

1 PURPOSE

To ensure hazardous manual handling processes and tasks are identified and the associated risk of musculoskeletal disorders are adequately controlled.

2 SCOPE

This requirement applies to staff, students, contractors and other personnel at all University of Melbourne campuses and each of the University's controlled entities.

3 DEFINITIONS

Hazardous Manual Handling

Hazardous manual handling means work requiring the use of force exerted by a person to lift, lower, push, pull, carry or otherwise move, hold or restrain:

- (a) a thing if the work involves one or more of the following:
 - (i) repetitive or sustained application of force;
 - (ii) sustained awkward posture;
 - (iii) repetitive movement;
 - (iv) application of high force involving a single or repetitive use of force that it would be reasonable to expect that a person in the workforce may have difficulty undertaking;
 - (v) exposure to sustained vibration;
- (b) live persons or animals; and/or
- (c) unstable or unbalanced loads or loads that are difficult to grasp or hold.

Occupational Health and Safety Regulations 2017 (Vic)

Musculoskeletal system

The anatomical and physiological system of the human body which provides support, form and shape, stability and movement. It includes bones, muscles, nerves, tendons, ligaments, joints, cartilage and spinal discs.

Musculoskeletal disorder (MSD)

Musculoskeletal disorder means an injury, illness or disease that arises in whole or in part from hazardous manual handling, whether occurring suddenly or over a prolonged period, but does not include an injury caused by crushing, entrapment or cutting resulting primarily from the mechanical operation of plant.

Occupational Health and Safety Regulations 2017 (Vic)

4 REQUIREMENTS

4.1 Hazard identification

The Head of School/Division is responsible for ensuring that hazardous manual handling processes and tasks are identified, assessed and controlled.

The manager/supervisor is responsible for ensuring effective implementation of processes to identify hazardous manual handling in work systems and the work environment. This includes, but is not limited to:

- hazards are reported as soon as practicable via the Enterprise Risk Management System (ERMS) or other suitable means;
- incidents are reported as soon as practicable via ERMS;
- workplace monitoring and scheduled workplace inspections;
- pre-purchase assessment of new plant and equipment;
- hazardous manual handling training (where applicable); and
- workplace ergonomic assessments (for example computer workstation assessments).

4.2 Risk assessment

The manager/supervisor must ensure that identified hazardous manual processes and tasks in their area of responsibility are assessed for risk and adequately controlled.

Risk assessments are entered and stored into the Enterprise Risk Management System (ERMS). A University username and password is required to access ERMS via the Staff Hub or directly from web site: [Enterprise Risk Management System](#).

Hard copy risk assessment forms are available where access to ERMS is not available. These can later be transposed to ERMS.

[Health & Safety: Computer workstation self-assessment checklist](#)

[Health & Safety: Hazardous manual handling risk assessment form](#)

[Health & Safety: Task risk analysis form](#)

[Health & Safety: General risk assessment form](#)

For more information and guidance completing a risk assessment refer to the [Health & Safety: Risk assessment methodology](#).

4.3 Review of control measures

The Head of School/Division must ensure that risk control measures for hazardous manual handling are appropriately reviewed and where necessary revised.

The manager/supervisor must ensure that the review of hazardous manual handling risk control measures occurs:

- before any alteration is made to anything, process or system of work involving hazardous manual handling, including a change in the place where that work is undertaken; or
- if new or additional information about hazardous manual handling becomes available to the employer; or

- if an occurrence of a musculoskeletal disorder at a workplace is reported by or on behalf of an employee; or
- after any incident occurs that involves hazardous manual handling; or
- if, for any other reason, the risk control measures do not adequately control the risks; or
- after receiving a request from a health and safety representative.

4.4 Training

The Associate Director, Health & Safety shall develop, publish and deliver hazardous manual handling training in accordance with the [Health & Safety: Training requirements](#).

The Head of School/Division must ensure that the required level of information, instruction and training is available to staff and students. The training must provide the skills and knowledge required to perform activities in a manner that is safe and without risks to health, in so far as is reasonably practicable.

The Head of Department/School shall provide resources that record and maintain hazardous manual training records in accordance with the [Health & Safety: Training requirements](#).

The manager/supervisor shall:

- identify staff and students who require hazardous manual handling training; and
- arrange for staff and students to undertake hazardous manual handling training.

5 REFERENCES

Occupational Health and Safety Act 2004 (Vic)

Occupational Health and Safety Regulations 2017 (Vic)

Compliance code: Hazardous manual handling (Vic)

Hazardous manual handling: Your health and safety guide (Vic)

Hazardous manual handling: Review and revision of risk control measures (Vic)

[Health & Safety: Training requirements](#)

6 RESPONSIBILITIES

Head of School/Division

Associate Director, Health & Safety

Manager/Supervisor

7 ASSOCIATED DOCUMENTATION

7.1 Processes

Nil

7.2 Forms

[Health & Safety: Computer workstation self-assessment checklist](#)

[Health & Safety: Hazardous manual handling risk assessment form](#)

[Health & Safety: Task risk analysis form](#)

[Health & Safety: General risk assessment form](#)

7.3 Guidance

[Health & Safety: Risk assessment methodology](#)

[Health & Safety: Guide to hazardous manual handling hierarchy of control](#)