

## HS432 Hazardous Manual Tasks Procedure

Version	Approved by	Approval date	Effective date	Next full
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- cause muscle fatigue

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**Figure 1**

<b>Hierarchy of control</b>		<b>Examples of control measures</b>
Level 1	Elimination	<ul style="list-style-type: none"> <li>• Automate the manual task (such as using remote controls)</li> <li>• Deliver goods directly to the point of use</li> </ul>
Level 2	Substitution	<ul style="list-style-type: none"> <li>• Replace heavy items with lighter, smaller and/or easier to handle items</li> <li>• Order smaller quantities or request items are packaged in smaller boxes to reduce weight of items and force required to handle</li> <li>• Replace hand tools with power tools to reduce the level of force required to do the task</li> </ul>
	Isolation	
		<ul style="list-style-type: none"> <li>• Isolate vibrating machinery from the user, for example by providing fully independent seating on mobile plant</li> <li>• Automate mail/book sorters, conveyor belts, tugs</li> </ul>



<b>Accountabilities</b>	
<b>Responsible Officer</b>	Director of Risk and Safety
<b>Contact Officer</b>	Senior Manager, Health & Safety
<b>Supporting Information</b>	
<b>Legislative Compliance</b>	This Procedure supports the University's compliance with the following legislation: <a href="#">Work Health and Safety Regulation 2017</a> <a href="#">Work Health and Safety Act 2011 (NSW)</a>
<b>Parent Document (Policy)</b>	<a href="#">Health and Safety Policy</a>
<b>Supporting Documents</b>	<a href="#">Hazardous Manual Tasks</a> <a href="#">Workstations</a>
<b>Related Documents</b>	<a href="#">Hazardous Manual Tasks Code of Practice</a> <a href="#">ISO45001:2018 Occupational Health and Safety Management Systems</a> <a href="#">HS902 Manual Task Risk Management Form</a> <a href="#">HS114 Workstation Checklist</a>
<b>Superseded Documents</b>	HS432 Hazardous Manual Tasks Procedure, v2.2
<b>File Number</b>	2020/010916
<b>Definitions and Acronyms</b>	
<b>Hazardous Manual task</b>	<p>A hazardous manual task is a task requiring 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 following:</p> <ul style="list-style-type: none"> <li>• repetitive or sustained force</li> <li>• high or sudden force</li> <li>• repetitive movement</li> <li>• sustained or awkward posture, or</li> <li>• exposure to vibration.</li> </ul> <p>These hazards directly stress the body and can lead to an injury.</p>

