

# Manual Handling

Self assessment – Add your actions to your Action Plan at the back of this folder

For manual handling	Poor practice	Improving safety practice	Great safety practice
	Address these areas immediately!!	There is still work to be done	Monitor and review to continually improve
Worker involvement and feedback about manual tasks	Not involved	Some information and discussion	Fully involved in decisions and developing procedures
Hazardous manual tasks identified and risk assessments conducted e.g. for milking, calf rearing, feeding, workshop work, handling chemicals and tractor operation	Not done	Some done	All tasks assessed
Bulk handling e.g. for feed, calf milk and fertilisers	Not used at all	In some areas	In all areas
Mechanical aids such as trollies, hoists, carts, pallet jacks and front end loaders used for lifting and moving heavy and awkward objects	None, or not used	Some available, sometimes used	Available and always used
Dairy design for workers to milk comfortably (height of platform or pit, equipment location, ACRs, matting)	Not considered	Some features	Well designed for milker comfort
Other work areas designed for worker comfort (reducing the need to overreach, twist or bend continuously and keeping everything within reach or within the shoulder-hip area.)	Not considered	Some areas well set up	All areas well set up
Ergonomic seating on tractors and mobile plant	None	Some	All
Work procedures for relevant tasks	Not developed	Limited development and review	All developed and regularly reviewed
Implementation of work procedures	Never	Sometimes	Always
Scheduling to ensure adequate breaks, job rotation and prevention of fatigue	Not done	Limited development and review	All developed and regularly reviewed
Training in safe manual handling including setting up the work area, using aids, safe lifting techniques and managing the body?	Not done	Some training but not covering all aspects	All workers trained in all aspects needed
Records of induction and training	Not kept	Some	Complete and up-to-date
Reporting injuries	No process set up	Process set up, not used by all	Process is used by all workers
Follow-up	None	Limited review and action	All issues acted on, including notifications required by law