

WHS16 Manual Handling and Ergonomics Procedure

The Organisation is committed to the implementation of the following strategies to minimise the risks to its employees/workers associated with manual tasks:-

1. Manual handling and poor working postures should be reduced where possible by using properly designed mechanical handling equipment and ergonomic equipment.
2. Manual handling tasks will be identified through:
 - Workplace inspections.
 - Feedback from employees.
 - Incident investigations.
3. Manual handling risk assessments will be conducted for tasks that pose a risk to personnel.
4. When manual handling/or lifting forms a part of any work activity the following principles shall be applied:
 1. Generally, in any lift, attempt to keep the load close and keep the natural, upright curve of your spine.
 2. Plan the lift – stop, think and assess the load and its handling requirements
 3. Place the feet – apart, balanced and stable base, leading leg forward where required
 4. Adopt a good posture – knees bent, back straight, chin tucked, shoulders level and same direction as hips
 5. Get a firm and secure grip – arms within boundary formed by legs
 6. Don't jerk – smooth movements and load control
 7. Move the feet – do not twist the trunk
 8. Keep close to the load – close to body trunk, heaviest side next to body trunk, slide the load towards you prior to lift
 9. Adjustment – put the load down prior to adjustment
5. Employees will be provided with training in areas where manual handling is a normal part of their job description and/or poses a risk to health or safety.
6. Appropriate supervision and equipment, including manual handling equipment (e.g. trolleys) will be provided to ensure work practices are carried out in a safe manner.
7. Ergonomics will be considered during any alteration or design of the workplace.
8. Chairs and workstation design will comply with ergonomic guidelines and endeavour to ensure that the equipment is suited for each individual. See Appendix A for Workstation Ergonomics Checklist.
9. Employees will be provided with appropriate information on the correct workstation setup.
10. A workstation ergonomics risk assessment will be conducted for all new employees using the Ergonomics Checklist. Ergonomic assessments will also be conducted for any individual who has concerns with their setup.

Relevant Legislation

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- *Work Health and Safety Act 2011*
- *Work Health and Safety Regulation 2011*
- *Managing the Work Environment and Facilities Code of Practice 2011*

APPENDIX A: Workstation Ergonomics Checklist

Instruction: Use the checklist to identify areas that need to be addressed

Date checklist completed:	
Date checklist to be reviewed:	
Name of person who completed checklist:	
Workstation of (Name):	
Location:	

	Yes	No
Chair		
Is the chair easily adjustable from a seated position? (i.e. Seat height, backrest height, backrest tilt)	<input type="checkbox"/>	<input type="checkbox"/>
Is height of chair appropriate? Check: When shoulders are relaxed, and elbows are by the side and at 90 degrees, are the forearms positioned:	<input type="checkbox"/>	<input type="checkbox"/>
a) just above the desk surface for keying tasks?	<input type="checkbox"/>	<input type="checkbox"/>
b) just on desk surface for writing tasks?	<input type="checkbox"/>	<input type="checkbox"/>
Are the thighs now parallel to the floor when the feet are touching the ground or footrest? <i>If not, a footrest will need to be provided or current one adjusted (do not alter the above arm position)</i>	<input type="checkbox"/>	<input type="checkbox"/>
Is height of backrest appropriate? Check: Is the height of the backrest adjusted so that the lumbar support of the chair is positioned in the curve of your lower back? (not around your hips)	<input type="checkbox"/>	<input type="checkbox"/>
Is the angle of the backrest appropriate? Check: Is the backrest angle adjusted so that when you are sitting up straight (approx 90 – 95 degree angle at the hips), the backrest is against your back and touching your shoulder blades?	<input type="checkbox"/>	<input type="checkbox"/>
Is the depth of the seat pan appropriate? Check: When you are seated in the chair, are there 2-3 finger spaces between the back of the knee and the edge of the seat?	<input type="checkbox"/>	<input type="checkbox"/>
Desk		
Are the desk dimensions appropriate? Check: Is the desk height between 680mm and 735 mm high (for a fixed height desk)	<input type="checkbox"/>	<input type="checkbox"/>
Is there enough room [at least 1600mm x800mm] on the desk to complete computing and writing tasks in separate areas?	<input type="checkbox"/>	<input type="checkbox"/>
Are you able to sit as close as possible to desk with no impediments? If no check: Are there any boxes, old equipment etc, being stored under the desk, or arms on chairs that stop you from getting your chair as close as possible to the desk?	<input type="checkbox"/>	<input type="checkbox"/>
Is the desk height adjustable? If yes: When the thighs are parallel to the ground and feet flat on the floor and elbow directly under the shoulder adjust desk height so that forearms are parallel to floor or angled down slightly.	<input type="checkbox"/>	<input type="checkbox"/>
Keyboard and Mouse		
Is the centre of the alphabetical section of the keyboard positioned directly in front of the user and the computer screen?	<input type="checkbox"/>	<input type="checkbox"/>
Is there enough room between the keyboard and the edge of the desk to rest the wrists, whilst not typing?	<input type="checkbox"/>	<input type="checkbox"/>



		Yes	No
Are the wrists elevated off the desk while typing? (i.e. Do NOT rest your wrists on desk or wrist rest while typing, only in typing breaks)		<input type="checkbox"/>	<input type="checkbox"/>
Is the keyboard close enough to allow elbows to remain under the shoulder and close to body?		<input type="checkbox"/>	<input type="checkbox"/>
Are the legs of the keyboard retracted, to ensure flat wrists while typing?		<input type="checkbox"/>	<input type="checkbox"/>
Do your wrists remain in a "neutral" position while typing or using the mouse? (i.e. Not angled upwards, downwards or sideways)		<input type="checkbox"/>	<input type="checkbox"/>
Is the mouse moved using the shoulder as the pivot point not the wrist (wrist should move across the desk with the mouse)		<input type="checkbox"/>	<input type="checkbox"/>
Is the mouse at the same level as the keyboard and close enough so the elbows remain directly under the shoulders?		<input type="checkbox"/>	<input type="checkbox"/>
Monitor			
Is the monitor positioned approximately one arms length away? (i.e. You should not have to lean forward to read screen)		<input type="checkbox"/>	<input type="checkbox"/>
Is the top of the screen positioned at your eye level? (If "No", modify height with an adjustable monitor stand)		<input type="checkbox"/>	<input type="checkbox"/>
Is the monitor positioned at right angles to light sources (e.g. window) and free from glare?		<input type="checkbox"/>	<input type="checkbox"/>
Phone and Documents			
Is the phone positioned within easy reach, on the non dominant side?		<input type="checkbox"/>	<input type="checkbox"/>
Do you have to regularly write notes or use the computer while talking on the phone?		<input type="checkbox"/>	<input type="checkbox"/>
If yes, do you use a headset to prevent neck strain caused by cradling the phone?		<input type="checkbox"/>	<input type="checkbox"/>
Do you have to refer to documents while typing/entering data? If yes, check: <i>Do you have a document holder positioned between the monitor and keyboard or adjacent to the screen? (This is to prevent twisting of the neck, looking down.)</i>		<input type="checkbox"/>	<input type="checkbox"/>
Laptops			
Do you regularly use a laptop for periods of 1hr or more?		<input type="checkbox"/>	<input type="checkbox"/>
If YES, do you use a docking station or lap top stand with external monitor, keyboard and mouse? <i>If NO, you will need to purchase the equipment listed above AND start at the beginning of this checklist to make sure your equipment is set up safely.</i>		<input type="checkbox"/>	<input type="checkbox"/>
Action Plan [to address where ever you answered "NO". List the actions required to make the workstation safe]			
Problem identified:	Corrective action to be taken:	Due Date	

Completed form to be returned to the HR Officer.