



# Safe Working Procedure (SWP)

## Manual Handling

Department	Arc@UNSW Limited
Location	Both Kensington and COFA Campus
Supervisor/Manager	All direct managers in accordance with SWP Guidelines
Author	HR & OD Manager
Effective Date	6 March 2013
Review Date	Every 2 years or as required
Associated Documents/SWP	N/A
Associated Risk Assessment	N/A

### Safe Work Procedures and Basic Description

<b>Title</b>	Manual Handling
<b>Description</b>	Safe Working Procedures to ensure the safety of Arc representatives and students when undertaking manual handling
<b>Type</b>	Procedure

### Hazards associated with equipment/machinery/technique/process

- Muscle injuries
- Tendon and ligament injuries
- Nerve injuries
- Disc injuries
- Bone injuries
- Injuries from falling objects
- Soft tissue hernias

### Injury Risk Factors

- Lifting too much weight
- Trying to lift too much weight
- Twisting and bending while lifting or any work involving too much bending and twisting
- Lifting unstable objects
- Reaching and lifting (reaching above shoulder level increases your heart rate)
- Carrying awkward objects (large, difficult to grasp, unusual shape, hot or cold objects, sharp edges)
- Working in awkward positions
- Lifting or carrying large distances
- Insufficient rest or recovery time
- Repetition
- Holding or gripping objects or tools for long periods
- Environmental: constraints on posture e.g. lack of space, poor floors, variations in levels,

hot/cold/rain/ice/humid conditions, strong air movement, poor lighting conditions

- Physical: age, previous injury, illness
- Stress, Rushing, taking shortcuts
- Staying in the same position for too long

#### Requirements – Before Starting

- Ensure Safe Working Procedures are available
- Ensure individual has reviewed Safe Working Procedure before using the equipment.
- Ensure the area is clean and tidy before and after use.

#### Tools and Equipment

- First Aid

#### Emergency Safety Equipment



#### Personal Protective Equipment



Keep aisle and work area clean



Appropriate footwear to be worn as required

Task/Procedure		
Equipment	Potential Hazard	Controls
<p><b>Procedure/Task Step</b></p> <p>Manual handling is any task that requires lifting, moving, holding, pushing, pulling any object or person</p> <p>Manual tasks include tasks that have repetitive actions, sustained postures and may involve exposure to vibration.</p>	<ul style="list-style-type: none"> <li>• Lifting too much weight</li> <li>• Trying to lift too much weight</li> <li>• Twisting and bending while lifting or any work involving too much bending and twisting</li> <li>• Lifting unstable objects</li> <li>• Reaching and lifting (reaching above shoulder level increases your heart rate)</li> <li>• Carrying awkward objects (large, difficult to grasp, unusual shape, hot or cold objects, sharp edges)</li> <li>• Working in awkward positions</li> <li>• Lifting or carrying large distances</li> <li>• Insufficient rest or recovery time</li> <li>• Repetition</li> <li>• Holding or gripping objects or tools for long periods</li> <li>• Environmental: constraints on posture e.g. lack of space, poor floors, variations in levels, hot/cold/rain/ice/humid conditions, strong air movement, poor lighting conditions</li> <li>• Physical: age, previous injury, illness</li> <li>• Stress, Rushing, taking shortcuts</li> <li>• Staying in the same position for too long</li> </ul>	<ul style="list-style-type: none"> <li>• Use mechanical aids or automation where possible (trolleys, electronic staplers)</li> <li>• The work area should be arranged so that manual handling tasks can be eliminated or done at waist level</li> <li>• The work area should be arranged to prevent awkward /sustained postures and so that frequently used items are within easy reach</li> <li>• If performing repetitive tasks you should take regular breaks 1-2min every ½ hr &amp; a ½ hr-1hr break after 4hrs of work or vary your routine</li> <li>• Store heavy items and the most frequently used items at waist level</li> <li>• Use mechanical aids to move heavy objects</li> <li>• If item is awkward or too heavy ask for help</li> <li>• Never walk with items stacked so high that your vision is obstructed</li> <li>• Do not stack items so they are unstable</li> <li>• Check to see if pathway is clear</li> </ul>

<p><b>Using trolleys</b></p>	<ul style="list-style-type: none"> <li>◆ Never overload trolley: - All trolleys should be labelled with weight capacity</li> <li>◆ Hold the trolley as low as possible and use your leg muscles to push the load</li> <li>◆ Pushing is easier than pulling</li> <li>◆ IF YOU MUST PULL A TROLLEY; - Face the object squarely, with feet shoulder width apart (one foot in front of the other), keep your back straight, bend your knees slightly &amp; pull in a smooth motion.</li> <li>◆ When loading and unloading the trolley follow the principles of the standard lifting technique: Make sure the load as close as possible before lifting</li> </ul>	<ul style="list-style-type: none"> <li>• Use mechanical aids or automation where possible (trolleys, electronic staplers)</li> <li>• The work area should be arranged so that manual handling tasks can be eliminated or done at waist level</li> <li>• Use mechanical aids to move heavy objects</li> <li>• If item is awkward or too heavy ask for help</li> <li>• Never walk with items stacked so high that your vision is obstructed</li> <li>• Do not stack items so they are unstable</li> <li>• Check to see if your pathway is clear</li> </ul>
<p><b>Team lifting</b></p>	<ul style="list-style-type: none"> <li>• Follow same principles as standard lifting technique</li> <li>• One person should coordinate the lift making sure all team members follow safe lifting techniques and that all members are comfortable before lifting</li> <li>• All members must lift at the same time</li> <li>• Double the people does not mean double the capacity. For example if one person can lift 20kg Two people can lift 70% each of 20kg or 28kg in total &amp; 3 people can lift 50% each of 20 or 30kg in total</li> </ul>	<ul style="list-style-type: none"> <li>• Use mechanical aids or automation where possible (trolleys, electronic staplers)</li> <li>• If performing repetitive tasks you should take regular breaks 1-2min every ½ hr &amp; a ½ hr-1hr break after 4hrs of work or try to vary your work routine</li> <li>• Store heavy items and the most frequently used items at waist level</li> <li>• Use mechanical aids to move heavy objects</li> <li>• If item is awkward or too heavy ask for help</li> <li>• Never walk with items stacked so high that your vision is obstructed</li> <li>• Do not stack items so they are unstable</li> <li>• Check to see if your pathway is clear</li> </ul>
<p><b>Never twist your back when holding or carrying a load use the following technique to turn</b></p>	<ul style="list-style-type: none"> <li>• Lift the load using any of the previous techniques.</li> <li>• Hold the load very close to your body at waist level.</li> <li>• Turn the leading foot 90 degrees toward the direction you want to turn. Bring the lagging foot next to the leading foot. Do not twist your body!</li> </ul>	<ul style="list-style-type: none"> <li>• The work area should be arranged to prevent awkward /sustained postures and so that frequently used items are within easy reach</li> <li>• If performing repetitive tasks you should take regular breaks 1-2min every ½ hr &amp; a ½ hr-1hr break after 4hrs of work or try to vary your work routine</li> <li>• Store heavy items and the most frequently used items at waist level</li> <li>• Check to see if your pathway is clear</li> </ul>

<p><b>The Standard Lift</b></p>	<ul style="list-style-type: none"> <li>• Check the path is clear</li> <li>• Approach the load &amp; size it up (weight, size and shape). Consider your ability to handle the load. If in doubt, get assistance. Use foot protection.</li> <li>• Place feet close to object to be lifted. Adopt a balanced position, one foot beside the load pointing in the direction of travel, the other behind the load.</li> <li>• Bend knees to comfortable degree and get a good handhold. Maintain normal spinal curves. <b>Always bend your knees not your back.</b></li> <li>• Tighten stomach muscles. Commence to lift the load keeping it close to the body.</li> <li>• Lift the load using leg muscles and allow the load to rest in fully extended arms.</li> <li>• With the load comfortably supported by the hands and arms, move off in the direction of travel.</li> <li>• Setting the load down is just as important as picking it up. Using leg muscles, lower the load by bending your knees. When the load is securely positioned release your grip.</li> </ul>	<ul style="list-style-type: none"> <li>• Use mechanical aids or automation where possible (eg trolleys)</li> <li>• The work area should be arranged so that manual handling tasks can be eliminated or done at waist level</li> <li>• The work area should be arranged to prevent awkward /sustained postures and so that frequently used items are within easy reach</li> <li>• If performing repetitive tasks you should take regular breaks 1-2min every ½ hr and a ½ hr-1hr break after 4hrs of work or try to vary your work routine</li> <li>• Store heavy items and the most frequently used items at waist level</li> <li>• Use mechanical aids to move heavy objects</li> <li>• If item is awkward or too heavy ask for help</li> <li>• Never walk with items stacked so high that your vision is obstructed</li> <li>• Do not stack items so they are unstable</li> <li>• Check to see if your pathway is clear</li> </ul>
<p><b>Carrying loads</b></p>	<ul style="list-style-type: none"> <li>• Never walk with items stacked so high that your vision is obstructed</li> <li>• Do not stack items so they are unstable</li> <li>• Check to see if your pathway is clear</li> <li>• Hold load close</li> </ul>	<ul style="list-style-type: none"> <li>• Use mechanical aids or automation where possible (eg trolleys)</li> <li>• Store heavy items and the most frequently used items at waist level</li> <li>• Use mechanical aids to move heavy objects</li> <li>• If item is awkward or too heavy ask for help</li> <li>• Never walk with items stacked so high that your vision is obstructed</li> <li>• Do not stack items so they are unstable</li> <li>• Check to see if pathway is clear</li> </ul>
<p><b>Overhead loads</b></p>	<ul style="list-style-type: none"> <li>• Always use a step-stool or ladder to avoid over reaching</li> <li>• Test weight before removing shelf</li> <li>• Slide object toward you</li> <li>• Hold load close body as you descend</li> </ul>	<ul style="list-style-type: none"> <li>• Use mechanical aids or automation where possible (eg trolleys)</li> <li>• Store heavy items and the most frequently used items at waist level</li> <li>• Use mechanical aids to move heavy objects</li> <li>• If item is awkward or heavy ask for help</li> <li>• Never walk with items stacked so high that your vision is obstructed</li> <li>• Do not stack items so they are unstable</li> <li>• Check to see if pathway is clear</li> </ul>

**Emergency Procedure**

- All emergencies call 56666.
- Display emergency procedures in the area.

**Clean up procedures for task**

- Leave the area where it was used in a safe, clean and tidy state.
- Make sure all items are secure and will not fall;
- Never place objects near emergency exits &
- Never place objects in stairways, walkways and pathways.

**Waste Disposal Procedures**

- Ensure all areas are kept clean and tidy

**Resources**

- COFA Manual Handling Safe Working Procedure (Issue Date: 16/3/2011)

**List legislation, standards and codes of practice used in development of the SWP**

- Work Health and Safety Act 2011 (NSW), Work Health and Safety Regulations 2011 (NSW)
- National Code of Practice for Manual Handling NOHSC: 2005(1990) SafeWork Australia

**Approval, training and review**

<b>Approval</b>	HR & OD Manager	<b>Signature</b>	
<b>Training</b>	All persons operating this equipment or following this procedure/task must have training or instruction on the safe use of the equipment and they must be assessed as competent		
<b>Review Date</b>	March 2015	<b>Responsibility of Review</b>	HR & OD Manager
<b>Current SWP will be available from the HR Department or from the WHS Website</b>			

Version	Date	Author	Approval	Sections modified	Details of amendments
[1.0]	6 March 2013	HR & OD Manager	HR & OD Manager	NA	This is a new guideline