

Review Questions.

Handle With Care: Manual Handling in Libraries – Guidelines for Loans and Shelving Staff.

Complete the missing word(s) or answer the questions below and pass to your supervisor when completed.

1. WorkCover states that around __ % of all workplace injuries are caused when carrying out manual handling tasks.
See section Introduction for relevant information.
2. The term manual handling applies to any activity which requires the use of force exerted by a person to lift, push, pull, _____ or other wise move, hold or restrain any object.
Introduction.
3. The Occupational Health and Safety (Manual Handling) Regulations 1999, set out specific duties for employers and _____, and for designers, manufacturers, importers and suppliers of plant.
Law.
4. Name one of the people who make up a risk assessment team? _____
Risk assessment.
5. What is the web address of WorkCover? [http://www. _____](http://www._____)
Where to get more information.
6. As an employee, you have a responsibility to work _____ .
Employee.
7. Don't _____ your body, move your feet.
Checking items in.
8. The bags we move books in have a maximum weight of __ kilograms.
Checking items in.
9. When checking out books to a patron at the loans desk, the action of pulling books across the desk puts strain on the lower _____ .
Checking items out.
10. Working in _____ is the most efficient way of staff moving book collections.
Moving collections.

11. The Library has a standard, that staff can move books for a maximum of _____ hours with appropriate breaks in any one day.
Moving collections.
12. Sometimes it is out of the question to move certain objects or furniture because of the weight and _____ of the object and the lack of appropriate equipment.
Moving furniture.
13. How many steps are there to follow when lifting an object? _____.
Moving furniture.
14. When shelving books we should not reach above our shoulders. By using a _____ it is easier to reach the higher shelves.
Shelving.
15. List one reason why we should only move one unit of a compactus at a time? _____
Shelving.
16. When moving a trolley we should always _____ the trolley, not pull.
Trolleys.
17. When loading a trolley with books how many rows of books should it hold? _____.
Trolleys.
18. We have an “Accident and Hazard Report” form which should be filled out anytime there is a workplace accident, injury, illness, near miss, dangerous occurrence or hazard. True or false?
Odds and ends.
19. Why are exercises important before you start a task? _____

Odds and ends.