

## MANUAL TASKS (HANDLING)

### Not just lifting - Manual tasks defined

Manual tasks are those workplace activities requiring the use of force exerted by a person to grasp, manipulate, seize, throw, carry, move (lift, lower, push, pull), hold or restrain an object, load or body part.

### What is a hazardous manual task?

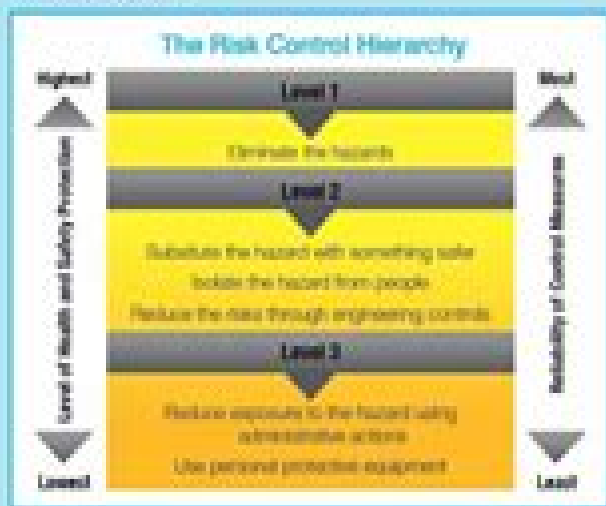
A hazardous manual task, as defined in the WHS Regulations, means a task that requires a person to lift, lower, push, pull, carry or otherwise move, hold or restrain any person, animal or thing involving one or more of the 5 following characteristics:

1. Repetitive or sustained force
2. Sustained or awkward posture
3. High or sudden force
4. Repetitive movement
5. Exposure to vibration

These factors determine the characteristics of a hazardous manual task directly against the body and can lead to injury.

You can provide valuable information about discomfort, muscular aches and pains that can signal potential hazards. For example, think about and identify tasks that:

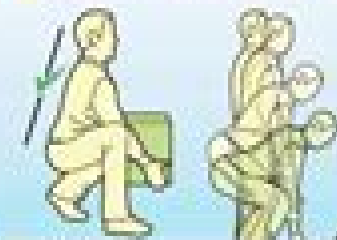
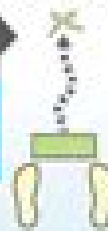
- are difficult to do (or appear harder than they should be)
- are very tiring (muscle fatigue reduces work capacity)
- are awkward or dangerous (for example, difficulty controlling loads)
- cause you discomfort.



## TIPS FOR HANDLING

### ASSESS your object and your task BEFORE you lift

Have a plan of attack. Think your route before you lift. Clear any obstacles from your path, and be sure you know what is in your way. If you cannot see your path well,



### LIFT with your LEGS

Bend at the knees and hips not your back. Your leg muscles are stronger than your back and can withstand greater force. This is known as the Squat Transfer Technique (STT).

### Avoid STODGING

Keep your back neutral. You are less likely to injure your back if you keep your back neutral during lifting.

### MOULD the object at waist level and close to the body

Your arms and your back are better equipped to lift a heavy object at waist level and close to your body than at any other height and/or far from your body.

### Don't BEND or TWIST while you are lifting or carrying

Any improper bending or twisting could throw you off balance or injure your back.



### Avoid lifting overhead or from below knee height

The risk of injury increases when objects are lifted from overhead or below knee height. Avoid moving objects above head height or below knee height when possible.

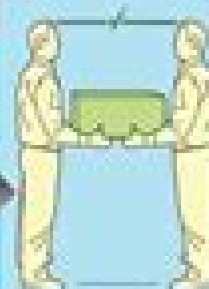
### Use lifting aids when possible

Use mechanical aids to get help to lift or carry a heavy load whenever possible. Options include wheelbarrows, conveyors, belt loaders, cranes or hoists.



### REDUCE the size of the load when possible

When possible reduce the size of the load or object or make smaller load more frequent stops. For example, square a heavy load into smaller portions.



### Two person lifts

When lifting with two or more people, ALL lifters should prepare to receive and support the manual handling loads.

### KNOW your limits

Ask for help. If you cannot lift an object, don't. Even if the object is not heavy, if it is awkwardly large or unstable, it can be difficult to lift and could cause you pain. It is better to wait and ask for assistance than to try to lift something that could potentially injure your back.

**LIMIT**

# Manual Handling Procedure Example

**California. Division of Highways**



## **Manual Handling Procedure Example:**

**District Nursing Manual of Clinical Procedures** Liz O'Brien, 2012-03-09 This manual the first of its kind focused on district nursing provides the means to build competence and confidence in nurses new to the community or developing their skills The comprehensive and evidence based content provides essential information for competence in key areas of district nursing From the Foreword by Rosemary Cook CBE Hon D Lett MSc PG Dip RGN Director The Queen s Nursing Institute Clinical skills are a fundamental aspect of district nursing care The District Nursing Manual of Clinical Procedures is a practical evidence based manual of clinical skills which reflects the unique challenges of district nursing care within the patient s home It provides a comprehensive resource for all district nurses community nurses students and healthcare professionals involved in the district nursing team enabling them to practice competently and confidently and deliver clinically effective person centred care The District Nursing Manual of Clinical Procedures addresses the complexity of district nursing care and encompasses key aspects of clinical practice including decision making in areas that district and community nurses often struggle with or find difficult when they are on their own in a patient s home It utilises the latest clinical research and expert clinical knowledge to address these challenges and to provide the underlying theory and evidence for district nursing care Key features Evidence based manual of practical clinical skills in district nursing care Clear user friendly and easy to understand Contains recommendations for expert care within a patient s own home Addresses key concerns of district and community nurses working on their own within a patient s home Encompasses key aspects of district nursing care Placed in the context of person centred care All procedures include the rationale for each action why as well as how This title is also available as a mobile App from MedHand Mobile Libraries Buy it now from iTunes Google Play or the MedHand Store

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*The Royal Marsden Manual of Clinical Nursing Procedures* Lisa Dougherty, Sara Lister, Alex West-Oram, 2015-03-17 The Royal Marsden Manual of Clinical Nursing Procedures has been the number one choice for nurses since it first published over 30 years ago One of the world s most popular books on clinical skills and procedures it provides detailed procedure guidelines based on the latest research findings and expert clinical advice enabling nurses and students to deliver clinically effective patient focused care The ninth edition of this essential definitive guide written especially for pre registration nursing students now includes a range of new learning features throughout each chapter that have been designed to support student nurses to support learning in clinical practice Providing essential information on over 200 procedures this manual contains all the skills and changes in practice that reflect modern acute nursing care

**Handling Bales of Cotton in Public Warehouses** Jo Brice Wilmeth, Charles Dickerson Bolt, 1958

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relevant to midwifery pregnancy labour birth postnatal and stories reflection and also includes a number of focus on sections These are different in each volume and reflect a wide range of key and topical issues within midwifery Each volume builds upon the others to provide a comprehensive library of articles that shows the development of thought in key midwifery areas Volume 5 offers a range of wholly new topic areas within the focus on sections covering the birthing environment women midwives and risk holistic health and working international stories A practical reference source containing a wide range of articles research and original material in an easily accessible format Volume 5 offers a more interactive learning experience by inviting midwives to create their own questions before reading the articles and then returning to these afterwards for reflective thought Diverse opinions on selected topics provide a comprehensive resource for debate and discussion Unique approach includes ideas on how to turn reading into professional development activities Includes 60 articles from The Practising Midwife 2004 5 4 research articles from Midwifery 2004 5 3 articles from The Journal of Midwifery and Women s Health 2003 5 and 5 original articles commissioned for this book 60 articles from The Practising Midwife 2004 05 4 research articles from Midwifery 2004 05 3 articles from The Journal of Midwifery and Women s Health 2003 05 5 original articles commissioned for this book

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