

Hazardous Manual Handling

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Relevant Legislation/Authority	Occupational Health and Safety Act 2004 Occupational health and Safety Regulations 2017 WorkSafe "Your health and safety guide to Hazardous manual handling" Edition 2, June 2017

1. Introduction

Hazardous manual handling can lead to injuries or disorders of the muscles, nerves, tendons, joints, cartilage and spinal discs. Some of these injuries are referred to as sprains and strains, back injuries, lower back pain, soft-tissue injuries to the wrists, arms, shoulders, neck or legs or abdominal hernias. Collectively, these conditions are known as musculoskeletal disorders (MSDs).

2. Purpose

This procedure ensures that systems are in place to identify assess and control any 'hazardous manual handling' undertaken, or to be undertaken, by an employee including material purchase, transportation and storage issues.

3. Scope

This procedure applies to all workplaces where employees, contractors and volunteers are working under the direct control of the City of Greater Bendigo.

4. Definitions

As defined on page two of Worksafe "Your health and safety guide to Hazardous manual handling" Edition 2, June 2017.

5. Process

1. [Identify the Hazards – Undertake a Risk Assessment – Develop Solutions](#)
 - Use the [Worksafe Victoria checklist](#) at Step 2, Undertake a Risk Assessment
2. [Review risk control measures](#)

6. Purchasing

Manual Handling will be considered and assessed prior to the purchase of workplace tools, equipment, plant and other items.



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7. Design

Where design or redesign is planned the [Manual Handling Code of Practice](#) must be referred to. (Pending release of new compliance code)

8. Consultation with employees

The employer will consult and involve employees / HSRs in hazard/risk identification, assessment process.

9. Records

The employer will retain records of manual handling identification, hazard/risk assessments, controls measures and reviews.