

# POLICY MANUAL

SAMPLE ONLY

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This Policy manual provides a template for organisations to utilise to create the basis for their own WHS Management System.

The content of this Policy Manual has been aligned with key elements from:

AS/NZS 4801

OHSAS 18001

WHS Act and Regulations 2011

## HAZARDOUS MANUAL TASKS POLICY

AAA Company is committed to preventing injuries caused by manual tasks through the identification of hazardous manual tasks and implementation of suitable risk controls.

### Objective

AAA Company will endeavour to eliminate or reduce the number and severity of musculoskeletal injuries (MSD) through implementing a systematic approach to managing hazardous manual tasks.

### Policy

AAA Company will take a consultative approach to manage risk associated with hazardous manual tasks. Steps include:

Identifying hazardous manual handling tasks:

- Discomfort surveys
- Observing tasks
- Breaking tasks down where required
- Seeking worker input
- If risk is well known and controls are generally accepted and available, a risk assessment will not be undertaken
- If a risk assessment is required, it will be documented and take the following risk factors into account:
  - Duration and frequency
  - Forces exerted
  - Sources of risk (such as layout of workplace, loads, tools, systems of work, environment)
- Implement controls using a hierarchy of controls. Example:
  - Eliminate task
  - Substitute for less hazardous options
  - Isolate persons from risk
  - Use engineering controls
  - Develop procedures and administrative controls
  - Provide Information, training and instruction
- Review risk controls whenever:
  - Control is no longer effective
  - A new hazard or risk is identified
  - Results of consultation indicate a review is needed
  - Where requested by employees or Health and Safety Representative

**Managing Director:** \_\_\_\_\_ **Date:** \_\_\_/\_\_\_/\_\_\_

References:

WHS Act and Regulations 2011

SafeWork Australia (2011) How to Manage Work Health and Safety Risks: Code of Practice

SafeWork Australia (2011) Hazardous Manual Tasks: Code of Practice

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