



Safe Work Instruction	
<b>Manual handling</b>	Issue date: 22 October 2008

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Example content:

<b>Scope:</b> This safe work instruction is intended to provide an appropriate guide for conducting safe manual handling activities within the business including offices areas.		<b>Responsible supervisor</b>	
<b>References</b> <ul style="list-style-type: none"><li>▪ NSW OHS Act 2000</li><li>▪ NSW OHS Regulations 2001 – Chapter 4</li><li>▪ NOHSC – COP Manual Handling</li><li>▪ VIC OHS Regulations 2007 – Chapter 3</li><li>▪ SA OHS Regulations 1995 – Chapter 2</li><li>▪ WA OHS Regulations 1996 – Chapter 3</li><li>▪ TAS Workplace Health &amp; Safety Regulations 1998 – Chapter 4</li><li>▪ QLD WHS Act 1995</li><li>▪ QLD WHS Reg 1997</li><li>▪ QLD COP Manual Tasks 2000</li></ul>	<b>PPE required</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Hard hat or bump hat</li><li><input type="checkbox"/> Eye protection</li><li><input type="checkbox"/></li><li><input type="checkbox"/></li><li><input type="checkbox"/></li><li><input type="checkbox"/></li><li><input type="checkbox"/></li><li><input type="checkbox"/></li><li><input type="checkbox"/></li></ul>	<b>Skills, competencies or qualifications required</b> <ul style="list-style-type: none"><li>▪ Site</li></ul>	<b>Permits or Licences required</b>
<b>Tools and equipment required</b> <ul style="list-style-type: none"><li>▪ Appropriate trade tools</li><li>▪ </li></ul>		<b>Inspection and Tagging of plant and tools</b>	
 <b>Warning</b>	Prior to the commencement of any work activity it is.		
<b>General</b>	This document outlines the steps to be followed to perform tasks safely involving manual handling. It is also is to make sure that tasks <ul style="list-style-type: none"><li>▪ </li><li>▪ </li><li>▪ </li><li>▪ </li><li>▪ </li><li>▪ </li></ul> it also applies to tasks that require repetitive movements from a fixed <ul style="list-style-type: none"><li>▪ position and/or sustained fixed postures.</li></ul>		
	The weight of an object is important, however it is not the <u>only</u> factor to be considered when performing manual handling tasks.		
<b>Step 1.</b>	<b>Manual handling hazard identification</b> <p>Management is to identify tasks in the workplace involving manual handling, and to prioritise manual handling risk</p> <ul style="list-style-type: none"><li>▪ consultation with</li><li>▪ workplace</li><li>▪ workplace inspections</li></ul>		