

Safe Manual Handling

INTRODUCTION



RISK ASSESSMENT



TYPE INJURY

- The spine is made up of vertebrae and discs. The discs are the cushions between the vertebrae. They are made of a soft, jelly-like substance. They are also the source of the body's shock absorbers. The spine is the most vulnerable part of the body. It can be injured in many ways, including:
- 1. Lifting and carrying heavy loads
 - 2. Twisting and bending the body
 - 3. Reaching and stretching the body
 - 4. Pushing and pulling heavy loads
 - 5. Stepping and tripping
 - 6. Slipping and falling
 - 7. Striking and bruising
 - 8. Overexertion and fatigue

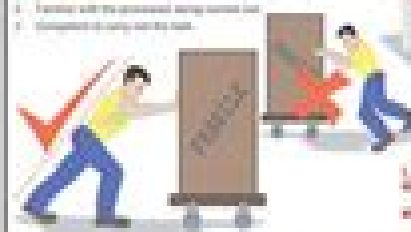


The purpose of a risk assessment is to:

1. Identify the hazards present in the task.
2. Assess the likelihood of an injury occurring.
3. Assess the severity of the injury.
4. Identify the measures that can be taken to reduce the risk.
5. Prioritize the measures.
6. Monitor the effectiveness of the measures.
7. Review the assessment.

The general approach for the assessment should be:

1. Identify the task.
2. Identify the hazards.
3. Assess the likelihood of an injury occurring.
4. Assess the severity of the injury.
5. Identify the measures that can be taken to reduce the risk.
6. Prioritize the measures.
7. Monitor the effectiveness of the measures.
8. Review the assessment.



LOAD

- 1. Is the load too heavy?
- 2. Is the load too bulky?
- 3. Is the load too awkward?
- 4. Is the load too hot or cold?
- 5. Is the load too slippery?
- 6. Is the load too fragile?
- 7. Is the load too sharp?
- 8. Is the load too noisy?
- 9. Is the load too smelly?
- 10. Is the load too dirty?
- 11. Is the load too wet?
- 12. Is the load too dry?
- 13. Is the load too hard?
- 14. Is the load too soft?
- 15. Is the load too sticky?
- 16. Is the load too greasy?
- 17. Is the load too powdery?
- 18. Is the load too granular?
- 19. Is the load too fibrous?
- 20. Is the load too stringy?

- Signs:
- 1. Pain in the back, neck, shoulders, arms, or legs.
 - 2. Stiffness or numbness in the back, neck, shoulders, arms, or legs.
 - 3. Difficulty moving or lifting.
 - 4. Loss of balance or coordination.
 - 5. Fatigue or exhaustion.
 - 6. Headaches or dizziness.
 - 7. Nausea or vomiting.
 - 8. Shortness of breath.
 - 9. Sweating or overheating.
 - 10. Chills or feeling cold.
 - 11. Itching or skin irritation.
 - 12. Redness or swelling.
 - 13. Bruising or cuts.
 - 14. Burns or scalds.
 - 15. Frostbite.
 - 16. Sunburn.
 - 17. Dehydration.
 - 18. Hunger or low energy.
 - 19. Irritability or mood swings.
 - 20. Difficulty concentrating.



INDIVIDUAL

- 1. Are they fit to do the task?
- 2. Does it require a capability?
- 3. Does personal protective equipment need to be worn?
- 4. Is the load a problem for people e.g. people with a back problem?



EMPLOYERS & EMPLOYEES



HANDLING TECHNIQUES



EMPLOYERS DUTIES

Employers should:

1. Assess the likely risk of injury from the handling operation.
2. Put in place a safe system of work.
3. Provide training and information to employees.
4. Provide personal protective equipment (PPE) where necessary.
5. Monitor the effectiveness of the measures.
6. Review the assessment.

EMPLOYEES DUTIES

Employees should:

1. Follow the safe system of work.
2. Use the correct lifting technique.
3. Use the correct carrying technique.
4. Use the correct pushing and pulling technique.
5. Use the correct stepping and tripping technique.
6. Use the correct striking and bruising technique.
7. Use the correct overexertion and fatigue technique.
8. Use the correct slipping and falling technique.
9. Use the correct straining and twisting technique.
10. Use the correct reaching and stretching technique.
11. Use the correct lifting and carrying technique.
12. Use the correct pushing and pulling technique.
13. Use the correct stepping and tripping technique.
14. Use the correct striking and bruising technique.
15. Use the correct overexertion and fatigue technique.
16. Use the correct slipping and falling technique.
17. Use the correct straining and twisting technique.
18. Use the correct reaching and stretching technique.
19. Use the correct lifting and carrying technique.
20. Use the correct pushing and pulling technique.

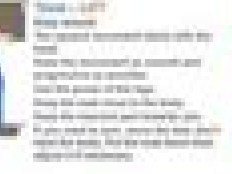
PREVENTING BACK PAIN

As well as the measures above there are others that you can take to help prevent back pain. These are:

1. Keep your weight under control.
2. Exercise regularly.
3. Eat a healthy diet.
4. Stop smoking.
5. Get enough sleep.
6. Use a good mattress.
7. Use a good chair.
8. Use a good desk.
9. Use a good car seat.
10. Use a good phone.
11. Use a good TV.
12. Use a good computer.
13. Use a good printer.
14. Use a good scanner.
15. Use a good fax.
16. Use a good copier.
17. Use a good shredder.
18. Use a good shredder.
19. Use a good shredder.
20. Use a good shredder.

Think - PLAN

- 1. Where am I going?
- 2. What am I lifting?
- 3. What are the options?
- 4. Are there any aids available?
- 5. Do I need help?
- 6. Do I need to remove any obstacles?



Workcover Manual Handling Risk Guide

**Maureen F. Dollard,Akihito
Shimazu,Rusli Bin Nordin,Paula
Brough,Michelle R. Tuckey**



Workcover Manual Handling Risk Guide:

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 standard *Occupational Therapy for People Experiencing Illness, Injury or Impairment - E-Book* Michael Curtin, Mary Egan, Yeliz Prior, Tracey Parnell, Roshan Galvaan, Katrine Sauvé-Schenk, Daniel Cezar Da Cruz, 2024-09-17 Occupational Therapy for People Experiencing Illness Injury or Impairment is a seminal textbook that has been used in preregistration occupational therapy education for more than 40 years Now in its eighth edition it reflects significant developments within the occupational profession and the contexts of the delivery of health and social care when working with people who experience illness injury or impairment to promote occupational participation It is highly regarded for its level of detail its practical approach and the breadth of its content with input from multiple authors from around the world Fully updated and built around the professional concepts and processes to promote occupational participation this invaluable resource will enable occupational therapists link theory with day to day practice reflect on the knowledge expertise and attitudes that inform their work and practice in a critically reflexive way Practical text and online assets link theory with day to day practice Collaborative relationship focused inclusive and strengths based language Summaries and key points for each chapter make navigation easy Focus on working with groups communities and populations in addition to working with individuals reflecting the evolving and expanding scope of practice Practice stories throughout the text and detailed practice stories in Section 5 inviting the reader to reflect on the information skills and attitudes that inform practice Online multiple choice questions and questions for reflection at the end of each chapter enable readers to assess and apply their knowledge **Back Injury Among Healthcare Workers** William Charney, Anne Hudson, 2003-07-28 The U S Bureau of Labor Statistics recently calculated nearly 60 000 musculoskeletal injuries to healthcare workers resulting from heavy lifting during attempts to move patients Often the nurses aides orderlies and attendants who suffered permanent injuries were forced out of the profession straining an already inadequate pool of workers and Handbook of Standards and Guidelines in Human Factors and Ergonomics Waldemar Karwowski, Anna Szopa, Marcelo M. Soares, 2021-06-28 With an updated edition including new material in additional chapters this one of a kind handbook covers not only current standardization efforts but also anthropometry and optimal working postures ergonomic human computer interactions legal protection occupational health and safety and military human factor principles While delineating the crucial role that standards and guidelines play in facilitating the design of advantageous working conditions to enhance individual performance the handbook suggests ways to expand opportunities for global economic and ergonomic development This book features Guidance on the design of work systems including tasks equipment and

workspaces as well as the work environment in relation to human capacities and limitations Emphasis on important human factors and ergonomic standards that can be utilized to improve product and process to ensure efficiency and safety A focus on quality control to ensure that standards are met throughout the worldwide market **Productive Safety Management** Tania Mol,2003-10-10 Unlike most books on this subject Productive Safety Management described in this book integrates occupational health and safety human resource management environmental management and engineering to provide a whole business approach to effective safety management The book helps companies to reduce and manage risk by providing analysing and improving systems in place within the company It also looks at how external factors can affect company decision making and provides a tool to make sure that a health and safety management system is strategically aligned appropriately resourced and that it maximises employee commitment Chapters on human resource management explore cultural issues and explain how to gain commitment to company objectives The book has been written for managers and supervisors working in hazardous industries OHS practitioners undergraduate and postgraduate students Proceedings of the 20th Congress of the International Ergonomics Association (IEA 2018) Sebastiano Bagnara,Riccardo Tartaglia,Sara Albolino,Thomas Alexander,Yushi Fujita,2018-08-04 This book presents the proceedings of the 20th Congress of the International Ergonomics Association IEA 2018 held on August 26 30 2018 in Florence Italy By highlighting the latest theories and models as well as cutting edge technologies and applications and by combining findings from a range of disciplines including engineering design robotics healthcare management computer science human biology and behavioral science it provides researchers and practitioners alike with a comprehensive timely guide on human factors and ergonomics It also offers an excellent source of innovative ideas to stimulate future discussions and developments aimed at applying knowledge and techniques to optimize system performance while at the same time promoting the health safety and wellbeing of individuals The proceedings include papers from researchers and practitioners scientists and physicians institutional leaders managers and policy makers that contribute to constructing the Human Factors and Ergonomics approach across a variety of methodologies domains and productive sectors This volume includes papers addressing Musculoskeletal Disorders *Occupational Health and Safety in Construction Project Management* Helen Lingard,2005 This book addresses an increasingly important area in the construction industry Case studies are used extensively to illustrate important points and refer to current successful safety management techniques *Human Factors Methods for Improving Performance in the Process Industries* CCPS (Center for Chemical Process Safety),2007-02-03 Human Factors Methods for Improving Performance in the Process Industries provides guidance for managers and plant engineering staff on specific practical techniques and tools for addressing forty different human factors issues impacting process safety Human factors incidents can result in injury and death damage to the environment fines and business losses due to ruined batches off spec products unplanned shutdowns and other adverse effects Prevention of these incidents increases productivity and profits Complete

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Handbook of Modern Hospital Safety William Charney,2009-07-28 It is ironic that those whose job it is to save lives often find themselves injured in the course of performing their duties In fact according to the Bureau of Labor Statistics healthcare workers have higher injury rates than agriculture workers miners and construction workers The Handbook of Modern Hospital Safety Second Edition covers exposure paradigms and offers solutions and models of protection for these individuals presenting the latest science and intervention strategies that have proven successful in the scientific community Extensively revised this second edition explores a host of hazardous conditions that are faced by healthcare workers in today s hospitals including infection and infectious diseases back injuries needlesticks workplace violence slip trip and fall injuries ergonomic issues electrocautery smoke toxic drugs ethylene oxide aldehydes pentamidine ribavirin In this long awaited update to William Charney s seminal work experts from leading hospitals universities and health organizations explore these health risks and suggested preventive measures discuss recent research and new information on technology to protect workers cover new legislation and regulations and provide insight into the philosophy of creating a safe hospital culture

Potter & Perry's Fundamentals of Nursing - AUS Version - E-Book Geraldine Rebeiro,Jackie Crisp,Clint Douglas,2012-11-09 Potter and Perry s Fundamentals of Nursing 4th ANZ edition ebook is the leading fundamentals text for

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Skills for Midwifery Practice Australian & New Zealand Edition Sally-Ann De-Vitry Smith, Sara Bayes, 2022-02-28 This text provides clear easy to read guidance on more than 110 skills for midwifery students and midwives seeking to update their practice Underpinned with the most recent evidence based practice and research the second edition walks the reader through general and basic skills in a sequential and logical manner following a woman s journey through pregnancy labour and birth and postnatal care With a focus on the performance of midwifery skills rather than on the theory of midwifery practice Skills for Midwifery Practice Australia and New Zealand 2nd edition is an indispensable text to which students will return to again and again Endorsed by the Australian College of Midwives Step by step instructions for each skill Images and diagrams to aid understanding A woman centred approach and cultural considerations throughout Models of midwifery care Continuity of Care and Lead Maternity Carer s Model Australian NZ specific guidelines policies statistics terminology and medication administration guidelines

International Encyclopedia of

Ergonomics and Human Factors, Second Edition - 3 Volume Set Waldemar Karwowski, 2006-03-15 The previous edition of the International Encyclopedia of Ergonomics and Human Factors made history as the first unified source of reliable information drawn from many realms of science and technology and created specifically with ergonomics professionals in mind It was also a winner of the Best Reference Award 2002 from the Engineering Libraries Division American Society of Engineering Education USA and the Outstanding Academic Title 2002 from Choice Magazine Not content to rest on his laurels human factors and ergonomics expert Professor Waldemar Karwowski has overhauled his standard setting resource incorporating coverage of tried and true methods fundamental principles and major paradigm shifts in philosophy thought and design Demonstrating the truly interdisciplinary nature of this field these changes make the second edition even more comprehensive more informative more in a word encyclopedic Keeping the format popularized by the first edition the new edition has been completely revised and updated Divided into 13 sections and organized alphabetically within each section the entries provide a clear and simple outline of the topics as well as precise and practical information The book reviews applications tools and innovative concepts related to ergonomic research Technical terms are defined where possible within entries as well as in a glossary Students and professionals will find this format invaluable whether they have ergonomics engineering computing or psychology backgrounds Experts and researchers will also find it an excellent source of information on areas beyond the range of their direct interests

Landscape Design and Construction Richard Skiba, 2024-06-11 Delve into landscape design and construction with this comprehensive guide offering insights and techniques to craft stunning outdoor spaces Whether you're a seasoned professional or an aspiring landscaper discover invaluable guidance to transform any landscape into a masterpiece Starting with an introduction to landscape design principles explore various landscape types drawing inspiration for your projects With a focus on aesthetics and functionality learn to conceptualize and plan effectively covering every step from drafting blueprints to material selection Prioritize safety with essential guidance for maintaining a secure work environment Master site surveying and mapping for optimized construction efficiency From drainage systems to stone structures follow step by step instructions for building durable and visually striking features Learn plant selection care and maintenance ensuring thriving gardens and turf areas Explore soil improvement techniques and add finishing touches with timber structures and landscape lighting Embrace sustainable practices for eco friendly designs Whether envisioning a tranquil retreat or a large scale project this book is your provides a resource promising inspiration and practical wisdom for landscape enthusiasts of all levels

Planning Occupational Health and Safety Gabrielle Grammeno, 2009 Planning Occupational Health Safety is a convenient handbook for OHS practitioners line managers students and anyone who needs an overview of the legal and managerial aspects of managing OHS risks in organisations Publisher description

Cumulated Index Medicus, 1999 *Australian national bibliography*, 1961

Psychosocial Factors at Work in the Asia Pacific Maureen F. Dollard, Akihito Shimazu, Rusli Bin Nordin, Paula

Brough,Michelle R. Tuckey,2014-06-24 The past several decades of rapid organizational change and global economic activity beseech a fresh understanding of work conditions and mental health across all nations and regions This volume addresses psychosocial factors at work legislation frameworks research innovations and common perceptions in the Asia Pacific countries It presents new research on psychosocial factors at work from an Asia Pacific perspective introducing exciting new research on workaholism bullying work life balance and conflict work demands classifications and psychosocial safety climate Insights regarding workplace psychosocial factors worker health and well being have evolved mainly within North American and European cultural contexts and developed industrial countries This state of the art account of knowledge development in the Asia Pacific region will stimulate new insights for researchers and policy makers to improve the quality of workers lives worldwide This very informative book highlights the significance and uniqueness of job stress problems encountered by workers of different countries in the Asia Pacific region Occupational health researchers all around the world will find this book a great inspiration for future research Yawen Cheng ScD Institute of Health Policy and Management Taiwan Initiatives and interventions reported from collaborative projects present useful hints for filling gaps in policies and practices for managing psychosocial risk factors in diverse work life situations in the Asia Pacific region Dr Kazutaka Kogi President International Commission of Occupational Health **The Disability Support Worker** Geoff Arnott,2015-05-20 The Disability Support Worker is a new Australian text providing a practical introduction to the role and responsibilities for workers providing crucial support to clients with a disability *Guidelines for an Occupational Health & Safety Service*,1995

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Table of Contents Workcover Manual Handling Risk Guide

1. Understanding the eBook Workcover Manual Handling Risk Guide
 - The Rise of Digital Reading Workcover Manual Handling Risk Guide
 - Advantages of eBooks Over Traditional Books
2. Identifying Workcover Manual Handling Risk Guide
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Workcover Manual Handling Risk Guide
 - User-Friendly Interface
4. Exploring eBook Recommendations from Workcover Manual Handling Risk Guide
 - Personalized Recommendations
 - Workcover Manual Handling Risk Guide User Reviews and Ratings
 - Workcover Manual Handling Risk Guide and Bestseller Lists
5. Accessing Workcover Manual Handling Risk Guide Free and Paid eBooks

- Workcover Manual Handling Risk Guide Public Domain eBooks
- Workcover Manual Handling Risk Guide eBook Subscription Services
- Workcover Manual Handling Risk Guide Budget-Friendly Options
- 6. Navigating Workcover Manual Handling Risk Guide eBook Formats
 - ePub, PDF, MOBI, and More
 - Workcover Manual Handling Risk Guide Compatibility with Devices
 - Workcover Manual Handling Risk Guide Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Workcover Manual Handling Risk Guide
 - Highlighting and Note-Taking Workcover Manual Handling Risk Guide
 - Interactive Elements Workcover Manual Handling Risk Guide
- 8. Staying Engaged with Workcover Manual Handling Risk Guide
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Workcover Manual Handling Risk Guide
- 9. Balancing eBooks and Physical Books Workcover Manual Handling Risk Guide
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Workcover Manual Handling Risk Guide
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Workcover Manual Handling Risk Guide
 - Setting Reading Goals Workcover Manual Handling Risk Guide
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Workcover Manual Handling Risk Guide
 - Fact-Checking eBook Content of Workcover Manual Handling Risk Guide
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development

- Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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