

Business Procedure

Hazardous Manual Tasks Document Number – OHS-PROC-222

This document applies to the following sites:

All Sites	<input type="checkbox"/>		
Rockhampton Office	<input checked="" type="checkbox"/>	Brisbane Office	<input checked="" type="checkbox"/>
Barron Gorge Hydro PS	<input checked="" type="checkbox"/>	Kareeya Hydro PS	<input checked="" type="checkbox"/>
Koombooloomba Hydro PS	<input checked="" type="checkbox"/>	Swanbank PS	<input checked="" type="checkbox"/>
Wivenhoe Small Hydro PS	<input type="checkbox"/>	Stanwell PS	<input checked="" type="checkbox"/>
		Tarong Site	<input checked="" type="checkbox"/>
		Mica Creek PS	<input checked="" type="checkbox"/>
		Mackay Gas Turbine	<input checked="" type="checkbox"/>
		Meandu Mine	<input type="checkbox"/>

Table of Contents

1.0	Purpose.....	2
2.0	Scope	2
3.0	Actions	2
3.1	Identifying hazardous manual tasks	2
3.2	Risk Assessment	2
3.3	Risk control	3
3.4	Safety in Design.....	3
3.5	Plant and Equipment.....	3
3.6	Training and Competence Requirements.....	3
4.0	References (Including Information Services).....	4
5.0	Definitions	4
6.0	Appendices	5
	Appendix A Hazardous Manual Tasks Document Flowchart	5
	Appendix B Manual Tasks Risk Management Flowchart	6

WRITTEN BY: ENDORSED/CHECKED BY: APPROVED BY: DATE:
NAME: J.Paul NAME: M.Joy / T.Hooper NAME: I.Gilbar

Doc No: OHS-PROC-222 Revision No: 0 25.05.2015 Page: 1 of 6

THIS DOCUMENT IS UNCONTROLLED IN HARD COPY FORMAT

1.0 Purpose

This Business Procedure describes Stanwell's minimum mandatory requirements for managing hazardous manual tasks. A hazardous manual task is a task that requires a person to lift, lower, push, pull, carry or otherwise move, hold, restrain anything involving one or more of the following:

- repetitive or sustained force;
- high or sudden force;
- repetitive movement;
- sustained or awkward posture; and/or
- exposure to vibration.

2.0 Scope

This Business Procedure applies throughout Stanwell, all its sites and all activities under Stanwell's control. It applies to all Stanwell employees and contractors, including visitors to Stanwell workplaces.

3.0 Actions

It shall be ensured that the risks associated with manual tasks that have the potential to cause musculoskeletal disorders (MSD) are effectively managed following a systematic process that involves:

- identifying manual tasks that are hazardous;
- if necessary, assessing the risks of MSDs associated with the hazardous manual task;
- implementing suitable control measures and where practicable, eliminate the risk; and
- reviewing the effectiveness of control measures.

Refer to Appendix B Manual Task Risk Management Flowchart for an overview of the process to be followed.

3.1 Identifying hazardous manual tasks

It shall be ensured that the following sources of information are considered by sites when identifying manual tasks that have the potential to cause MSDs.

- Consult the workforce
- Review available information e.g. Records of workplace injuries and incidents, inspection reports and any workers compensation claims made for MSDs
- Observe manual tasks

3.2 Risk Assessment

As part of the risk assessment, the following shall be considered:

- postures, movements, forces and vibration relating to the hazardous manual task;
- the duration and frequency of the hazardous manual task;
- workplace environmental conditions that may affect the hazardous manual task or the worker performing it;
- the design of the work area;
- the layout of the workplace;
- the systems of work used; and

- the nature, size, weight or number of persons etc. involved in carrying out the hazardous manual task.

The above can be achieved by completion of an appropriate risk management tool, for example, work method statement, personal risk assessment tool, functional job demand assessment. Refer to Appendix D Risk Assessment Worksheet and Appendix F References for further risk assessment methods of the Code of Practice for Hazardous Manual Tasks (Qld, 2011).

3.3 Risk control

Sites shall implement suitable risk control measures through the application of the hierarchy of controls to achieve the highest level of protection that is reasonably practicable in the circumstances.

Control measures shall be aimed at eliminating or minimising the frequency, magnitude and duration of movements, forces and postures by changing the source of risk: the work area, tool, load, environment, method of handling and/or the way work is organised.

Where appropriate, proactive / preventative measures shall be considered and implemented by sites, for managing the risks of hazardous manual tasks. Examples include, but are not limited to:

- ensuring workers warm up and do gentle stretches prior to any hazardous manual task – particularly in the colder periods – both before starting the task and when returning to the task after a break;
- encouraging workers to get preventative strapping or taping done if they have pre-existing joint conditions such as arthritic knees or previous injuries to knees, ankles or shoulders;
- practicing good lifting techniques whenever planning to lift, and to use mechanical aids or group lifts if concerned;
- ensuring the early reporting of any strains or sprains or pain – no matter how minor, so early treatment and referral if needed can be given;
- not undertaking hazardous manual tasks if suffering from a febrile illness or virus (some viruses can weaken muscles, leaving them more susceptible to strains and sprains.)
- providing education with regards to gaining good core strength in the abdominal muscles if in a role that requires a lot of manual tasks (as good core strength supports the spinal and back muscles and helps to prevent injuries occurring to this area.)

3.4 Safety in Design

The safe design of plant, substances, and structures plays a critical role in reducing manual handling risks in workplaces. Ergonomic principles should be applied in the design stage. This means that a manual task should be designed to fit the people doing the task, not the reverse. Where elimination is not practicable, sites shall minimise the need to carry out a hazardous manual task so far as is reasonably practicable,

3.5 Plant and Equipment

It shall be ensured that when purchasing or hiring plant and equipment, specifications are considered and the potential manual handling hazards are risk assessed.

3.6 Training and Competence Requirements

It shall be ensured that all personnel involved in hazardous manual tasks are trained and competent as per Stanwell's requirements.

4.0 References

Source	Reference
Legislation	<ul style="list-style-type: none"> Queensland Work Health and Safety Regulation 2011, Part 4.2 Queensland Hazardous Manual Tasks Code of Practice 2011
Business Procedures	<ul style="list-style-type: none"> Training and Competency
Stay Safe	<ul style="list-style-type: none"> Hazardous Manual Tasks
Tools	<ul style="list-style-type: none"> <i>Appendix D Risk Assessment Worksheet</i>, Queensland Hazardous Manual Tasks Code of Practice 2011

5.0 Definitions

Term	Meaning
Hazardous manual task	<p>Is a task that requires a person to lift, lower, push, pull, carry or otherwise move, hold, 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; or exposure to vibration.
Musculoskeletal disorder (MSD)	<p>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.</p>

6.0 Review, Consultation and Communication

Review:

This Document is required to be reviewed, as a minimum, every ? year/s

Consultation:

With all relevant parties involved in this process and responsible for providing the appropriate training requirements

Communication/Requirements after Update:

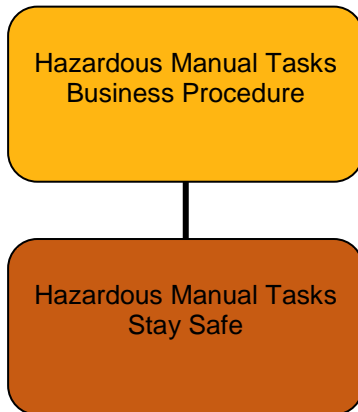
Personnel involved with carrying out manual tasks involving Hazardous materials.

7.0 Revision History

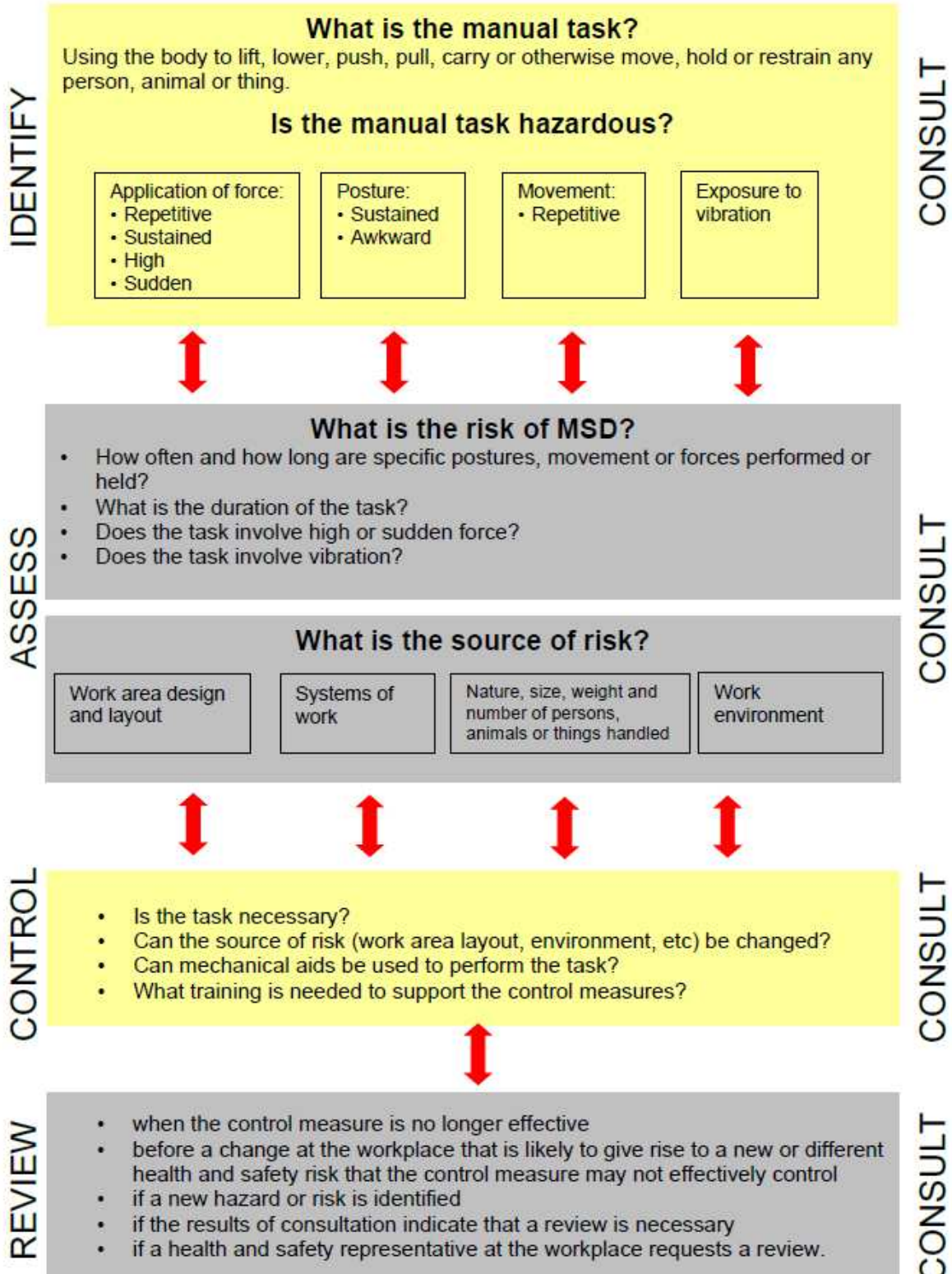
Rev. No.	Rev. Date	Revision Description	Author	Endorse/Check	Approved. By
0	25.05.2015	Procedure created to consolidation legacy documents	J.Paull	M.Joy / T.Hooper	I.Gilbar

8.0 Appendices

Appendix A Hazardous Manual Tasks Document Flowchart



Appendix B Manual Tasks Risk Management Flowchart



Reference: Appendix A Queensland Hazardous Manual Tasks Code of Practice 2011