**Toolbox / Team Meeting Record**

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| **Date:** |  |
| **Topic Discussed:** | **Hazardous Manual Handling** |
| **Presented By:** |  |

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| **Items discussed**  |
| **WHAT IS HAZARDOUS MANUAL HANDLING**A hazardous manual task, means a task that requires a person to lift, lower, push, pull, carry or otherwise move, hold or restrain any person, animal or thing involving one or more of the following:* repetitive or sustained force
* high or sudden force
* repetitive movement
* sustained or awkward posture
* exposure to vibration.

 These factors (known as characteristics of a hazardous manual task) directly stress the body and can lead to injury.

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| **Q. LIST THE MANUAL HANDLING TASKS UNDERTAKEN IN OUR WORKPLACE**  |

**SAFE MANUAL HANDLING ZONES**

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|  | A key to managing manual handling is to ensure, where possible, you handle items between shoulder and knee height. This is referred to as the Best Working Zone (BWZ), and together with ensuring that the item is close to the body, it is the optimum position when lifting.  |
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| **Q. WHAT MANUAL HANDLING TASKS DO YOU COMPLETE IN THE RED ZONE?** |

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WHY HAZARDOUS MANUAL HANDLING IS A PROBLEMHazardous manual handling can lead to injuries or disorders of the muscles, nerves, tendons, joints, cartilage and spinal discs. Some of these injuries are referred to as:* sprains and strains
* back injuries
* lower back pain
* joint and bone injuries or degeneration
* soft-tissue injuries to the wrists, arms, shoulders, neck or legs or
* soft tissue or abdominal hernias
* chronic pain.

Collectively, these conditions are known as musculoskeletal disorders (MSDs).

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| **Q. IF SOMEONE HAS SUSTAINED SUCH AN INJURY, DO THEY WISH TO SHARE?****Consider.** *If someone is willing to share, please find some questions to prompt the discussion:** *Can you share what your injury is?*
* *Can you give us an overview of how your injury occurred?*
* *What impact has your injury had on your family life?*
* *What are you doing now (and have you done previously) to manage your injury?*
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**HOW DO MUSCULOSKELETAL DISORDERS OCCUR**MSDs occur in two ways:1. Gradual wear and tear to joints, ligaments, muscles and inter-vertebral discs caused by repeated or continuous use of the same body parts, including static body positions.
2. Sudden damage caused by strenuous activity, or unexpected movements such as when loads being handled move or change position suddenly.

Injuries can also occur due to a combination of these mechanisms.

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| **Q. WHAT CONTROLS ARE YOU AWARE OF THAT HAVE BEEN ESTABLISHED TO CONTROL MANUAL HANDLING IN OUR WORKPLACE?*****Consider***. Has your workplace: automated processed? Re-designed equipment? Provided trolleys? Reduced size of loads purchase (e.g. 20 kg to 10 kg; 20 L to 1 L)? Established a team lifting policy? Provided shelving? Undertaken training, etc.? |

**YOUR ROLE IN PREVENTING MANUAL HANDLING INJURIES**All workers have a general duty to take reasonable care of their own health and safety, and that of others who may be affected by their work, and to cooperate with the controls that have been established to manage manual handling.

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| **Q. WITH THIS IN MIND: (1) HOW CAN WE MOVE TASKS FROM THE RED ZONE TO THE ORANGE OR GREEN ZONE?** |
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| **Q. WITH THIS IN MIND: (2) HOW CAN WE BETTER MANAGE / REDUCE MANUAL HANDLING IN OUR WORKPLACE?** |

Where possible, please notify us immediately of any hazardous manual handling tasks that you become aware of. This can be done by:* Face-to-face discussion or telephone call; or
* *Report a Hazard* in Safety Champion; or
* Email or the *Health and Safety Hazard or Suggestion Reporting Form*.
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| **Actions Required – These are to be uploaded to Safety Champion “*Action Module”*** | **Close Date** | **Action Ref No.** |
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| **Attendance** |  |  |  |
| Name  | Signature  | Name  | Signature  |
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\* Upload a copy of the completed ***Toolbox/Team Meeting Record*** when signing-off the task on either: (i) the ***Home Module (Dashboard)***;and/or, (ii) uploading to a worker’s file via the ***Our People Module***.

**APPENDIX 1: HAZARDOUS MANUAL HANDLING TOOLBOX – *Safe Lifting Zones***

