

# AUSMITE

## Bulkan North Mine Site

### Standard Operating Procedure

### SOP-230.01 Manual Handling Tasks

(Training Document)

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## 1. Purpose / introduction

This Standard Operating Procedure (SOP) specifies the minimum requirements for manual handling activities at the Bulkan North Mine Site in accordance with section 96(b) of the *Queensland Coal Mining Safety and Health Regulation 2017*.

No manual handling task (according to the definition of manual handling as per section 2. Definitions) shall be carried out unless it is carried out in compliance to this SOP.

This SOP does not provide for the risks associated with manual handling tasks outside the boundaries of the Bulkan North Mine Site

**This SOP applies to all workers and visitors at the Bulkan North Mine Site**

**Where site specific requirements are mandated, those requirements will be made available as an attachment to this SOP.**

## 2. Definitions

Term	Definition
<b>Manual Handling</b>	Any activity that requires the use of force exerted by a person to lift, carry, lower, push, pull, move or hold any item
<b>Hazardous Manual Task</b>	<p><i>A task that requires a person to lift, lower, push, pull, carry or otherwise move, hold or restrain any person, animal or thing <b>involving one or more of the following:</b></i></p> <ul style="list-style-type: none"> <li>- <i>repetitive or sustained force</i></li> <li>- <i>high or sudden force</i></li> <li>- <i>repetitive movement</i></li> <li>- <i>sustained or awkward posture</i></li> <li>- <i>exposure to vibration.</i></li> </ul> <p><i>These factors (known as characteristics of a hazardous manual task) directly stress the body and can lead to injury.</i> (Hazardous Manual Tasks Code of Practice – SafeWork Australia 2011)</p>
<b>Worker</b>	Any person performing work duties on the Bulkan North Mine Site.

## 3. Competencies / Authorisation

Persons must be trained in correct manual handling methods prior to commencing manual handling tasks.

Instruction and awareness material should include lifting techniques and body position.

## 4. Preparation and Suitability for the Task

In accordance with their prevailing HR / IR Policies and Contract of Employment conditions, employers of personnel undertaking repetitive or strenuous manual tasks on a regular basis may apply a Functional Capacity Assessment to identify personnel who may be “at risk” from exposure to manual tasks. Personnel identified as being “at risk” should be allocated tasks that will not exacerbate any pre-existing conditions.

All workers and visitors should be aware of and advise their Supervisor of any pre-existing medical conditions or injuries that may be exacerbated by manual handling work or any current injuries or muscle strains to ensure they are allocated duties and work commensurate with their physical capacity.

Prior to commencing tasks with a known manual handling content, the individual or workgroup should be afforded the time and opportunity to complete “warm-up” and stretching exercises before commencing that task. This also applies after returning from rest or other breaks in the working day.

## 5. Task Risk Management

### IMPORTANT!

**Prior to conducting any manual handling activity, a Take 5 personal risk assessment must be conducted.**

**Manual handling hazards to be considered could include (but not be limited to):**

- Weight, dimensions and characteristics of the load
- Obstacles, obstructions or other trip hazards
- Frequency or duration of the task
- Ground / surface conditions
- Lighting and environmental conditions
- Suitability of available PPE – gloves, safety glasses and clothing
- Nearby vehicles, plant or equipment
- Near by personnel (e.g. other workers)

**Note:** Particular attention should be paid where items are required to be lifted from lower than knee height or higher than shoulder height.

**Appropriate risk control measures must be implemented prior to commencing manual handling tasks.**

Where available and suitable, the following risk controls must be implemented:

- Do not conduct manual handling activities unless necessary
- Use of mechanical lifting aids such as forklifts or trolleys
- Team lifts
- Apply correct manual handling techniques as per Appendix 1: Eleven Step Guide for Safe Manual Lifting
- Apply minimum controls as per section 6. Minimum Control

## 6. Minimum Controls

Gloves must be worn for all manual tasks to assist with secure hand grip, unless they are deemed to introduce or present a risk.

When moving/carrying between two points:

- Items which are pushed or pulled must be as near to waist level as possible. Pushing is preferred to pulling
- Carrying distances must be assessed and planned and kept to a minimum
- Twisting the body must be minimised

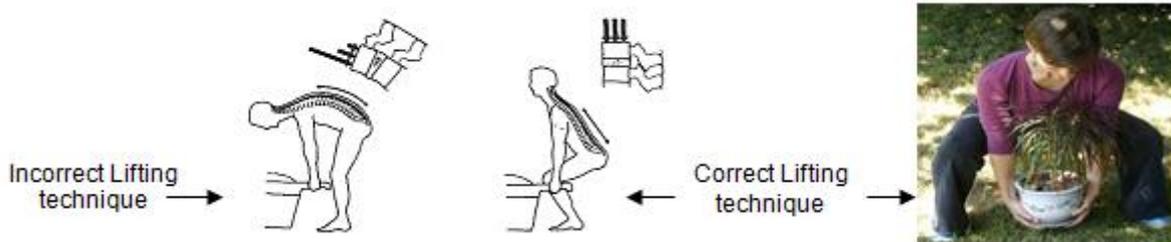
When lifting a load:

- The load must be kept as close to the body as possible, ensuring visibility of travel path is maintained.
- Unstable and awkward loads must be handled with caution, taking weight, size and the centre of gravity of the load into account
- An individual must not attempt to handle loads that are beyond their capability. The use of certified mechanical aids or an additional person/s to assist where the load is too heavy or large to lift / carry.

Repetitive/Lifting/Carrying tasks (including continuous vibration work) must incorporate breaks or task rotation, as identified as part of the pre-task assessment.

## Appendix 1: Eleven Step Guide for Safe Manual Lifting

- 1 Complete warm up and stretching exercises before commencing the task
- 2 The following are general principles for the safe manual lifting of objects:
  - a. Assess the load and plan the lift
  - b. To do this, assess what you are lifting, deciding where and how you are going to move it.
  - c. Decide if you can lift it by yourself, or with another, or if manual handling can be eliminated by use of mechanical devices.
  - d. Ideally, lifting should occur at mid-thigh to chest height. Avoid unnecessary bending or reaching and eliminate twisting. Ensure there is a clear path to your destination and a suitable place to put the load down.
- 3 Get close to the load
  - a. Position yourself as close to the centre of the load as possible. If the load is on a bench, pull it closer towards you. This will minimise strain on the back while lifting and enable you to use your strongest arm muscles to hold the load.
- 4 Place feet apart for balance
  - a. Place your feet apart to make sure your body posture is evenly balanced. If the load is positioned below waist height, straddle it if possible before lifting.
- 5 Lower your body and bend from your hip joints
  - a. Lower your body, bend with your legs (hips more than knees) and maintaining a neutral spine ('S' shape). Preferably, your knees should not be bent beyond right angles. See the diagrams below as an example of the incorrect (left) and correct (right) lifting techniques.



- 6 Keep your heels on the ground
  - a. Utilise a power squat where both heels remain on the ground. This will assist your balance and load control during the lift.
- 7 Lower your head
  - a. Lower your head to look at the load you are lifting.
- 8 Get a firm grip on the load
  - a. Grip the load securely and comfortably with both hands. Use your whole hand, rather than just your fingers. A firm grip should help pull the load closer, as well as support its weight. Pull the load as close to your body as possible.
- 9 Raise your head
  - a. Gently raise your head upwards (look outwards). This will help you maintain your neutral spine and ensure that your arm and leg muscles take most of the load.
- 10 Straighten your legs
  - a. Straighten your legs and lift slowly and smoothly. Keep the load close to your body while lifting.
- 11 Transfer the load
  - a. After lifting the load, if your destination is not in front of you, turn your feet and your body at the same time, to avoid twisting (remember, nose and toes should point in the same direction). Lower the load using the same technique for lifting.

## Appendix 2: Summary of Key Points

-  Manual handling hazards must be considered when conducting a Take 5 for a task.
-  Where available, mechanical aids must be used for manual handling tasks
-  Personnel must NOT lift beyond their capacity
-  Team lifts must be conducted where applicable.
-  Complete “warm-up” and stretching exercises before commencing task.
-  Be aware of and advise your Supervisor of any pre-existing medical conditions or injuries that may be exacerbated by manual handling work or any current injuries or muscle strains.
-  Any item to be lifted from lower than knee height or higher than shoulder height must be considered as part of the Take 5.
-  Gloves must be worn for all manual tasks
-  When moving/carrying between two points, distances must be kept to a minimum
-  When lifting a load the load must be kept as close to the body as possible
-  Repetitive, lifting and carrying tasks (including continuous vibration work) must incorporate breaks or task rotation
-  Lifting is to be performed in accordance with the Eleven-Step Guide for Safe Manual Lifting

## Worker/ Contractor Declaration of Compliance

I (Print Name) \_\_\_\_\_ declare that I have read and understood the requirements and procedures of this Standard Operating Procedure (SOP) being document number and title:

**SOP-230.01 Manual Handling Tasks**

I acknowledge that while performing any work activity for Ausmite at this site, I must comply with all aspects of this SOP.

I understand that failure to comply with this SOP may result in me being escorted from the work site with re-admission and/or approval to continue work duties being at the sole discretion of the Ausmite management.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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