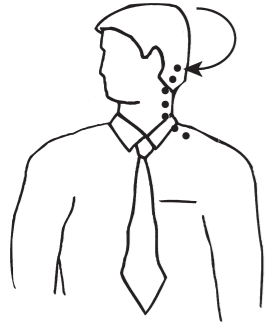
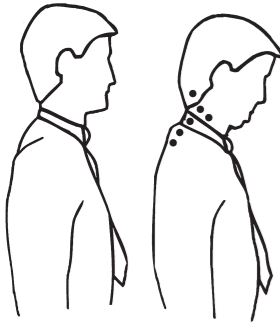


Exercise 1: Head rolls
Gently lower ear to shoulder and hold for 10 seconds. Slowly roll chin to chest and up to other shoulder and hold for 10 seconds. Repeat several times and be careful not to extend your neck back too far.



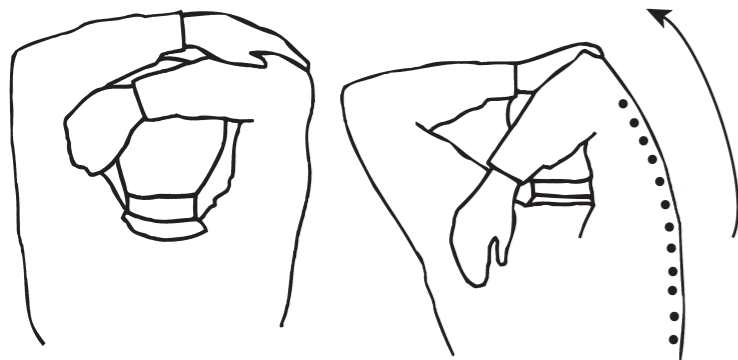
Exercise 2: Head turns
Turn head slowly to look over left shoulder and hold for 10 seconds. Turn head the other way and hold for 10 seconds. Repeat several times.



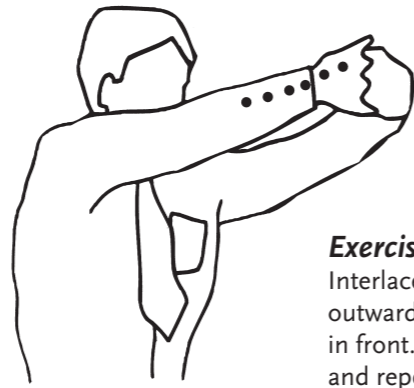
Exercise 3: Chin tucks
Raise the head to straighten the neck. Tuck the chin in and upwards creating a double chin. This also results in a forward tilt of the head. Hold for 10 seconds and repeat several times.



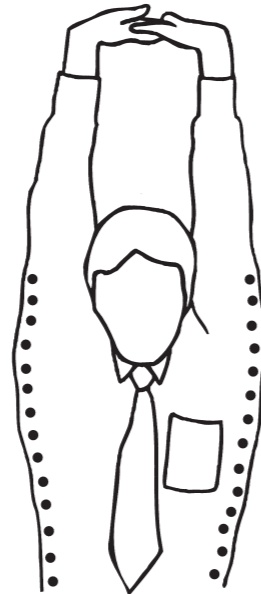
Exercise 4: Shoulder rolls
Circle shoulders forward several times, then backward. Repeat 3 to 5 times.



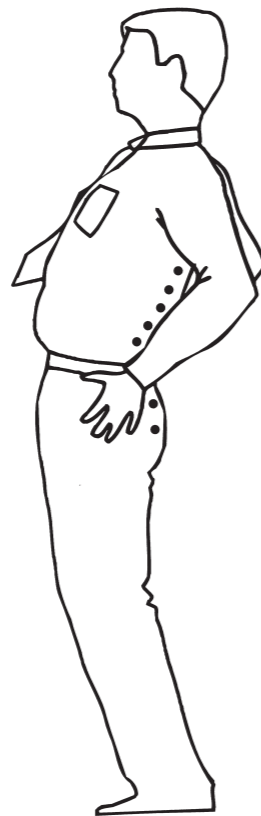
Exercise 5: Shoulder stretch
Stretch arm above head, cradle elbow with hand and gently pull elbow behind the head. Hold for 10 seconds and repeat several times.



Exercise 6: Wrist stretch
Interlace fingers, palms outwards, and straighten arms in front. Hold for 10 seconds and repeat several times.



Exercise 7: Upper and lower back stretch
Interlace fingers and turn palms upward above head; straighten arms then slowly lean slightly from side to side. Repeat movement several times.



Exercise 8: Back arching
Stand up. Support lower back with hands and gently arch back. Gently arch back and hold for 5 to 10 seconds. Repeat as often as is needed.

Exercises

Stop, s-t-r-e-t-c-h and check

- Do a few of these exercises a few times a day
- Dots show the muscles that you are exercising
- Make sure you relax and perform them gently
- Hold the stretch or repeat as indicated on the diagram
- Do not over-stretch
- Stop if you feel discomfort when performing the action
- Remember to do each side



Manual Handling in Libraries Guidelines for Loans and Shelving Staff

Handout

Contacts

Security

Phone:

Occupational Health and Safety Representative

Name:

Phone:

First Aiders

Name:

Phone:

Name:

Phone:

Name:

Phone:

Name:

Phone:



Main Points Relating To:

Employer

As an employer, you have a duty to protect your employees from the risk of musculoskeletal disorders.

Employee

As an employee, you have a responsibility to work safely, follow health and safety rules in your workplace and to identify tasks involving hazardous manual handling in your workplace.

Law

The Occupational Health and Safety Act 1985, sets out the duties of care for employers, employees etc. The Occupational Health and Safety (Manual Handling) Regulations 1999, aims to protect people at work against musculoskeletal disorders caused by manual handling. The Code of Practice for Manual Handling provides practical guidance on how to comply with the regulations.

Where to get more information

Workcover - <http://www.workcover.vic.gov.au>
The Occupational Health and Safety Unit in Human Resources Services Division of Deakin University - <http://www.deakin.edu.au/hrs/ohs/index.php>
Library home page <http://www.deakin.edu.au/library/> you can search the catalogue.
Library Design Guidelines by John Herring and Peter Wilson. 1992. Australian Services Union.

Risk assessment

Risk assessment helps determine which hazardous manual handling tasks in our workplace pose a risk of musculoskeletal disorders. Identifying hazards as well as assessing and controlling risks is the fundamental process of managing occupational health and safety in our our workplace.

Training

Checking items in

- Adjust the PC to suit you
- Don't bend from the waist
- Keep your wrists straight
- Don't twist your body, move your feet
- Slide books on desks where possible to eliminate the weight on your wrists
- Work in a comfortable position and retain a good posture
- Spread your weight to both feet when standing and take pauses when you move the weight from one foot to the other
- Move your feet rather than reach if something is too far away
- Avoid a forceful grip
- Maximum weight in bags is 10 kgs
- Use a trolley to transport books
- Carry books close to your body and only carry a comfortable number
- Wear comfortable footwear
- Reduce manual handling where possible

Trolleys

- Start the trolley moving with your legs and body weight, not the muscles in your arms and wrists
- Do not pull the trolley
- Keep your wrists straight
- Turn the trolley with your legs, not by twisting your body
- Only load the top shelf
- Only one row of books
- Choose an appropriate trolley for the task
- Check wheels are maintained
- Reduce manual handling where possible

Shelving

- Sort the books on the trolley
- Use a step stool when you need to reach above your shoulders
- Only lift and carry a comfortable number of books
- Hold loads in close to your body
- Don't bend your back, use your legs
- Rest the book on the shelf while looking for its position
- Don't try to move the whole shelf of books in one push to make space for an item
- Try the gloves with rubber dots
- Ensure you don't shelve any longer than the recommended times
- Wear shoes that protect your feet
- Reduce manual handling where possible

Checking items out

- Adjust the PC to suit you
- Avoid bending forward to pull books towards yourself
- Keep your wrists straight
- Avoid lifting books where you can slide them
- Stand in a comfortable position and retain a good posture
- Spread your weight to both feet when standing and take pauses when you move the weight from one foot to the other
- Keep in close to the work
- Avoid awkward twisting movements
- Wear comfortable footwear
- Reduce manual handling where possible

Moving collections

- Work in pairs
- Communicate about the process
- Work to your capabilities
- Avoid twisting and bending
- Avoid a forceful grip
- One row of books on the trolley
- Swap positions and task
- Use gloves with rubber dots
- Be alert to falling books
- Reduce manual handling where possible

Moving Furniture

- Plan the move
- Know your limits
- Always ask for help, don't be a hero
- Practice the 8 points when lifting
- Use the correct trolley for the task
- Try furniture skids
- If required ask for a specialist to move it
- If it looks or feels heavy then mechanical assistance/another person to help is necessary
- Reduce manual handling where possible

- 1 Check the object out and plan the lift
- 2 Stand close to the object
- 3 Keep your back straight and bend at the knees
- 4 Get a good grip on the object
- 5 Lift with your legs, in a smooth action, no sudden movements
- 6 Carry the load close to the body
- 7 Don't twist your body, move your feet
- 8 Keep a clear view of where you are going

Odds and ends

(Points to prompt your thoughts)

- Lighting
- Dust
- Heavy loads
- Report injuries
- Exercises
- Not just Books
- Future ideas to investigate