

**HEALTH, SAFETY, ENVIRONMENTAL
AND QUALITY MANAGEMENT
PROCEDURE FOR MANUAL HANDLING**

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1. APPROVAL

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This procedure is reviewed to ensure its continuing relevance to the systems and processes that it describes. A record of contextual additions or omissions is given below.					
Amendment Record					
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1.0	Insert Date	To manage risks and safety associated with manual handling	Original		
The latest revision of this procedure is on Insert Your Company intranet site. It is the responsibility of the individual to ensure that any hardcopy is the current revision. A printed version of this procedure is uncontrolled, except when provided with a document title and revision number in the field below and marked as ‘Controlled Copy’.					
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2. PURPOSE

The purpose of this procedure is to enable **Insert Your Company** commitment to provide a safe work environment and safe systems of work that will identify hazardous manual tasks, assess the risk factors and determine appropriate control measures.

This procedure is for activities requiring the use of force exerted by a person to lift, lower, push, pull, carry or otherwise move, hold or restrain any animate or inanimate object.

3. SCOPE

This procedure provides practical guidance on how to manage the risks of musculoskeletal disorders arising from hazardous manual tasks in the workplace. It applies to all types of work and all work areas where manual tasks are performed.

The procedure explains how to identify hazardous manual tasks, assess the risks of musculoskeletal disorders and eliminate or minimise the risks.

4. TERMS AND DEFINITIONS

Term	Definition
Hazardous Manual Task	Means a manual task requiring 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: <ul style="list-style-type: none"> Excessive repetitive or sustained force. Excessive or sustained force. Excessive or sustained movement. Sustained or awkward posture. Exposure to vibration.
Manual Task	Means those workplace activities requiring the use of force exerted by a person to grasp, manipulate, strike, throw, carry, move, lift, lower, push, pull, hold or restrain an object, load or body part.
Musculoskeletal Disorder	Means 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.
Competent	Is a combination of attributes, including skills, training and experience, relevant to a work task or function that enables a person to undertake that work task safely or discharge that function in accordance with company expectations.
Occupational Overuse Syndrome	Is a collective term for a range of conditions, characterised by discomfort or persistent pain in muscles, tendons and other soft tissues, with or without physical manifestations, that