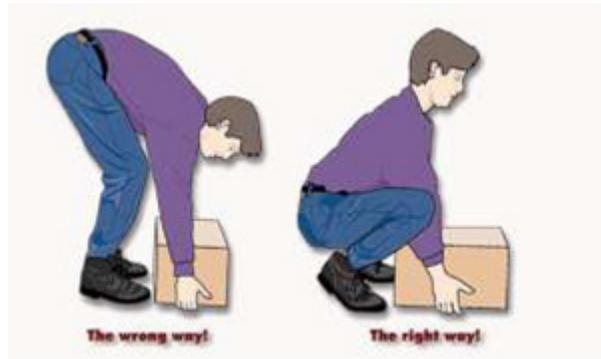


# Manual Handling & Occupational Overuse Syndrome

When an employee exerts a force on a load the following posture and body movement should be implemented to reduce the risk of injury.



## How to avoid injury while lifting

### Plan the lift:

- Always check the characteristics of the load before moving it.
- Don't try and lift loads that are too heavy or awkward.
- Determine the best lifting technique.
- Get a secure grip.
- Avoid above shoulder reach.
- Use the correct equipment.

### Pull the load in close to your body:

- Keep the centre of gravity of the load close to your body – don't stretch.
- Avoid forward bending.
- Avoid twisting of the back.
- Avoid sideways bending of the back.
- Lift with the legs, not back.

Remember poor lifting and manual handling is the single biggest cause of accidents in the workplace.

## Top 10 lifting hazards

- Holding the load away from you.
- Twisting.
- Stooping.
- Reaching upwards.
- Excessive up and down movements.
- Carrying long distance.
- Strenuous pushing or pulling.
- Unpredictable or unbalanced loads.
- Repetitive handling and lifting.
- Over strenuous work-rate.

**Remember think before you lift.**

**DO NOT LIFT ANYTHING  
THAT IS HEAVY OR AWKWARD.**

**Ask for help.**

**A TWO PERSON LIFT IS A LOT SAFER!**

*'Keeping safety  
top of mind'*

# Manual handling guidelines



# MANUAL HANDLING

Guide Dogs NSW/ACT will ensure, as far as practicable, that the risks associated with manual handling are eliminated or otherwise controlled in accordance with legislation.

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 following:

- repetitive or sustained force
- high or sudden force
- repetitive movement
- sustained or awkward posture
- exposure to vibration.

These factors (known as characteristics of a hazardous manual task) directly stress the body and can lead to injury. (WHS Code of Practice 2011)

## Guide Dogs NSW/ACT will take all reasonable steps to:

- Ensure that the work practices, equipment, objects used and the working environment are designed, constructed and maintained to prevent manual handling injury;
- Identify hazardous manual handling tasks, assess these to determine manual handling risk, and eliminate or control these risks;

- Consult with employees throughout the risk management process; and
- Provide training.

All employees, labour-hire employees, volunteers and contractors are required to: comply with workplace policies and safe work practices, use equipment as provided, use specific manual handling techniques once trained, report any hazard, equipment fault or injury, and perform day to day care of equipment provided for manual handling.

## Manual handling... what are the issues?

Manual handling occurs when a person uses their body, specifically the musculoskeletal system, to perform manual work. This work, called a manual task, can include:

- lifting
- lowering
- pushing
- pulling
- carrying
- moving any load
- holding or restraining any load
- repetitive movements
- sustained work postures, and
- exposure to vibration

Everyone performs some manual tasks as part of their daily work, however it is hazardous activities that potentially cause injury. While the lower back, shoulder and wrist are the most common areas for injury, injury can occur to any part of the musculoskeletal system, including but not limited to:

- Sprains and strains to muscles, ligaments and tendons including but not limited to the rotator cuff, epicondylitis and low back strain
- Damage to the intervertebral discs such as perforated disc, disc protrusion
- Nerve damage such as neuropathies, carpal tunnel syndrome

## Managing manual handling risk

The process for managing manual handling risk requires a systematic approach to:

- Identify the manual tasks that are hazardous
- Assess the tasks to determine the nature of the risk
- Eliminate the aspects of the task that place employees at risk, or if elimination is not reasonable practicable
- control the risk

**This is known as risk management.**