

CONVOY

T R A N S P O R T

CONVOY TRANSPORT PTY LTD

Occupational Health and Safety



Amendment Hazardous Manual Tasks Policy Issue #: 1 Revision #: 0

Record

Reviewed by: Jason Haywood
Managing Director

Approved by: Jason Haywood
Managing Director

Hazardous Manual Tasks Policy

Purpose:

Convoy Transport Pty Ltd is committed to preventing injuries caused by manual tasks through the identification of hazardous manual tasks and implementation of suitable risk controls.

Hazardous manual tasks include any lifting, carrying, pushing, pulling or moving of objects, handling or operating plant/equipment or repetitious movements, during work activities that workers participate in at Convoy Transport Pty Ltd that could result in Musculoskeletal Disorders (MSD) or other injuries.

Policy:

Convoy Transport Pty Ltd will endeavour to eliminate or reduce the number and severity of injuries caused by hazardous manual tasks by implementing procedures to manage hazards and the associated risks arising from hazardous manual tasks.

Some manual handling tasks can be considered hazardous, such as tasks involving any of the following characteristics:

- Repetitive or sustained application of force, awkward positions or movement;
- Application of high force;
- Exposure to sustained vibration;
- The handling of people or animals; and
- The handling of unstable or unbalanced loads or loads which are difficult to grasp or hold.

Some hazardous manual handling tasks can lead to MSD such as sprains and strains, back, joint or bone injuries, nerve injuries or compression, muscular and vascular disorders, hernias or chronic pain. MSD can occur suddenly or over an extended period of time.

Convoy Transport Pty Ltd has implemented strategies to minimise the risk of worker injury from hazardous manual tasks including:

- Identifying manual tasks that are hazardous;
- Eliminating hazardous manual tasks at the workplace whenever possible to do so;
- Assessing the risk of MSD and other injuries associated with manual tasks that have been identified as hazardous;
- Implementing suitable risk control measures to lower the potential for worker injuries in respect of hazardous manual handling tasks;

- Monitoring and reviewing risk control measures when appropriate;
- Providing training and resources to increase worker knowledge about manual handling;
- Developing and implementing work procedures designed to lower risk from hazardous manual handling tasks;
- Providing manual handling equipment appropriate for the job tasks being performed; and
- Consulting with workers in regard to hazardous manual handling issues.



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 Managing Director Managing Director

Hazardous Manual Tasks Procedure

Responsibilities:

The **Organisation** is responsible to ensure:

- The identification of any task requiring manual handling that could be assessed as being hazardous manual handling;
- Risk assessments are carried out for all hazardous manual handling tasks;
- Documented safety instructions i.e. Safe Work Procedures are in place to eliminate or reduce and control the risk of injury to workers due to manual handling;
- Adequate and appropriate training is provided to workers in respect of manual handling; and
- Hazardous manual handling tasks and related procedures are monitored and reviewed as required.

Workers are responsible to:

- Assist and cooperate with the identification of hazardous manual handling tasks in the workplace;
- Attend manual handling training when required; and
- Use correct manual handling procedures when required and follow safe working procedures.

Procedure:

Hazardous manual handling tasks will be identified by:

- Discomfort surveys;
- Observing tasks;
- Breaking tasks down where required;
- Hazard reports;

- Seeking worker input; and
- Consulting with ergonomic or other persons with specialised knowledge and skills if required.

Risk Assessment:

If risk is well known and controls are generally accepted and available, a *Hazardous Manual Tasks Risk Assessment* need not be undertaken. If a risk assessment is required, it will be documented and take the following risk factors into account:

- Duration and frequency;
- Forces exerted; and
- Sources of risk (such as layout of workplace, loads, tools, systems of work, environment).

Controls are implemented using a hierarchy of controls. Example:

- ↓ Eliminate task;
- ↓ Substitute for less hazardous options;
- ↓ Isolate persons from risk;
- ↓ Use engineering controls;
- ↓ Develop procedures and administrative controls; and
- ↓ Provide Information, training and instruction.

Risk controls are reviewed whenever:

- A control is no longer effective;
- Any change is likely to introduce new or different hazards that current controls will not adequately address;
- A new hazard or risk is identified; and
- Results of consultation indicate a review is needed.

For tasks that require straight forward controls (such as use of lifting equipment or mechanical aids) a *Hazardous Manual Handling Task Risk Assessment* need not be completed.

The *Hazardous Manual Task Register* and *Hazardous Manual Task Risk Assessments* will be reviewed **Quarterly** by **The Operations Manager/Managing Director** and updated with newly identified tasks as needed.

Reference	Title and Description
Document #: OHSM300001	OHSMS Manual
Document #: OHSF300116	Discomfort Survey (<i>OHSMS Recording Forms</i>)
Document #: OHSF300117	Hazardous Manual Task Risk Assessment Form (<i>OHSMS Recording Forms</i>)

Document #: OHSF300118	Hazardous Manual Tasks Register (<i>OHSMS Recording Forms</i>)
Document #	
Document #	