

	<b>Manual Handling Guidelines</b>		Reviewed: June 2025	Page 1 of 2
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### **Purpose**

In accordance with the current Workplace Health and Safety legislation, Electrical Group Training (EGT) will ensure the risks associated with manual handling are managed and where possible reduced so far as is practicable.

### **Scope**

This will predominantly be achieved through training of apprentices in how to assess the risks associated with manual handling.

### **Manual Handling Guidelines Hazard Identification and Risk Assessment**

Manual handling tasks that are likely to be a risk to health and safety will be identified and managed accordingly. They must be assessed before the task is undertaken and the assessment is to be completed in consultation with the employees involved in the activity.

#### **In particular the assessment must address:**

- The force applied by the person;
- The actions and movements involved;
- The range of weights handled;
- Duration and frequency of movements;
- Time and distance over which an object is handled;
- The availability of mechanical aids;
- The layout and condition of the workplace;
- The work organisation;
- Postural requirements imposed by the manual handling task;
- The skill, strength and the experience of the personnel;
- The nature of the object/material being handled as well as other relevant factors.

#### **Risk control measures will be considered that:**

- Aim to eliminate or reduce the risk and are practicable
- Recommend changes to the work by redesign or modification of layout;
- Utilise mechanical lifting equipment;
- Recommend modifications to the load, improve housekeeping or redesign of work patterns
- Provide training, specific or general

#### **Any risk control measure implemented must be re-assessed to ensure implementation has been successful. The follow-up will include:**

- consultation with managers, supervisors, and employees;
- observation of the tasks and review and monitor injury reports.

The Code of Practice Hazardous Manual Tasks (October 2018) provides greater insight into manual handling for all those who require extra training or assistance.

### **Reference Documents**

- Safe Work Australia - Hazardous Manual Tasks Code of Practice (October 2018)