

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

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# 1. APPROVAL

Document Control			
<b>Document:</b>	HSEQ-MP-15 – Manual Handling		
<b>Version:</b>	1.0		
<b>Released:</b>	Insert Date		
<b>Review Date:</b>	+ 1 year		
<b>Prepared By:</b>	Insert Person	<b>Position:</b>	Insert Position
<b>Reviewed By:</b>	Insert Person	<b>Position:</b>	Insert Position
<b>Approved By:</b>	Insert Person	<b>Position:</b>	Insert Position
This procedure is reviewed to ensure its continuing relevance to the work it describes and that it describes. A record of contextual additions or omissions is given below.			
Amendment Record			
Version	Date	Context	Summary of Amendments
1.0	Insert Date	To manage risks 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.'			
<b>Document Title:</b>	Manual Handling		<b>Rev:</b> 1.0
<b>Uncontrolled Copy:</b>	<input checked="" type="checkbox"/>	<b>Controlled Copy:</b>	<input checked="" type="checkbox"/> <b>Date:</b> Insert Date

## 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.

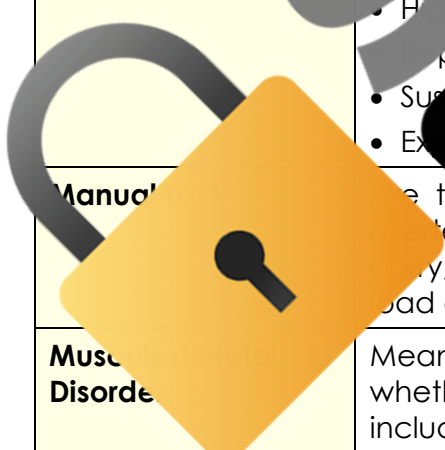
This procedure is for activities requiring the use of force exerted by a person to lift, lower, push, pull, carry or otherwise move, hold or restrain any animate or inanimate object.

## 3. SCOPE

This procedure provides practical guidance on how to manage the risks of musculoskeletal disorders arising from hazardous manual tasks. It applies to all types of work and all work areas where manual tasks are carried out. The procedure explains how to identify hazardous manual tasks, assess the risks of musculoskeletal disorders and eliminate or minimize the risks.

## 4. TERMS AND DEFINITIONS

Term	Definition
<b>Hazardous Manual Task</b>	Means 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 one or more of the following: <ul style="list-style-type: none"> <li>• High or sustained force.</li> <li>• High repetition.</li> <li>• Sustained awkward posture.</li> <li>• Exposure to vibration.</li> </ul>
<b>Manual Task</b>	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.
<b>Musculoskeletal Disorder</b>	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.
<b>Competent</b>	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.
<b>Occupational Overuse Syndrome</b>	Is a collective term for a range of conditions, characterized by discomfort or persistent pain in muscles, tendons and other soft tissues, with or without physical manifestations, that



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