



AGWA SAFETY

FACT SHEET

Manual Handling - Working on Sites

Manual handling

Manual handling is any action which involves lifting, lowering, pushing, pulling, carrying, moving, holding or restraining objects. Manual handling also includes repetitive tasks, such as loading and unloading glass onto or off trolleys or trucks, as well as getting into awkward positions.



Manual handling whilst working on different sites may present more hazards than working in a known environment. Because all sites can be different, a Risk assessment must be undertaken before work is commenced.

Site inspection

Before work commences a site inspection must occur. Ensure suitable safe access/egress to work site, identifying any slip, trip or other hazards. If hazards are identified, then a risk assessment must take place and suitable controls implemented before work commences.

It is important to review all sites daily as some conditions may have changed.

Induction

On many sites, in particular commercial sites, a toolbox meeting or formal induction is required before work commences. The nature of an induction depends on the requirement of the site, but includes site specific rules and an understanding and signing off of any Safe Work Methods Statements.

Access

Access to sites can vary, in-particular ground and above ground situations. In all cases the access must be suitable for all tasks undertaken.

Particular care must be taken for work above ground level; equipment such as scaffolds, scissor/boom lifts must be suitable for the task and inspected to show that they comply with all relevant standards and any testing is up to date. A working at heights high risk licence is required by workers performing these tasks.

On site manual handling

Once it has been assessed that the work area is safe for commencement of work, care must be taken to ensure workers are trained in the correct manual handling techniques.

Some key points are:

- Ensure workers have performed a warm up routine.
- Ensure that any transport path is clear and uninterrupted.
- Assess weight and shape of lift so that if required a team lift is carried out.
- Avoid constant repetitive lifting or twisting over a long period of time.
- Avoid lifting above shoulder height.
- Lift close to the body whenever possible.
- Ensure correct P.P.E. is worn.
- Use appropriate mechanical aids as required such as hand and mechanical suckers



Glass storage

Glass on site must be stored on the correct equipment. It must be inspected before each lift to ensure no damage has occurred, creating a hazard. (Refer AGWA Fact Sheet: Storage of Glass on sites)

Clean up

After each day's tasks are completed it is important that any debris/rubbish is removed and a site inspection occurs to leave the work area ready for a safe start to the next day.

Work, Health and Safety (WHS) Considerations

Glass is a potentially dangerous material. Training must be given to workers who will handle it, for their own safety and that of others working with them or in the vicinity of their work. They should learn the correct way of lifting and setting down glass, what protective clothing should be worn and the procedures for using various lifting aids.

- PPE including gloves, wrist guards, safety boots and glasses must be used when handling glass, and must comply with Australian Standards
- Specific training in areas such as Confined Space, Work at Heights and dealing with Asbestos may be required.
- All cards/qualifications must be up to date.
- Only trained/qualified workers may use = mechanical aids.