



## Performing Manual Handling Tasks Standard Operating Procedure

### 1. Purpose

To ensure the safety of all persons required to perform any manual handling task.

### 2. Scope

This document applies to all persons who are required to perform manual handling tasks at Central Coast Region operated facilities.

### 3. Procedure

At Central Coast Region operated facilities, the method for the prevention of injuries associated with manual handling tasks is as follows:

- Ensure high level of workplace housekeeping standards are maintained at all times.
- Ensure that all correct PPE is readily available.
- Assess all tasks considering all risk factors. Risk Assessment where required.
- Assess the load and plan the lift, if load is too heavy seek assistance.
- Mechanical or hydraulic lifting equipment should be used if an object or material is considered too heavy for manual lifting. Persons shall have the required competencies to operate such equipment.
- Use correct manual lifting techniques at all times.
  - Bend your knees.
  - Get a firm grip on the load.
  - Keep load close to you.
  - Keeping your back as near vertical as possible, lift using your legs.
  - If you must turn, do so with your feet, not your body.
- Always wear the appropriate gloves when handling sharp-edged or rough materials.
- Use caution when carrying long materials such as piping or ladders. When carrying heavy materials and your vision is obscured, beware of hazards on the floor.

Persons at undertaking work at Central Coast Region operated facilities will receive awareness training in the correct manual handling procedures via the Central Coast Region operated facilities Maintenance Team induction.



## 4. Audit and Review

The individual Standard Operating Procedure will be reviewed:

- Three yearly.
- When triggered by any event or findings that identify improvements in the controls that effectively manage the identified hazards.

## 5. Definitions

**Manual Handling Tasks** – Any activity requiring force (repetitively or singularly) by a person to grasp, manipulate, strike, throw, carry, move, lift, lower, push, pull, carry, or otherwise move, hold or restrain any object.

**Competent Person** – Person assessed as being able to perform a task.

**Personal Protective Equipment (PPE)** – Clothing equipment and/or substances which, where worn or used correctly, protects part or all of the body from foreseeable risks of injury or disease in the workplace.

**Rule** – A rule is a rule or Regulation made for the carrying out of requirements of the Workplace Health and Safety Act.

**Responsible Person** – A person who has the demonstrated skills and knowledge required to perform a task to a standard.

**Shall and Should** – The word “shall” is to be understood as mandatory and the word “should” as non-mandatory advised or recommended.

**SOP** – Standard Operating Procedure

## 6. Document Information

### 6.1 Reference Information

Reference information, listed in **Table 6-1** below, is information that is directly related to the development of this document or referenced from within this document.

Reference
Queensland Branch Scouting Instructions
QLD Government: Code of Practice - Hazardous Manual Tasks 2011

**Table 6-1 - Reference Information**

### 6.2 Change Information

Full details of the document history are recorded in the document control register, by version. A summary of the current change is provided in **Table 6-2** below.

Version	Date	Review Team	Details of Change
1.0	01/04/2017	Dougal McWhinney	Document created

**Table 6-2 - Reference Information**