

Manual Handling Risks and Control Measures

Shelving		
Shelf Height	General Recommendation	Suggested Stored items
	<i>Avoid storing items on top of shelving</i>	
2.0 m and above	Access with ladder or step stool	<ul style="list-style-type: none"> • Archival items • Items never to be accessed • Display items • Seldom used light items
1.5 – 2.0 m	Access with ladder or step stool (if required)	<ul style="list-style-type: none"> • Do NOT Store Chemicals greater than 1 kg or 1 litre above 1.5 m • Suggested Stored items: • Seldom used light items • Archival items
1.0 – 1.5 m	Use trolleys for transport (if required)	<ul style="list-style-type: none"> • Heavy items • Often used items
0.5 – 1.0 m / Bench & Desk Height	Use trolleys for transport (if required)	<ul style="list-style-type: none"> • Heavy Items • Often Used items
0.0 – 0.5 m / Under bench or desk	Use trolleys for transport (if required)	<ul style="list-style-type: none"> • Seldom used items • Medium weight items • Items on castors or wheels

Office	
ACTIVITY and RISK	CONTROL MEASURES
<p><i>Use of a telephone for extended periods</i> - sustained awkward posture - long duration</p>	<ul style="list-style-type: none"> • Use a headset or hands free on the phone • Avoid cradling between neck and shoulder
<p><i>Reception duties</i> - repetitive / sustained actions - long duration</p>	<ul style="list-style-type: none"> • Try for task rotation for repetitive work • Take regular rest breaks
<p><i>Photocopying for prolonged periods</i> - repetitive / sustained actions - long duration</p>	<ul style="list-style-type: none"> • Set photocopier to automatic where possible • Stand clear of photocopier when in action • Photocopy double sided where possible
<p><i>Using a laptop computer</i> - sustained awkward posture - long duration</p>	<ul style="list-style-type: none"> • Use an external keyboard or monitor • Set up the area as for a computer workstation • Use an ergonomic chair • Use aids such as monitor stands etc
<p><i>Using a computer at a workstation</i> - repetitive movement - long duration</p>	<ul style="list-style-type: none"> • Follow work-breaks: 10 minute break each hour • Keyboard workstation assessment checklist • Address issues through an ergonomic assessment • Use an ergonomic chair • Use aids such as monitor stands
<p><i>Undertaking written work</i> - sustained awkward posture - long duration</p>	<ul style="list-style-type: none"> • Use an ergonomic chair adjusted for your comfort • Write at a comfortable height desk • Be able to sit directly facing your work • Limit tasks to 30 minutes where possible • Take regular rest breaks

Laboratory	
ACTIVITY and RISK	CONTROL MEASURES
<p><i>Using a cryostat for extended periods</i> - sustained awkward posture - long duration</p>	<ul style="list-style-type: none"> • Ensure seating is appropriate • Use a footrest if necessary • Ensure adequate back support • Take regular rest breaks
<p><i>Undertaking precise or difficult procedures for prolonged periods</i> - sustained awkward posture - long duration</p>	<ul style="list-style-type: none"> • Use appropriate seating where possible • Use mats for long standing postures • Take regular rest breaks and stretch • Avoid leaning forward without bracing for extended periods
<p><i>Handling cadavers and carcasses</i> - high force - difficult to move</p>	<ul style="list-style-type: none"> • Use No Lift Policy at all times • Have matching trolley heights • Height adjustable trolleys • Slide cadavers rather than lifting
<p><i>Handling large animals</i> - handling live animals - difficult to move</p>	<ul style="list-style-type: none"> • Undertake the animal handling course • Two people present for specified tasks • Use trolleys, wraps and other aids as appropriate
<p><i>Laboratory bench duties</i> - repetitive / sustained actions - long duration</p>	<ul style="list-style-type: none"> • Use approved seating at benches • Use mats for standing duties • Ensure legs can be placed underneath the bench • Take regular rest breaks • Ensure equipment is set up for easy use
<p><i>Pipetting</i> - repetitive movement - long duration</p>	<ul style="list-style-type: none"> • Use a multipipette to reduce repetitive motions • Use electronic assisted pipettes where possible • Use pipettes with an ergonomic design • Perform regular maintenance
<p><i>Transporting cylinders</i> - high force - heavy loads</p>	<p>Use a cylinder trolley ALWAYS Secure the load with a chain or strap Take care over rough surfaces</p>

General	
ACTIVITY and RISK	CONTROL MEASURES
<p><i>Moving items of furniture, equipment etc</i> - high force - heavy loads</p>	<ul style="list-style-type: none"> • Plan the move and measure access of the path • Use a trolley or castors where possible • Bring in professionals for large jobs
<p><i>Loading trucks with furniture, equipment</i> - high force - heavy loads</p>	<ul style="list-style-type: none"> • Use pallets and forklift where possible • Aim for a minimal distance carry and lift • 2 person lift where required
<p><i>Receiving deliveries of animal feed, equipment, etc</i> - high force - heavy loads</p>	<ul style="list-style-type: none"> • Use mechanical aids: forklift, pallet truck, hand trolley • Ensure clear passage in loading bay • 2 person activity where required
<p><i>Receiving deliveries of office and laboratory supplies</i> - difficult / unbalanced loads - difficult to move</p>	<ul style="list-style-type: none"> • Use mechanical aids where load is above 10 kg (or where lift is difficult) • Ensure clear passage • Ensure adequate space for temporary storage away from access areas
<p><i>Using camera and video equipment for prolonged periods</i> - sustained awkward posture - long duration</p>	<ul style="list-style-type: none"> • Use a tripod where possible • Aim to use ergonomically designed equipment • Take regular rest breaks
<p><i>Moving items through corridors</i> - difficult / awkward action - difficult to move</p>	<ul style="list-style-type: none"> • Ensure corridors and passages are kept clear • Allow minimum 1.2 m width for corridors • Ensure clear passage within areas (at least 1 m for common passages) • Measure load and width prior to move
<p><i>Storing items on shelves</i> - repetitive force - heavy loads</p>	<ul style="list-style-type: none"> • Heavy items at waist height or below • Common use items between neck and knee • Do not store items over shelf capacity • Use proper stepladders and stools (AS 1892) for accessing items above chest height • Store archival / non accessible material at height
<p><i>Using a compactus</i> - repetitive force - awkward posture</p>	<ul style="list-style-type: none"> • Do not strain to open shelving • Do not stand inside compactus where avoidable • Store items as for shelving requirements. • Do not overload top shelves of compactus
<p><i>Using a filing cabinet</i> - repetitive force - awkward posture</p>	<ul style="list-style-type: none"> • Never have more than 1 drawer open at a time • Place often used files at waist height • Do not place heavy folders or items above 1.5 m • Leave very often used folders on the desk
<p><i>Giving lectures and tutorials standing up</i> - sustained posture - long duration</p>	<ul style="list-style-type: none"> • Wear comfortable low heeled footwear • Wear comfortable clothing for the climate • Drink plenty of fluids to keep the body hydrated • Take 10 minute breaks every hour • Stop if there is pain or discomfort