

Business Procedure

Hazardous Manual Tasks Document Number – OHS-PROC-222

This document applies to the following sites:

All Sites <input checked="" type="checkbox"/>	
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1.0 Purpose

This Business Procedure describes Stanwell's minimum mandatory requirements for managing hazardous manual tasks. A hazardous manual task is a task that requires a person to lift, lower, push, pull, carry or otherwise move, hold, restrain anything involving one or more of the following:

- repetitive or sustained force;
- high or sudden force;
- repetitive movement;
- sustained or awkward posture; and/or
- exposure to vibration.

2.0 Scope

This Business Procedure applies throughout Stanwell, all its sites and all activities under Stanwell's control. It applies to all Stanwell employees and contractors, including visitors to Stanwell workplaces.

3.0 Actions

It shall be ensured that the risks associated with manual tasks that have the potential to cause musculoskeletal disorders (MSD) are effectively managed following a systematic process that involves:

- identifying manual tasks that are hazardous;
- if necessary, assessing the risks of MSD associated with the hazardous manual task;
- implementing suitable control measures and where practicable, eliminate the risk; and
- reviewing the effectiveness of control measures.

Refer to Appendix B: Manual Task Risk Management Flowchart for an overview of the process to be followed.

3.1 Identifying Hazardous Manual Tasks

It shall be ensured that the following sources of information are considered by sites when identifying hazardous manual tasks that have the potential to cause MSD.

- Consultation with the workforce;
- review of available information including records of workplace injuries, incidents and hazards, inspection reports and any workers compensation data relating to MSD : and
- observation and review of potential hazardous manual tasks

3.2 Risk Assessment

As part of the risk assessment, the following shall be considered:

- postures, movements, forces and vibration relating to the hazardous manual task;
- the duration and frequency of the hazardous manual task;
- workplace environmental conditions that may affect the hazardous manual task or the worker performing it;
- the design of the work area;
- the layout of the workplace;
- the systems of work used; and

- the nature, size, weight or number of persons etc. involved in carrying out the hazardous manual task.

The above can be achieved by completion of an appropriate risk management tool, for example, work method statement, personal risk assessment tool, functional job demand assessment.

3.3 Risk control

Sites shall implement suitable risk control measures through the application of the hierarchy of control to achieve the highest level of protection that is reasonably practicable in the circumstances.

Control measures shall be aimed at eliminating or minimising the frequency, magnitude and duration of movements, forces and postures by changing the source of risk: the work area, tool, load, environment, method of handling and the way work is organised.

Where appropriate, proactive and preventative measures shall be considered and implemented by sites for managing the risks of hazardous manual tasks. Examples include, but are not limited to:

- ensuring workers warm up and do gentle stretches prior to any hazardous manual task – particularly in the colder seasons, both before starting the task and when returning to the task after a break;
- encouraging workers to practice good lifting techniques whenever planning to lift, and to use mechanical aids or group lifts if applicable;
- encouraging the early reporting of any strains, sprains or pain to enable early treatment and referral if required;
- providing education on musculoskeletal health specific to hazardous manual tasks.

3.4 Safety in Design

The safe design of plant, substances, and structures plays a critical role in reducing manual handling risks in workplaces. Ergonomic principles should be applied in the design stage. This means that a manual task should be designed to fit the people doing the task, not the reverse. Where elimination is not practicable, sites shall minimise the need to carry out a hazardous manual task so far as is reasonably practicable,

3.5 Plant and Equipment

It shall be ensured that when purchasing or hiring plant and equipment, specifications are considered, and the potential manual handling hazards are risk assessed.

3.6 Training and Competence Requirements

It shall be ensured that:

- Hazardous manual task risk assessments are conducted where required by professionals with appropriate training and experience, as per Stanwell's requirements.
- All personnel have been provided Hazardous Manual Task Training and information to enable personnel to:
 - identify a potentially hazardous manual task and
 - identify appropriate control measures that mitigate or control associated risks

4.0 References

Source	Reference
Legislation	<ul style="list-style-type: none"> Queensland Work Health and Safety Regulation 2011, Part 4.2 Queensland Hazardous Manual Tasks Code of Practice 2011
Stay Safe	<ul style="list-style-type: none"> Hazardous Manual Tasks OHS-PROC-222A
Tools	<ul style="list-style-type: none"> Appendix D Risk Assessment Worksheet, Queensland Hazardous Manual Tasks Code of Practice 2011 SCL Hazardous Manual Tasks - Manual Handling e-learning training course (HS217)

5.0 Definitions

Term	Meaning
Hazardous manual task	<p>Is a task that requires a person to lift, lower, push, pull, carry or otherwise move, hold, restrain any person, animal or thing involving one or more of the following:</p> <ul style="list-style-type: none"> repetitive or sustained force; high or sudden force; repetitive movement; sustained or awkward posture; or exposure to vibration.
Musculoskeletal disorder (MSD)	An injury to, or disease of, the musculoskeletal system, whether occurring suddenly or over time, but does not include an injury caused by crushing, entrapment or cutting resulting principally from the mechanical operation of plant.

6.0 Review, Consultation and Communication

Review:

This Document is required to be reviewed, as a minimum, every 5 year/s.

Consultation:

With all relevant parties involved in the management of hazardous manual tasks and responsible for providing the appropriate training requirements.

Communication/Requirements after Update:

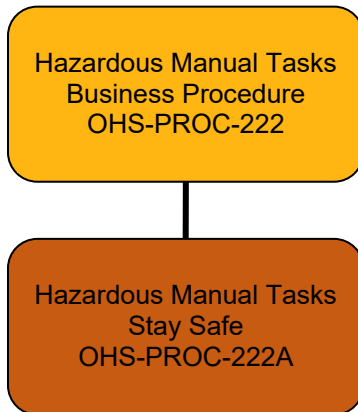
Personnel involved with carrying out hazardous manual tasks.

7.0 Revision History

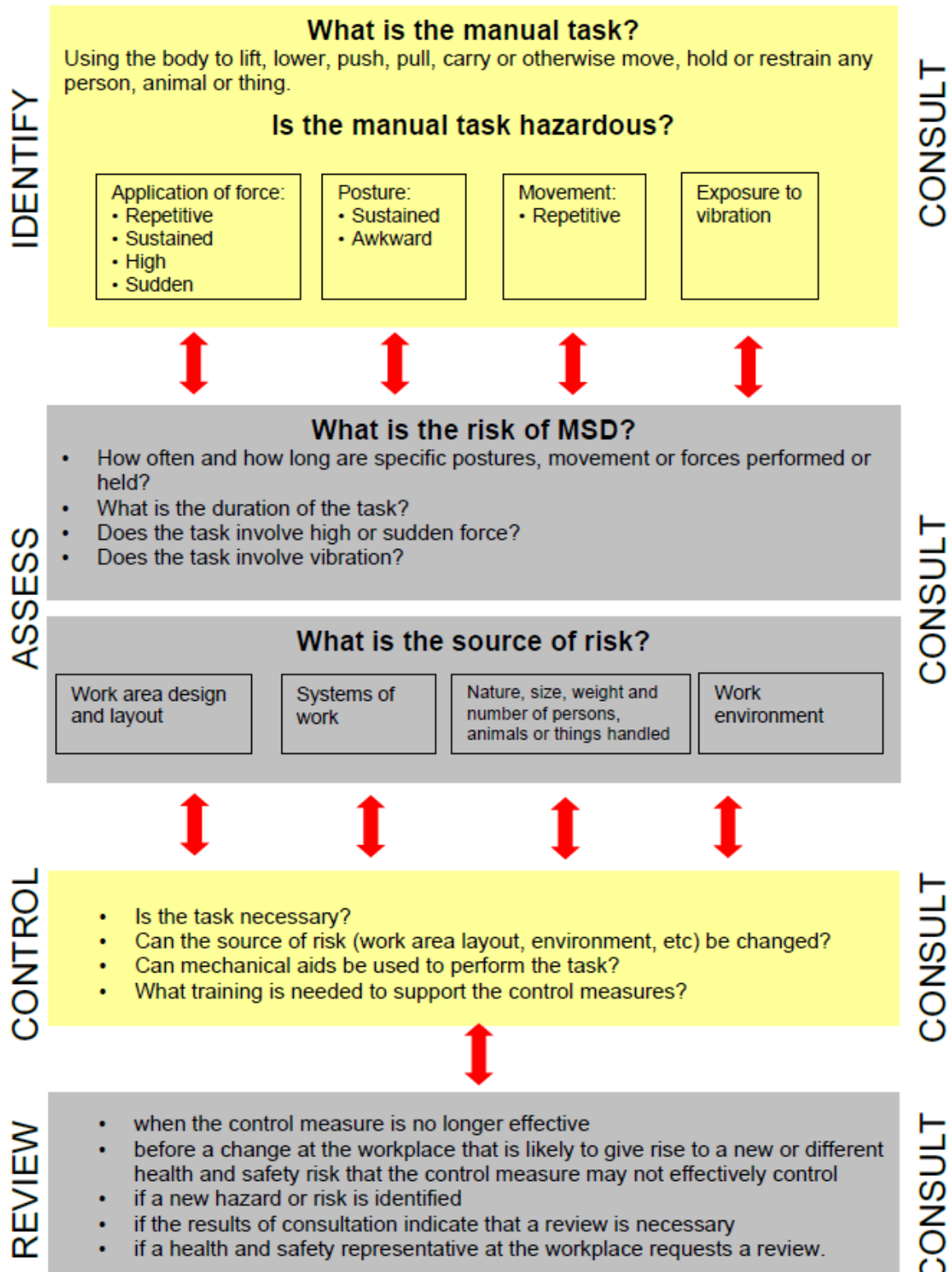
Rev. No.	Rev. Date	Revision Description	Author	Endorse/Check	Approved. By
0	25.05.2015	Procedure created to consolidation legacy documents	J.Paull	M.Joy / T.Hooper	I.Gilbar
1	19.04.2021	Scheduled 5 year review	L. Lucke	K. Ussher	M. Joy

8.0 Appendices

Appendix A: Hazardous Manual Tasks Document Flowchart



Appendix B: Manual Tasks Risk Management Flowchart



Reference: Appendix A Queensland Hazardous Manual Tasks Code of Practice 2011