

ILLUSIONS AUSTRALIA

SAFE WORK PROCEDURE

SWP 053 – MANUAL HANDLING

1. PURPOSE AND SCOPE

Minimum requirements for controlling hazardous manual handling at Illusions Australia.

Applies to lifting, lowering, carrying, pushing, pulling, holding, restraining and repetitive handling of materials, scenery, equipment and tools.

2. AUTHORISATION AND COMPETENCY

All workers must assess manual-handling risk before undertaking awkward or demanding tasks.

Supervisors must support elimination, redesign, mechanical assistance or team handling where hazardous manual handling cannot otherwise be controlled.

3. REQUIRED PPE

The following PPE must be worn as appropriate:

- Safety footwear.
- Gloves where they improve grip or protect against edges without introducing another hazard.
- Other PPE specific to the load/task.

4. PRE-START CHECKS

Before commencing work, confirm that:

- The load's weight, size, shape, stability and grip points are understood.
- The route and destination are clear.
- Mechanical aids are available and suitable where practicable.
- Team assistance is available where required.
- The task does not require excessive force, sustained awkward posture or unsafe repetition.
- Hands/fingers can be kept clear of pinch/crush points.

5. SAFE OPERATING PROCEDURE

1. Eliminate unnecessary handling where practicable by changing storage, delivery or work sequence.
2. Use trolleys, forklifts, hoists or other mechanical aids where suitable.
3. Reduce load size/weight where practicable.
4. Plan the route and final placement before lifting.
5. For team handling, nominate one person to coordinate the movement.
6. Keep the load close to the body where practicable and avoid sudden twisting while loaded.
7. Use stable footing and controlled movements.
8. Set the load down before grip/control is lost.

9. Reassess if conditions, load or required force change.

6. PROHIBITED PRACTICES

Workers must not:

- Attempt a lift or movement that cannot be controlled safely.
- Rely on 'correct lifting technique' as the sole control for a hazardous task.
- Carry loads that obstruct vision without additional controls.
- Twist suddenly while supporting a heavy/awkward load.
- Place hands beneath suspended or unstable loads.
- Continue repetitive/high-force work when fatigue or discomfort is developing.

7. HIERARCHY OF CONTROL

The preferred approach is to redesign or mechanise hazardous handling rather than depend on individual strength.

- Eliminate unnecessary lifts.
- Use mechanical aids.
- Change layout, height, load size or workflow before relying on team lifting.

8. TEAM HANDLING

Team lifting can introduce coordination and unequal-load hazards.

- Use a clear leader.
- Agree commands before moving.
- Match team size to the load and route.

9. REPETITIVE AND AWKWARD WORK

Risk can arise from repetition, duration, force and posture even where individual loads are light.

- Rotate/change tasks where appropriate.
- Adjust working height and reach.
- Use fixtures or supports to reduce sustained holding.

10. FAULTS, DAMAGE AND ABNORMAL CONDITIONS

Stop if the load shifts, grip is lost, excessive force is required, the route changes, assistance is insufficient or pain/discomfort develops.

Set the load down safely and change the method.

11. SHUTDOWN AND HOUSEKEEPING

- Return handling aids to designated storage.
- Keep access routes clear.
- Report damaged aids or recurring handling problems.
- Review tasks that repeatedly require high force or awkward posture.

12. EMERGENCY AND INCIDENT RESPONSE

1. Stop the equipment or activity immediately.
2. Isolate the hazard or energy source where safe to do so.
3. Provide or obtain first aid as required.
4. Notify the Foreman, Leading Hand or other authorised Illusions Australia representative.
5. Call emergency services where required.
6. Do not recommence until the incident, defect or unsafe condition has been addressed.

13. STOP WORK REQUIREMENT

Work must stop where:

- Load or force cannot be safely controlled.
- Mechanical/team assistance required is unavailable.
- Route/destination is unsafe.
- The task causes or aggravates pain/discomfort.
- The load is unstable or has uncontrolled sharp/crush hazards.

No production requirement or deadline takes priority over safe work.

DOCUMENT CONTROL

Document	SWP 053 – Manual Handling
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