

Hazardous Manual Tasks Procedure

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1. PURPOSE

- 1.1. This procedure applies to all employees directly employed by Ecoplant & Seeddown and all Business Units and entities owned or managed by Ecoplant & Seeddown.
- 1.2. The purpose of this procedure is to ensure the minimisation of incidents and the severity of manual handling injuries by identifying and controlling manual handling tasks in Ecoplant & Seeddown workplaces.
- 1.3. Ecoplant & Seeddown has an obligation under Work Health and Safety Legislation and the Hazardous Manual Tasks Code of Practice 2011 to minimise the incidents and severity of manual handling injuries by identifying, assessing and controlling manual handling tasks.

2. RESPONSIBILITIES

- 2.1. **Employees or any other person** in a Ecoplant & Seeddown workplace must take reasonable care for their own health and safety and that they do not adversely affect the health and safety of other persons. Employees must comply with any reasonable instruction and cooperate with any reasonable policy or procedure relating to health and safety at the workplace.
- 2.2. **Managers /Supervisors** of Ecoplant & Seeddown must:
 - identify reasonably foreseeable hazards that could give rise to the risk of manual handling injuries;
 - eliminate the risk so far as is reasonably practicable;
 - if it is not reasonably practicable to eliminate the risk – minimise the risk so far as is reasonably practicable by implementing control measures in accordance with the hierarchy of control;
 - maintain the implemented control measure so that it remains effective;
 - review, and if necessary revise, risk control measures so as to maintain, so far as is reasonably practicable, a work environment that is without risks to health and safety.

3. DEFINITIONS

- 3.1. **Employee** – Any person who has a signed contract of employment with Ecoplant & Seeddown. This includes full-time, part-time and casual employees.
- 3.2. **Hazardous Manual Task** - As defined in the WHS Regulations, means a task 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

- high or sudden force
- repetitive movement
- sustained or awkward posture
- exposure to vibration.

These factors (known as characteristics of a hazardous manual task) directly stress the body and can lead to injury.

4. REFERENCES

- 4.1. Safety Policy
- 4.2. Relevant WHS legislation
- 4.3. Hazardous Manual Tasks Code of Practice 2011
- 4.4. Hazard Identification and Risk Management Procedure
- 4.5. Incident Management Reporting and Investigation Procedure

5. PROCEDURE

Ecoplant & Seeddown Managers/Supervisors will ensure the appropriate education, training, equipment and other resources for the control of manual handling hazards is provided for all employees and others who may be required to complete manual handling tasks. Provisions will be made for the special needs of employees or others with disabilities.

5.1. Guidelines for Injury Prevention

An employee or any other person in a Ecoplant & Seeddown workplace must not carry or move any object if they consider they are at risk of injury or if others may be at risk.

The appropriate Manager/Supervisor is responsible for undertaking risk assessments in their workplace. Refer to the Hazard Identification and Risk Management Procedure for more information on risk assessments.

5.2. Reporting Hazards or Injury

Employees must report any manual handling hazard to their Manager /Supervisor. Those hazards which cannot be immediately rectified should be reported to the appropriate Manager or above in accordance with the Incident Management Reporting and Investigation Procedure

The appropriate Manager/Supervisor must address any hazards and take corrective action, which may include reviewing work practices, arranging education or providing appropriate equipment for safe manual handling.

If an employee suffers injury, they must report the injury in accordance with the Incident Management Reporting and Investigation Procedure. The appropriate

Manager/Supervisor or above must ensure the individual employee seeks medical advice immediately.

5.3. Training

Training in the type of control measures implemented should be provided during induction into a new job and as part of an ongoing manual task risk control program.

Training should be provided to:

- employees required to carry out, supervise or manage hazardous manual tasks,
- in-house designers, engineers and officers responsible for the selection and maintenance of plant and/or the design and organisation of the job/task, or
- any health and safety representatives.

The training should include information on:

- manual task risk management, including the characteristics of hazardous manual tasks,
- specific manual task risks and the measures in place to control them,
- how to perform manual tasks safely, including the use of mechanical aids, tools, equipment and safe work procedures, and
- how to report a problem or maintenance issues.

Training programs should be reviewed regularly and also when there is change to work processes, plant or equipment, implementation of new control measures, relevant legislation or other issues that may impact on the way the task is performed.

Records of induction and manual handling training given to Ecoplant & Seeddown employees must be kept. The records can include information such as the date of the session, the topics dealt with, and the name and signature of the trainer and each of the employees who attended the session.

6. RECORDS

- 6.1. All documentation relating to the management of manual tasks (including training records) must be retained by the Company for a period not less than seven (7) years from the date that the documentation was brought into existence.

7. REVIEW

- 7.1. Annual