

# Member Accreditation

## Manual Handling

G3

**Nobody  
wants a  
bad back!**

### Manual Handling occurs when:

- Lifting
- Lowering
- Pushing
- Pulling
- Carrying
- Moving
- Holding
- Restraining....



..... Any person, animal or thing



The Shed provides items such as welding masks and gloves.

Members are required to provide their own footwear, eyewear, hearing protection and masks.

## Safety

This is a very high priority for our Shed members. There are some aspects that are mandatory under our insurance policies and some which the The Shed requires members to adhere to for everyone's benefit.

### The Shed Safety Induction

It is a requirement of attendance at The Shed that members have reviewed the Safety Induction Presentation

### Personal Protective Equipment

This is required in various forms depending upon the equipment being used or the activity being undertaken.

Protective eyewear is always mandatory when using machinery.

The Shed schedules a Coordinator and a First Aid Safety Officer for each day of attendance and their safety directions are final and must be adhered to.



## Manual handling

### *Key Features of these tasks*

- These tasks may involve lifting, shifting, loading and unloading machines, equipment and tools.
- Lifting, loading and unloading lengths of timber and sheet timber.
- Lifting loading and unloading lengths of steel and sheet steel.

## Critical Safety Issues

Manual handling is a major cause of musculoskeletal injuries, and every effort should be taken to minimise these by reducing the demand on human effort by use of manual handling devices where practicable. Eg Trolleys and/ or handcarts.

Ensure that the passageway between the collection point and unloading / loading point is clear of obstacles and free of tripping hazards.

Suitable clothing should be worn including fully covered footwear and leather safety gloves should be available.

Small tools should be placed in suitable containers e.g. boxes to minimise items being dropped. Use of a handcart is preferred over manual carrying even over short distances.

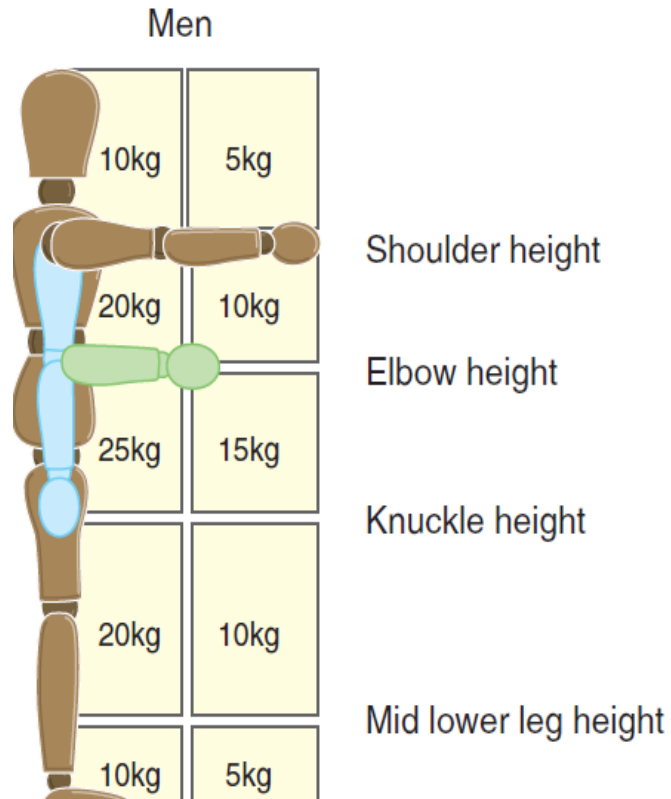
Lifting should take place with the heavy part of the load towards the body, bending at the knees and only minor back arching. Head should be upright NOT looking down. Feet should be apart and balanced to spread load.

Bulky loads should be avoided, and machines and equipment disassembled to form smaller units and lighter loads wherever practicable. Use load carrying devices whenever practicable



**Note** that the guideline load is reduced if the arms are extended.

- This may mean that two or more persons may be required when loading / unloading some items.
- Take regular breaks, avoid overexertion.
- Avoid twisting and turning when carrying loads.
- Ensure that loads are firmly secured, tightly tied and covered before being transported.
- Timber lengths and sheet timber can produce splinters that cause injury to hands and other parts of the body into which they come into contact. Leather gloves should be worn where possible and two, or more, persons undertake the lifting/ carrying operation holding the timber away from direct contact with the body.
- Timber less than 2m in length and less than 15 Kg may be suitable for one person to carry but longer lengths and timber weighing more than 15Kg should be carried by two persons to ensure a balanced load. Two persons should generally carry sheet timber.
- Avoid steel sections, in particular flat bars, being carried in quantities which can result in pinching to the body and hands. Leather gloves should be used when handling steel products and avoid loads that can flex. Use of trolleys to minimise manual carrying should be used where practicable
- Loading / unloading items above waist height will invariably require greater exertion than that required to lift / carry loads at or below waist height. The diagram is a guide and should not be regarded as a maximum.



## Here's a list for **safely lifting and moving materials**:

- Maintain the correct posture: avoid bending over and keep lifts close to the body
- Lift in a careful, deliberate manner and avoid any sudden lift movements
- Never lift materials from a sitting position, or twist to pick up a heavy object
- Use the correct grip on objects; lifts should be shoulder high and with full grasp of the hands
- Get assistance from co-workers to avoid successive lifts of heavy objects
- Always make use of conveyors, slides or other devices, to avoid unnecessary lifting or pushing of objects
- Always go around a blocked pathway, never step over an obstacle while carrying material
- Maintain a clear line of site; objects should not block vision; lift only where there is sufficient lighting
- Whenever possible; reduce load sizes, adjust bulky objects to ease movement
- Regularly stretch back and leg muscles during the day and keep in good physical shape