

OVERVIEW

This Safety Practice outlines the requirements for identifying, assessing and controlling manual handling risks at Perkins Builders. It applies to all employees, contractors and other persons undertaking work on behalf of Perkins Builders where hazardous manual tasks may be performed. The objective is to eliminate manual handling risks where reasonably practicable or, where elimination is not possible, minimise the risk of musculoskeletal injuries through effective planning, risk assessment, appropriate work methods, mechanical aids, training and supervision.

This procedure supports compliance with the Work Health and Safety Act 2020, the Work Health and Safety (General) Regulations 2022, the Code of Practice – Hazardous Manual Tasks, and the requirements of ISO 45001 and the Office of the Federal Safety Commissioner (OFSC).

RESPONSIBILITIES

Management	Provide resources and support to ensure hazardous manual tasks are effectively managed in accordance with this procedure and legislative requirements.
HSEQ Team	Provide guidance on hazardous manual task risk management, support risk assessments, monitor compliance, and maintain associated systems and documentation.
Site Manager / Supervisor	Identify hazardous manual tasks, ensure appropriate risk assessments and controls are implemented, provide suitable equipment where practicable, and monitor work activities to reduce the risk of injury.
Workers	Follow safe work practices, use mechanical aids and equipment provided, participate in training, report hazardous manual tasks and injuries, and comply with risk assessments and safe work procedures.
Subcontractors	Ensure their workers are competent, comply with Perkins Builders' hazardous manual task requirements, and implement appropriate controls for the work they undertake.

1. IDENTIFICATION AND ASSESSMENT OF HAZARDOUS MANUAL TASKS

Guidance:

Hazardous Manual Tasks will be identified, and risk assessed as described in the [Hazard – Risk Management Practices Procedure \(90.01.02\)](#). Where a lift without mechanical aid is required and cannot be achieved by a two person lift a [Manual Handling Risk Assessment \(Form 923\)](#) shall be completed by the Site Manager.

Risk assessments for hazardous manual tasks will be conducted as described in the [Hazard – Risk Management Practices Procedure \(90.01.02\)](#) and included in the development of JHA's/SWMS'.

2. LIFTING TECHNIQUE

Guidance:

The primary principle taught to personnel should be to avoid lifting low lying objects as removal of this hazard is the most effective risk reduction strategy.

Where it is not possible to avoid low lifting the following principles may reduce the risk of injury:

- **Use a secure grip**
To reduce the risk of sudden object movements which result in sudden worker movements
- **Use a stable base**
To reduce the risk of loss of balance and subsequent sudden worker movements
- **Avoid extreme postures**
To keep within ligament movement safety margins
- **Tense back and abdominal muscles**
To 'splint' the lumbar spine and stress muscle rather than ligament
- **Keep the object close**
To reduce stress from over extension
- **Move smoothly at moderate pace**
To reduce peak exertion forces from acceleration

3. SUPERVISION

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Guidance:

The Site Manager will monitor the adequacy of resources i.e. enough persons available, and the hazardous manual task competencies of persons under their control, as demonstrated during the normal course of work.

Should any deficiencies in resources, equipment, PPE or technique be detected, the Site Manager will rectify the situation as soon as it is practicable.

Site inspections conducted by Site Manager's and/or Perkins representatives are to identify possible hazardous manual task risks and implement controls where applicable.

4. HAZARD NOTIFICATION

Guidance:

All personnel have the responsibility to report to the Site Manager if they believe the task could potentially lead to a hazardous manual task injury. The Site Manager shall take the appropriate action in accordance with the [Hazard – Risk Management Practices Procedure \(90.01.02\)](#).

5. TRAINING

Guidance:

All personnel who are required to perform hazardous manual tasks will be trained in Hazardous Manual Tasks.

Those personnel trained in Hazardous Manual Tasks have the responsibility to carry out the work in accordance with the training they have received.

LINK TO SUPPORTING DOCUMENTS

- [Hazard – Risk Management Practices Procedure \(90.01.02\)](#).
- [Manual Handling Risk Assessment \(Form 923\)](#)

REFERENCES

- Work Health and Safety Act 2020
- Work Health and Safety (General) Regulations 2022
- Code of Practice - Hazardous Manual Tasks