

# QSCU OHS&R MANAGEMENT SYSTEM

## PROCEDURE 18 – Ergonomics & Manual Handling

### 1. PURPOSE

This procedure defines requirements for general Manual Handling assessments (including ergonomic assessment) and detailed identification, assessment and control of Manual Handling & Ergonomic risks.

### 2. MANDATORY REQUIREMENTS

1. The supplier of plant and equipment shall provide a risk assessment and instructions for the safe storage, handling, use and maintenance of such plant and or equipment purchased, hired or leased.
2. Where plant and equipment is purchased, hired or leased, a responsible person shall ensure that the supplier provides a risk assessment and instructions for the safe storage, handling, use and maintenance of the equipment.
3. Purchased, hired or leased plant and equipment used on site shall meet the relevant Australian or New Zealand Standard where one exists.
4. High risk manual handling and ergonomic activities / tasks shall be identified with documented assessments to be conducted to assess and prioritise the associated risks.
5. Manual Handling and ergonomic hazard identification and risk assessments shall be led by a suitably experienced and knowledgeable person who has been trained in risk assessment techniques and shall consult / include relevant workgroup representation.
6. Assessed risks shall be prioritised and actions shall be identified in consultation with relevant OHS specialists and workgroup representatives to reduce the risk to as low as reasonably practicable.
7. High risk manual handling and ergonomic activities / tasks shall be reassessed whenever:
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  - new or modified tasks and/or plant or equipment are introduced
  - new information indicates a need for a review of risk controls; and
  - a manual handling incident has occurred.
8. People who perform high risk manual handling and or ergonomic tasks shall receive training in techniques to reduce the risk of Manual Handling, occupational overuse and other strain injuries as soon as is practicable.
9. Records of Manual Handling and Ergonomic risk assessments shall be retained indefinitely.
10. OHS&R training records shall be retained indefinitely.

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11. Regular reviews of this procedure shall be conducted to ensure compliance with the mandatory requirements.

### 3. RESPONSIBILITIES

#### Senior Management

Ensure that the requirements of this procedure are complied with.

#### Training Manager

Ensure that relevant personnel are provided with accredited manual handling and ergonomics training.

### 4. REFERENCE DOCUMENTATION

- A. AUSTRALIAN AND NEW ZEALAND OHS&R LEGISLATION

### 5. FORMS

- A. MANUAL HANDLING ASSESSMENT SHEET