



Construction
Civil & Rail



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Mining Resources
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Traffic
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Health



Hazardous Manual Tasks Policy

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

Objective

New Start 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

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

- Identifying hazardous manual handling tasks:
 - Observing tasks
 - Breaking tasks down where required
 - Seeking worker input
- Hazardous tasks can include use of force (high or sudden, repetitive, or sustained), repetitive movement and sustained or awkward postures
- 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
 - Before any change likely to introduce new or different hazards that current controls will not adequately address
 - A new hazard or risk is identified
 - Results of consultation indicate a review is needed

Daniel Phillips
Managing Director
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