

## 16.4 HAZARDOUS MANUAL TASKS

### 16.4.1 INTRODUCTION

There is a wide range of manual tasks that are performed by workers throughout the Diocese. The Diocese 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.

### 16.4.2 PURPOSE

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

The Diocese has identified the following examples as hazardous manual tasks:

- Working in op shops
- Op shop support functions (i.e. sorting warehouse)
- Parish programs such as woodwork groups
- General garden maintenance (weeding, lawn mowing)
- General building maintenance (i.e. painting, minor repairs, 'working bees', cleaning)
- Church cleaning
- Church/village fairs
- Moving chairs
- Setting tables

The Diocese is committed to applying the WHS Risk Management methodology to all identified hazardous manual tasks.

### 16.4.3 LEGISLATIVE REQUIREMENTS

- WHS Act 2011 (NSW)
- WHS Regulations 2011 (NSW)
- Code of Practice How to Manage Work Health and Safety Risks
- Code of Practice Hazardous Manual Tasks

### 16.4.4 PROCEDURE

If a worker identifies a NEW hazardous manual task, refer to WHS Hazard & Risk Management - Stage 1.

#### Stage 1 Hazardous manual task identified

Step 1 Identify hazardous manual tasks

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)
- Repetitive or Sustained Forces (of the back, legs, arms, head etc)
- High or Sudden Force
- Hand, Arm or Whole Body vibration

**KNOWN or common hazardous manual tasks** for the Diocese include:

- Working in op shops
- Op shop support functions (i.e. sorting warehouse)
- Parish programs such as woodwork groups
- General garden maintenance (weeding, lawn mowing)
- General building maintenance (i.e. painting, minor repairs, 'working bees')
- Cleaning of work areas

Step 2 The Diocese has conducted a risk assessment on the identified hazards using the Diocesan risk methodology

LIKELIHOOD	CONSEQUENCE		
	Minor: First Aid injury or medical treatment	Moderate: Alternate work or lost time injury	Major: Fatality or permanent injury
<b>Almost Certain</b> (Will probably occur)	CHECK	STOP	STOP
<b>Possible</b> (May occur, has happened)	START	CHECK	STOP
<b>Unlikely</b> (could occur - known to happen)	START	START	CHECK

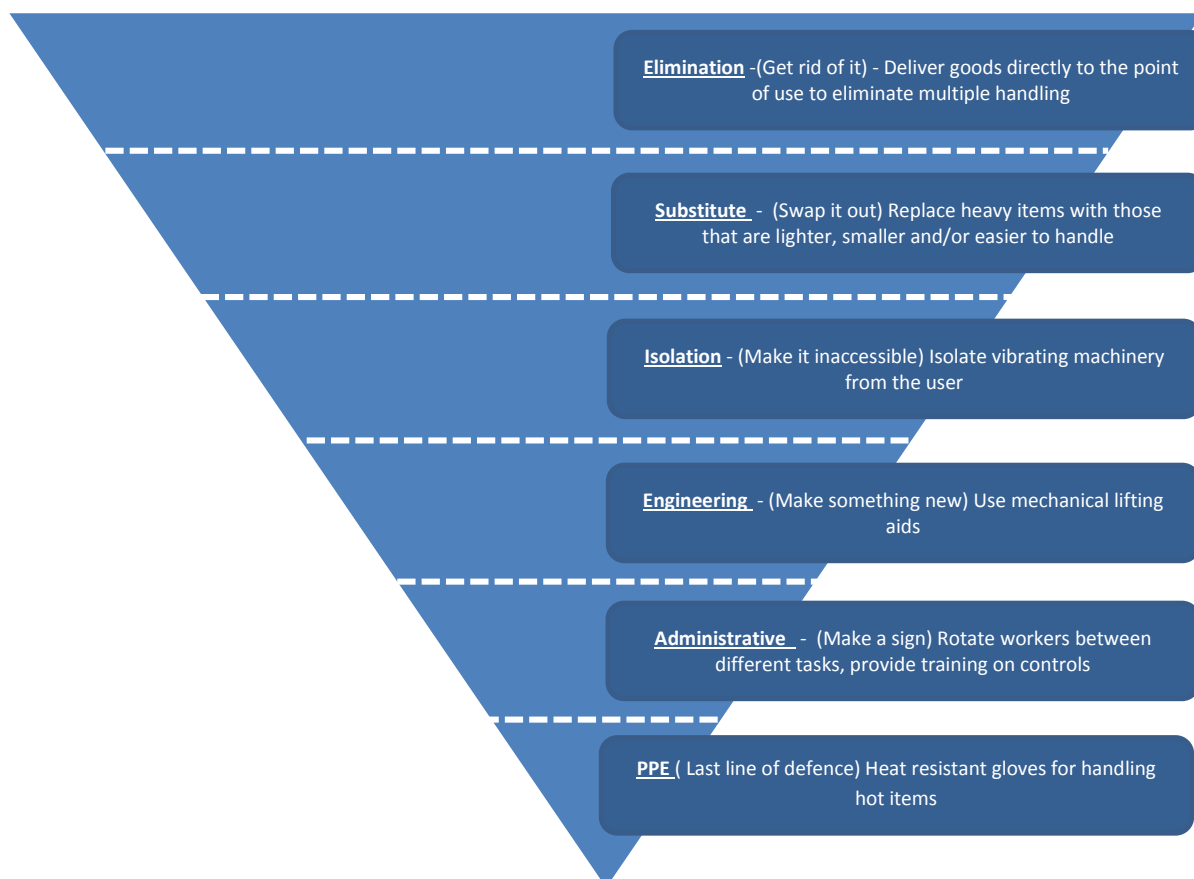
Step 3 Control the risks associated with hazardous manual tasks using the hierarchy of control.

Risk should be eliminated or removed where reasonably practicable as the first option. If the risk cannot be eliminated, then the Diocese will utilise the

hierarchy of control (as outlined below) to determine the most appropriate action.

The below diagram shows examples of possible control options.

A combination of controls may be suitable.



**Step 4** The Diocese has developed safe work method statements and task risk assessments for the above known hazardous manual tasks. Controls have been developed and implemented based on the hierarchy of controls.

Each site/parish is responsible for ensuring the risk assessment is specific to their particular site/parish's requirements. This shall be done in consultation with all workers who perform these tasks.

The Parish Council Safety Delegate will assist with this step as required.

**Step 5** All workers who perform identified hazardous manual tasks shall be provided with adequate information, instruction and training on the developed safe

work method statements and task risk assessments. 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

Step 6 Confirm workers, ability to perform tasks.

The Parish Priest/ Incumbent or Parish Council Safety Delegate shall discuss with the worker, prior to undertaking any work, that he or she:

- Is physically fit for the task they are being asked to perform
- Has the appropriate tools or safety equipment for the task they are to perform (is the Diocese's duty to see they are provided with the equipment needed)
- Is not working alone

If there is any doubt about their ability to complete a task safely **do not let them proceed.**

Step 7 Each parish shall retain records of any information, induction, instruction and training provided to workers. The Diocese shall assist with providing and updating forms as required.