

MANUAL HANDLING

PURPOSE AND SCOPE

The intent of this document is to eliminate or minimise the risk of injuries and incidents arising from undertaking hazardous manual handling tasks at Gamuda Australia (GA) projects / workplaces.

RISK MANAGEMENT

The initial risk management strategy, prior to purchasing equipment, such as tools, containers, workstations, machinery, and vehicles should be made to whether the item requirement has been designed so that it can be used safely, is fit for purpose, and best matches the needs of workers.

Hazardous manual handling risks shall be identified and assessed:

- During Safety in Design reviews in accordance with the GA Integrated Management System (IMS) Procedures and processes.
- As part of the Project Risk Assessment and Safe Work Method Statement development process as outlined in the GA IMS Procedures. All relevant workers and supervisors shall be recipients of manual handling training to aid in ensuring manual handling hazards are effectively identified and assessed in the SWMS process.
- When an incident investigation, audit, inspection, observation, etc. identifies a hazardous manual handling risk which has not been adequately identified or assessed through other existing processes such as SWMS, a review of the risk assessment for the task will be carried out and amended, where applicable.

HIERARCHY OF CONTROL – APPLICATION

All risk analysis, assessments and work method statements are to be conducted and compiled with full consideration of the hierarchy of control with preference to Elimination or Substitution control.

Control Type	Control
Elimination	<ul style="list-style-type: none">– Automate the manual task (such as using remote controls)– Deliver goods directly to the point of use to eliminate repetitive handling or utilise plant and equipment
Substitution	<ul style="list-style-type: none">– Replace heavy items with those that are lighter, smaller and/or easier to handle– Replace hand tools with power tools to reduce the level of force required to do the task
Isolation	<ul style="list-style-type: none">– Isolate vibrating machinery from the user, e.g., fully independent seating on mobile plant
Engineering	<ul style="list-style-type: none">– Use mechanical lifting aids (i.e., cranes, forklifts, trolleys, pallet jacks)– Provide workstations that are height adjustable
Administrative	<ul style="list-style-type: none">– Rotation of different task between workers– Allocate or schedule peak work times at the commencement of shifts

Control Type	Control
	<ul style="list-style-type: none"> – Providing information, training, or instruction on manual handling techniques
Personal Protection Equipment	<ul style="list-style-type: none"> – Heat resistant gloves for handling hot items – Shock absorbent gloves for tasks that involve exposure to vibration – Good quality boots that offer adequate support and shock resistant soles

MANUAL HANDLING TRAINING

The Project Director or nominated delegate shall arrange for regular manual handling training for all relevant workers and supervisors. This training shall include but not be limited to:

- Definition of manual handling and hazardous manual handling
- Techniques in hazard identification, assessment, and control of manual handling
- Proper manual handling techniques (proper posture, lift everything twice – mentally then physically, lifting methods, team lifts, use of mechanical aids etc)

The training shall be presented by a competent and experienced person in the field of manual handling. Attendance records of such training shall be maintained within the electronic document management system for each project, HR records, etc.

REGULATIONS, STANDARDS AND CODES

- Work Health & Safety Regulation 2011 (QLD, ACT), 2012 (SA), 2017 (NSW, NT) and 2022 (WA); Part 4.2, Regulation 60, 61
- Occupational Health and Safety Regulations 2017 (VIC); Part 3.1 Manual Handling
- SafeWork Australia Code of Practice Hazardous Manual Tasks
- NSW Code of Practice Hazardous manual tasks
- Queensland Code of Practice Hazardous Manual Tasks
- West Australia Code of Practice Manual tasks
- ACT Code of Practice Hazardous Manual Tasks
- NT Code of Practice Hazardous Manual Tasks

FORMS AND CHECKLISTS

- **GA-FRM-HSE-101** Safe Work Method Statement (SWMS) template