

Manual Handling Guidelines



Little Athletics NSW is committed to preventing injury and/or reducing serious injuries which result from manual handling tasks in the workplace. The organisation will, in consultation with employees / volunteers, identify, assess and control risks arising from manual activities in workplaces.

Management's Responsibility

- Ensure that manual handling tasks, likely to be a risk to health and safety are examined and assessed.
- Ensure that risk assessment is done in consultation with the employees / volunteers who are required to carry out the manual handling tasks.
- Ensure as far as practicable, that the risks associated with manual handling tasks are controlled.

Employees / Volunteers Responsibility

- Use where possible the appropriate training / instructions they have received in safe manual handling techniques.
- Maintain correct use of mechanical aids, personal protective equipment and team lifting procedures.
- Notify management of any manual handling task/s which cause/s pain or discomfort.

Basic Manual Handling Guidelines

No one method of lifting is right in all situations. It should be based on the following: -

1. Plan

An employee / volunteer should know his / her own strength and the weight of the load. The employee / volunteer should be able to decide if another person is needed or mechanical assistance required.

2. Best Way of Lifting

It is important to be balanced, to lift smoothly, to bend the knees, avoid unnecessary twisting, bending and reaching.

3. Take a Secure Grip

4. Pull Load Close to Body

5. Alternate Heavy & Light Lifting

This will allow muscles to recover.

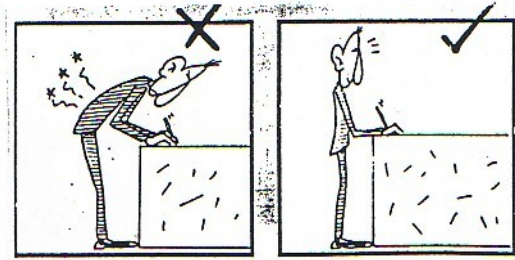
6. Team Lifting

Lifting partners should be similar in height and build. A lift should be planned.

Factors of Manual Handling Tasks

Posture / Actions

Postures used and actions performed can place increased pressures on the spine, bending forward, bending sideways or twisting, one handed carrying, uneven lifting, loads above shoulder, awkward shapes, jerky movements all increase the risk of injury.



Weight / Force

Weight and force can place a high stress on an individual, if a load is difficult to pull, push, slide or lift then it is a risk.

Duration / Frequency

Even if a task is not too heavy, done for a long time or repetitively it is a risk.

Work Environment

Risk factors: Slippery floors, wet floors, uneven floors, rough ground, cluttered untidy workspaces, stressful conditions ie, extreme heat or cold.

Age

Employees under 18 are still physically developing and older employees have a decreased tolerance to heavy work.

Weight

There is no longer a maximum weight limit. Weight load needs to be considered in relation to posture, distance, number of times lifted and load characteristics. Generally a 15kg limit can be applied.

Clothing

It is important to wear the correct clothes and footwear for the job. Clothing risks include: -

- Tight clothing that restricts ability to crouch down.
- Shoes with slippery soles, or rigid soles, increase the risk.
- Gloves may create more risks by being loose, preventing a secure grip.

