

## Hazardous Manual Tasks | Mirvac Minimum Requirements

### 1. Purpose & Scope

The purpose of this document is to eliminate or minimise the risk of repetitive damage and injury when undertaking manual tasks so far as is reasonably practicable.

This document applies to all workplaces under the management or control of a Mirvac entity.

### 2. Minimum Requirements

Mirvac personnel and Service Providers must have processes in place to ensure compliance with:

- the Critical Controls (refer Section 3);
- relevant Forms (refer Section 4);
- all relevant Legislation, Codes of Practice and Standards (refer Section 7); and
- product guidelines for installation, use or maintenance from the Original Equipment Manufacturer.

### 3. Critical Controls

- **Design and purchase:** When designing a work area or workplace or before purchasing equipment, (such as tools, containers, workstations, machinery and vehicles), consideration must be given to safe access and use. The [Designing Out Our Risks DOOR Procedure](#) provides the opportunity to review the design of our structures, providing the opportunity to consider reducing the manual load during construction, as well as considering the safety of manual work during the operations and maintenance phases.
- **Risk Assessment:** Elimination of hazardous manual tasks must be a priority when designing systems of work. Where elimination is not possible, the Hierarchy of Control should be consulted to determine the best way to use substitution, or if not practicable, isolation and engineering controls, prior to relying on administrative controls. Refer to the Hierarchy of Controls Triangle in Section 9. Manual handling must be a consideration in all SWMS/JSEAs involving manual tasks and must be considered in the Workplace Risk & Opportunity Register for relevant activities.

Where the SWMS/JSEA indicates the residual risk rating for a manual task is “HIGH” a manual task risk assessment must be completed using the [Manual Task Risk Assessment](#) or equivalent. This should also be used to assess products being purchased.

- **Engaging Service Providers:** Where Service Providers are engaged to perform manual work the Mirvac tendering and Induction/on-boarding process must require Service Provider employees to have undertaken manual handling training / training in the management of hazardous manual tasks.

### 4. Mirvac Forms

**Checklists and Permits are to be completed and then authorised by Mirvac representative prior to work**

[Manual Task Risk Assessment](#) – to be completed where a manual handling risk ranking exceeds medium.

### 5. Roles and Responsibilities

The Mirvac Workplace Manager of each workplace over which Mirvac has control is responsible to ensure workers at the site are aware of and adhere to the performance requirements of this document and responsible to ensure workers are equipped with adequate tools, training, competency and licensing to undertake the work.

## 6. Training and competency:

Minimum Training Requirements for Hazardous Manual Handling	
Type of Activity	Required Training
Manual work activities	Manual Handling training course covering: <ul style="list-style-type: none"> <li>- Use of the hierarchy of controls to redesign manual tasks</li> <li>- Manual task risk factors</li> <li>- Safe manual handling</li> </ul>
Design of Manual Task Risk Reduction training programs	University qualification in Physiotherapy or Ergonomics
Undertaking manual task risk assessments	Training in the manual task risk assessment form and process (internal HSE)

## 7. Relevant Legislation, Codes of Practice and Standards

Document Title
NSW: Work Health and Safety Act 2011 (NSW) Work Health and Safety Regulation 2017 (NSW) Part 4.2
Vic: Occupational Health and Safety Act 2004 (Vic) Occupational Health and Safety Regulations 2017 (Vic) Part 3.1
Qld: Work Health and Safety Act 2011 (Qld) Work Health and Safety Regulation 2011 (Qld) Part 4.2
ACT: Work Health and Safety Act 2011 (ACT) Work Health and Safety Regulation 2011 (ACT) Part 4.2
WA: Occupational Safety and Health Act 1984 (WA) Occupational Safety and Health Regulations 1996 (WA) Regulation 3.4
Safe Work Australia: Hazardous Manual Tasks
Safe Work Australia: Guide to managing risks of exposure to whole body vibration in workplaces
Safe Work Australia: Guide to managing risks of exposure to hand-arm vibration in workplaces
National Standard for Manual Handling [NOHSC:1001]
National Code of Practice National Standard [NOHSC]
Work Safe ACT - Code of Practice - Work Health and Safety (Hazardous Manual Tasks)
Work Safe NSW - Hazardous manual tasks - Code of Practice
Work Safe Vic - Compliance code - Hazardous manual handling
Work Safe QLD - Hazardous manual tasks - Code of Practice
Work Safe WA - Manual tasks - Code of Practice

## 8. Additional Information

[Occupational Exposures MMR](#)

9. Hierarchy of Controls Triangle – Hazardous Manual Handling

