



IGO GROUP SAFETY STANDARD 35 - MANUAL HANDLING

INDEPENDENCE GROUP NL





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1. INTENT

The purpose of this Standard is to define IGOs's requirements for the management of activities that pose a risk of injury arising from manual handling activities.

2. APPLICATION

This standard shall apply to all IGO sites and projects (exploration, construction and development) and to all IGO employees, contractors (including sub-contractors) and visitors to IGO sites and projects.

3. OVERVIEW

3.1 Hazardous Manual Tasks

Manual tasks encompass a wide range of activities that require a person to use force for lifting, lowering, pushing, pulling, carrying, moving, holding or restraining any person, animal or item.

Most jobs involve some aspect of work which is a manual task. Not all manual tasks are hazardous. Hazardous Manual Tasks may lead to a variety of material injuries and conditions including:

- sprains and strains of muscles, ligaments and tendons (for example, shoulder muscle strain (rotator cuff tear))
- back injuries, including damage to the muscles, tendons, ligaments, spinal discs (for example, ruptured discs), nerves (for example, sciatica), joints and bones
- joint injuries or degeneration, including injuries to the shoulder, elbow, wrist, hip, knee, ankle, hands and feet
- bone injuries (for example, fractures)
- nerve injuries (for example, carpal tunnel syndrome of the wrist)
- muscular and vascular disorders as a result of hand-arm vibration, and
- soft tissue hernias (for example, abdominal hernias).

3.2 What causes the injury?

Injury may occur suddenly as a result of a single event of overexertion, or it may develop over a prolonged period from the accumulation of many minor tissue injuries. This is often the result of doing repetitive work and/or work of a similar nature over time.

The back, shoulder and wrist are the most frequently injured parts of the body. There are certain factors and certain characteristics of tasks that increase the risk of developing an injury. Some examples of the activities or circumstances that may fit within these factors or characteristics of tasks include:

- repeating an action frequently
- bending and twisting

- an uncomfortable working position
- exerting high force
- working long periods without opportunity for rest and recovery
- repetitive and heavy lifting
- exerting a force in a static position for extended periods of time, and
- an adverse working environment (for example, hot, cold, or involving vibration).

4. MANAGING RISK OF MANUAL HANDLING TASKS

IGO requires that the risks associated with manual handling tasks are systematically identified and controlled. This involves two discrete processes:

- The Take 5 and JSEA process as described in **IGO GSS3 - Personal Risk Management: 'Take 5' & JSEAs**.
- Manual Task Risk Screening.

5. MANUAL TASK RISK SCREENING

5.1 Screening process

IGO requires that all operating mine sites and exploration teams complete periodic Manual Task Risk Screening. This is a periodic program of work that involves the:

1. identification of Hazardous Manual Tasks by screening manual tasks to recognise those that have the potential to cause injury
2. assessment of injury risks that arise from these hazardous manual tasks
3. eliminating tasks or parts of the task that have a potential to cause injury, or if this is not reasonably practicable implementing measures to alter the sources of risk in a way that minimises the risk of injury as far as is reasonably practicable, and
4. monitoring and reviewing the effectiveness of the measures you have implemented as well as keeping records of the action taken to manage the risk.

5.2 Who should be involved?

IGO requires that Manual Task Risk Screening be coordinated by the site OHS team and involve:

- Line management,
- Front line staff who are completing the manual tasks,
- Elected Safety Representatives, and
- An independent and appropriately experienced ergonomics consultant to facilitate the Manual Task Risk Screening process.

This approach is known as 'participative ergonomics'. Workers who perform the manual tasks

have an expert knowledge of those tasks and therefore are best placed to undertake the risk management process of hazard identification, risk assessment, risk control and evaluation.

It is anticipated that, facilitated workshops will be completed in which work teams, generally consisting of a supervisor and a small group of workers, identify the hazardous manual tasks in their work and complete the risk assessment process.

Based on the risk assessment, the team, in consultation with management, develops risk control options and plans the implementation of the risk control measures. The work team is also responsible for evaluating the control measures once implemented.

IGO requires that the facilitated process generally conform to the screening process outlined in the a) ***National Code of Practice for the Prevention of Musculoskeletal Disorders from Performing Manual Tasks at Work***, and b) ***HAZARDOUS MANUAL TASKS, Code of Practice, FEBRUARY 2016, SafeWork Australia***.

5.3 Intended outcomes

The benefits of a participative ergonomics approach include:

- Better identification of hazardous manual tasks, risk assessment and solutions because of the workers' hands-on and relevant knowledge and experience with the tasks;
- Worker ownership of the process resulting in increased support for implementing control measures;
- Improved team work and cooperation, and
- An improved workplace safety culture

5.4 Frequency of Screening

Manual Task Risk Screening must occur:

- Within 6 months of the commencement of operations at a new mine or exploration project
- Where there are material changes to work practices, and
- At least every 5 years in operating mines

6. RECORDS

IGO requires that records are kept of all manual task risk screening processes and related reports are captured in the IGO DMS.

Corrective actions arising from the screening process must be captured in INX and actions must be tracked to completion.

7. SPECIFIC HAZARD CONTROLS

IGO requires that the following specific requirements be adhered to:

7.1 Manually Lifting Heavy Objects

Different individuals have different physical capabilities. Any weight load can cause problems if, for example, the load is lifted incorrectly or if lifted in an environment that is unsafe. A manual handling injury can result from the use of incorrect lifting techniques which may make the load awkward to lift or heavier by virtue of the lifting technique itself. Consequently, IGO expects people to exercise discretion when deciding to manually lift an object.

However, with the exception of emergencies, IGO requires that:

- no individual permitted to lift a weight in excess of 40kg.
- no group of individuals are permitted to lift a weight in excess of 60kg.

Any task that regularly requires an individual to lift a weight of 20kg or greater must be subject to Manual Task Risk Screening.

7.2 Weight limits for machinery seats

Mobile plant and equipment driven by a seated operator all have seats which are 'maximum weight rated'. IGO requires that no person shall operate a mobile plant and equipment where their weight exceeds the weight rating of the chair. Refer to ***IGO Group Occupational Health and Safety Standard 1 - Fitness for Work and Wellbeing***.

7.3 Climbing Ladders or Stairs

Any task or role that regularly requires an individual to climbing ladders or significant numbers of stairs must be subject to Manual Task Risk Screening. This specifically includes members of Mines Rescue teams.

8. RELATED DOCUMENTS

8.1 Common Management System Standards

- IGO CMSS 6 - Training, Competence and Awareness.

8.2 HSES Standards and Guidelines

- IGO GSS3 - Personal Risk Management: 'Take 5' & JSEAs.
- IGO GOHS 1 - Fitness for Work and Wellbeing

8.3 External Reference Material

The handbook and training video produced in 2004 from Project C11058 ***Reducing Musculoskeletal Risk in Open Cut Coal Mining***, and funded by the Australian Coal Association Research Program, provide guidance on implementing a participative ergonomics programme, PERforM, in the mining industry. The handbook is available at ergonomics.uq.edu.au/download/C11058.pdf or can be downloaded or purchased with accompanying DVD at www.burgess-limerick.com

The ***National Code of Practice for the Prevention of Musculoskeletal Disorders from Performing Manual Tasks at Work*** provides guidelines and tools for workplaces to implement the risk management process for hazardous manual tasks. The code can be downloaded from the Australian Safety and Compensation Council website at www.ascc.gov.au

9. DOCUMENT CONTROL

First issue	Effective date	Prepared by	Approved by	Approval date
23/5/2016	23/5/2016	Keith Ashby	Keith Ashby	23/5/2016
Revision No.	Revision date	Revised by	Approved by	Changes