and to maintain a work environment that is without risks to health and safety. Control measures may be reviewed using the same methods as the initial hazard identification steps. When reviewing control measures consider the following:

- are the control measures working effectively in both their design and operation, without creating new risks?
- are workers actively involved in the risk management process? Are they openly raising health and safety concerns and reporting problems promptly?
- have new work methods or new equipment reduced physical strain or difficulty?
- has instruction and training on hazardous manual tasks and the implemented control measures been successful?
- is the frequency and severity of MSD reducing over time?
- is an alteration planned to any structure, plant or process that is likely to result in a worker being exposed to a hazardous manual task?
- has an incident occurred as a result of a worker being exposed to a hazardous manual task?
- if new information becomes available, does it indicate current controls may no longer be the most effective?

If problems are found, go back through the risk management steps, review the information and make further decisions about risk control.

5.6. Workstation Ergonomic Assessments

An ergonomic self-assessment of a workers workstation is to be conducted where a worker spends the majority of their time. Three (3) different levels of work which involve ergonomics can be found in the workplace. They are:

- workstation design: workstations should be designed to allow workers to work in an upright position, shoulders in a natural position (e.g. not elevated) and upper arms close to the trunk without large reaches to perform the task. Work surfaces should be easily adjustable to suit a range of workers and the tasks they perform;
- working heights: high visual demands should be performed above elbow height and work surfaces may need to be tilted. Light manipulative tasks or tasks involving the use of a keyboard should be performed at just below elbow height;
- working position: workers should not remain in a seated, standing or otherwise static posture for prolonged periods. Workstations should be designed to provide opportunities for seated or standing tasks to vary workers postures or movements;
- workspace: work areas should have enough space to accommodate the number of workers and other people involved in the task, any equipment that might be required and space to operate the equipment safely.

The following guidelines and checklists can be used to assist with this process:

- Workstation Exercises Guideline (004G)
- Workstation Set-up Guideline (005G)
- Workstation & Home Office Checklist (005F)

5.7. Records

Documents used to manage hazardous manual tasks as prescribed by this procedure will be produced in a format that allows tracking for verification and review and be in accordance with requirements detailed in Document Control Procedure (22).

5.8. Review

This procedure will be subject to a planned review by the document owner in accordance with the requirements outline in Document Control Procedure (22).

Other methods for reviewing and evaluating the performance of this procedure will include:

- audit activity;
- incident investigations;
- review of risk assessments;
- performance reports;
- analysis of injury and claim trends associated with hazardous manual task injuries.

6. RELATED SYSTEM DOCUMENTS

6.1. Policies & Procedures

Audit Procedure (7)

Consultation / Communication Procedure (5)

Document Control Procedure (22)

Hazard Management Procedure (14)

Induction & Training Procedure (13)

Responsibility, Authority & Accountability Procedure (12)

WHS & Injury Management Policy

6.2. Forms & Tools

Hazardous Manual Tasks Risk Assessment (047F)

Workstation & Home Office Checklist (005F)

Group Legal Register (010T)

Hazardous Manual Tasks (16) Process Flowchart (034T)

7. REFERENCES

Legislation and other requirements related to this procedure are defined in Group Legal Register (010T) which can be accessed via the Catholic Safety & Injury Management website.

7.1. Internal Resources

Responsibility, Authority & Accountability Matrix – Managers & Supervisors (023G)

Responsibility, Authority & Accountability Matrix – Officers (024G)

Responsibility, Authority & Accountability Matrix – Workers (025G)

Workstation Exercises Guideline (004G)

Workstation Set-up Guideline (005G)

7.2. External Resources

Model Code of Practice, Hazardous Manual Tasks

8. AUDITABLE OUTPUTS

The following examples of records will be used to verify implementation of this procedure:

- Risk Assessments
- Consultative Process e.g. meeting minutes, WHS Committee Minutes
- Hazard Reports

- Incident Report / Investigation / Statistics
- Hazardous Manual Task Training

9. VERSION CONTROL & CHANGE HISTORY

Version	Approved by	Approved Date	Reason for Development of Review	Next Review Date
V5	Sector Forums	2013	Legislation New WHS Act	2016
April 2015 – Document consolidated across CCES sectors				
V1	Executive Manager CSHWSA	3/11/2015	Procedure Consolidation and Review	2018
V2	Executive Manager CSHWSA	13/02/2019	Review after audit	2022
V3	Executive Manager CSHWSA	22/01/2021	Reviewed content, Reformatted template.	2026
V3.1	Director CSaIM	24/07/2024	Updated procedure numbers	2026

Approved for Publication: DNation **Date:** 24 July 2024

Debbie Nation