



Manual Tasks

Warning

You cannot undertake this activity in the rail corridor unless you have completed a pre work brief and work site protection plan.

Reference should also be made to the [Protocol for Entering the ARTC Rail Corridor](#) and the [Business Rules for Working in the ARTC Rail Corridor](#)
Minimum Personal Protective Equipment (PPE) requirements must also be met in line with the [Personal Protective Equipment \(PPE\) Work Instruction](#).

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| Work Activity: | Manual Tasks | WMS No: WHS-WI-006 | |
| Coverage: | ARTC employees, and contractors directly managed by ARTC | | Version No: 1.0 |
| Developed by: | Corporate Work Health and Safety Manager | Approved by: | Executive General Manager Enterprise Services |
| | | | Date Approved: 1 April 2016 |

| <i>What are the tasks involved?</i> | <i>What are the hazards and risks?</i> | <i>What are the control measures?</i> | <i>Related Documents</i> |
|-------------------------------------|---|---|--|
| Plan the work | <p>Unnecessary manual tasks</p> <p>Required plant or equipment not on site</p> <p>Not having the best tools for the job</p> <p>Workers being given or trying to take on work outside their safe physical capability</p> <p>Repetitive and/or strenuous work</p> | <p>Plan work to avoid or reduce the need for hazardous manual tasks.</p> <p>For example, plan to:</p> <ul style="list-style-type: none"> - purchase or use materials and products bundled in lighter, smaller and easier to handle loads or packages - arrange for materials to be delivered as close as possible to the location where they will actually be used - have plant and/or equipment on site to move heavy loads - use mechanical lifting aids where able to do so - use tools that have been designed to help reduce physical strain where possible - allocate specific work tasks in line with the safe physical capability of each worker - provide rest breaks and job rotation where required | <p>Code of Practice Hazardous Manual Tasks</p> |



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| Lifting and carrying | <p>Lifting / Carrying for longer than required</p> <p>Slip, trip, fall</p> <p>Lifting / Carrying outside of your safe physical capability</p> <p>Poor lifting technique</p> | <p>Before starting, know the safest and most direct path to take</p> <p>Make sure there are no trip hazards or obstructions, and avoid steep or slippery paths wherever possible</p> <p>Make sure any ramps or planks are secured</p> <p>Make sure you will be able to see where you are going, or have help</p> <p>Only lift heavy and awkward objects with help from someone else and/or lifting equipment</p> <p>Use correct lifting techniques, including:</p> <ul style="list-style-type: none"> - think before you lift - keep the load close to your waist - adopt a stable position - ensure a good hold on the load - at the start of the lift, slightly bending the back, hips and knees is better than fully stopping or squatting - don't flex your spine any further as you lift - avoid twisting the trunk or leaning sideways, especially while your back is bent - keep your head up - move smoothly - don't lift more than you can easily manage - put down, then adjust - be careful not to drop or trap fingers or toes <p>If team lifting:</p> <ul style="list-style-type: none"> - workers should be of similar height and adequate strength - appoint one person as the team coordinator or leader | |



| References | |
|---|---|
| <p>Standards, Codes of Practice, Guidance:</p> <p>Code of Practice - Hazardous Manual Tasks</p> | <p>Plant / Equipment / Tools:</p> <p>plant and equipment</p> <p>mechanical lifting aids</p> |
| <p>Training Requirements:</p> <p>Check whether there are specific competency requirements for the work to be completed as this may include task specific manual handling training.</p> <p>See also the Code of Practice for further information on training and instruction.</p> | <p>Inspection / Testing requirements:</p> <p>As per supplier or manufacturer instructions</p> <p>Mechanical lifting aids to be marked with approved safe working load (safe work load (SWL) / working load limit (WLL)</p> |