

Manual Task/Handling Overview

What are Manual Tasks?

A "Manual Task" or "Manual Handling" is any activity that requires the use of force exerted by a person in order to lift, push, pull, carry or otherwise move or restrain an object. There are very few jobs that do not involve some form of manual handling.

Who is responsible for safe manual handling?

A safe manual handling regime at any workplace is a shared responsibility based on the cooperation of everyone. Managers and supervisors have a responsibility to assess the overall safety of the site and everyone else must follow safe work practices.

As an employee you have a responsibility to take care of your body:

- Ask for help or check what the procedure is for any new manual handling task;
- Use the equipment provided for your safety;
- Inform your supervisor if you see any hazards/dangerous manual tasks;
- Ensure your actions don't put others at risk.

When can a manual task be hazardous?

- A repetitive or sustained – Application of force, movement or awkward posture;
- An application of high force – i.e. Heavy lifting or pulling;
- Exposure to sustained vibration – i.e. Long durations on a jack hammer;
- Handling of unstable or unbalanced loads or loads which are difficult to grasp or hold.

Key Points

- Plan the lift – Where you're going, is it clear, what is the best and safest way etc;
- Move your feet – Don't twist your back;
- Follow the BACK principle:
 - **B**end your knees, not your back;
 - **A**bdominal's should be braced when lifting;
 - **C**lose to the load – keep the load close to your body;
 - **K**eep the natural curves of your spine at all times.

Talk to your site supervisor and your IRP consultant about any safety concerns you have before it's too late! IRP – 9477 7999

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Manual Handling Injury Prevention

Whenever performing a manual task you can take the following steps to prevent injury by using a risk management process:

- ✓ Identify the hazard;
- ✓ Assess the risk;
- ✓ Control the risk.

Safe Manual Handling Tips

- Lift within your safe limits;
- Use a lifting aid if the object is outside your safe lifting zone;
- Ensure trolleys, ladders, and mechanical lifting aids are available and well maintained;
- Make sure you have a good grip on the load, it is balanced & you can see past it;
- Avoid walking backwards with a load.



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Table of Contents Flash To Talk Manual Programming

1. Understanding the eBook Flash To Talk Manual Programming
 - The Rise of Digital Reading Flash To Talk Manual Programming
 - Advantages of eBooks Over Traditional Books
2. Identifying Flash To Talk Manual Programming
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Flash To Talk Manual Programming
 - User-Friendly Interface
4. Exploring eBook Recommendations from Flash To Talk Manual Programming
 - Personalized Recommendations
 - Flash To Talk Manual Programming User Reviews and Ratings
 - Flash To Talk Manual Programming and Bestseller Lists

5. Accessing Flash To Talk Manual Programming Free and Paid eBooks
 - Flash To Talk Manual Programming Public Domain eBooks
 - Flash To Talk Manual Programming eBook Subscription Services
 - Flash To Talk Manual Programming Budget-Friendly Options
6. Navigating Flash To Talk Manual Programming eBook Formats
 - ePub, PDF, MOBI, and More
 - Flash To Talk Manual Programming Compatibility with Devices
 - Flash To Talk Manual Programming Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Flash To Talk Manual Programming
 - Highlighting and Note-Taking Flash To Talk Manual Programming
 - Interactive Elements Flash To Talk Manual Programming
8. Staying Engaged with Flash To Talk Manual Programming
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Flash To Talk Manual Programming
9. Balancing eBooks and Physical Books Flash To Talk Manual Programming
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Flash To Talk Manual Programming
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Flash To Talk Manual Programming
 - Setting Reading Goals Flash To Talk Manual Programming
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Flash To Talk Manual Programming
 - Fact-Checking eBook Content of Flash To Talk Manual Programming
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development
- Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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