



# Hazardous Manual Tasks

## Introduction

There is a wide range of manual tasks that are performed by workers through the Church. The Church recognises all manual tasks must be, so far as reasonably practicable, risk assessed to determine which tasks may be hazardous and ensure appropriate controls are implemented.

## Purpose

To ensure as far as reasonably practicable that risks associated with hazardous manual tasks are eliminated or mitigated. There are many tasks performed within the Church by workers that are manual in nature. This procedure aims to manage this risks associated with tasks that are identified as hazardous.

Hazardous manual tasks may include but are not limited to:

- Setting up for and working at Church services or related functions
- Work at Church camps, special events or group activities
- Assisting elderly Church members at their homes
- General garden maintenance (weeding, lawn mowing)
- General building maintenance (i.e. painting, minor repairs, 'working bees', cleaning)

The Church is committed, so far as is reasonably practicable, to applying the risk management methodology outlined in the Hazard and Risk Management Procedure to all identified hazardous manual tasks.

## Legislative Requirements

WHS Act 2011 (QLD) <http://www.deir.qld.gov.au/workplace/law/whslaws/index.htm>

WHS Regulations 2011 (QLD) <http://www.deir.qld.gov.au/workplace/law/whslaws/index.htm>

Hazardous Manual Tasks Code of Practice 2011 <http://www.deir.qld.gov.au/workplace/law/codes/index.htm>

Participative Ergonomics for Manual Tasks: Information for managers & organisations  
<http://www.deir.qld.gov.au/workplace/publications/index2.htm>

## Procedure

The WHS Hazard & Risk Management Procedure should be utilized to assess and control the risks associated with a hazardous manual task.

Hazardous manual tasks are tasks that include:

- Repetitive or Sustained Movements (of the back, legs, arms, head etc.)
- Repetitive or Sustained Postures (of the back, legs, arms, head etc.)

Specifically look at if this occurs for more than 2 hours over a whole shift, or continually for more than 30 minutes at a time.

- Repetitive or Sustained Forces (of the back, legs, arms, head etc.)

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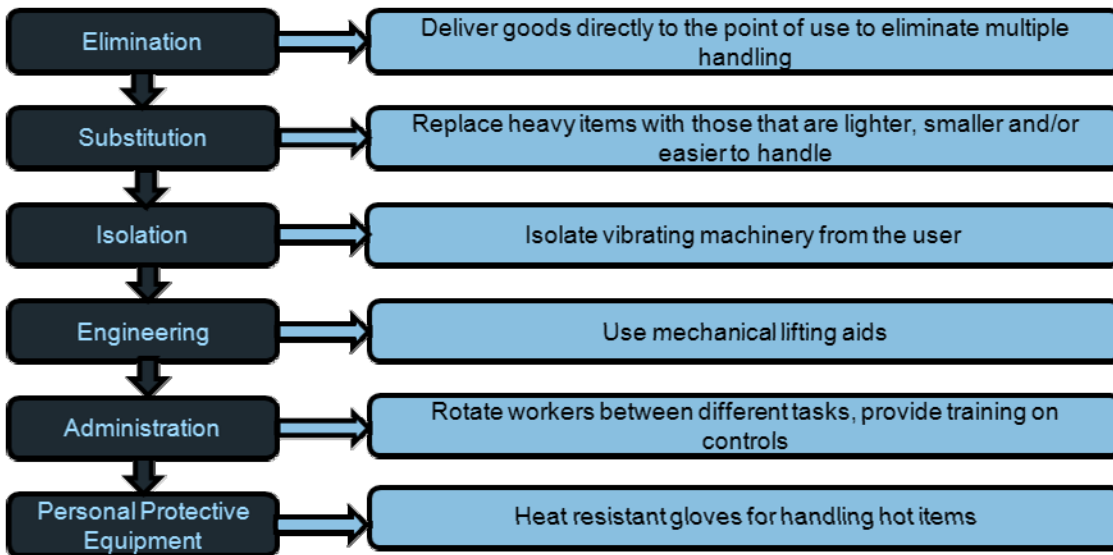
- High or Sudden Force



- Hand, Arm or Whole Body vibration

Site Managers, Work Coordinators or other persons in control of Church workplaces or associated activities must control the risks associated with hazardous manual tasks using the hierarchy of control.

Risk should be eliminated or removed where reasonably practicable. If the risk cannot be eliminated, the person conducting the risk assessment must utilise the hierarchy of control (examples below) to determine the most appropriate action for a range of hazardous manual tasks. A combination of controls may be suitable.



Each Presbytery/Charge/Committee is responsible for ensuring that the risk assessment conducted is specific to the particular circumstances of the task to be undertaken at the site. All workers who may perform these tasks should be consulted.

All workers who perform hazardous manual tasks must be provided with adequate information, instruction and training on the developed safe work procedure/risk assessment.

This will include information relating to:

- Manual task risk management, including the characteristics of hazardous manual tasks
- Specific manual task risks and the measures in place to control them
- How to perform manual tasks safely, including the use of mechanical aids, tools, equipment and safe work procedures
- How to report a problem or maintenance issues

The Site Manager, Work Coordinator or other person in control of the workplace must confirm all workers, particularly volunteers and young worker's, are capable of performing the tasks.

Matters for consideration include:

- Are the workers physically fit for the task they are being asked to perform
- Have the appropriate tools or safety equipment been provided for the task they are asked to perform (a Church duty)
- Is an arrangement in place to ensure a worker is not working alone

If there is any doubt about their ability to complete a task safely, they must not be allowed to proceed.

Each Presbytery/Charge/Committee must retain records of any information, instruction and training provided to workers.