

HS432 Hazardous Manual Tasks Procedure

Version	Approved by	Approval date	Effective date	Next full
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Figure 1

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

Accountabilities	
Responsible Officer	Director of Risk and Safety
Contact Officer	Senior Manager, Health & Safety
Supporting Information	
Legislative Compliance	This Procedure supports the University's compliance with the following legislation: Work Health and Safety Regulation 2017 Work Health and Safety Act 2011 (NSW)
Parent Document (Policy)	Health and Safety Policy
Supporting Documents	Hazardous Manual Tasks Workstations
Related Documents	Hazardous Manual Tasks Code of Practice ISO45001:2018 Occupational Health and Safety Management Systems HS902 Manual Task Risk Management Form HS114 Workstation Checklist
Superseded Documents	HS432 Hazardous Manual Tasks Procedure, v2.2
File Number	2020/010916
Definitions and Acronyms	
Hazardous Manual task	<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"> • repetitive or sustained force • high or sudden force • repetitive movement • sustained or awkward posture, or • exposure to vibration. <p>These hazards directly stress the body and can lead to an injury.</p>

