

INDUCTION - MODULE 3

MANUAL HANDLING



BSCAA CLEANING INDUSTRY TRAINING



**Queensland
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Manual Handling

Manual Handling is the most common cause of injuries for employees working in Australia.

The most commonly injured part of the body is the back, followed by the shoulder, arm, hand and neck.

'Manual Handling' means any activity requiring the use of force exerted by a person to lift, lower, push, pull, carry or to move, hold or restrain an object.

In the cleaning industry, manual handling is one of the major causes of injury through repetitive strain actions.

These include:

- Sprains and strains
- Muscular soreness
- Back pain
- Hernias



Your Obligations!

- ✓ Repetitive movements
- ✓ Repetitive tasks
- ✓ Lifting and carrying
- ✓ Pushing and pulling
- ✓ Lifting above shoulder height
- ✓ Hold for long periods of time

Generally it's a result of wear and tear to the joints, ligaments, muscles and discs which are damaged or worn over a gradual period of time.

It's a result of frequent or prolonged periods of manual activity.

Manual handling injuries are influenced by:

- how long and how often the tasks are performed (e.g. repetitive sweeping or mopping movements)
- the way work is organised, such as performing manual handling tasks over a long period of time in one shift and not changing tasks frequently
- the effectiveness of equipment used – is it well maintained and does it suit the person – right height, weight etc.

How to avoid manual handling injuries

Manual handling is about you. You need to help yourself as you know yourself better than anyone else.

Many employees do not help themselves by identifying those tasks that require some lifting or handling effort or are repetitive in nature and may injure them over a period of time.

Your Obligations!

- ✓ Be aware of your own capabilities when undertaking manual handling tasks

An employee can organise and seek assistance in lifting and other strenuous tasks [bins too full, objects awkward to reach, heavy objects stored on lower shelves etc], and also in organising their work on their shift to rotate tasks over time.

Avoiding injury depends mostly on the skill and alertness of you:

- whether you identify manual handling hazards
- whether you implement practical solutions
- whether you understand your own physical strengths
- your fitness

Managing manual handling involves being aware of the hazards, using the appropriate controls and not taking risks.

Even experienced employees sometimes injure themselves, usually when they try to do too much.

It is important to know when to obtain help, use lifting aides/ equipment and knowing how to work as a team to move objects in a safe and practical manner.

Manual Handling Standards

Lifting

- ✓ Do not lift items you find heavy or awkward
- ✓ Report all strains, aches and other injuries
- ✓ Plan the lift – know where you are going, clear the way
- ✓ Check the weight of the load – make sure it is not too heavy
- ✓ Place feet – keeping well balanced. Squat down by the load, bending knees without going too low
- ✓ Keep a straight back – do not bend/slump
- ✓ Get a good grip – Use the palm – not just fingers
- ✓ Pull the load close to the body, tuck in chin and lift smoothly using leg muscles to stand up
- ✓ If you are bending forward etc, change positions every few minutes by standing straight, and arching your back to a comfortable position

Pushing and Pulling

- ✓ Whenever possible push rather than pull.
- ✓ Brace your abdominals and use your legs.
- ✓ If you do have to pull, make sure your palms are facing upwards.

High Lifting

- ✓ Lifting above shoulder height places increased amounts of strain on your back.
- ✓ Wherever possible it should be avoided.
- ✓ Consider other options such as steps, storing equipment at lower heights, etc.

Your Obligations!

- ✓ Plan a lift and know what you are capable of doing
- ✓ Check the weight and if it is beyond your ability, organise team lift or mechanical aid
- ✓ Keep back straight and ensure you are on a firm footing

Lifting loads

Any manual handling mechanism, whether a person or a mechanical device, will be damaged if the load exceeds the safe strength of the weakest part.

In the case of lifting machines it is possible for engineers to define a 'safe load' which is marked on the machine. People don't work the same way.

Where manual handling is undertaken by a person, attempts to define a 'safe load' are impossible.

Your safeguard lies in your ability to judge the 'load' you will have to bear.

If it is in excess of your strength, extra assistance from other persons or the use of a mechanical aid, can prevent strain.

SUGGESTED Guidelines for Load Capacity Standards

Load Capacity - general

It is a general rule that no worker should attempt to manually handle, move, lower or carry loads above one third (1/3) of their body weight, 16 kg to a maximum of 25 Kg, unless mechanical assistance or team handling arrangements are provided to lower the risk of injury.

Load Capacity - seated

Loads above 2.0 Kg should not be manually handled whilst seated.

Load Capacity - age

Young workers under the age of eighteen (18) should avoid manual handling or carrying objects greater than 16 Kgs.

Manual Handling - Teamwork

Team handling involves the handling, lowering or moving of heavy or awkward objects (or loads) by two or more people at the same time.

Whenever team handling is used, it is essential to co-ordinate and carefully plan the movement.

Make sure;

- ☑ an adequate number of employees are chosen to help,
- ☑ team members are of similar sizes to each other,
- ☑ one person leads the operation,
- ☑ there is sufficient space for the employees to manoeuvre as a team,
- ☑ employees know their responsibility during the move, and
- ☑ plans are in place in case of an emergency.

Fitness

General physical fitness, not abnormal strength, is necessary for most common manual handling tasks.



Daily exercise will ensure all joints and muscles are well flexed and stretched through their full range.

Task Assessments

The following task assessments relate to the work you do as a cleaner.

Read these assessments.

If you do not agree with them or wish to identify additional hazards, discuss this with your Supervisor.

Manual Handling Task Assessment for USE OF BACK PACK VACUUMS

Activity	Potential Hazards	Risk Rating	Control Measures	Responsibility
Bending under or around objects with the hose of the vacuum cleaner.	Muscular strain to shoulder, neck, arm.	Medium	Ensure backpack is correctly and securely fastened around the body to take the load prior to commencing work. Check that hose is an appropriate length for the work being done - not overly long creating more effort and drag when using.	User of Back Pack. Report malfunctions to the Supervisor.
Extending the hose of the vacuum cleaner to heights above shoulder height with one arm.	Muscular strain to shoulder, neck, arm.	Medium	Use extensions or supports for the hose. This should not involve reaching above shoulder height. If this is not a solution, a platform ladder may need to be used. Do not use a ladder without a platform area and guard rail.	Supervisor and H&S Rep to consider options with cleaner.
Some sideways reaching and extending may occur in awkward areas in and around some furniture	Muscular skeletal strain to lower back area and also to shoulders	Medium	Make sure manual handling training has been provided, including the correct use of the backpack. Rotate workplace activities so that the same cleaner is not always working in the most awkward spots.	Supervisor and H&S Rep to consider work schedules with cleaner.
Some forceful forward movement of the vacuum hose and brush	Shoulder and arm muscular strain	Medium	Make sure manual handling training has been provided, including the correct use of the backpack.	Supervisor and H&S Rep to ensure training and assess competency.
Constant holding of the hose whilst working	Muscular/tendon stress or pressure	Medium	Make sure manual handling training has been provided, including the correct use of handgrips when using the vacuum cleaner	Supervisor and H&S Rep to ensure training and assess competency.
When vacuuming under desks and other furniture, some stooping will occur	Lower back strain	Medium	Rotate workplace activities so that the same cleaner is not always working in the most awkward spots. Otherwise training and supervision to ensure correct bending and lifting techniques are being followed.	Supervisor and H&S Rep to consider work schedules with cleaner. Supervisor and H&S Rep to ensure training and assess competency.
Often done in restricted areas around furniture, office equipment, especially behind objects	Abrasions and muscular strain to arms, legs, shoulders	Low	Rotate workplace activities so that the same cleaner is not always working in the most awkward spots. Rotate between harder and easier tasks.	Supervisor and H&S Rep to consider work schedules with cleaner.

Manual Handling Task Assessment for USE OF ELECTRIC BUFFER

Activity	Potential Hazards	Risk Rating	Control Measures	Responsibility
Some forceful backward and forward movement may be required to manipulate the buffer.	Shoulder and arm muscular strain	Medium	Make sure training has been undertaken in the use of the buffer and competency on the job has been assessed. Limit the use of the buffer to periods not extending to more than 45 minutes at any one time. Provide a break from the task as appropriate.	Supervisor and H&S Rep to consider work schedules with cleaner. Supervisor and H&S Rep to ensure training and assess competency.
When large areas are being cleaned, sustained buffing occurs.	Muscular tiredness through repetition	Low	Rest breaks must be provided where work is continuous. Five minutes spent on a different task before returning to the sweeping	Cleaner to organize as part of daily work arrangements.
Where buffing is done in passageways, restrictions to movement may apply	Muscular sprains and strains to upper body	Low	Rotate task with other areas to avoid restricted areas over a continued period of time	Cleaner to organize as part of daily work arrangements.
Constant holding of the buffer to control movement	Muscular/tendon stress or pressure	Low	Holding of the buffer should not be an issue if it is being used correctly. Supervisor to review training and competency if the buffer is being held tightly. The cleaner should work 'with ' the buffer rather than fight its movement.	Supervisor and H&S Rep to ensure training and assess competency.

Manual Handling Task Assessment for CLEANING WINDOWS

Activity	Potential Hazards	Risk Rating	Control Measures	Responsibility
Cleaning large windows. Space.	Shoulder/Neck Arm strain Upper trunk strain	Medium	No cleaning above shoulder height, provide extension arm to reach higher areas. Use small work platforms (steps), scaffolds or elevated work platforms to enable employees to clean windows without excessive reaching or force. Provide instruction, training in the correct selection of cleaning materials to enable the task to be undertaken without the use of excessive force. Ensure adequate breaks are taken on large surface areas. Rotate the task amongst employees.	Supervisor and H&S Rep to determine, in consultation with cleaner and school, the most appropriate method of working above the ground level [or above 2 metres] as required. Supervisor and H&S Rep to ensure training and assess competency. Cleaner to ensure they alternate their duties to provide appropriate breaks.
Cleaning large windows. Space.	Upper trunk strain	Low	Provide instruction, training in the correct selection of cleaning materials to enable the task to be undertaken without the use of excessive force.	Supervisor and H&S Rep to ensure training and assess competency. Cleaner to ensure they alternate their duties to provide appropriate breaks.

Manual Handling Task Assessment for CLEARING TABLES

Activity	Potential Hazards	Risk Rating	Control Measures	Responsibility
Standing between trolley and bin rotating upper trunk to clear table into bins or containers.	Upper trunk strain	Medium	Provide bins with low height to ensure minimum lift. Provide training, information and supervision in the correct manual handling techniques. Ensure adequate rest breaks are provided.	Supervisor and H&S Rep to ensure training and assess competency. Cleaning company and school to jointly review bins for fitness for purpose and risk.
Lifting equipment and boxes etc onto high benches. Lifting from waist to above shoulders	Shoulder/Upper trunk back strain	Medium	Provide/ensure lower level bench space is available for heavier items. Train employees to minimise the weight of the containers by not overfilling them. Provide wheeled trolleys to minimise the carrying distances wherever practical.	Cleaning company and school to jointly review activities and containers for fitness for purpose and risk.
Leaning over tables – forward motion upper trunk to lift goods and clean surface	Lower back strain	Medium	Ensure adequate rest breaks are provided. Rotate employees between tasks by ensuring adequate manpower is available.	Supervisor and H&S Rep to review work schedules.
Grasping container/box or tray in one hand whilst collecting goods in the other.	Hand, thumb, wrist and elbow strain One hand only.	Medium	Provide trolleys to minimise the carrying time and distances. Rotate employees between tasks by ensuring adequate manpower is available.	Cleaning company and school to jointly review activities and containers for fitness for purpose and risk. Supervisor and H&S Rep to review work schedules.
Carrying heavy boxes or containers.	Wrist, arm strain	Medium	Provide trolleys to minimise the carrying time and distances. Provide training, information and supervision in the correct manual handling techniques. Rotate employees between tasks by ensuring adequate manpower is available.	Cleaning company and school to jointly review activities and containers for fitness for purpose and risk. Supervisor and H&S Rep to review work schedules.

Manual Handling Task Assessment for DETAILING, CLEANING LEDGES and REMOVING GUM

Activity	Potential Hazards	Risk Rating	Control Measures	Responsibility
Kneeling under tables which are fixed to the floor. Twisting trunk and shoulders to remove gum from underneath table top	Upper trunk and shoulders. Knee Strain	Low	Provide instruction, training in the correct selection of cleaning materials to enable the task to be undertaken without the use of excessive force. Knee pads to be provided when extensive cleaning is required to be undertaken whilst kneeling.	Cleaning company to jointly review activities and chemicals for fitness for purpose and risk. Supervisor and H&S Rep to review work schedules.
Excessive reaching on ledges which may involve reaching above shoulder height	Upper trunk and shoulders.	Low	Provide instruction, training to enable the task to be undertaken without the use of excessive force or reaching. Platform ladder or stool may need to be considered. Use extender poles with cloths where practical.	Cleaning company to jointly review activities and determine aids as necessary. Supervisor and H&S Rep to review work schedules.

Manual Handling Task Assessment for MOPPING

Activity	Potential Hazards	Risk Rating	Control Measures	Responsibility
Some forceful forward movement of the mop and also forces applied when moving the bucket	Shoulder and arm muscular strain	Medium	Make sure manual handling training has been provided, including the correct use of the mop and movement of the bucket (avoid lifting, slide instead). Ensure mop handle is an appropriate length and weight. Ensure bucket is in good operational order if wet mopping to ensure water is appropriately wrung out. Rotate employees between tasks.	Supervisor and H&S Rep to ensure training and assess competency. Cleaner to ensure they alternate their duties to provide appropriate breaks.
Bending under or around objects when reaching with the mop	Muscular strain to shoulder, neck, arm.	Low	Manual handling training at induction and follow up by supervisor where identified.	Supervisor and H&S Rep to ensure training and assess competency.
Constant holding of the mop at tension	Muscular/tendon stress or pressure	Low	Make sure manual handling training has been provided, including the correct use of handgrips when using the mop	Supervisor and H&S Rep to ensure training and assess competency.
When large areas are being cleaned, sustained mopping occurs.	Muscular tiredness through repetition	Low	Rest breaks must be provided where work is over 30 mins. Five minutes spent on a different task before returning to the mopping. Rotate employees between tasks.	Cleaner to ensure they alternate their duties to provide appropriate breaks.
Pushing of the bucket may be difficult on some surface areas	Muscular, arms and shoulders	Low	Seek assistance to work as a team if practical. Otherwise try and slide rather than lift object. Provide service trolleys with larger wheels for carrying mop bucket.	Cleaner to ensure they inform their Supervisor if bucket cannot be slid along surface.
Lifting to fill or empty the bucket may prove a difficult manoeuvre, depending on the area and facilities provided	Muscular, arms and shoulders	Low	Avoid lifting where possible. Slide along surface or use aides where appropriate. If heavy, team lift between two persons of similar height. Provide low level basin for cleaning and filling mop buckets or ground level drain.	Cleaner to ensure they inform their Supervisor if bucket cannot be slid along surface.

Manual Handling Task Assessment for EMPTYING FOOD SCRAPS INTO RUBBISH BINS

Activity	Potential Hazards	Risk Rating	Control Measures	Responsibility
Lifting food rubbish to empty into rubbish bins	Repetitive strain with bending and lifting.	Medium	Provide bins within close proximity to rubbish. Do not overfill bins as they become too heavy. Provide training, information and supervision in the correct manual handling techniques. Ensure adequate rest breaks are provided.	Cleaner to ensure they inform their Supervisor if bins are insufficient or too heavy.
Holding rubbish in left hand whilst holding bin open with right hand	Hand/finger strain Tenosynovitis	Medium	Provide training, information and supervision in the correct manual handling techniques. Rotate employees between tasks by ensuring adequate manpower is available.	Cleaning company to jointly review activities and determine aids as necessary.

Manual Handling Task Assessment for SCRUBBING FLOORS

Activity	Potential Hazards	Risk Rating	Control Measures	Responsibility
Twisting of body as the scrubber swings left and right	Muscular strain to shoulder, neck, arm	Medium	Ensure operator is trained to move with the scrubber rather than strain to manipulate the direction of the scrubber	Supervisor and H&S Rep to consider work schedules with cleaner. Supervisor and H&S Rep to ensure training and assess competency.
Constant holding of the scrubber handle whilst working	Muscular/tendon stress or pressure	Medium	Make sure manual handling training has been provided, including the correct use of handgrips when using the scrubber	Supervisor and H&S Rep to consider work schedules with cleaner. Supervisor and H&S Rep to ensure training and assess competency.
Process continues for more than 30 minutes, can cause fatigue	Muscular fatigue to arms and legs, also to the lower back with turning movement	Medium	If the process is required over a large area, stop and rest when fatigue commences, or take a break when changing water, etc. Allow a ten minute break from the task before re-commencing	Supervisor and H&S Rep to consider work schedules with cleaner.
Pushing and pulling the scrubber in a reverse direction if the operator is not working the machine correctly	Muscular/tendon stress or pressure	Medium	If this is occurring, the operator requires further training as the machine is not being worked in the correct manner. Observe and retain as necessary	Supervisor and H&S Rep to ensure training and assess competency.
Often done in restricted areas around furniture, office equipment, especially behind objects	Abrasions and muscular strain to arms, legs, shoulders	Low	Rotate task with other areas to avoid restricted areas over a continued period of time.	Supervisor and H&S Rep to consider work schedules with cleaner.

Manual Handling Task Assessment for STACKING CHAIRS

Activity	Potential Hazards	Risk Rating	Control Measures	Responsibility
Lifting chairs and placing on desks, or placing one on top of other.	Lower back, arm, shoulder strain	Medium	Provide instruction, training in the correct lifting methods to enable the task to be undertaken without the use of excessive force. If possible stack chairs singularly or in twos. Consideration must be given to the use of light weight chairs. Lifting of the chairs could be a team effort to reduce the workload on individual employees.	Supervisor and H&S Rep to consider work schedules with cleaner. Supervisor and H&S Rep to ensure training and assess competency.
Pushing 4 chairs to middle of tables.	Shoulder/arm strain	Low	If possible stack chairs singularly or in twos. Stack chairs to the edge of the tables to eliminate the need for excessive reaching. Lifting of the chairs should be a team effort to reduce the workload on individual employees.	Supervisor and H&S Rep to consider work schedules with cleaner. Supervisor and H&S Rep to ensure training and assess competency.

Manual Handling Task Assessment for STAINLESS STEEL CLEANING

Activity	Potential Hazards	Risk Rating	Control Measures	Responsibility
Bending on knees to bend forward to clean areas on the floor.	Knee- Ankle Strain	Medium	Minimise the time employees are required to work on their knees by breaking the work up over a longer period i.e. week. Rotate employees on tasks requiring kneeling.	Supervisor and H&S Rep to ensure training and assess competency. Cleaner to ensure they alternate their duties to provide appropriate breaks.
Repetitive nature of stainless steel cleaning.	Joint strain	Medium	Minimise the time employees are required to undertake the task by breaking the work up over a longer period i.e. week. Rotate employees on tasks requiring kneeling.	Supervisor and H&S Rep to ensure training and assess competency. Cleaner to ensure they alternate their duties to provide appropriate breaks.

Manual Handling Task Assessment for SWEEPING

Activity	Potential Hazards	Risk Rating	Control Measures	Responsibility
Some forceful backward and forward movement of the broom.	Shoulder and arm muscular strain	Medium	Make sure manual handling training has been provided, including the correct movement of the broom in relation to the body	Supervisor and H&S Rep to ensure training and assess competency.
Bending under or around objects when sweeping in and around.	Muscular strain to shoulder, neck, arm.	Low	Ensure the broom is an appropriate size and weight for the cleaner. Check handle is long enough/not too long. Manual handling training at induction and follow up by supervisor where identified.	Supervisor and H&S Rep to ensure training and assess.
Constant holding of the broom to control movement.	Muscular/tendon stress or pressure	Low	Make sure manual handling training has been provided, including the correct use of handgrips when using the broom. Gloves should be used if sweeping for extended period of time.	Supervisor and H&S Rep to ensure training and assess competency. Cleaner to ensure they alternate their duties to provide appropriate breaks.
When large areas are being cleaned, sustained sweeping occurs.	Muscular tiredness through repetition	Low	Rest breaks must be provided where work is over 30 mins. Five minutes spent on a different task before returning to the sweeping.	Cleaner to ensure they alternate their duties to provide appropriate breaks.
Where sweeping is done in stairwells or passageways, restrictions to movement may apply	Muscular sprains and strains to upper body	Low	Rotate task with other areas to avoid restricted areas over a continued period of time.	Cleaner to ensure they alternate their duties to provide appropriate breaks.

Manual Handling Task Assessment for WASTE COLLECTION

Activity	Potential Hazards	Risk Rating	Control Measures	Responsibility
Bending under desks and counter to pick up waste containers. Also may require some bending under shelving and benches.	Muscular to lower back or shoulders	Low 54	Bend knees to get to lower level rather than reaching unnecessarily Position bins so that they are close to the outside edge of the desk area rather than under the desk near the feet position	Supervisor and H&S Rep to ensure training and assess competency. Cleaner to ensure they alternate their duties to provide appropriate breaks.
Reaching up to lift containers over the lip of external waste collection bins/receptacles and to lift the lid on such receptacles Also reaching up with the load to drop over the edge of the bin	Shoulder and arm muscular strain	Med 162	When opening the lid of a large container, seek assistance to do the task as a team effort will take some weight and strain off the top arms. If container to be placed in the bin is overfull or heavy, empty part of the contents out into another container and make tow lifts, or seek assistance to lift as a team. Install a mechanical lifting device (bin lifter).	Cleaner to ensure they alternate their duties to provide appropriate breaks.
Reaching across benches to collect waste Also reaching across the waste collection bin to deposit rubbish into the centre of the bin or move rubbish toward the centre to fit more into the bin.	Shoulder and arm muscular strain	Med 162	Use an aid (stick/prod) to push rubbish into the centre of the bin, do not use hands as this could cause a cut as well as a strain injury. Request that all rubbish is placed in bins and not left on benches, especially out of reach places	Supervisor and H&S Rep to ensure training and assess competency.
Packaging/folding some empty boxes, tearing cardboard and general moving the bundles to a central place for disposal could create some strain	Lower back, muscular skeletal type injuries Strains of the lower back	Low 54	Don't attempt to do too big a load at once Seek assistance for difficult cardboard products, use cutting tools if necessary	Supervisor and H&S Rep to ensure training and assess competency.
When moving bundled cardboard and other packaging bundles outside for disposal	Shoulder, lower back, muscular skeletal type injuries Strains of the lower back	Med 162	Use mechanical aid (trolley) for large, heavy or awkward loads. Do not use physical force as it is a risk to strain injuries	Supervisor and H&S Rep to ensure training and assess competency.
Some loads of waste packaging can be an awkward shape and unstable to move	Shoulder, lower back, muscular skeletal type injuries Strains of the lower back	Med 162	Work as a team where the packaging is awkward to move. There is a risk of strain and also a risk of dropping the load causing other injuries if tackled by one person only.	Supervisor and H&S Rep to ensure training and assess competency.

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Manual Handling Task Assessment for LIGHT MOPPING

Activity	Potential Hazards	Risk Rating	Control Measures	Responsibility
Some forceful backward and forward movement of the mop.	Shoulder and arm muscular strain.	Medium	Make sure manual handling training has been provided, including the correct movement of the mop in relation to the body	Supervisor and H&S Rep to ensure training and assess competency. Cleaner to rotate duties as necessary.
Bending under or around objects when mopping in and around objects.	Muscular strain to shoulder, neck, arm	Low	Ensure the mop is an appropriate size and weight for the cleaner. Check handle is long enough/not too long. Manual handling training at induction and follow up by supervisor where identified.	Supervisor and H&S Rep to ensure training and assess competency.
Constant holding of the mop to control movement.	Muscular/tendon stress or pressure.	Low	Make sure manual handling training has been provided, including the correct use of handgrips when using the mop. Gloves should be used if mopping for extended period of time.	Supervisor and H&S Rep to ensure training and assess competency.
Where light mopping is done in stairwells or passageways, restrictions to movement may apply.	Muscular sprains and strains to upper body.	Low	Rotate task with other areas to avoid restricted areas over a continued period of time.	Cleaner to rotate duties as necessary

Manual Handling Task Assessment for MOVING FURNITURE

Activity	Potential Hazards	Risk Rating	Control Measures	Responsibility
Standing between furniture to reach and move other pieces of furniture	Upper trunk strain	Medium	Allow as much space as possible. Move furniture by sliding out of the way as much as possible to allow free movement to access furniture that is required to be moved. Provide instruction, training in the correct lifting methods to enable the task to be undertaken without the use of excessive force.	Supervisor and H&S Rep to ensure training and assess competency. Cleaner to rotate duties as necessary.
Lifting articles out of the way to allow furniture to be moved. Lifting from waist to above shoulders	Shoulder/Upper trunk back strain	Medium	Lifting above head height should be avoided and items required to be moved need to be placed at an easy access height. Use both hands where practical. Provide instruction, training in the correct lifting methods to enable the task to be undertaken without the use of excessive force.	Supervisor and H&S Rep to ensure training and assess competency.
Leaning over desks/tables – forward motion upper trunk to lift articles and clean surface	Lower back strain	Medium	Ensure adequate rest breaks are provided. Rotate employees between tasks by ensuring adequate manpower is available.	Cleaner to rotate duties as necessary.
Pulling chairs back to desks/tables	Back/arm	Medium	Provide instruction, training in the correct lifting methods to enable the task to be undertaken without the use of excessive force.	Supervisor and H&S Rep to ensure training and assess competency.
Grasping articles in one hand whilst moving furniture during busy periods	Hand, thumb, wrist and elbow strain One hand only.	Medium	Ensure adequate rest breaks are provided. Rotate employees between tasks by ensuring adequate manpower is available.	Cleaner to rotate duties as necessary.
May carry articles with one hand, supporting with the other hand	Wrist, arm strain	Medium	Ensure adequate rest breaks are provided. Rotate employees between tasks by ensuring adequate manpower is available.	Cleaner to rotate duties as necessary.

Module 3: Assessment Questions

Answer the following questions by ticking the box.

Give this form to your Supervisor for marking and recording in your employee file.

No:			
1. Manual handling means any activity requiring force exerted by a person to lift, lower, push, pull, carry or to move, hold or restrain and object.			
1	<input type="checkbox"/> True	<input type="checkbox"/> False	
2. The person best able to identify manual handling risks and to know your manual handling capability is.....			
2	<input type="checkbox"/> Your Supervisor	<input type="checkbox"/> Yourself	<input type="checkbox"/> An Expert
3. To avoid an injury when sliding an object along the ground it is best to.....			
3	<input type="checkbox"/> Pull rather than push	<input type="checkbox"/> Push rather than pull	<input type="checkbox"/> Carry the object instead
4. When seated, you should not attempt to lift a load heavier than			
4	<input type="checkbox"/> 2.5 kg	<input type="checkbox"/> 2.0 kg	<input type="checkbox"/> 1.5 kg
5. Young workers under the age of 18 should avoid manual handling or carrying objects greater than..... kgs			
5	<input type="checkbox"/> 10 kg	<input type="checkbox"/> 20 kg	<input type="checkbox"/> 16 kg
6. Team work when manual handling is about			
6	<input type="checkbox"/> Using a crane or hoist to lift	<input type="checkbox"/> Getting someone else to do the work	<input type="checkbox"/> Two or more people sharing the load
7. To be very good at manual handling you need to be strong and exercise to lift weights.			
7	<input type="checkbox"/> True	<input type="checkbox"/> False	
8. A persons 'safe load' when lifting is			
8	<input type="checkbox"/> 16 kg	<input type="checkbox"/> There is no safe load for a person	<input type="checkbox"/> 10 kg
9. Lifting above shoulder height places increased amounts of strain on your back.			
9	<input type="checkbox"/> True	<input type="checkbox"/> False	
10. Manual handling can be avoided completely when cleaning by			
10	<input type="checkbox"/> It can be minimised but never avoided	<input type="checkbox"/> Getting others to do the lifting	<input type="checkbox"/> Only sweeping and mopping and not do anything else

Proof of Induction

I have been inducted in the use of the Company Induction Module 3. I understand my responsibilities for this system as outlined in this manual.

I understand the compliance with the requirements of this manual is a condition of my agreement/employment and in signing Module 3. I agree to abide by the conditions and processes outlined in this document.

I agree to follow policies and instruction in this manual and report any hazards to my Supervisor.

Employee/ Subcontractor:
Name

Inducted by Company Representative:

Induction Site:

Induction Date:



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