

MANUAL HANDLING COMPETENCY – CORPORATE

Employee Name:	Date:
Location:	
Reason of completion: <input type="checkbox"/> Initial training during the orientation program <input type="checkbox"/> Other, please specify: <input type="checkbox"/> Annual refresher on site <input type="checkbox"/> New equipment in use	
OBJECTIVE: Employees should have an understanding of the basic principles of safe manual handling and ergonomics and be able to demonstrate principles to their work areas.	

SECTION 1 - GENERAL KNOWLEDGE AND MOVEMENTS

QUESTIONS	N/A	C	NYC	COMMENTS (please list brand/model of equipment used)
1.1 Identifies relevant policies and forms located on AQ website: <ul style="list-style-type: none"> - AAQ-P-01 Workplace Health & Safety - AAQ-P-37 Workplace Rehabilitation - AAQ-P-38.1 Incident Reporting – Staff, Visitors and Volunteers policy and procedure - AAQ-F-019 Incident Reporting form - AAQ-F-117 Hazard/Risk Reporting form 				
1.2 Identifies where training videos are located, and they have been watched prior to the session				
1.3 Identifies procedure for maintenance, hazards and incidents				
1.4 Identifies representatives for: <ul style="list-style-type: none"> - Manual Handling and ergonomic difficulties - Workplace Health and Safety - Workplace Rehabilitation 				
1.5 Identifies at least 2 potential workplace injuries associated with poor manual handling and ergonomics (e.g., injury to back, wrists)				
1.6 Demonstrates a safe and appropriate posture and positioning for lifting / transitioning a light object (up to 5kgs) from the ground				

SECTION 1 - GENERAL KNOWLEDGE AND MOVEMENTS – cont.

QUESTIONS		N/A	C	NYC	COMMENTS (please list brand/model of equipment used)
1.7	Demonstrates 2 safe lifting techniques for lifting / transitioning a medium object (up to 10 kgs) from the ground (e.g., squatting, semi squatting)				
1.8	Demonstrate a safe and appropriate posture and positioning for lifting / transitioning of a heavy object (over 10 kgs; e.g., use of trolley, garbage bins, lift, pull / push)				
1.9	Demonstrates safe and efficient posture action for loading and unloading (e.g., dishwasher; vehicle)				
1.10	Demonstrates above shoulder task for reaching light objects or cleaning (e.g., office supplies)				
1.11	Demonstrates use and knowledge of a step ladder (if applicable)				

SECTION 2 - ERGONOMICS / WORKSTATION SETUP

2.1	<p>Identifies suitable standing / sitting working posture:</p> <ul style="list-style-type: none"> - Eyes (level with top 1/3 of computer screen; 45-60 centimetres away) - Head and neck – limit twisting / bending forward, cradling of phone, document holder) - Shoulders – relaxed, work at elbow height - Elbows – tucked in, bend approx. 90 degrees - Hands and wrists – neutral alignment, consider keyboard work, mouse - Back – S-curve, avoid leaning and twisting, lumbar support - Hips – chair sitting approx. 90 degrees bend, standing – should width - Feet and legs – use of footrests, toe space to counters 				
2.2	Awareness to other ergonomic factors (e.g., lighting; breaks, task variation)				

Employee Name:	Employee Signature:	Date:
Assessor Name:	Assessor Signature:	Date:

ASSESSORS GUIDE

ABOVE SHOULDER TASK: linen store, dusting, storage in balanced comfortable position with stabilisation, if possible, maintain feet shoulder width apart

DISHWASHER: use safety gloves, use both arms when carrying dish trays and maintain arms close to body, preferably let dishes cool and empty from the tray rather than carry fully loaded dish trays, if carrying a hot tray do not let tray touch body to prevent burning self, avoid twisting when shifting trays in/out from dishwasher and step around with feet instead, feet shoulder width apart for stability

LIFTING A LIGHT OBJECT FROM THE GROUND: safe positioning of feet with minimum shoulder width apart, back maintained in natural curve, lift in accordance with safe practices i.e. bending with knees not back

PUSHING OR PULLING ACTION: use handles between shoulder and waist height for manoeuvring, keep arms against rib cage with elbows in, ensure breaks are off, take small steps when turning corners to avoid twisting, keep feet shoulder width apart, bend knees and move the load by shifting weight from the back leg to front leg, push rather than pull as pushing is safer

RUBBISH BINS: ensure that wearing gloves, empty frequently and avoid over filling, test load before lifting, tilt or put container on side and pull out the load to avoid lifting above shoulders, do not stoop over to line cans

STEPLADDER: never stand on the top step if more than two steps, avoid overreaching, ensure ladder is in locked position