

Training Record – Hazardous Manual Tasks			
Participants Name:		Location:	
Participants Signature:		Date:	
Instructions:			
<ol style="list-style-type: none"> 1. Read the Hazardous manual tasks, Code of Practice 2011 – available here as a hyperlink. 2. Read Policy POL021 Hazardous Manual Handling Tasks Policy and PRO012 Hazardous Work Procedure. 3. Click on the hyperlinks and watch the short videos: 9 manual handling techniques Manual tasks 4. Read the tips on how to possibly prevent a manual handling injury which is contained within this document; 5. Read the steps in the Manual Handling - Task breakdown, which is also contained within this document. 6. Answer the questions below correctly and return these to the General Manager. For Induction – this document must be returned to the General Manager within 3 working days and for existing workers within 1 week of receiving this document. Please answer the questions with a blue or black pen. 			
Questions			
<p>Q1. What is a MSD? Circle the correct answer below or highlight your answer in red.</p> <p style="text-align: center;">an injury caused by crushing, entrapment (such as fractures and dislocations)</p> <p style="text-align: center;">an injury to, or a disease of, the musculoskeletal system, whether occurring suddenly or over time.</p> <p style="text-align: center;">cutting resulting from the mechanical operation of plant</p>			
<p>Q2. What is a hazardous manual task? Is the statement below true or false?</p> <p>Means a task that requires a person to lift, lower, push, pull, carry or otherwise move, hold or restrain any person, animal or thing involving one or more of the following:</p> <ul style="list-style-type: none"> ▪ repetitive or sustained force ▪ high or sudden force ▪ repetitive movement ▪ sustained or awkward posture ▪ exposure to vibration <p style="text-align: right;">True False</p>			

Q3. Circle or highlight, 3 ways how hazardous manual tasks can be identified in the JCUSA workplace.

Consulting workers

Review historical JCUSA accident and incident reports

Speak to JCU HSE unit

Observe manual tasks

Q4. As per policy POL021 Hazardous Manual Handling Task and Procedure PRO012, what forms does JCUSA have that pertains to hazardous manual handling tasks? Circle or highlight your answers.

Form 026 Workplace Inspection Checklist

Form 027 Workplace Inspection Checklist – Gymnasium

Form 028 Computer Based Work Checklist

Form 048 JCUSA WHS Risk Register

Form 071 Discomfort Survey

Form 084 Hazardous manual handling tasks risk assessment

Q5. In the 9 manual handling techniques movie, list the 9 techniques in order.

_____ Knees bent

_____ Good grip

_____ Chin up

_____ Feet apart

_____ Move smoothly

_____ Back straight

_____ Hold close

_____ Waist height

_____ Avoid twisting

Q6. As per the Manual Tasks movie, what are the 5 simple steps to stop injuries from happening in the first place? Please list them below.

1. _____
2. _____
3. _____
4. _____
5. _____

Q7. In the How To Avoid a Manual Handling Injury When Lifting (located on the next page), list 2 things an employee must do.

1. _____

2. _____

Q8. In the Manual Handling - Task breakdown, why do you think Step 9 states to Push up with stomach and leg muscles?

HOW TO AVOID A MANUAL HANDLING INJURY WHEN LIFTING:



- 1**

Plan and check for dangers to yourself or others. Is the destination of the load clear, free from obstruction and within reason?
- 2**

Check your balance and position. Is the load stable, within your weight limits and easy to grip?
- 3**

When lifting items use your legs. Do not jerk when lifting, keep the movement smooth and take a rest if needed.
- 4**

When moving your load, move from your feet. Do not twist and keep the heaviest part of the load against your body.
- 5**

Ensure that others can see you. If required, wear your personal protective equipment (PPE).

INJURY MAY RESULT WHEN A PERSON:

- sustains or holds an awkward posture
- uses repetitive or sustained force
- uses high or sudden force
- performs repetitive movement without breaks
- lifts weights above their limit

AS AN EMPLOYER YOU MUST:

- identify hazards
- eliminate the risks wherever possible
- minimise the risk by implementing control measures.
- maintain control measures and update procedures frequently so they remain effective
- constantly review risk control measures
- seek professional advice to avoid any potential injury to staff and costly claims

AS AN EMPLOYEE YOU MUST:

- ensure you are aware of, and follow all policies or procedures your employer has in place
- take reasonable care for your own health and safety and do not place other workers at risk by your actions
- use correct lifting procedures
- use mechanical aids or team lifting
- comply with any reasonable instruction given by your employer or manager.
- be proactive in identifying and reporting potential hazardous manual handling tasks
- notify your manager immediately of any injuries or illness

Manual Handling - Task breakdown

Steps		Key points
1	Assess the task, area and load	<p>Look for clear path.</p> <p>Test weight of object.</p> <p>Remove any items that may cause grip to slip or tripping hazards.</p> <p>Do you need assistance?</p>
2	Position feet	<p>10 / 2, either side of object to balance weight.</p> <p>Leading foot as far possible as possible and pointing in direction of travel.</p>
3	Bend knees	<p>Position body close to object, do not kneel or over extend knees.</p> <p>Keep back straight, chin down.</p> <p>Shoulders level in same direction as hips</p>
4	Grasp item	<p>Arms within leg boundary / space.</p> <p>Leading hand far front corner, other hand diagonally opposite corner, or as is comfortable.</p> <p>Weight of item closest to body.</p> <p>Preferably hook finger grip than flat, but individual preference allowed.</p> <p>Firm grasp and pull item in close to cradle of hips.</p>
5	Stand	<p>Tighten stomach muscles.</p> <p>Lift chin / head in direction of travel.</p> <p>Stand using leg muscles to leverage item.</p> <p>Smooth movements.</p>
6	Walk	<p>Hold item to body.</p> <p>Walk in as direct line as possible.</p> <p>Orientate with feet, do not twist torso.</p>
7	Place item	<p>Reverse steps...</p> <p>Find a safe place to deposit the item.</p> <p>Position self with feet spread appropriately around area to place item.</p> <p>Lower self with stomach and leg muscles, bending knees, back straight and keeping head up.</p> <p>Place item on floor and slide into position.</p>
8	Stand	<p>Push up with stomach and leg muscles, keeping straight back.</p>