8. MANUAL HANDLING & ERGONOMICS

Summary

Manual Handling:
Assessment of all manual handling activities is required under the Occupational Health and Safety (Manual Handling) Regulation 1999, and in accordance with the University of Melbourne Environment, Health and Safety Manual Section 8.3 Manual Handling.

Staff and students undertaking manual handling and ergonomic duties should undertake training program through the Risk Management Office – Manual Handling and Ergonomics.

Lifting and carrying:
All staff and students undertaking manual handling duties to lift and carry items should ensure that:
- The size of the load is reduced where possible
- Lift properly – back straight and knees bent
- Keep the load close and balanced
- Don’t strain – for heavy loads ask for help
- Use a trolley or other mechanical aid
- Secure the load prior to transporting it
- Take care on stairs – avoid them where possible

Repetitive Work:
All staff and students undertaking repetitive work should ensure that:
- The workplace design and layout is comfortable
- The system of work is functional
- The objects used in the task are appropriate
- Mechanical aids are available
- Postural problems have been assessed and corrected
- Forceful movements are eliminated or reduced
- Regular rest breaks are taken.

Ergonomic Set Up:
All staff and students are advised to undertake the Keyboard Workstation Assessment checklist when they are setting up their workstation.
Risk Assessments:

Generic Risk Assessments for activities undertaken with the Department of Mathematics & Statistics have been documented along with some suggested risk controls. These assessments are available in hard copy from the Department Safety Officer. The identification Checklist is from the EHSM Appendix A: http://www.unimelb.edu.au/ehsm/Man_Hand_RA2.pdf

Risk Assessments and Controls:

All manual handling assessments have rated as a Low-Medium Risk and the controls have been identified from Administrative controls from the Hierarchy of Control.

### Office

<table>
<thead>
<tr>
<th>ACTIVITY &amp; RISK</th>
<th>CONTROL MEASURES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Use of telephone for extended periods</strong>&lt;br&gt;- sustained awkward posture&lt;br&gt;- long duration</td>
<td>Use a handset or hands-free on the phone&lt;br&gt;Avoid cradling between neck and shoulder</td>
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<tr>
<td><strong>Reception duties</strong>&lt;br&gt;- repetitive / sustained actions&lt;br&gt;- long duration</td>
<td>Try for task rotation for repetitive work&lt;br&gt;Take regular rest breaks</td>
</tr>
<tr>
<td><strong>Photocopying for prolonged periods</strong>&lt;br&gt;- repetitive / sustained actions&lt;br&gt;- long duration</td>
<td>Set photocopier to automatic where possible&lt;br&gt;Stand clear of photocopier when in action&lt;br&gt;Photocopy double sided where possible</td>
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<tr>
<td><strong>Using a laptop computer</strong>&lt;br&gt;- sustained awkward posture&lt;br&gt;- long duration</td>
<td>Look at installing external keyboard or monitor&lt;br&gt;Set up the area for a computer workstation&lt;br&gt;Use an ergonomic chair&lt;br&gt;Use aids such as monitor stands etc. for comfort</td>
</tr>
<tr>
<td><strong>Using a computer at a workstation</strong>&lt;br&gt;- repetitive movements&lt;br&gt;- long duration</td>
<td>Keyboard workstation assessment checklist&lt;br&gt;Address issues through an ergonomic assessment&lt;br&gt;Use an ergonomic chair&lt;br&gt;Use aids as monitor stands etc. for comfort</td>
</tr>
<tr>
<td><strong>Undertaking written work</strong>&lt;br&gt;- sustained awkward posture&lt;br&gt;- long duration</td>
<td>Use an ergonomic chair adjusted for your comfort&lt;br&gt;Write at a comfortable desk height&lt;br&gt;Be able to sit directly facing your work&lt;br&gt;Limit tasks to 30 minutes where possible&lt;br&gt;Take regular rest breaks</td>
</tr>
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</table>
### Risk Assessments and Controls:

All manual handling assessments have rated as a Low-Medium Risk and the controls have been identified from Administrative controls from the Hierarchy of Control.

#### General

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<td>*<em>Moving items of furniture, <em>computer equipment etc</em></em> - high force - heavy loads</td>
<td>Plan the move and measure access of the path Use a trolley or castors where possible Bring in professionals for large jobs *Computer equipment must only be transported on the appropriate trolley (the flatbed trolley for transportation within floors, the blue 6-wheel ‘stairclimber’ trolley for transport between floors). The equipment must be firmly strapped to the trolley.</td>
</tr>
<tr>
<td><strong>Receiving deliveries of equipment</strong> - high force - heavy loads</td>
<td>Use mechanical aids: Forklift, pallet truck, hand trolley 2 person activity where required</td>
</tr>
<tr>
<td><strong>Receiving deliveries of office supplies</strong> - difficult/unbalanced loads - difficult to move</td>
<td>Use mechanical aids where load is above 10kg (or where lift is difficult) Ensure clear passage Ensure adequate space for temporary storage away from access areas</td>
</tr>
<tr>
<td><strong>Moving items through corridors</strong> - difficult/awkward action - difficult to move</td>
<td>Ensure Clear Corridor Policy is adhered to Allow minimum 1.2m width for corridors Ensure clear passage within areas (at least 1m for common passages) Measure load and width prior to move</td>
</tr>
<tr>
<td><strong>Storing items on shelves</strong> - repetitive force - heavy loads</td>
<td>Heavy items at waist height or below Common use items between neck and knee Do not store items over shelf capacity Use proper stepladders and stools (AS 1892) for accessing items above chest height Store archival/non accessible material at height</td>
</tr>
<tr>
<td><strong>Using a filing cabinet</strong> - repetitive force - awkward posture</td>
<td>Never have more than 1 drawer open at a time Place often used files at waist height Do not place heavy folders or items above 1.5m Leave very often used folders on the desk</td>
</tr>
<tr>
<td><strong>Giving lectures and tutorials standing up</strong> - sustained posture - long duration</td>
<td>Wear comfortable low heeled footwear Wear comfortable clothing for the climate Drink plenty of fluid to keep the body hydrated Take 10 minute break every hour Stop if there is pain or discomfort</td>
</tr>
</tbody>
</table>
AVOID STORING ITEMS ON TOP OF SHELVING

Shelf height: 2.0m and above
Suggested Stored Items:
- Archival items
- Items never to be accessed
- Display items
- Seldom used light items

Access with Ladder or Stepstool

Shelf height: 1.5 - 2.0m
Suggested Stored Items:
- Archival items
- Seldom used light items

Access with Ladder or Stepstool (if required)

Shelf height: 1.0 – 1.5m
Suggested Stored Items:
- Heavy items
- Often used items

Use trolley for transport (if required)

Shelf height: 0.5 – 1.0m / Bench & Desk Height
Suggested Stored Items:
- Heavy items
- Often used items

Use trolley for transport (if required)

Shelf height: 0.0 – 0.5m / Under Bench or Desk
Suggested Stored Items:
- Seldom used items
- Medium weight items
- Items on castors or wheels

Use trolley for transport (if required)