

HAZARDOUS MANUAL TASKS PROCEDURE

Version No	7.0
Issued	3 rd Sept 2014
Next Review	Sept 2017
GDS	12.63.1.1

1. Overview

The Flinders Ranges Council as part of its commitment under its Hazardous Work Policy, recognises its obligation to manage risks to health and safety relating to a musculoskeletal disorder (MSD) associated with a hazardous manual task.

Council recognises many tasks may expose Council workers to the risk to health and safety relating to a MSD associated with a hazardous manual task. Risk exposure can occur by:

- Gradual wear and tear to joints, ligaments, muscles and inter-vertebral discs caused by repeated or continuous use of the same body parts, including static body positions.
- Sudden damage caused by strenuous activity, or unexpected movements such as when loads being handled move or change position suddenly.
- A combination of these mechanisms, for example, body tissue that has been weakened by cumulative damage may be vulnerable to sudden injury by lower forces.

This Procedure aims to manage risks to health and safety relating to a musculoskeletal disorder associated with hazardous manual tasks, by:

- Identifying reasonably foreseeable hazards.
- Eliminating risks so far as is reasonably practicable.
- If it is not reasonably practicable to eliminate risk, minimising risks so far as is reasonably practicable, by implementing control measures in accordance with the Hierarchy of Control.
- Monitoring and maintaining implemented control measures so that controls remain effective.

SIGNED

Chief Executive Officer

Chairperson, WHS Committee

Date: 3 / 9 / 2014

Date: 3 / 9 / 2014

2. CORE COMPONENTS

The core components of our Hazardous Manual Tasks Procedure aims to make sure:

- Hazardous manual tasks are identified and recorded on the Hazard / Risk register.
- The risks of musculoskeletal disorders associated with hazardous manual tasks are assessed and managed.
- Risk assessments are conducted and documented by a team which includes at least one person trained in the risk assessment process.
- Where it is reasonably practicable, identified risks from hazardous manual tasks are eliminated or controls are aligned to the highest level practicable of the Hierarchy of Control.
- The system allows for verifying the effectiveness of control measures in a timely manner.
- Consultation occurs, so far as is reasonably practicable, with workers and their representatives, during the hazard identification and risk management process associated with hazardous manual tasks.
- Consultation occurs with designers, manufacturers, importers and suppliers of plant or structures prior to purchase, in order to eliminate or minimise the risk of MSD during use, maintenance or storage.
- Procurement processes consider the management of risks associated with purchased items that may expose workers to the risk of MSD when moving, using, maintaining or storing the purchase.

HAZARDOUS MANUAL TASKS PROCEDURE

Version No	7.0
Issued	3 rd Sept 2014
Next Review	Sept 2017
GDS	12.63.1.1

- Workers who undertake hazardous manual tasks have received information, instruction, training and supervision necessary to protect persons from risks to their health and safety.
- Consultation takes place with other PCBUs, so far as is reasonably practicable, if their duty of care overlaps in relation to hazardous manual tasks.
- A process exists for management review of the risk assessment and control process and audit findings.

3. DEFINITIONS

Competent person:	A person who has acquired through training, qualification or experience the knowledge and skills to carry out the task. [as defined by the WHS Regulations, 2012, Regulation 5, p. 32]
Hazard	A situation or thing that has the potential to harm a person. Hazards at work may include: noisy machinery, a moving forklift, chemicals, electricity, working at heights, a repetitive job, bullying and violence at the workplace. [as defined in the COP: How to Manage Health and Safety Risks, Dec 2011 p. 4]
Hazardous manual task	A task that requires a person to lift, lower, push, pull, carry or otherwise move, hold or restrain any person, animal or thing that involves 1 or more of the following: (a) Repetitive or sustained force. (b) High or sudden force. (c) Repetitive movement. (d) Sustained or awkward posture. (e) Exposure to vibration. Examples— 1. A task requiring a person to restrain live animals. 2. A task requiring a person to lift or move loads that are unstable or unbalanced or are difficult to grasp or hold. 3. A task requiring a person to sort objects on a conveyor belt. [as defined in the WHS Regulations, 2012, Regulation 5, p. 38]
Hierarchy of Control	If it is not reasonably practicable for risks to health and safety to be eliminated, risks should be minimised, so far as is reasonably practicable, by doing 1 or more of the following: (a) Substituting (wholly or partly) the hazard giving rise to the risk with something that gives rise to a lesser risk. (b) Isolating the hazard from any person exposed to it. (c) Implementing engineering controls. If a risk then remains, the duty holder should minimise the remaining risk, so far as is reasonably practicable, by implementing administrative controls. If a risk then remains the duty holder should minimise the remaining risk, so far as is reasonably practicable, by ensuring the provision and use of suitable personal protective equipment. [as defined by the WHS Regulations 2012, Regulation 36]
HSR	Health and safety representative

HAZARDOUS MANUAL TASKS PROCEDURE

Version No	7.0
Issued	3 rd Sept 2014
Next Review	Sept 2017
GDS	12.63.1.1

Musculoskeletal disorder (MSD)	<p>An injury to, or disease of, the musculoskeletal system, whether occurring suddenly or over time, but does not include an injury caused by crushing, entrapment or cutting resulting principally from the mechanical operation of plant. [as defined in the WHS Regulations, 2012, Regulation 5, p. 43]</p> <p>MSDs may include conditions such as:</p> <ul style="list-style-type: none"> (a) Sprains and strains of muscles, ligaments and tendons. (b) Back injuries, including damage to the muscles, tendons, ligaments, spinal discs, nerves. (c) Joints and bones. (d) Joint and bone injuries or degeneration, including injuries to the shoulder, elbow, wrist. (e) Hip, knee, ankle, hands and feet. (f) Nerve injuries or compression (e.g. carpal tunnel syndrome). (g) Muscular and vascular disorders as a result of hand-arm vibration. (h) Soft tissue hernias. (i) Chronic pain. <p>[COP: Hazardous Manual Tasks, Dec 2011 p. 3]</p>
Plant	<p>Plant includes—</p> <ul style="list-style-type: none"> (a) Any machinery, equipment, appliance, container, implement and tool; and (b) Any component of any of those things; and (c) Anything fitted or connected to any of those things. <p>[as defined in the WHS Act, 2012, Section 4, p. 16]</p>
Personal Protective Equipment (PPE)	<p>Anything used or worn by a person to minimize risk to the person's health and safety, including air supplied respiratory equipment. [as defined in the WHS Regulations, 2012, Regulation 5, p. 44]</p>
PSSI	The WorkCover SA Performance Standards for Self Insurers
Structure	<p>Anything that is constructed, whether fixed or moveable, temporary or permanent, and includes—</p> <ul style="list-style-type: none"> (a) Buildings, masts, towers, framework, pipelines, transport infrastructure and underground works (shafts or tunnels); and (b) Any component of a structure; and (c) Part of a structure. <p>[as defined in the WHS Act, 2012, Section 4, p. 16]</p>

4. PROCEDURE

- 4.1. The Senior Leadership Team shall make sure the WHS Coordinator is responsible for the strategic management and risk control of hazardous manual tasks. This role requires the:
 - 4.1.1. Provision of assistance to department managers and supervisors in relation to the identification and management of potential MSDs associated with hazardous manual tasks.
 - 4.1.2. Provision of assistance to persons with responsibility for procurement to make sure the risk of MSDs associated with purchase are eliminated or minimised before the purchase occurs.
 - 4.1.3. Maintenance of the Hazard / Risk Register in relation to hazardous manual tasks.
 - 4.1.4. Oversight of relevant training.
 - 4.1.5. Identification of trends or problems associated with MSDs and the provision of assistance with prioritising solutions in consultation with workers and their representatives.

HAZARDOUS MANUAL TASKS PROCEDURE

Version No	7.0
Issued	3 rd Sept 2014
Next Review	Sept 2017
GDS	12.63.1.1

4.1.6. Development and implementation of audit activities in relation to hazardous manual tasks.

4.1.7. Communication of relevant data to the management team and workers.

4.2. Consulting workers and others

4.2.1. Consultation is to occur in accordance with the WHS Consultation and Communication Procedure.

4.2.2. Department managers and supervisors: consult with workers as early as possible when planning to:

- Introduce new tasks or change existing tasks.
- Select new equipment.
- Refurbish, renovate or redesign existing workplaces.
- Carry out work in a new environment.

4.2.3. Consult and coordinate activities with other PCBU's who are undertaking work where risks of MSDs exist, so far as is reasonably practicable, if their duty of care overlaps.

4.3. Identifying manual tasks that are hazardous

4.3.1. A manual task should be classified as hazardous if it involves any of the following characteristics:

- Repetitive or sustained force.
- High or sudden force.
- Repetitive movement.
- Sustained and/or awkward posture.
- Exposure to vibration.

Things to look out for include:

- Any changes that have resulted in new manual tasks or a changed environment.
- Tasks involving tools, machinery or equipment that do not work properly or are difficult to use, and
- If workers have made improvisations to tasks to avoid discomfort.

4.3.2. Hazards that arise from manual tasks generally involve interaction between a worker and:

- The work tasks and how they are performed.
- The tools, equipment and objects handled.
- The physical work environment.

4.3.3. The department manager should consult with workers and their representatives to identify tasks that:

- Are difficult to do (or appear harder than they should be).
- Are very tiring (muscle fatigue reduces work capacity).
- Are awkward or dangerous (for example, difficulty controlling loads).
- Cause discomfort.

Appendix 2 contains a discomfort survey that may be used to assist in the identification process.

4.3.4. To help identify which manual tasks may cause harm and identify any trends, the department manager and the Works Coordinator should arrange a review of:

- Records of workplace injuries and incidents.
- Inspection reports.
- Any workers compensation claims made for MSDs.
- Advice about hazardous manual tasks and risks from regulators, industry associations, unions, technical specialists and safety consultants.

HAZARDOUS MANUAL TASKS PROCEDURE

Version No	7.0
Issued	3 rd Sept 2014
Next Review	Sept 2017
GDS	12.63.1.1

- 4.3.5. The department manager should arrange competent persons or external experts to observe existing manual tasks to assess how people actually work and focus on their postures and movements.
- 4.3.6. The department manager should make sure manual tasks that have been identified as hazardous are recorded on the Hazard / Risk Register.

4.4. Risk Assessment

Appendix 1 provides an overview of the risk management process for manual tasks.

NOTE: it is recognised that the Code of Practice ‘Hazardous Manual Tasks’ S3.1 gives some instances where risk assessment is not required, However PSSi standard 3.8.1 requires identification evaluation and control of hazards and WorkCover SA have communicated that they expect Self-Insurers to complete risk assessments for all reasonably foreseeable hazards.

- 4.4.1. A risk assessment should be conducted (or reviewed):
 - a. For any manual task that has been identified as hazardous.
 - b. Whenever an MSD has occurred arising from a work process and/or practice.
 - c. Whenever a manual task is about to be introduced or modified.
- 4.4.2. The department manager or supervisor should form a team to undertake the risk assessment. The team should consist of a competent person to lead the risk assessment, workers who are involved in the activity to be assessed, a HSR (where one exists), the manager or supervisor who have control over how the task is done and other stakeholders or experts, where relevant.
- 4.4.3. The department manager or supervisor should make sure, in consultation with the risk assessment team, that the risk assessment:
 - a. Describes the task and area where the manual task is performed.
 - b. Notes which body parts are likely to be at risk of injury.
 - c. Determines which risk factors pose a risk and record why the risk exists.

The whole task should be examined, although it may help to look at the task in stages to identify all of the risk factors.
- 4.4.4. The LGAWCS Model Hazardous Manual Tasks Risk Assessment form may be used to record the findings (Refer to Appendix 4).
- 4.4.5. For some complex situations, expert or specialist advice may be required. The department manager should contact the WHS Coordinator if external expertise is required.
- 4.4.6. If a number of workers carry out very similar hazardous manual tasks, these tasks may be assessed together as a group instead of assessing each task individually. However, a group risk assessment should only be undertaken if all the tasks are sufficiently similar and do not expose a worker to a different risk than if individual assessments were carried out.
- 4.4.7. Any work where a risk of MSD exists, that is not regularly undertaken or has been changed from a generic task, may need a new risk assessment completed before the activity commences.
- 4.4.8. The risk assessment findings will be prioritised by the assessment team, with the highest rated risks requiring the most urgent attention.

4.5. Risk control

- 4.5.1. Control measures should be aimed at eliminating or minimising the frequency, magnitude and duration of movements, forces and postures by changing the source of risk, the work area, tool, load, environment, the method of handling and/or the way work is organised.

HAZARDOUS MANUAL TASKS PROCEDURE

Version No	7.0
Issued	3 rd Sept 2014
Next Review	Sept 2017
GDS	12.63.1.1

- 4.5.2. In determining control measures have regard to all relevant matters that may contribute to a musculoskeletal disorder, including:
- Postures, movements, forces and vibration relating to the hazardous manual task.
 - The duration and frequency of the hazardous manual task.
 - Workplace environmental conditions that may affect the hazardous manual task or the worker performing it.
 - The design of the work area.
 - The layout of the workplace.
 - The systems of work used.
 - The nature, size, weight or number of persons, animals or things involved in carrying out the hazardous manual task.
- 4.5.3. If a manual task is assessed as presenting a risk of MSD, it must be managed in line with the Hierarchy of Control; by;
- Eliminating the hazardous manual task and its associated risk, or
 - If it is not reasonably practicable to eliminate the risk, then the risks must be minimised so far as is reasonably practicable

Examples of control measures	
Elimination	<ul style="list-style-type: none"> Automate the manual task (such as using remote controls) Deliver goods directly to the point of use to eliminate multiple handling
Substitution	<ul style="list-style-type: none"> Replace heavy items with those that are lighter, smaller and/or easier to handle Replace hand tools with power tools to reduce the level of force required to do the task
Isolation	<ul style="list-style-type: none"> Isolate vibrating machinery from the user, for example by providing fully independent seating on mobile plant
Engineering	<ul style="list-style-type: none"> Use mechanical lifting aids Provide workstations that are height adjustable
Administrative	<ul style="list-style-type: none"> Rotate workers between different tasks Train workers to use control measures implemented when carrying out normal tasks
Personal protective equipment	<ul style="list-style-type: none"> Heat resistant gloves for handling hot items Shock absorbent shoes for work on hard concrete floors

- 4.5.4. A combination of control measures may be required to effectively manage the hazard. Depending on the outcomes of the specific risk assessment, this may include both short and long term control measures.
- 4.5.5. The department manager or supervisor should check that the controls identified by the risk assessment are implemented before work commences. Any hazards that are unable to be immediately and permanently controlled within the risk assessment process should be transferred to the Hazard / Risk Register for further action and management. Work should not commence until all selected controls are in place, or interim measures have been identified and implemented to minimise the risk.
- 4.5.6. To implement the most effective risk controls, department managers and supervisors should:
- Allow workers to trial solutions before decisions are made to make the solution permanent.
 - Develop work instructions/safe operating procedures to ensure that controls are understood and responsibilities are clear.
 - Provide training to ensure workers can implement the risk controls for the task competently.
 - Ensure that any plant or equipment used in any manual task is properly maintained.

HAZARDOUS MANUAL TASKS PROCEDURE

Version No	7.0
Issued	3 rd Sept 2014
Next Review	Sept 2017
GDS	12.63.1.1

- 4.5.7. The department manager or supervisor will inform relevant persons about the control measures selected or corrective actions that have been implemented as a result of the risk assessment process where a risk of MSD exists and record that this has occurred in Department meeting minutes or other records (eg toolbox meeting minutes) .
- 4.5.8. The department manager or supervisor will check that any new hazards that may have been introduced by the selected controls methods are identified by:
- Monitoring and evaluating controls for effectiveness.
 - Recommencing the risk assessment process, outlined at section 4.4 above, if new hazards are identified.
 - Communicating the outcomes of the risk assessment process within the department or work group and to the WHS committee, as required.
 - Retaining completed risk assessments.
- 4.6. Purchasing to eliminate or minimise risks
- 4.6.1. Before purchasing plant, equipment, tools, containers, workstations, machinery and vehicles, the department manager or supervisor should consult with workers and their representatives to assess whether the item to be purchased has been designed so that it can be used safely and best matches the needs of workers.
- 4.6.2. The WHS Coordinator may need to be involved in the pre-purchase assessment processes.
- 4.6.3. Wherever possible facilitate Workers trialling the item prior to purchase.
- 4.7. Role of designers, manufacturers, importers and suppliers
- In some cases Council may take on these roles (by designing and constructing or modifying structures, or plant, buying plant from abroad or selling structures or plant). In these cases Council need to address the following requirements.
- 4.7.1. Workers who design plant or structures used for work must:
- Ensure the plant or structure is designed to eliminate the need to carry out a hazardous manual task in connection with the plant or structure.
 - If this is not reasonably practicable, minimise the need for any hazardous manual task to be carried out in connection with the plant or structure so far as is reasonably practicable.
 - Give each person who is provided with the design for the purpose of giving effect to it, adequate information about the features of the plant or structure that eliminate or minimise the need for any hazardous manual task to be carried out including
 - The purpose for which the plant or structure was designed
 - How hazards have been dealt with that may impact on manual tasks in the design, and whether there are any residual risks.
 - How to handle the product safely, including during its transportation, installation, operation, maintenance and disposal.
 - When Council workers design or request the design of plant:
 - All phases of its life, including manufacture, cleaning and servicing should be considered. Refer to Appendix 3 for examples of design-related MSD risks for plant, and how to control the risks through safe design.
 - Ergonomic principles should be applied in the design stage.
 - Apply quality assurance processes to check that the product effectively minimises the risk of MSDs.
 - A prototype should be trialled where practicable, in a range of operating conditions.

HAZARDOUS MANUAL TASKS PROCEDURE

Version No	7.0
Issued	3 rd Sept 2014
Next Review	Sept 2017
GDS	12.63.1.1

4.7.2. Design of workplaces

Council workers who design buildings used as workplaces should consider the manual tasks that may be performed throughout the lifecycle of the building, from construction through to use, maintenance, refurbishment and potential demolition.

4.7.3. Manufacturers, importers and suppliers

a. Department managers or supervisors should make sure:

- Contractual arrangements with manufacturers, importers and suppliers document the obligation to supply information needed to use the product safely, including during its transportation, operation and maintenance. This information may be provided in user manuals, brochures or on the product itself (for example, labelling cartons) and should be accurate, clear and easy to understand.
- This information is obtained on commission of the plant or structure.

b. Loads should be labelled to indicate any MSD risks, and where appropriate, any necessary precautions when handling the load.

c. Council workers who manufacture plant or structures used for work must:

- Ensure that the plant or structure is manufactured so as to eliminate the need for any hazardous manual task to be carried out in connection with the plant or structure.
- If it is not reasonably practicable to eliminate, ensure that the plant or structure is manufactured so that the need for any hazardous manual task to be carried out in connection with the plant or structure is minimised so far as is reasonably practicable.
- Give to each person to whom the manufacturer provides the plant or structure adequate information about the features of the plant or structure that eliminate or minimise the need for any hazardous manual task to be carried out in connection with the plant or structure.

4.8. Incidents related to hazardous manual tasks

4.8.1. The Senior Leadership Team should make sure processes are established that encourage workers to report problems with manual tasks and signs of discomfort immediately so that risks can be managed before an injury occurs.

4.8.2. If an accident or incident has occurred, the person/s involved should take whatever steps are necessary to control the hazard, seek any first aid or emergency assistance and follow the requirements of the Incident Reporting and Investigation Procedure.

4.8.3. The department manager or supervisor should make sure that when workers report or have been diagnosed with a MSD, early intervention strategies are initiated.

4.9. Monitoring and evaluation

4.9.1. Department managers or supervisors will review and revise any existing risk control measures related to hazardous manual tasks, using the same methods as the initial hazard identification process:

- a. When the control measure does not minimise the risk so far as is reasonably practicable.
- b. Before a change at the workplace that is likely to give rise to a new or different health and safety risk that the control measure may not effectively control.
- c. If a new hazard or risk is identified.
- d. If the results of consultation indicate that a review is necessary or a health and safety representative requests a review.

HAZARDOUS MANUAL TASKS PROCEDURE

Version No	7.0
Issued	3 rd Sept 2014
Next Review	Sept 2017
GDS	12.63.1.1

- 4.9.2. The WHS Committee monitor the Hazard / Risk Register during its meetings. A report should be presented to the Senior Leadership Team listing outstanding items requiring their direction or enforcement.
- 4.9.3. The Senior Leadership Team will:
 - a. Review hazard and incident statistics, audit results, legislative changes and other information relating to MSDs and hazardous manual tasks and direct action when required. Minutes should record outcomes of discussion and actions undertaken.
 - b. Include this Procedure as part of the ongoing management review process and report the findings of internal audits related to this procedure, as relevant.
 - c. Set, monitor and review objectives, targets and performance indicators for MSD reduction programs as relevant.

5. TRAINING

- 5.1. Providing information, training and instruction may be effective in minimising the risk. However, training in lifting techniques must not be used as the sole or primary means to control the risk of MSDs.
- 5.2. The Flinders Ranges Council training needs analysis (TNA) should identify the training needs of all workers undertaking hazardous manual tasks. The TNA should include the following groups:
 - 5.2.1. Workers required to carry out, of supervise or manage other workers who carry out tasks identified as being hazardous manual tasks.
 - 5.2.2. In-house designers, engineers and officers responsible for the selection, purchase and maintenance of plant and/or the design and organisation of the job/task.
 - 5.2.3. WHS Committee members.
- 5.3. Training includes information on:
 - 5.3.1. Manual task risk management, including the characteristics of hazardous manual tasks.
 - 5.3.2. Specific manual task risks and the measures in place to control them.
 - 5.3.3. How to perform manual tasks safely, including the use of mechanical aids, tools, equipment and safe work procedures.
 - 5.3.4. How to report a problem or maintenance issues.
 - 5.3.5. Legislative requirements.
 - 5.3.6. The requirements of this Procedure
- 5.4. Objectives in relation to training should include:
 - 5.4.1. The prevention of MSDs by an approach based on risk identification, assessment and control of hazardous manual tasks.
 - 5.4.2. The recognition and promotion of the multi-faceted nature of hazardous manual tasks.
- 5.5. Workers, visitors and contractors identified as being required to undertake hazardous manual tasks should have the hazardous manual tasks procedure explained to them during the induction process.
- 5.6. Contractors should be made aware of the minimum requirements for undertaking hazardous manual tasks as per the hazardous manual tasks procedure during the contractor tendering process.
- 5.7. The Executive Assistant should make sure that the training program is regularly reviewed, including 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.
- 5.8. Records of induction and training are to be retained (including information such as the date of the session, the topics dealt with, and the name and signature of the trainer and each of the workers who attended the session) in accordance with the Document Retention Procedure.

HAZARDOUS MANUAL TASKS PROCEDURE

Version No	7.0
Issued	3 rd Sept 2014
Next Review	Sept 2017
GDS	12.63.1.1

6. RECORDS

The following records should be maintained:

- 6.1. Risk assessments
- 6.2. JSAs, SWIs and SOPs
- 6.3. Induction and training records
- 6.4. Purchase or hire documentation, including operation manuals
- 6.5. Plant and equipment maintenance records
- 6.6. Job inspection records
- 6.7. Statutory notifications

All records must be retained in line with the current version of GDS20.

7. RESPONSIBILITIES

7.1. The *Senior Leadership Team* is accountable for:

- 7.1.1. Nominating a person responsible for the strategic management and risk control of hazardous manual tasks.
- 7.1.2. Monitoring compliance to the Council's legislative responsibilities for hazardous manual tasks.
- 7.1.3. Budgetary expenditure necessary to eliminate or manage MSDs.
- 7.1.4. Setting objectives, targets and performance indicators for MSD reduction activities, as relevant.
- 7.1.5. Making sure training for hazardous manual tasks is identified, provided and maintained.
- 7.1.6. Making sure that processes are in place and are implemented for reasonably foreseeable hazards associated with hazardous manual tasks to be identified, assessed and controlled when elimination is not practicable.
- 7.1.7. Making sure processes are established that encourage workers to report problems with manual tasks and signs of discomfort so that risks can be managed before an injury occurs.
- 7.1.8. Consultation occurs with other PCBU's, so far as is reasonably practicable, if their duty of care overlaps.
- 7.1.9. Monitoring the Hazard / Risk Register, CAPA Register, incident and accident reports and enforcing close out of items when required.
- 7.1.10. Reviewing the effectiveness of the hazardous manual tasks procedure within the management review process.

7.2. *Managers and supervisors* are accountable for:

- 7.2.1. Checking that Council workers are provided with training and supervision to ensure they can carry out, supervise or manage hazardous manual tasks.
- 7.2.2. Identifying manual tasks that are hazardous within their department in consultation with workers and their representatives.
- 7.2.3. Forming teams to undertake risk assessments.
- 7.2.4. Where elimination is not reasonably practicable, implementing controls, in consultation with workers and their representatives, using the Hierarchy of Control.
- 7.2.5. Evaluating controls and reviewing them for effectiveness.
- 7.2.6. Communicating the outcomes of risk assessments within the department or work groups and across the organisation as required.
- 7.2.7. Closing out CAPA Register items within designated time frames.
- 7.2.8. Consulting with workers and their representatives to assess whether an item to be purchased has been designed so that it can be used safely and best matches the needs of workers.
- 7.2.9. Making sure contractual arrangements with manufacturers, importers and suppliers document the obligation to supply information needed to use the product safely, including during its transportation, operation and maintenance.

HAZARDOUS MANUAL TASKS PROCEDURE

Version No	7.0
Issued	3 rd Sept 2014
Next Review	Sept 2017
GDS	12.63.1.1

- 7.2.10. Making sure that when plant, structures or workplaces are designed by Council workers, the item is designed to eliminate the need to carry out a hazardous manual task or if this is not reasonably practicable, the need to carry out a hazardous manual task is minimised.
- 7.2.11. Completing documentation associated with the hazard identification and risk assessment process.
- 7.2.12. Record retention
- 7.2.13. Seeking expert advice when a need is identified, in consultation with the WHS Coordinator.
- 7.2.14. Providing required reports to the WHS Committee or Senior Leadership Team.
- 7.3. The *WHS Coordinator* is accountable for
 - 7.3.1. Providing assistance to department managers, supervisors and procurement staff in relation to the identification and management of MSDs.
 - 7.3.2. Maintaining the Hazard / Risk Register in relation to hazardous manual tasks.
 - 7.3.3. Overseeing relevant training.
 - 7.3.4. Identifying of trends or problems associated with MSDs and the provision of assistance with prioritising solutions in consultation with workers and their representatives.
 - 7.3.5. Developing and implementing audit activities in relation to hazardous manual tasks.
 - 7.3.6. Communicating relevant data to the management team and workers.
 - 7.3.7. Implementing corrective or preventative actions required to manage MSD exposure.
- 7.4. *Workers* are accountable for:
 - 7.4.1. Attending training when required.
 - 7.4.2. Following reasonable instruction and safe operating procedure related to hazardous manual tasks.
 - 7.4.3. Using any mechanical aids, personal protective equipment and safety equipment provided.
 - 7.4.4. Assisting in assessing risk, implementing control measures and evaluating them for effectiveness as required.
 - 7.4.5. Reporting any hazardous situations immediately to their manager, including problems with manual tasks and signs of discomfort.
- 7.5. The *WHS Committee* is accountable for:
 - 7.5.1. Facilitating co-operation between management and workers in matters relating to hazardous manual tasks.
 - 7.5.2. Monitoring the Hazard / Risk register and referring issues to The Flinders Ranges Council Senior Leadership Team that require management direction or enforcement.
- 8. REVIEW**
 - 8.1. The Hazardous Manual Tasks Procedure should be reviewed by the WHS Committee, in consultation with workers or their representatives, every three (3) years or more frequently if legislation or Council needs change. This may include a review of:
 - 8.1.1. Legislative compliance issues
 - 8.1.2. Audit findings relating to manual handling
 - 8.1.3. Incident and hazard reports, claims costs and trends related to MSDs
 - 8.1.4. Feedback from managers, workers, contractors or others
 - 8.1.5. Other relevant information.
 - 8.2. Results of reviews may result in preventative and/or corrective actions being implemented and revision of this document.

HAZARDOUS MANUAL TASKS PROCEDURE

Version No	7.0
Issued	3 rd Sept 2014
Next Review	Sept 2017
GDS	12.63.1.1

9. REFERENCES

Work Health and Safety Act 2012
 Work Health and Safety Regulations 2012
 General Disposal Schedule 20 for Local Government
 WorkCoverSA Performance Standards for Self-Insurers

Code of Practice: Hazardous Manual Tasks December 2011
 Code of Practice: How to Manage Work Health and Safety Risks December 2011
 Code of Practice: Work Health and Safety Consultation Cooperation and Coordination December 2011
 Code of Practice: Managing Risks of Plant in the Workplace July 2012
 Worker Representation and Participation Guide January 2012

NOTE: this is not an exhaustive list and other documents may need to be referenced depending on the nature and hazards of the work being undertaken and the respective work environment.

10. RELATED DOCUMENTS

WHS Hazard Management Procedure
 LGAWCS Model Hazardous Manual Task Risk Assessment Form (Refer Appendix 4)
 Plant Procedure
 Contractor Management Procedure
 Incident Reporting and Investigation Procedure
 First Aid Procedure

11. DOCUMENT HISTORY:

Version No:	Issue Date:	Description of Change:
1.0	June 1999	New Document
2.0	March 2000	Unknown
3.0	March 2003	Unknown
4.0	March 2005	Unknown
5.0	May 2007	Unknown
6.0	June 2010	One System format
7.0	Sept 2014	Change of name from Manual Handling Procedure to Hazardous Manual Tasks Procedure. Terminology changes to reflect 2012 WHS Act, Regulations and Codes of Practice. Examples of changes include: OHS to WHS and employee to worker where appropriate. Inclusion of 3 appendices to assist Councils in the management of Hazardous manual tasks.

12. APPENDICES

- Appendix 1: The Risk Management Process for Manual Tasks
- Appendix 2: Discomfort Survey
- Appendix 3: Controlling MSD Risks Through Design
- Appendix 4: Risk Assessment Form for Hazardous Manual Tasks

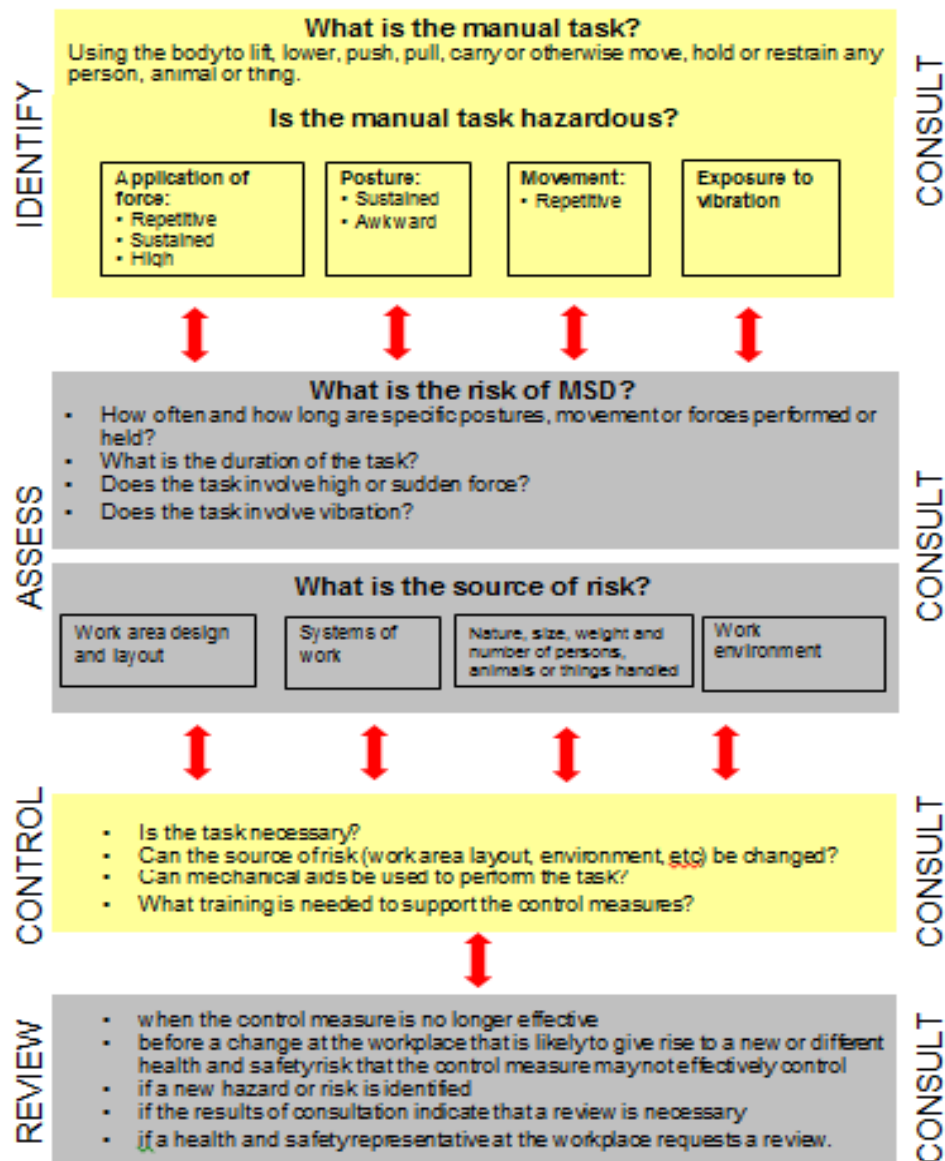


The Flinders
Ranges Council

HAZARDOUS MANUAL TASKS PROCEDURE

Version No	7.0
Issued	3 rd Sept 2014
Next Review	Sept 2017
GDS	12.63.1.1

APPENDIX 1: The Risk Management Process for Manual Tasks



Source: COP: Hazardous Manual Tasks, Dec 2011, Appendix A

HAZARDOUS MANUAL TASKS PROCEDURE

Version No	7.0
Issued	Xx 2014
Next Review	X 2017
GDS	12.63.1.1

APPENDIX 2: Discomfort Survey

A discomfort survey can help identify hazardous manual tasks. Early reporting of symptoms can lead to risk controls being put in place before injury occurs.

The survey sheet below will help you identify and record instances where workers experience discomfort that:

- > persists, or
- > re-occurs the next day, or
- > persists after rostered days off.

Encourage workers to report pain or discomfort at work or at any other time. Follow up the reasons for the problem. Even if only one worker reports problems, assess the presence of a risk factor.

Name (optional) _____

Date _____

Job work location _____

Tasks involved _____

Time on this job: Less than 3mths ☐ 3mths to 1 yr ☐ 1 to 5 yrs ☐

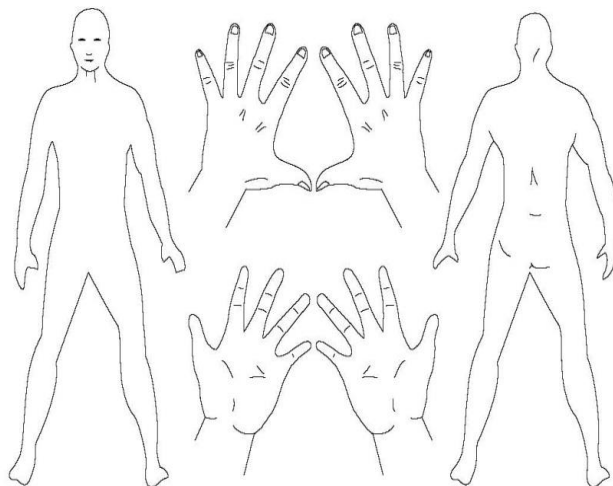
Supervisor _____

1. Do you suffer from swelling, numbness, tingling, 'pins and needles' stiffness, aches and pains in any part of the body? Indicate in the diagrams where the problem occurs.

2. Rate the level of discomfort/pain on a scale of 1 to 5

1. _____ 2. _____ 3. _____ 4. _____ 5. _____
Just Moderate Unbearable
noticeable

3. What do you think caused the problem?



Source: COP: Hazardous Manual Tasks, Dec 2011, Appendix C

	<h1>HAZARDOUS MANUAL TASKS PROCEDURE</h1>	Version No	7.0
		Issued	Xx 2014
		Next Review	X 2017
		GDS	12.63.1.1

APPENDIX 3: Controlling MSD Risks Through Design

Type of plant	MSD risk	Possible design solution
Road-making machinery	Repetitive or sustained twisting of the neck and body while reversing. This is caused by the seat being fixed in a forward-facing position.	Design a swivel seat-mount together with two sets of controls, or controls that move with seat rotation.
Forklifts	Sustained exposure to whole-body vibration transferred through the seat. Repetitive or sustained bending of the neck and back to see the work properly (for example, continually looking up to place loads on high shelves).	Install damping mechanisms in the seat, cabin and vehicle suspension. Install visual aids such as mirrors or a video camera and screen.
Wrapping machines on process lines	Strain on the lower back when handling heavy rolls of plastic wrapping in awkward and twisted postures, often above shoulder height. This is caused by inappropriate design and positioning of the roll spindle and by restricted access.	Design the spindle to be adjustable. This allows the rolls to be loaded at a suitable height and orientation, and eliminates the need to lift them. Design equipment to help worker load rolls. Locate the spindle in an accessible place on the plant. Provide information about how to install the plant in a way that allows adequate access.
Power drills	Prolonged use of the forearm muscles and wrist caused by a heavy or poorly balanced drill. Exposure to vibration or impact shock recoil from hammer drills. Excessive force needed to grip and control the tool to counter the effect of vibration and impact shocks.	Design drills to be as light as possible. Design drills with the handle under the drill's centre of gravity. Design plant to reduce shock and vibration. Provide a suitable way of holding the tool with both hands.
Pliers	Pressure to the palm of the hand caused by handles that are too short. Prolonged use of the forearm muscles and compression of the wrist caused by using pliers with straight handles.	Design pliers with handles that extend beyond the palm. Design pliers with bent handles so that the user can maintain a straight wrist.
Crimping, clamping and cutting tools	Excessive force with outstretched fingers required to grip handles that are too wide apart.	Design handles with a grip span of 10cm or less.
Chainsaws	Excessive vibration. High force required to handle the chainsaw.	Design to reduce vibration. Design the chainsaw to be as light as possible, and provide well-placed handles.
Chairs	Poorly designed chairs that cannot be adjusted provide little back support and cause workers to adopt poor postures and movements.	Follow existing design guidelines for chairs and consider how the chair will be used in the workplace.
Work-benches, workstations and other work surfaces	Workstations that cannot be adjusted result in unnecessary reaching, bending and exertion of force.	Design workstations to be adjustable. Alternatively, dimensions should suit as many workers as possible.

Source: COP: Hazardous Manual Tasks, Dec 2011, Appendix E

 The Flinders Ranges Council	<h1>HAZARDOUS MANUAL TASKS PROCEDURE</h1>	Version No	7.0
		Issued	Xx 2014
		Next Review	X 2017
		GDS	12.63.1.1

Appendix 4: Risk Assessment Form for Hazardous Manual Tasks



RISK ASSESSMENT FORM FOR HAZARDOUS MANUAL TASKS

Version No	7.0
Issued	Xx 2014
Next Review	X 2017
GDS	12.16.6.1

PART A – Assessment Summary

Risk Assessment Number:				Assessment Date:			
Assessment Title (Task Description):							
Existing task	New task	Change in task, object or tool	New information	Report of musculoskeletal disorder (MSD)			

Site:	RISK ASSESSMENT TEAM			
Department:	POSITION	NAME	SIGNED	DATE
Location:				
Plant/Project No:				
Other:				

DEPARTMENT MANAGER:	
Name:	
Proposed Verification Date(s):	
Signed:	Date:
WHS REPRESENTATIVE (HSR):	
Name:	
Signed:	Date:

The Department Manager and HSR /risk assessment team agree the final risk conclusion is:

Low	<input type="checkbox"/>
Medium	<input type="checkbox"/>
High	<input type="checkbox"/>
Extreme	<input type="checkbox"/>

INSERT PHOTO /
DIAGRAM

RISK ASSESSMENT FORM FOR HAZARDOUS MANUAL TASKS

Version No	7.0
Issued	Xx 2014
Next Review	X 2017
GDS	12.16.6.1

PART B – Hazard Identification (Note: If the task is NOT a Manual Task, use “Risk Assessment Form – Task”).

Use the following prompts to identify the hazards associated with this task. If the prompt is applicable tick ‘Yes’ then continue with the risk assessment in the following section. If the prompt is not applicable tick ‘No’. If the prompt does not apply tick ‘N/A’. Note: When all prompts have been answered, proceed to ‘Part C – Risk Rating & Action Plan’

STEP 1: Does the task involve repetitive or sustained movements, postures or forces?

As a guide:

- Repetitive means the movement or force is performed more than twice a minute, and
- Sustained means the posture or force is held for more than 30secs at a time

POSTURES AND MOVEMENTS - place a tick in the YES column each time you observe a repetitive movement or sustained posture

Code	A. BACK	Yes	No	N/A
A1	Bending or twisting e.g. more than 20 degrees	Forwards		
A2		Sideways		
A3		Twisting		
A4	Bending eg more than 5 degrees	Backwards		
Code	B. ARMS/HANDS	Yes	No	N/A
B1	Working with one or both hands above shoulder height			
B2	Reaching forwards or sideways more than 30cm from the body			
B3	Reaching behind the body			
B4	Excessive bending of the wrist			
B5	Twisting, turning, gripping, picking or wringing actions with fingers, hands or arms			
Code	C. LEGS	Yes	No	N/A
C1	Squatting, kneeling, crawling, lying, semi-lying or jumping			
C2	Standing with most of the body's weight on one leg			
Code	D. VERY FAST MOVEMENTS	Yes	No	N/A
D1	Very fast movements			

FORCES- place a tick in the YES column each time you observe repetitive or sustained forces

Code	E. FORCES	Yes	No	N/A
E1	Lifting or lowering			
E2	Carrying with one hand or one side of the body			
E3	Exerting force with one hand or one side of the body			
E4	Pushing , pulling or dragging			
E5	Very fast actions			
E6	Working with the fingers close together or wide apart			
E7	Applying uneven, fast or jerky forces			
E8	Holding, supporting or restraining anything (including a person , animal or tool)			

STEP 2: Does the task in STEP 1 involve long duration?

Tick YES if the task is done for

Code	F. DURATION	Yes	No	N/A
F1	More than 2 hours over a whole shift			
F2	Continually for more than 30 minutes at a time			

If you ticked YES, then the task is a risk and **MUST** be controlled

RISK ASSESSMENT FORM FOR HAZARDOUS MANUAL TASKS

Version No	7.0
Issued	Xx 2014
Next Review	X 2017
GDS	12.16.6.1

STEP3 - Does the task involve high or sudden force?

FORCES- place a tick in the YES column if the task involves any of the following high or sudden forces even if the force is applied only once

Code	G. HIGH OR SUDDEN FORCES cont.	Yes	No	N/A
G1	Lifting, lowering or carrying heavy loads			
G2	Throwing or catching			
G3	Hitting, kicking or jumping			
G4	Applying a sudden or unexpected force including; <ul style="list-style-type: none"> • Handling a live person or animal or • Applying uneven, fast or jerky forces during lifting, carrying pushing or pulling or • Pushing or pulling objects that are hard to move or stop 			
G5	Exerting force while in a bent, twisted or awkward posture including <ul style="list-style-type: none"> • Supporting items with hands above shoulder height or • Moving items when legs are in an awkward posture, working with finger pinched together or held wide apart • Using a finger grip or pinch grip or an open handed grip 			
G6	Exerting a force with a non-preferred hand			
G7	Needing to use two hands to operate a tool designed for one hand			
G8	The task can only be done for short periods of time			
G1	Lifting, lowering or carrying heavy loads			
G9	Two or more people need to be assigned to handle a heavy, awkward or bulky load			
G10	Workers report pain or significant discomfort during or after the task			
G11	Stronger workers assigned to do the task			
G12	Employees say the task is physically strenuous or difficult to do			
G13	Workers think the task should be done by more than one person or seek help to do the task as it requires higher force.			

STEP 4 – Is there hand, arm or whole body vibration?

Tick YES if any of the following environmental factors are present in the task

Code	H. HAND, ARM OR WHOLE BODY VIBRATION	Yes	No	N/A
H1	Driving for long periods			
H2	Driving on rough roads			
H3	Frequent use of hand powered tools or use for long periods			
H4	Using high grip forces or awkward postures when using power tools			
H5	Use of machines or tools where the manufacturer's handbook warns of vibration			
H6	Workers being jolted or continuously jolted			
H7	Use of a vehicle or tool not suitable for the environment or task			

STEP 5: Is there a risk?

	Yes	No	N/A
Did you answer yes in Step 1 and Step 2? The task is a risk. Risk control is required			
Did you answer yes in Step 3? The task is a risk? Risk control is required			
Did you answer yes in Step 4? The task is a risk? Risk control is required			
To aid prioritisation of timing and resourcing risk controls, you may also need to consider: <ul style="list-style-type: none"> • Number of ticks or risk factors • Additional factors such as injuries associated with a task These items capture degree and likelihood of harm. You will also need to consider the availability and suitability of risk controls for the task.			

RISK ASSESSMENT FORM FOR HAZARDOUS MANUAL TASKS

Version No	7.0
Issued	Xx 2014
Next Review	X 2017
GDS	12.16.6.1

PART C – Risk Rating & Action Plan

Can the task be eliminated? ☐ Yes ☐ No

Risk Assessment Number: _____

Code	Task Step and Hazard Description	Current Controls	Risk Rating	Proposed Additional Controls	Risk Rating	Responsible Person
			E H M L		E H M L	Responsible: Due date:
			E H M L		E H M L	Responsible: Due date:
			E H M L		E H M L	Responsible: Due date:
			E H M L		E H M L	Responsible: Due date:

RISK ASSESSMENT FORM FOR HAZARDOUS MANUAL TASKS

Version No	7.0
Issued	Xx 2014
Next Review	X 2017
GDS	12.16.6.1

RISK RATING MATRIX

Step 1: Estimate the potential consequences, i.e. how severe the harm could be, if the event did occur, using the following classification table:

Level	Descriptor	Description
1	Insignificant	No injuries, low financial loss
2	Minor	First aid treatment, on- site release immediately contained, medium financial loss
3	Moderate	Medical treatment required, on site release contained with outside assistance, high financial loss
4	Major	Extensive injuries, loss of production capability, off site release with no detrimental effects, major financial loss.
5	Catastrophic	Death, toxic release off-site with detrimental effect, huge financial loss

Step 3: Identify the level of risk by locating where the selected measures for likelihood and consequence (harm) meet in the following table:

Likelihood	Consequences				
	Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
A (Certain to occur)	H (High)	H	E (Extreme)	E	E
B (Very likely)	M (Medium)	H	H	E	E
C (Possible)	L (Low)	M	H	E	E
D (Unlikely)	L	L	M	H	E
E (Rare)	L	L	M	H	H

Step 2: Estimate the likelihood of harm occurring using the classification table listed below

Level	Descriptor	Description
A	Certain to occur	Is expected to occur in most circumstances
B	Very Likely	Will probably occur in most circumstances
C	Possible	Might occur occasionally
D	Unlikely	Could happen at some time
E	Rare	May happen only in exceptional circumstances

Step 4: Determine the risk rating and priority for action

E: extreme risk:	Operation of item or activity should not be allowed to continue until the risk level has been reduced • Will commonly be an unacceptable level of risk • May include both short term and long term control measures
H: high risk:	Reduce the risk rating ALARP (if possible) • Should only be an acceptable level of risk for 'Major' or 'Catastrophic' consequences
M: medium risk:	Reduce the risk rating ALARP (if possible) • May be an acceptable level of risk
L: low risk:	Reduce the risk rating ALARP (if possible) • Commonly is an acceptable level of risk

Step 5: Select controls in descending order from the Hierarchy of Control

- Eliminate:** eliminate hazardous manual task
- Substitute:** substitute the hazard with something that gives rise to a lesser risk
- Isolation:** Isolated the hazard from any person exposed to it
- Engineering:** Implement engineering controls: change design or layout of work areas; change the nature , size, weight or number of items handled; use mechanical aids
- Administrative:** establish policies, procedures & work practices, provide training
- Personal Protective Equipment:** use equipment that provides protection to all individual persons against the hazard