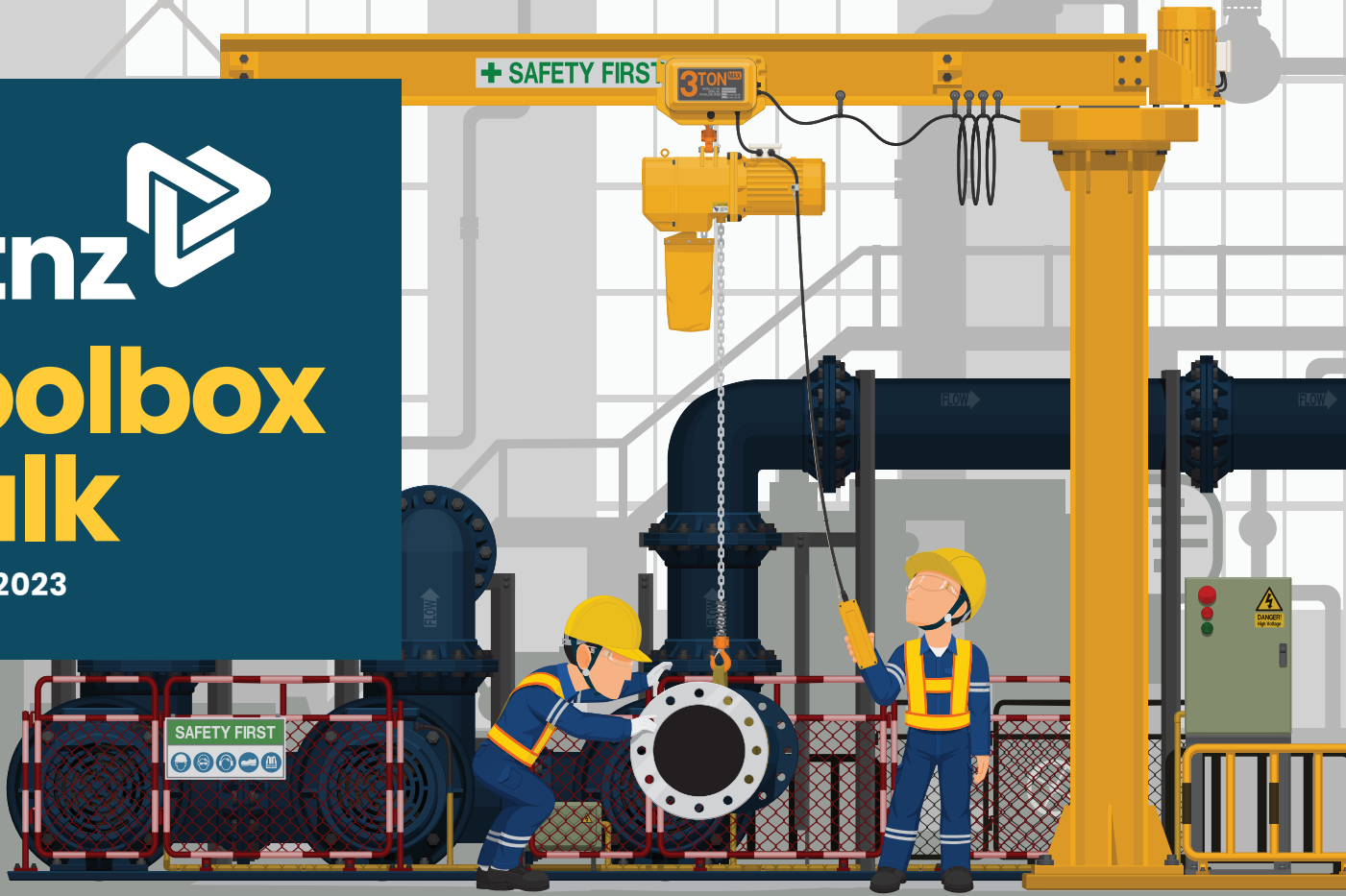




Toolbox Talk

April 2023



Manual Handling

Manual handling refers to any activity involving a person's use of physical force to lift, lower, push, pull, carry, or otherwise move, hold, or restrain an object. ATNZ apprentices are doing this in their daily work every day.

This month's Toolbox Talks will explain the importance of good manual handling techniques and how they can prevent injuries.



Manual Handling Injuries

Manual handling injuries are among the most common workplace injuries in New Zealand. They can occur suddenly, such as when lifting a heavy object, or they can develop over time, such as through repetitive lifting.

Common manual handling injuries include:

Musculoskeletal disorders (MSDs) – These are injuries that affect the muscles, tendons, and ligaments and are the most common type of manual handling injury. MSDs can cause pain, stiffness, and reduced mobility in affected areas.

Slips, trips, and falls – These injuries can occur when carrying heavy objects, especially if your vision is obstructed. Slips, trips, and falls can cause sprains, strains, and fractures.

Cuts, bruises, and abrasions – These types of injuries can occur when you come into contact with sharp or rough surfaces during manual handling tasks.



What to consider when Manual Handling

To prevent injury, it is essential to consider the following factors when carrying out manual handling tasks:

1. The weight and size of the load

You should only lift loads within your physical capabilities. Loads that are too heavy or too bulky can cause injury.

2. The distance the load needs to be moved

You should plan your lifting and moving routes to avoid obstacles and reduce the distance the load needs to be moved.

3. The height the load needs to be lifted or lowered

Lifting loads above shoulder height or lowering them below knee height can cause injury.

4. The frequency and duration of the manual handling task

You should take regular breaks and avoid carrying out manual handling tasks for extended periods.

5. The environment in which the manual handling is being carried out

You should be aware of any hazards, such as uneven surfaces, slippery floors, or low lighting.



Good Manual Handling **Techniques**

Good manual handling techniques can prevent injuries and promote safe working practices. Therefore, you should use the following methods when carrying out manual handling tasks:

1

ASSESS THE LOAD

Before lifting a load, you should assess its weight and size and determine whether you can lift it safely. If the load is too heavy or bulky, you should seek assistance or use lifting aids.

2

PLAN THE LIFT

You should plan a lift before carrying it out, taking into account the distance the load needs to be moved, the height it needs to be lifted or lowered, and any obstacles that need to be avoided.

3

ADOPT A STABLE POSITION

Stand with your feet shoulder-width apart and one foot slightly in front of the other to maintain a stable position.

4

BEND THE KNEES

Bend your knees when lifting a load which keeps your back straight and reduces the risk of injury.

5

KEEP THE LOAD CLOSE TO THE BODY

Keep the load as close to your body as possible to reduce the strain on your back.

6

AVOID TWISTING

Avoid twisting your back when lifting or moving a load, as this can cause injury.

7

USE LIFTING AIDS

Use lifting aids, such as trolleys, hoists, or pallet trucks, to reduce the risk of injury.

8

TAKE REGULAR BREAKS

Workers should take frequent breaks when carrying out manual handling tasks to avoid fatigue and reduce the risk of injury.



Good manual handling techniques are essential for preventing injuries and promoting safe working practices. You should always assess the load, plan the lift, adopt a stable position, bend the knees, keep the load close to the body, avoid twisting, use lifting aids, and take regular breaks. Following these techniques can reduce the risk of manual handling injuries and promote safe working practices.

You must remember to report any manual handling accidents. This enables ATNZ and the engineering companies we partner with to identify areas where we can improve to prevent future injuries. By working together, we can all create a safe working environment that promotes the health and well-being of all workers.



Remember **STAAR** = Good Work Practices **Stop Think Assess Act Review**

Health and safety reps

Your Health and Safety (H&S) Reps are here to represent and assist you (apprentices) in all health and safety matters. If you would like to talk to an H&S Rep or have any H&S issues, feel free to contact any one of them. They will be more than happy to help.

Waikato

Elizabeth Humberstone 027 806 8879

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Health and safety summary February/March

Remember to keep reporting accidents and incidents so we can all learn from them.

It's great to see near misses being reported and we encourage you to keep reporting these so we can prevent an actual injury happening.

- S** Stop
- T** Think
- A** Assess
- A** Act
- R** Review

Lost time injuries	3
First aid injuries	6
No injury	1
Medical treatment injuries	0
Near miss	0
Non work injuries	4
Restricted work injuries	0
Pain/discomfort	0
Total Incident	14

Incidents

Lost time injury	Back sprain
Nature of injury	Manual handling
Incident	Apprentice and another worker had to lift a robot down a staircase, with the awkward positioning they could only lift it up and lean forward and drop it on the next step down then go down a step to move it. Initially they had no sign of pain at all on that day but over the weekend was a little sore and felt like a normal gym workout, They worked Monday, and Tuesday morning the pain was really bad they didn't go to work and called the doctor to make an appointment
Immediate actions taken	The Battery of the robot was removed to take a little bit of weight out
Corrective actions	Follow STAAR process. Communication to all staff to be aware and take time completing tasks. Consider changing to a better position while doing task. Consider using a manual handling aid or asking for more help lifting
First aid injury	Back sprain
Nature of injury	Manual handling
Incident	Apprentice was lifting a large fan and took to much weight tweaking their back
Immediate actions taken	None at the time
Corrective actions	Follow STAAR process. Communication to all staff to be aware and take time completing tasks. Consider changing to a better position while doing task. Consider using a manual handling aid or asking for more help lifting
First aid injury	Metal in eye – Late reported
Nature of injury	Foreign body
Incident	Apprentice was grinding steel and a piece of metal went into their eye. Was only wearing safety glasses at the time. No double eye protection
Immediate actions taken	First aid applied
Corrective actions	Follow STAAR process. Communication to all staff to be aware and take time completing tasks. Ensure double eye protection is worn when completing grinding tasks
First aid injury	Bruise to head
Nature of injury	Non powered hand tools
Incident	Apprentice was drilling a small hole into metal with a hole saw drill when the drill caught the base material causing the drill to spin, hitting the apprentice in the face
Immediate actions taken	First aid applied
Corrective actions	Communicated to apprentice to be aware of surroundings when completing tasks and think about body position in relation to the task. Apply STAAR to their work practice
First aid injury	Cut to hand
Nature of injury	Manual handling
Incident	Apprentice was lifting some external King's pan panels and their hand slipped on a sharp edge and cutting 2 of their fingers. Apprentice was not wearing gloves at the time
Immediate actions taken	First aid applied
Corrective actions	Communicated with apprentice the importance of wearing gloves while handling this type of material to prevent cuts to hands

Incidents

First aid injury	Cut to head
Nature of injury	Powered hand tools
Incident	Apprentice was undoing the grinding wheel using the supplied spanner when it slipped off and hit them on their forehead causing a minor cut
Immediate actions taken	First aid applied
Corrective actions	Follow the STAAR process and think about where body is placed and the direction that the spanner could go in the unlikely event of it slipping
Lost time injury	Back sprain
Nature of injury	Manual handling
Incident	Apprentice was putting back a 90° angle plate off the manual mill after using it. As they were lifting it and turning to place it on a trolley, they felt a sharp pain in their lower back
Immediate actions taken	Went back to their workbench, Had 2 painkillers (panadol) and carried on with work then went to doctor for further assessment
Corrective actions	Follow STAAR process. Communication to all staff to be aware and take time completing tasks. Consider changing to a better position while doing task. Consider using a manual handling aid or asking for more help lifting
Lost time injury	Dislocation to finger
Nature of injury	Hitting object with part of body
Incident	Apprentice was trying to undo a bolt for the jaws on a cold cut saw. The bolt was tight and once it came free the unexpected force caused the apprentice to hit their finger on the handle for the jaws causing a dislocation of their finger
Immediate actions taken	First aid applied and went to doctor for further assessment
Corrective actions	Communicated to apprentice to be aware of surroundings when completing tasks and think about body position in relation to the task. Apply STAAR to their work practice
First aid injury	Crush to finger
Nature of injury	Manual handling
Incident	Apprentice was flipping over a plate for a machine. As the apprentice placed the plate down it landed on the tip of their finger causing an open wound to the tip of the finger
Immediate actions taken	First aid applied and went to doctor for further assessment
Corrective actions	Communicated to apprentice to be aware of surroundings when completing tasks and think about body position in relation to the task.
No injury	Crush to finger
Nature of injury	Slip, trip, fall
Incident	Apprentice was using a pneumatic tool and could hear an air leak. They shut it off and tried to fix it while standing on the peeler. As they went to climb down they slipped off the 2nd rung of ladder hitting their side on a trestle and coming down onto their knee. It was found that the apprentice did not use three points of contact while on the ladder and the ladder was the wrong one for the task
Immediate actions taken	No treatment required
Corrective actions	Discussed the importance of using three points of contact when on a ladder and using the right tools for the task. Company has discussed correct actions and have bought a new mobile scaffolding to prevent from happening again