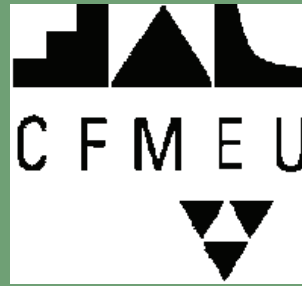


“Manual handling is the biggest cause of injuries in



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Fact Sheet



Manual Handling



Fact Sheet: Manual Handling (Victoria)

“Manual handling is a major cause of workplace injury.”

Manual handling is the biggest cause of injuries in Victorian Workplaces.

Manual handling means **using your body to exert force** to handle, support or restrain any object, including people or animals.

Manual handling can involve:

Assembling	Carrying	Cleaning
Holding	Lifting	Lowering
Packing	Pulling	Pushing
Sorting	Typing	Using tools

Hazardous manual handling involves:

- Repetitive or sustained application of force, awkward postures or movements
- Tasks that people would find difficult due to the degree of force applied (high force)
- Exposure to sustained vibration
- Manual handling of unstable loads that are difficult to grasp or hold

The following injuries can occur through hazardous manual handling:

- Muscle sprains and strains
- Back injuries
- Soft tissue injuries to the wrist, arms, shoulders, neck or legs
- Abdominal hernias
- Chronic pain

Collectively these injuries are known as **musculoskeletal Disorders (MSDs)**.

Legal Duties

New regulations for occupational health and safety came into effect on 1 July 2007.

Employers:

- Have a general duty to make your workplace safe, as well as specific duties in relation to manual handling
- Must identify any tasks that involve hazardous manual handling and if they involve a risk of causing MSDs, must eliminate the risk
- Where it is not possible to eliminate the risk, must reduce the risk as far as reasonably practicable by:
 - Changing the workplace layout, workplace environment, or systems of work
 - Changing the objects used in the task, or
 - Using mechanical aids
- If risk remains after using these methods, must control it by providing training, information or instruction
- Must review (and, where necessary, revise) risk controls if things change, if a MSD is reported, or at the request of a HSR

Employee

- Your employer is required to protect you from manual handling injuries
- You have a general duty of care to take reasonable care for your own health & safety, that of others who may be affected by your work and to cooperate with your employers efforts to make the workplace safe. This may include:
 - Using manual handling equipment properly
 - Following workplace policies & procedures (e.g. using trolleys, team lifting)
 - Attending health & safety training
 - Not taking shortcuts which could increase manual handling risks
- You can also help make your workplace safer by notifying your employer of any hazardous manual handling tasks that you became aware of



Source: WorkSafe Victoria



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Workplace HSR:

Workplace HSR: