

	ANC Foster Pty Ltd Safety Management System	Doc No:	LIFTING
		Initial Issue Date:	27 Apr 2010
MANUAL LIFTING		Revision Date:	Initial Version
		Revision No.:	0
		Next Revision Date:	27 Apr 2011
Preparation: Safety Mgr	Authority: Director	Issuing Dept: Safety	Page: Page 1 of 4

Purpose

ANC Foster is committed to providing a safe and healthy working environment for all employees. Musculoskeletal disorders (MSD) account for a majority of reported injuries and we must minimize the risk and incidence of MSDs. To achieve this goal, ANC Foster requires each worksite to establish and maintain a MSD, Lifting and Handling Loads Program with the following elements:

- Ongoing training of management, supervisors, and employees (including new hires) on MSD awareness hazards and control measures
- Training of specialized staff (designated ANC Foster Representative, safety committee members) on MSD hazard assessment and control measures
- Tracking of MSD statistics
- MSD hazard identification and assessment
- Control of MSD hazards through the application of engineering and/or administrative controls
- Proactively integrating ergonomics principles into workplace design and work techniques
- A realization that personal protective equipment may only be used as a substitute for engineering or administrative controls if it is used in circumstances in which those controls are not practicable.

Key Responsibilities

ANC Foster Safety Manager

Develops local Lifting and Handling Loads Programs for all worksites in accordance with this procedure and ensures all employees are aware of the requirements of the local Lifting and Handling Loads Program.

- Communicate, promote and support the MSD, Lifting and Handling Loads Program.
- Conduct MSD training sessions and/or provide MSD training materials.
- Maintain records of MSD training that they provide in a manner that supports accuracy and ease of access for monitoring purposes.
- Monitor corrective actions taken as identified on incident reports.
- Support supervisors and the worksite committee in the Lifting and Handling Loads Program process.
- Assist in the investigation of MSD incidents to address injury hazards.
- Bring to the attention of ANC Foster management any MSD hazards identified during their investigations, audits or inspections.
- Provide input into purchasing specifications for new tools, equipment and furniture as needed to reduce MSD hazards.
- Provide input into the development of safe work procedures to reduce MSD hazards.

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Worksite Manager

Responsible for the implementation and maintenance of the Lifting and Handling Loads Program for their facility and ensuring all assets are made available for compliance with the procedure. He or she will also:

- Ensure that all worksite departments implement and maintain the provisions of the Lifting and Handling Loads Program.
- Seek regular reports to ensure that their worksite is in compliance with the Lifting and Handling Loads Program.
- Manual lifting equipment such as dollies, hand trucks, lift-assist devices, jacks, carts, hoists must be provided for employees. Other engineering controls such as conveyors, lift tables, and work station design should be considered.
- Use of provided equipment by employees must be enforced.

Employees

- Shall attend all MSD related training for the task they are performing.
- Practice MSD prevention strategies as per MSD training.
- Comply with safe work procedures.
- Correctly use the equipment provided by ANC Foster, according to manufacturers' recommendations.
- Report to the supervisor any unsafe acts, unsafe tasks, unsafe conditions or equipment problems that create MSD hazards.
- Report any MSD incidents to the supervisor and cooperate in the investigation process.

Procedure

General Requirement

It is a requirement that:

- All objects are, where appropriate and as far as reasonably practicable, designed, constructed and maintained so as to eliminate risks arising from the manual handling of the objects;
- Work practices used in a place of work are designed so as to eliminate risks arising from manual handling; and
- The working environment is designed to be, as far as reasonably practicable and to the extent that it is within the employer's control, consistent with the safe handling of objects.

If it is not reasonably practicable to eliminate a risk arising from manual handling, ANC Foster must design the work activity involving manual handling to control the risk and, if necessary, must:

- Modify the design of the objects to be handled or the work environment (to the extent that it is under the employer's control), taking into account work design and work practices;
- Provide mechanical aids or, subject to sub clause (3), make arrangements for team lifting, or both; and

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Preparation: Safety Mgr	Authority: Director	Issuing Dept: Safety	Page: Page 3 of 4

- Ensure that the persons carrying out the activity are trained in manual handling techniques, correct use of mechanical aids and team lifting procedures appropriate to the activity.

It is a requirement, as far as reasonably practicable; to achieve risk control by means other than team lifting.

Worksite Assessment

It is a requirement that, in carrying out a risk assessment in relation to manual handling, ANC Foster must take into consideration (where relevant) the following factors:

- Actions and movements (including repetitive actions and movements);
- Workplace and workstation layout;
- Working posture and position;
- Duration and frequency of manual handling;
- Location of loads and distances moved,
- Weights and forces;
- Characteristics of loads and equipment;
- Work organization;
- Work environment;
- Skills and experience;
- Age;
- Clothing;
- Special needs (temporary or permanent); and
- Any other factors considered relevant by the employer, the employees or their representatives on health and safety issues.

Work Controls

ANC Foster must ensure based on the assessment, implement control measures to eliminate, minimize or reduce, so far as is reasonably practicable, the risk of musculoskeletal injury to the worker.

Handling Heavy or Awkward Loads

ANC Foster will take all practicable means to adapt the heavy or awkward loads to facilitate lifting, holding or transporting by workers or to otherwise minimize the manual handling required. Those include:

- Where use of lifting equipment is impractical or not possible, two man lifts must be used.
- All loads carried on handcarts shall be secured.
- All awkward type loads shall be secured to prevent tipping.
- Additional methods include:
 - reducing the weight of the load by dividing it into two or more manageable loads

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- increasing the weight of the load so that no worker can handle it and therefore mechanical assistance is required
- reducing the capacity of the container
- reducing the distance the load must be held away from the body by reducing the size of the packaging
- providing hand holds
- team lift the object with two or more workers
- improve the layout of the work process to minimize the need to move materials
- reorganize the work method(s) to eliminate or reduce repeated handling of the same object
- rotate workers to jobs with light or no manual handling
- use mobile storage racks to avoid unnecessary loading and unloading.

Review & Updating Lifting and Handling Loads Program

- Supervision must periodically evaluate work areas and employees' work techniques to assess the potential for and prevention of injuries. New operations should be evaluated to engineer out hazards before work processes are implemented.

Training

ANC Foster shall ensure that a worker who may be exposed to the possibility of musculoskeletal injury is trained in specific measures to eliminate or reduce that possibility. Our training shall include:

- General principles of ergonomics,
- Recognition of hazards and injuries,
- Procedures for reporting hazardous conditions, and
- Methods and procedures for early reporting of injuries.

Additionally, job specific training will be given on safe lifting and work practices, hazards, and controls.