

Workplace Health and Safety Queensland

An employer's guide to the *Manual Tasks Involving the Handling of People Code of Practice 2001*

What is people handling?

“People handling” refers to any workplace activity where a person is physically moved, supported or restrained in a workplace. Specifically, it involves any workplace activity requiring the use of force by a person to hold, support, transfer (lift, lower, push, pull, slide) or restrain another person at a workplace.

All people handling tasks are a potential source of injury and therefore are a hazard. If you undertake people handling at your workplace, you should use a process (such as the one outlined in the standard or summarized in this guide) to manage the risks associated with this hazard.

No worker should fully lift a person, other than a small child, unaided i.e. without assistance from, for example, mechanical aids, assistive devices or another worker.

People handling tasks and injury

People handling activities can contribute to a number of work-related musculoskeletal disorders (WRMD's) including low back disorders, tendon disorders, nerve disorders and upper limb muscle strains.

WRMDs occur in two ways:

1. **Gradual wear and tear** (cumulative trauma) caused by frequent periods of muscular effort involving the same body parts.
2. **Sudden damage** caused by unexpected movement or intense or strenuous activity i.e. when a person being handled moves suddenly.

How do injuries happen?

Gradual wear and tear is the most common way WRMDs occur. Even an injury which seems to be caused by sudden damage may have been the final trigger for tissues already damaged through wear and tear.

Common people handling tasks that contribute to WRMDs include:

- unaided lift or supporting weight
- frequent and repetitive lifting with a bent and/or twisted back regardless of weight
- pushing or pulling actions, particularly on slopes or surfaces that are uneven, or are resistant to wheels (i.e. carpeted floor or poorly maintained wheels)
- unexpected force (i.e. catching a person who is falling to prevent the person injuring themselves or others)
- static working positions with the back bent (i.e. holding a limb during a surgical procedure), and
- lowering in restricted spaces (i.e. into a vehicle or onto a toilet).

What are the obligations?

Employers have a legal obligation under the *Workplace Health and Safety Act 1995* to provide a healthy and safe workplace for themselves, their workers and anyone else in the workplace.

To prevent or minimise injury from exposure to people handling risks you must:

- **Manage** the risks.
- **Design/purchase** work processes or equipment, which does not cause adverse health effects.
- **Consult** with workers about their work.
- **Train** workers to do their work safely.

About the code

The *Manual Tasks Involving People Handling Code of Practice 2001 (People Handling Code of Practice 2001)* is based on the *Manual Tasks Code of Practice 2000*. Both codes state ways to prevent or minimise exposure to risk factors that can contribute to or aggravate musculoskeletal disorders.

The people handling code is focused specifically on the high risk manual task of handling people. You should either do what the code says or adopt another way that offers the same level of protection for your workers and people in your workplace.

How do I manage the risks from people handling tasks?

The risk management process outlined in the people handling code states that you should:

1. Identify all people handling tasks in your workplace, their actions and the risk factors.
2. Assess the level of risk associated with each action and the whole task.
3. Decide on and implement controls that will eliminate or minimise the risks.
4. Review these controls to determine their effectiveness.

Identify the people handling problems

All people handling tasks are a hazard and should be assessed. You should:

- make a list of the people handling tasks in your workplace
- identify the actions or steps that make up each task
- break up the task to ensure that all aspects of the task are considered and that no high risk parts of the task are missed for controls, and
- identify the risk factors related to each action and the task.

Identify the problem/s by:

- consulting with workers
- observing people handling tasks
- using the checklists to identify the risk factors
- reviewing statistics and records.

Assess the problem/s

This part of the risk management process means carefully analysing a task and its identified risk factors to find out the level of risk by:

1. Estimating the likelihood of an incident occurring for each action and the whole task.
2. Estimating the consequences of an incident occurring for each action and the whole task.
3. Prioritising actions and tasks to ensure the people handling tasks creating the highest risk are controlled first.

Assess the task/s by:

- consulting with workers
- reviewing statistics and records
- using options tools such as the method outlined in appendix 8 of the code – A risk priority chart.

Find solutions that work

Look at the risk factors and decide what measures need to be put in place to control the risks and how quickly these measures need to be implemented based on your priorities. Give design controls preference over administrative controls. Consider long term and interim measures too.

Design controls are preferred because they:

- can eliminate or at least minimise exposure to risk factors
- have the advantage of being relatively permanent
 - **Job design** involves the arrangement or alteration of:
 - physical aspects of the work area such as access, layouts
 - work procedures (e.g. no lift programs).
 - **Mechanical aids** — provide any mechanical aid or assistive device that will reduce the effort required by workers to carry out the people handling actions.

Administrative controls work mostly by reducing the time workers are exposed to a risk factor.

For example:

- **Work organisation** — examine opportunities to rotate workers and avoid peaks in the people handling as well as combined manual tasks workload.

- **Task-specific training** — training in work methods and procedures for specific tasks or actions (e.g. using mechanical aids or assistive devices) assists workers to carry out these tasks in a safe and effective way.
- **Maintenance programs** — ensure equipment is maintained on a regular basis and is readily available when required.
- **Personal Protective Equipment** — use footwear, clothing and gloves that will reduce the effort required by the worker.

Select the controls — decide how the risks associated with the actions can be controlled. It may be useful to think in terms of a total control strategy, which can include design control, administrative controls or both.

For example, a total control strategy may involve:

- a mechanical aid (design control)
- training in the use of the mechanical aid (administrative control)
- the use of a ‘no lift’ policy.

Implement the controls — this may involve:

- trialling control strategies before putting them into place permanently
- developing work procedures to formalise the controls and ensure effectiveness
- communicating with workers about the reasons for the changes and discussing concerns, and
- providing training and supervision to competency and compliance.

Review the controls — after about two months, measure the effectiveness of the controls by:

- consulting with the workers
- observing work activities
- doing walk through surveys.

To decide:

- Are the controls in place and are they being used correctly?
- Have the controls implemented achieved the outcome of eliminating or minimising the risk?
- Have you ensured the new controls have not introduced new risk factors?

What else is important for risk management?

Other aspects which should be part of the overall risk management plan include:

- **Design** — when purchasing equipment it is necessary to specify the:
 - uses and function of the equipment
 - general performance characteristics required, and
 - need to accommodate a range of physical characteristics of workers and/or people.
- **Consultation** — before changes are made to facilities or new equipment is purchased, talk to workers who do the everyday work in a work area.
- **Training** and induction are important in effective risk management. Training must be given to workers in the tasks they will be doing in sufficient depth to do their tasks safely.
- **Keeping records** in a central place of:
 - procedures and work processes
 - incident reports and measures taken
 - maintenance records for the service of equipment and tools, and
 - training records containing who was trained, the date, the content and competency attained.

What are the people handling risk factors?

Risk factors are part of the demands of a job. They affect the worker and can cause or contribute to injury.

Risk factors in people handling tasks are defined as factors associated with people handling actions that can contribute to, or aggravate a WRMD in the workers performing the action.

The people handling risks factors are:

1. Forceful exertions
2. Working postures
3. Repetition and duration
4. Work area design
5. Work environment
6. The handling procedure
7. Characteristics of the person
8. Characteristics of the worker
9. Work organisation

Risk factors fall into three categories:

1. **Risk factors (1-3) Direct risk factors** directly stress the worker's body. These are the risk factors that create or contribute to WRMDs from people handling. Direct risk factors are identified first. If these risk factors do not exist, there is no risk and no need to proceed with an assessment.
2. **Risk factors (4-7) Contributing risk factors** affect how the action is done. They are the source of the problem or the cause of the direct risk factor. Control measures are directed at these risk factors. It is these risk factors that need to be redesigned to eliminate or minimise the impact of the direct risk factor.
3. **Risk factors (8-9) Modifying risk factors** contribute to a further change in the impact of the direct risk factor:
 - Characteristics of individual workers such as physical capacity can modify the effects of the direct risk factors.
 - Work organisation modifies the exposure to the direct risk factor.

Following is a summary of the risk factors and how they contribute to injury:

1. Forceful exertions

Forceful exertions place high loads on body tissues and so are associated with a large percentage of WRMDs. The level of muscular effort needed to do a job is affected by factors such as:

- awkward postures
- static working positions
- sudden movements.

Forceful exertions are caused by the following contributing and modifying risk factors:

- characteristics of the person being handled (i.e. the worker needs to apply restraint)
- the handling procedure (i.e. pushing, pulling or carrying)
- the work area design (i.e. space constraints such as toilet cubicles)
- work organisation (i.e. lack of maintenance of equipment).

2. Working postures

Working postures can be:

- static or dynamic
- awkward or neutral.

Awkward postures affect the level of muscular effort needed to perform an action, and how quickly muscles fatigue. Awkward postures are postures where joints of the body are away from the neutral position. They include:

- back bent forward
- neck bent backwards
- arms and shoulders reaching above the shoulder or away from the body
- pinch grips with hands and fingers
- squatting for extended durations.

Static postures can also be harmful by keeping part of the body in the same position for a long time, (i.e. back bent while leaning over a bath). Fixed positions make the muscles fatigue more quickly than when movement is produced. This is because blood flow is more restricted when the muscle is not contracting and relaxing.

3. Repetition and duration

Repetition is a major risk factor for WRMDs. It usually means the same muscles and joints are being moved continuously which can result in:

- increased wear and tear of body tissues due to limited recovery time
- muscle fatigue, which may be followed by an inflammatory response and tissue damage.

Duration refers to the length of time a people handling task is done during a shift.

The risk of WRMDs is increased when repetition and forceful exertions are performed for long durations. The effects of fatigue can damage muscles and other tissues.

4. Work area design

The work area is that part of the workplace where a particular people handling task or action is based. It includes furniture and fittings, vehicles and the equipment used by workers performing the action. Continually reaching or bending to people, or having the work surface too high or too low requires more muscular effort and earlier fatigue contributing to the direct risk factor of working postures.

5. Work environment

Aspects of the work environment that increase the risks associated with undertaking people handling actions include:

- slippery and uneven floor surfaces
- poor housekeeping
- ambient conditions such as cold and heat, noise and lighting
- unpredictable work areas such as private homes.

6. The handling procedure

The handling procedure refers to the way a task or action is carried out. Different handling procedures result in different working postures and different levels of muscular effort are needed to perform an action:

- Sliding, pushing and pulling tasks can result in using poor working postures and forceful exertions.
- Restraining people and body parts can require static working postures and/or increased forceful exertions.

7. Characteristics of the person being handled

Unlike other general manual tasks, with people handling, the health and safety of the person being handled as well as the worker must be considered.

The person being handled may increase the risk of injury due to:

- physical characteristics (e.g. weight, size)
- state of arousal (e.g. consciousness)
- unpredictable behaviour
- willingness of the person to assist
- ability to communicate and understand
- need to preserve dignity and privacy.

8. Characteristics of the individual worker

Individual factors can influence the level of risk associated with performing the people handling tasks. They include:

- **Competency** — a lack of skills or competence to do the task may increase the risk of injury.
- **Physical capabilities** — an overload situation may result from a mismatch between a worker and the task. Factors that influence the workers physical capabilities include:
 - existing injuries
 - young workers who have not yet reached physical maturity
 - pregnant workers
 - new workers or workers returning from long absences.

9. Work organisation

The way work is organised, or procedures administered, can affect the level of risk workers are exposed to by increasing exposure times and work demands. These aspects are:

- staffing levels — too few workers for people handling tasks
- working in isolation — no opportunity for assistance or team handling
- lack of variability — the same work demands
- inadequate rest breaks — poor recovery
- extended workdays — long work hours (more than eight hours)
- policies and procedures — a lack of, inadequate or not reinforced and followed.

Risk factors — checklists and control options

How to use the checklists

To use the checklist, answer each question with a yes or no. If the box with your response is shaded, investigate further to see if it is necessary to implement a control.

Checklists for direct risk factors

No control options have been included with these checklists as it is the contributing and modifying risk factors that are controlled.

Forceful exertions

Forceful exertions are an integral part of the following risk factors:

- working postures (awkward, static)
- characteristics of the person being handled
- the handling procedure, and
- the work area design and work organisation.

A checklist to identify forceful exertions is not provided here, but is covered under these risk factors.

Working posture

Checklist questions									
<p>1. Back — does the people handling action require repetitive movement or prolonged static positions with the back:</p> <p>a. bent forward?</p> <p>b. twisted?</p> <p>c. bent side-ways?</p> <p>d. bent forward or sideways and twisted?</p>	<table border="1"> <tr><td>Yes</td><td>No</td></tr> <tr><td>Yes</td><td>No</td></tr> <tr><td>Yes</td><td>No</td></tr> <tr><td>Yes</td><td>No</td></tr> </table>	Yes	No	Yes	No	Yes	No	Yes	No
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Yes	No								
Yes	No								
Yes	No								
<p>2. Neck — does the people handling action require repetitive movement or prolonged static positions with the neck:</p> <p>a. bent backwards?</p> <p>b. twisted?</p> <p>c. bent forward?</p> <p>d. a combination of the above positions?</p>	<table border="1"> <tr><td>Yes</td><td>No</td></tr> <tr><td>Yes</td><td>No</td></tr> <tr><td>Yes</td><td>No</td></tr> <tr><td>Yes</td><td>No</td></tr> </table>	Yes	No	Yes	No	Yes	No	Yes	No
Yes	No								
Yes	No								
Yes	No								
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<p>3. Arms and shoulders — does the people handling action require repetitive movement or prolonged static positions with:</p> <p>a. extended reach in front?</p> <p>b. reaching above the shoulders?</p>	<table border="1"> <tr><td>Yes</td><td>No</td></tr> <tr><td>Yes</td><td>No</td></tr> </table>	Yes	No	Yes	No				
Yes	No								
Yes	No								
<p>4. Hand and wrist — does the people handling action require repetitive and/or prolonged forceful exertions while gripping equipment?</p>	<table border="1"> <tr><td>Yes</td><td>No</td></tr> </table>	Yes	No						
Yes	No								
<p>5. Legs — is repetitive or sustained squatting or kneeling performed?</p>	<table border="1"> <tr><td>Yes</td><td>No</td></tr> </table>	Yes	No						
Yes	No								
<p>6. Other postures — is a standing posture without walking sustained for long periods?</p>	<table border="1"> <tr><td>Yes</td><td>No</td></tr> </table>	Yes	No						
Yes	No								

Repetition and duration

Checklist questions			
<p>1. Do people handling activities performed through the shift require frequent or prolonged actions involving the transfer, holding, supporting or restraining of the person?</p>	<table border="1"> <tr><td>Yes</td><td>No</td></tr> </table>	Yes	No
Yes	No		
<p>2. Does the worker perform the same or similar people handling actions throughout the shift?</p>	<table border="1"> <tr><td>Yes</td><td>No</td></tr> </table>	Yes	No
Yes	No		
<p>3. Is a physically demanding people handling task/action performed frequently during a shift?</p>	<table border="1"> <tr><td>Yes</td><td>No</td></tr> </table>	Yes	No
Yes	No		
<p>4. Is one posture required to be maintained for long periods?</p>	<table border="1"> <tr><td>Yes</td><td>No</td></tr> </table>	Yes	No
Yes	No		

Checklists for the contributing and modifying risk factors, including control options.

Work area design

Checklist questions		Control options
<p>1. Are items of furniture, fittings and equipment on which people are positioned:</p>		<p>Height of furniture and fixture:</p>
<p>a. of a height, or adjustable to a height, so that workers do not have to bend in handling people?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>1a. Consider — height adjustable furniture, trolleys and tables. Also block raisers.</p>
<p>b. a width that allows easy access without reaching?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>1b. Use working postures that reduce reach such as placing a knee on the bed. Use a single rather than double bed.</p>
<p>2. Are items of furniture and fittings:</p>		
<p>a. positioned to allow easy access to people and give workers sufficient space for leg and feet movement?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>2a. Position furniture so that there is sufficient room for the worker and equipment to manoeuvre.</p>
<p>b. easy to move if necessary to allow space?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>2b. Provide furniture/items, which are easily moved to allow access, (i.e. lightweight, castors, mobile).</p>
<p>3. Have all items and fittings, which allow people to assist themselves, been provided?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>3. Locate attachment/aids where they can be reached easily to facilitate independence.</p>
<p>4. Facilities — with regard to the design of areas where people are handled:</p>		
<p>a. is there adequate space where handling aids or wheelchairs are used for easy movement?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>4a. Ensure enough space is provided for equipment and functional movement.</p>
<p>b. is the space around the toilets large enough for two workers to assist a person?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>4b. Design facilities to allow enough room for team handling tasks or increase functional space with privacy curtains.</p>
<p>c. are all doors, corridors and corners wide enough for movement of beds and handling equipment?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>4c. Ensure doorways and corridors are wide enough to accommodate mobile equipment.</p>
<p>d. is there sufficient room so that equipment can be used as intended?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>4d. Ensure sufficient work space is allowed for equipment to be used safely.</p>
<p>e. do all floor levels allow for easy manoeuvring of mobile furniture and equipment?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>4e. Make sure floor levels are constant where people and equipment are wheeled/pushed and pulled including lift levels. Eliminate step downs, lips, ridges.</p>

5. Is handling equipment: a. designed for safe use (trolleys, chairs and beds with locking mechanisms etc)? b. easy to manoeuvre? c. stored close to where it is used and in an area with good access? d. able to fit into/through all necessary spaces?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	5a. Install locking devices on equipment that may be unstable. 5b. Provide lightweight, well maintained equipment with large low resistive wheels. 5c. Provide a storage area for handling aids close to the work area in which they are to be used. 6. Consider vehicles with tailgates for wheelchairs, sliding doors for easier access, sufficient room inside to manoeuvre and secure persons with enough headroom for variety of heights.
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
6. Does the vehicle design allow workers assisting people in vehicles: a. access from both sides? b. internal headroom? c. easy access for wheelchairs?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

Workplace environment

Checklist questions		Control options	
1. Do people have to be handled over surfaces which are: a. uneven underfoot? b. slippery or wet? c. protected from the weather?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	1a. Replace coverings or repair floor surface. 1b. Use non-slip material on floors and have clean up policies in place 1c. Provide covered walkways.
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
2. Is the area where people handling tasks are performed cluttered or untidy?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	2. Keep areas clean and tidy and access ways clear.
3. Is the workplace outdoors and requires people to be carried over difficult terrain?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	3. Remove obvious obstacles and avoid steep inclines or slippery or heavy ground. Provide paths.
4. Are there extremes of heat, cold, wind or humidity?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	4. Ensure appropriate clothing is worn, provide cooling equipment and encourage rest breaks. Control the environment where possible.
5. Does noise interfere with communication?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	5. Where possible, minimise extraneous noise or use alternative communication.
6. Is lighting adequate to perform handling actions or tasks?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	6. Change lighting positions or use screens and blinds to reduce glare. Ensure adequate lighting for the task.

The handling procedure

Checklist questions		Control options
1. Is manual lifting or carrying a person required during a transfer procedure?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	1. Use of mechanical aids or assistive handling devices.
2. Can the person be held close to the workers body?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	2. Use of slide sheets, cushions and patient slides to reposition the person.
3. Is a worker required to support all/most of the body weight of a person unaided?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	3. Use of mechanical aids or assistive devices.
4. Is the person located: a. on the floor or below knuckle height?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	4. Use of mechanical aids, hoists, slings or assistive devices to reposition person.
b. above the workers shoulder?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
5. Does the worker need to bend over to one side to assist a person?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	5. Use slide sheets, cushions and patient slides to reposition the person.
6. Is the person supported by one hand only?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6. Use grab belts, walking frames. Ensure aids are suitable for both left and right handed workers.
7. Is the person located where access or movements are restricted?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	7. Relocate person to an area with enough access to perform the task.
8. Is the person pushed, pulled or slid across the front of the workers body?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	8. Use slide sheets or other repositioning aids.
9. Are there excess transfers in a task?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	9. Use transfer belts, rigid slide boards, trolleys, hoists. Change procedures to reduce handling.
10. Are situations possible where people can fall or collapse to the floor?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	10. Individual handling procedures for handling people with the potential to fall or collapse.

Characteristics of the person being handled

Checklist questions		Control options																																
<p>1. Is the person:</p> <p>a. awkward to handle?</p> <p>b. bulky or blocking the view of handlers?</p> <p>c. difficult to grip (slippery or wet)?</p> <p>2. Is the person limited physically i.e.:</p> <p>a. conscious?</p> <p>b. conscious but unable to assist?</p> <p>c. unable to bear weight?</p> <p>d. has reduced postural control/balance?</p> <p>3. Does the person have conditions which require special handling, (i.e. fractures, skin conditions, impaired motor control)?</p> <p>4. Is the person:</p> <p>a. uncooperative through cognitive or behavioural problems or drugs and likely to move around or go rigid?</p> <p>b. unable to communicate and understand when told what is to happen?</p> <p>c. unpredictable, likely to make sudden movements or lose their balance?</p> <p>5. Is the person:</p> <p>a. attached to medical equipment?</p> <p>b. positioned on handling equipment (such as a stretcher or wheelchair) which needs to be moved with them?</p>	<table border="1"> <tr> <td>Yes</td> <td>No</td> </tr> <tr> <td>Yes</td> <td>No</td> </tr> <tr> <td>Yes</td> <td>No</td> </tr> <tr> <td>Yes</td> <td>No</td> </tr> <tr> <td>Yes</td> <td>No</td> </tr> <tr> <td>Yes</td> <td>No</td> </tr> <tr> <td>Yes</td> <td>No</td> </tr> <tr> <td>Yes</td> <td>No</td> </tr> <tr> <td>Yes</td> <td>No</td> </tr> <tr> <td>Yes</td> <td>No</td> </tr> <tr> <td>Yes</td> <td>No</td> </tr> <tr> <td>Yes</td> <td>No</td> </tr> <tr> <td>Yes</td> <td>No</td> </tr> <tr> <td>Yes</td> <td>No</td> </tr> <tr> <td>Yes</td> <td>No</td> </tr> <tr> <td>Yes</td> <td>No</td> </tr> </table>	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	<p>1. Use mechanical aids that suit the person's physical capabilities. If person is capable use grab rails and pull ropes.</p> <p>2. Conduct mobility assessments. Use mechanical aids that suit the person's state or arousal. If the person is capable use mobility aids such as grab rails and pull ropes.</p> <p>3. Assess the special handling requirement of the person to determine to safest options. Avoid double handling.</p> <p>4. Select the handling method accordingly with sufficient workers to support the person and to react to sudden movements. Develop procedures for unpredictable people handling tasks.</p> <p>5. Plan how to deal with attachments and ensure adequate space for the attachments. Consideration may have to include how to keep the equipment protected.</p>
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Individual characteristics of the worker

Checklist questions			Control options
<p>1. Does the worker have the necessary competency to:</p> <p>a. perform heavy people handling tasks/actions?</p> <p>b. make decisions about how to handle people with specific problems, (i.e. people unable to help or who are unpredictable)?</p> <p>c. set up and use mechanical devices?</p> <p>d. assist with team handling in the tasks/actions within their work unit?</p> <p>2. Do the workers have any ongoing or temporary limiting physical characteristics?</p> <p>3. While performing people handling tasks, are workers wearing:</p> <p>a. clothing that restricts the worker from using the best working postures?</p> <p>b. footwear offering inadequate stability, support and traction with the walking surface?</p> <p>4. Does the required PPE increase the demands of the action i.e.:</p> <p>a. gloves interfering with the grip of the user?</p> <p>b. foot-covers affecting traction with floor?</p> <p>c. heavy or cumbersome protective clothing, restricting movement?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>1. Assess the workers to establish competency standards and training needs. Supervision is important in the training process to make sure training has been understood and tasks are being performed safely. Assessment may identify where if and when training may be required.</p> <p>2. Assess the needs of the worker through consultation. It may also be necessary to consult with rehabilitation personnel or health professionals.</p> <p>3. Use clothing which allows for freedom of movement to kneel and squat. Clothing on the upper body should be designed to “give”. Clothing should not be loose enough to pose a risk of getting caught in equipment. Shoes should offer stability and be non-slip.</p> <p>4. Consult with suppliers/ manufacturers to determine whether more appropriate PPE could be designed or supplied, (i.e. smaller gloves, non-slip foot coverings). Trial all PPE with workers.</p>

<p>g. maintenance? purchased only after consideration of their health and safety effect on workers during use?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Consult with workers prior to purchasing new equipment.</p>
<p>6. Are there adequate policies and procedures for: a. workers to report or fix unsafe equipment or environmental conditions?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>b. handling people as safely as possible during emergency evacuation?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	

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