



MANUAL HANDLING



LIFT WITH YOUR LEGS
KEEP YOUR BACK STRAIGHT
KNOW YOUR LIMITS



ASSESS your task FIRST

BEFORE you lift your object plan the route. Clear any obstacles from your path and note where obstacles will be in an unclear path.

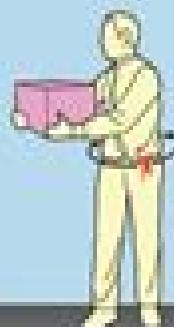


Position your feet apart

Ensure your legs are shoulder width apart for maximum support. Walk in small steps to maintain shoulder width placement.

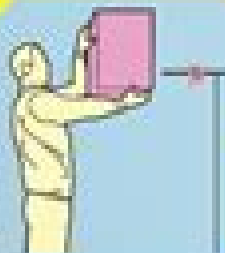
AVOID lifting overhead or from below knee height

The risk of injury increases when objects are lifted from overhead or below knee height. Avoid storing objects at these heights when possible.



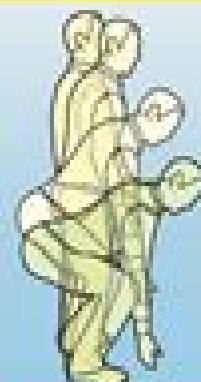
Don't BEND or TWIST while you are lifting or carrying

Improper bending or twisting could throw you off balance or cause injury.



TIGHTEN your abs

Using your core abdominal muscles will hold you in the proper lifting position and reduce strain on your spine.



LIFT with your LEGS

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



Keep your back STRAIGHT

When you keep your back straight (neutral), your legs carry the majority of the weight making you less likely to injure your back.



HOLD 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, so be far from your body.

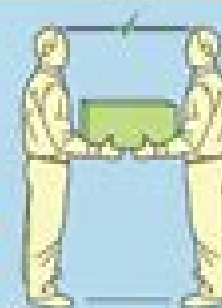
Use lifting aids

When possible use mechanical aids or get help to lift or carry a heavy load whenever possible. Options include wheelbarrows, conveyor belts, rollers, cranes or forklifts.



REDUCE the size of the load when possible

When possible reduce the size of the load or object or make smaller but more frequent trips, e.g. replace a heavy load into smaller parcels.



Two person lifts

When lifting with two or more people ALWAYS ensure boxes of same size and strength for manual handling tasks.

LIMIT

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. It is better to wait and ask for assistance than to try and lift something that could potentially cause injury.

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Handbook of Standards and Guidelines in Ergonomics and Human Factors Waldemar Karwowski, 2005-12-16 A comprehensive review of international and national standards and guidelines this handbook consists of 32 chapters divided into nine sections that cover standardization efforts anthropometry and working postures designing manual material human computer interaction occupational health and safety legal protection military human factor standar **Supporting**

Education □ The Teaching Assistant's Handbook Karen Kearns, 2012-05-07 Supporting Education The Teaching Assistant's Handbook provides the essential information needed to complete the Certificate III in Education Support in the Community Services Training Package This resource provides Teaching Assistants within overview of child development and how children learn as well as an introduction to the key learning areas for primary school students Links to a wide range of online resources and information are also included along with strategies for working with students and teachers Health Services Assistance Kathryn Austin, Geoff Arnott, 2017-11-24 Achieve high standards in patient focused care Health Services Assistance provides complete coverage of core and elective units for assisting in nursing work in acute care Exercises throughout the text provide students with the means to self assess and extend their skills and knowledge Foundation skills are developed early underpinning understanding of the specialist acute care chapters that follow Students are encouraged to reflect and contextualise their learning and to practise techniques in small groups Activities break up the material so information is easier to retain Self check extension activities and discussion questions can be incorporated into an institution's assessment strategy Health Services Assistance is structured by competency for HLT33115 Certificate III in Health Services Assistance supporting nursing in acute care and is packed with specific cases and examples as well as including additional content on palliative care and mental health Each chapter addresses a competency with a volume of learning that underpins the assessment requirements The book is structured so that elements and criteria are communicated by the section headings Teach following the qualification structure using the print book eBook or LMS integration **WORK** Brent Braveman, Jill J Page, 2011-12-16 Here's the first book of its kind to provide a comprehensive overview of the full range of occupational therapy interventions for work related services The authors build a foundation of knowledge based on the development of the worker role the meaning and function of work in modern day society and cultural interpretations of work They then focus on specialized areas of occupational therapy assessment and intervention including psychosocial and physical assessment and preventative programming **Occupational Ergonomics** Amit Bhattacharya, James D.

McGlothlin, 2012-03-08 In the fifteen years since the publication of Occupational Ergonomics Theory and Applications significant advances have been made in this field These advances include understanding the impact of ageing and obesity on workplace the role of ergonomics in promoting healthy workplaces and healthy life styles the role of ergonomic science in the design of consumer products and much more The caliber of information and the simple practical ergonomics solutions in the

second edition of this groundbreaking resource though haven't changed See What's New in the Second Edition Enhanced coverage of ergonomics in the international arena Emerging topics such as Healthcare Ergonomics and economics of ergonomics Coverage of disability management and psychosocial rehabilitation aspects of workplace and its ergonomics implication Current ergonomics solutions from research to practice Synergy of healthy workplaces with healthy lifestyles Impact of physical agents on worker health safety and its control Additional problems with solutions in the appendix The book covers the fundamentals of ergonomics and the practical application of those fundamentals in solving ergonomic problems The scope is such that it can be used as a reference for graduate students in the health sciences engineering technology and business as well as professional practitioners of these disciplines Also it can be used as a senior level undergraduate textbook with solved problems case studies and exercises included in several chapters The book blends medical and engineering applications to solve musculoskeletal safety and health problems in a variety of traditional and emerging industries ranging from the office to the operating room to operations engineering **Maintain Business**

Resources Helen Burnie, 2003 OHS Electronic Management Systems for Construction Imriyas Kamardeen, 2013-01-25 Occupational accidents have a massive personal and social cost as well as a major financial cost The construction industry is one of the most dangerous industries accounting for around 20-30% of all occupational deaths worldwide The accompanying financial cost is either absorbed directly or passed on in the form of higher insurance costs In addition regulatory bodies have started to impose legal accountability on all the parties along the construction supply chain OHS is hard to implement Construction projects are complex with a fluid workforce and the regulatory framework is highly elaborate OHS Electronic Management Systems for Construction presents a theoretical framework which is designed to overcome these difficulties integrating OHS management in construction using knowledge management and web technologies This framework is explained in a clear step by step way as are features such as a systematically developed corporate safety memory and a virtual learning portal to facilitate on demand safety training The ultimate aim of this book is to aid the development of an established safety culture at the organisational level and the formation of an industry wide community of safety practice This is essential reading for OHS professionals and construction managers attempting to change their industry for the better as well as advanced students and researchers *Kodak's Ergonomic Design for People at Work* The Eastman Kodak Company, 2003-10-10 Written for those who are on the job but not necessarily professionally trained ergonomists the principles and approaches detailed in this highly regarded guide have all been implemented in real world workplace environments and proven successful in reducing the potential for occupational injury increasing the number of people who can perform a job and improving employee performance on the job More than 150 clear and informative illustrations and tables help convey data and information in eight sections Ergonomics design philosophy Human reliability and information transfer Evaluation of job demands Work design Workplace design Manual handling in occupational tasks Equipment design

Environment Human Resource Management Alan Nankervis, Marian Baird, Dr Jane Coffey, John Shields, 2019-08-29 Now in its 10th edition AHRI endorsed Human Resource Management Strategy and Practice provides a strong conceptual and practical framework for students of human resource management The successful integrative strategic HRM model is retained and the most recent developments in human resource management theories and practices are explored A multitude of contemporary regional and international examples are incorporated throughout alongside expanded coverage on the future of work and emerging HRM issues Thoroughly revised and updated with the latest research findings this edition adopts a lateral approach to illustrating the evolving HRM landscape and promoting employability Now available on the MindTap platform Human Resource Management Strategy and Practice provides an optional online learning experience with interactive skills based activities as well as new opportunities for student engagement and revision Premium online teaching and learning tools are available on the MindTap platform Learn more about the online tools cengage.com/au/mindtap

Events & Tourism Essentials Lynn Van der Wagen, 2015-05-20 Events and Tourism Essentials allows for completion of dual qualifications in Certificate III in Tourism and Certificate III in Events The contents directly relate to competency units with industry examples providing application to match examination requirements as well as competency units This resource is accompanied by a Teacher's Resource Kit containing worksheets with multiple choice short answer worksheets extension activities assessment tasks solutions chapter review answers mind map summaries and solutions **The Drilling Manual** Australian Drilling Industry Training Committee Limited, 2015-04-01 An Invaluable Reference for Members of the Drilling Industry from Owner Operators to Large Contractors and Anyone Interested In Drilling Developed by one of the world's leading authorities on drilling technology the fifth edition of The Drilling Manual draws on industry expertise to provide the latest drilling methods safety risk management and management practices and protocols Utilizing state of the art technology and techniques this edition thoroughly updates the fourth edition and introduces entirely new topics It includes new coverage on occupational health and safety adds new sections on coal seam gas sonic and coil tube drilling sonic drilling Dutch cone probing in hole water or mud hammer drilling pile top drilling types of grouting and improved sections on drilling equipment and maintenance New sections on drilling applications include underground blast hole drilling coal seam gas drilling including well control trenchless technology and geothermal drilling It contains heavily illustrated chapters that clearly convey the material This manual incorporates forward thinking technology and details good industry practice for the following sectors of the drilling industry Blast Hole Environmental Foundation Construction Geotechnical Geothermal Mineral Exploration Mineral Production and Development Oil and Gas On shore Seismic Trenchless Technology Water Well The Drilling Manual Fifth Edition provides you with the most thorough information about the what how and why of drilling An ideal resource for drilling personnel hydrologists environmental engineers and scientists interested in subsurface conditions it covers drilling machinery methods applications management safety geology and other related issues **Work**

and Strife in Paradise Bradley Bowden, 2009 From Queensland's inception as a self governing colony in December 1859 the issue of labour relations has preoccupied governments and shaped the experiences of its working men and women However despite the often turbulent nature of labour relations in Queensland there has prior to this book been no attempt to provide an overview of the system as a whole This important addition to Queensland's sesquicentenary celebrations redresses this failure looking at the diverse range of experiences that together made up a unique system of labour relations including those of employers women workers indigenous workers unions the Queensland Industrial Relations Commission labour law industrial disputation the workings of health and safety system and life in regional areas It is argued that overall Queensland's system of industrial regulation was central to its economic and social development Despite past emphasis on the large scale strikes that periodically raked the state this book finds that consensus normally prevailed **Divergent Paths? Industrial Relations in Australia, New Zealand and the Asia-Pacific Region** Nigel Haworth, Marianne Hill, Nick Wailes, 1993

Transportation Tunnels S. Ponnuswamy, D. Johnson Victor, 2017-12-21 Transportation Tunnels 2nd Edition provides a comprehensive text on tunneling and tunnel engineering applicable in general to all types of tunnels with more detailed information on highway and railway tunnels While the First Edition of the book was confined to deal with railway and highway tunnels the Second Edition is also extensively considering the latest trends in use of tunnels in different other fields The book has been revised to provide coverage of water conveyance navigation and material conveyance tunnels also and deals with these subjects in more detail It covers all aspects of investigation design construction monitoring and maintenance of tunnels Special emphasis has been laid on the geotechnical investigations interpretation of findings and relating the same to the design as well as the construction of tunnels The book reflects the advancements in the knowledge of ground behaviour and rock mechanics and also in construction technology including use of TBM in the last two decades It covers in sufficient detail the basic requirements of tunnel profile the geometric parameters clearance requirements aerodynamics and cost economics in fixing alignments with different design parameters like curvature gradient and operational requirements It discusses in detail alternative forms of the cross section profile and illustrates design methodology with examples The different methodologies that have been used in the past using timber or steel supports by stage wise expansion of cross sections and modern methodologies used for boring full profile using new tunneling methods and Tunnel Boring Machines are also comprehensively discussed Requirements of tunnels in respect of ventilation lighting and drainage are adequately covered Separate chapters have been included on Instrumentation and Tunnel Inspection and Maintenance The expanded text on the use and advantages of methodologies and equipment for dealing with various aspects of construction of tunnels is based on observations through site visits discussions with and experiences of people as recorded on large number of tunneling works which have been taken up recently for railways highways and urban transport subway projects The book can serve as a textbook for undergraduate and graduate students and as a reference book for practicing engineers

Ergonomics in Developing Regions Patricia A. Scott, 2009-06-17 Industrially developing countries have the largest populations the highest levels of poverty poor health and illiteracy and the greatest need for improvement in working conditions And as the marketplace and the workforce goes increasingly global accountability with regard to the abuse of cheap labor in developing countries is becoming an issue

Research and Applications in Structural Engineering, Mechanics and Computation Alphose Zingoni, 2013-08-15 Research and Applications in Structural Engineering Mechanics and Computation contains the Proceedings of the Fifth International Conference on Structural Engineering Mechanics and Computation SEMC 2013 Cape Town South Africa 2 4 September 2013 Over 420 papers are featured Many topics are covered but the contributions may be seen to fall [Australian National Bibliography: 1992](#) National Library of Australia, 1988

Canada Exposed Pierre Anctil, André Loiselle, Christopher Rolfe, 2009 Selected papers from the sixth biennial conference of the International Council for Canadian Studies held in Ottawa in May 2008 Introd [Urban Pest Management in Australia](#) Ion Staunton, Phillip Hadlington, John Gerozisis, 2008-06-01 For 23 years and through four editions Urban Pest Management in Australia has been the major reference work for Australian pest control operators This fifth edition has been extensively revised to support the constantly evolving pest management industry It features an accessible new format fully updated chapters additional colour plates and extra content including a new section on putting pest control into practice Ion Staunton draws on his 50 years of industry knowledge to bring Gerozisis and Hadlington s pest management bible to a new generation of technicians

Hospitality Management Lynn Van der Wagen, Lauren White, 2018-10-01 Written for SIT50416 Diploma of Hospitality Management Hospitality Management 4e covers all 13 core units plus seven electives Each chapter is written to a unit of competency and maintains the volume of learning of previous editions with relevant and easy to understand information including Australian examples and references Structured in three parts the text covers the knowledge and skills required of frontline supervisors managerial topics and business strategy content The Industry viewpoint at the start of each chapter introduces students to current issues and themes in the hospitality industry and numerous pedagogical features examples and illustrations have been included throughout the text to help students engage with the material and extend their understanding Each chapter includes activities for discussion and debate with assessment activities requiring the understanding application and analysis of case studies Each section concludes with an integrated case study and weblinks to useful industry resources

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