

SAFETY PROCEDURE

HEALTH AND SAFETY MANAGEMENT PROCEDURE FOR MANUAL HANDLING

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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 musculoskeletal disorders arising from hazardous manual tasks in the workplace. It applies to all types of work and all work areas where hazardous manual tasks are performed. 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
Hazardous Manual Task	Manual task that requires a person to lift, lower, push, pull, carry or otherwise move, hold or restrain any person, animal or thing and involves one or more of the following: <ul style="list-style-type: none"> • Repetitive or excessive force. • Awkward postures. • Competitive environment. • Awkward posture. • Excessive vibration.
Manual Task	Any 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 Person	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, characterized by discomfort or persistent pain in muscles, tendons and other soft tissues, with or without physical manifestations, that

