JER-8000-MGT-PRO-0042 Hazardous Manual Tasks

(AS/NZS, ISO 45001:2018, Clause 8.1.2)

1. SCOPE

The procedure applies to all KGL Resources Workers who may undertake hazardous manual tasks. In the workplace.

2. PURPOSE OF DOCUMENT

The purpose of this procedure is to provide a proactive and risk-based approach to manage risks arising from hazardous manual tasks in the workplaces.

3. RELEVANT LEGAL & OTHER REQUIREMENTS

It is the responsibility of all personnel to comply with this procedure and seek guidance from the Project Director where clarification is required.

- Work Health and Safety Act 2011 (NT)
- Work Health and Safety Regulation 2011 (NT)'
- Code of Practice: Hazardous Manual Tasks NT (2020)

4. DEFINITIONS

Ergonomics	The study of how a workplace, the equipment used and the work environment itself can be designed for comfort, efficiency, safety and productivity.
Hazardous Manual Task	A task that requires a person to lift, lower, push, pull, carry or otherwise move, hold or restrain any person, or thing involving one or more of the following: a. Repetitive or sustained force; b. High or sudden force; c. Repetitive movement (can require only low force and still be hazardous due to the volume of repetition); d. Sustained or awkward posture; and e. Exposure to vibration.
Musculoskeletal disorder (**MSD**)	MSD is an injury or disease of the musculoskeletal system, caused by: a. gradual wear and tear to joints, ligaments, muscles and inter-vertebral discs caused by frequent or prolonged periods of muscular effort associated with repeated or continuous use of the same body parts, including static body positions; and b. sudden damage caused by strenuous activity, or unexpected movements such as when loads being handled move or change position suddenly. MSD includes such conditions as: a. sprains and strains of muscles, ligaments and tendons;

	b. back injuries, including damage to the muscles, tendons, ligaments, spinal discs, nerves, joints and bones; c. joint and bone injuries or degeneration, including injuries to the shoulder, elbow, wrist, hip, knee, ankle, hands and feet; d. nerve injuries or compression (e.g. carpal tunnel syndrome); e. muscular and vascular disorders as a result of hand-arm vibration; f. soft tissue hernias; and g. chronic pain. MSD excludes crushing, entrapment and cutting injuries, fractures and dislocations caused by operation of plant or machinery.
Take 5	A Take 5 is a pre-start risk assessment that is undertaken by all workers prior to commencing work. A Take 5 must be completed in accordance with the KGL Resources Risk Management Procedure.
Workers	Workers include employees, contractors, sub-contractors, volunteers and consultants who conduct work for KGL Resources.

5. RESPONSIBILITIES

Senior Leadership Team	1. Provide adequate resources to managers, supervisors and workers to support hazardous manual tasks risk control implementation. 2. Reviews and acts on reported organisational risk management performance.
Safety Manager	1. Ensure this procedure is fit for purpose and meets all applicable legislative requirements. 2. Establishes, maintains and monitors hazard identification, risk management, and training systems within the KGL Resources Safety Management System 3. Support managers, supervisors and workers in the implementation and operation of this procedure. 4. Recommend change and improvement to this procedure as required. 5. Supports workers, managers and supervisors in the implementation and operation of this procedure. 6. Ensures adequate resources are available to workers, managers and supervisors in the implementation and operation of this procedure.
Managers and Supervisors	1. Ensure all contractors under their management and control are made aware of this procedure and processes are established to ensure their contractors comply with this procedure. 2. Ensure that this procedure is implemented in their area by ensuring that all workers are aware of and understand this procedure. 3. Ensure that workers are provided with appropriate training in relation hazardous manual tasks and the appropriate control measures; and 4. Ensure that workers implement risk control to eliminate or minimise risks arising from manual tasks.

Worker	1. All workers must ensure they are familiar with and understand this procedure. 2. Ensure that they are fit for duty when they present for work, and capable of performing the inherent requirements of the job in a safe, secure, productive and efficient manner. 3. Continually monitors/assesses hazards and report to manager or supervisor any change of conditions. 4. Comply with this procedure.

6. HAZARDOUS MANUAL TASKS RISK MANAGEMENT

A manual task includes any activity that involves lifting, lowering, carrying, pushing, pulling, holding or restraining. It may also include stretching and bending, sustained and awkward postures, and repetitive movements. Manual tasks can be hazardous if they cause physical stress for a worker.

KGL Resources manages risk of falls through a risk management approach. The key elements of KGL Resources' systematic approach to risk management include:

a. hazard identification;
b. risk assessment;
c. controlling risks; and
d. reviewing control measures to ensure they remain effective.

This is to be undertaken in line with the **KGL Resources Risk Management procedure** and the Risk Management Process for Manual Task in Appendix 1**.**

6.1 Hazard Identification

The purpose of identifying hazards associated with manual tasks is to eliminate or, if it is not reasonably practicable to eliminate the risk, to minimise it so far as is reasonably practicable.

a. repetitive movement (i.e. more than twice per minute for extended periods);
b. sustained or awkward postures (i.e. posture held for more than 30 seconds);
c. repetitive or sustained forces (i.e. force held for more than 30 seconds);
d. difficult postures and movements, such as:
    i. bending the back or head forwards or sideways more than 20 degrees;
    ii. bending the back or head backwards more than 5 degrees;
    iii. looking up;
    iv. twisting the back or neck more than 20 degrees;
    v. working with one or both hands above shoulder height;
    vi. reaching forward or sideways more than 30cm from the body;
    vii. reaching behind the body;
    viii. standing with the majority of body weight on one leg;
    ix. twisting, turning, grabbing, picking or wringing actions with the fingers, hands or arms and excessive bending of the wrist;
    x. working with the fingers close together or wide apart;

xi. squatting, kneeling, crawling, lying or jumping; and

xii. very fast movements;

e. exposure to vibrations, caused by driving on rough roads, and using powered hand tools or petrol-powered tools; and

f. the environment, including such factors as the slipperiness of floors and surfaces, the temperature, poor housekeeping and lighting.

The degree of hazard increases as the degree of bending/movement increases. As a general rule the more uncomfortable the posture, movement, or environment, the greater the risk of injury.

Hazards should be identified through:

a. routine inspections of the workplace;

b. consultations with workers, health and safety representatives and/or management regarding work activities, conditions and hazards;

c. reviewing previous SWMS, Start Cards and injury and incident records; and

d. reviewing prior risk assessments conducted in relevant or similar areas or relevant or similar tasks.

The *Hazardous Manual Task Identification Worksheet* provided in **JER-8000-MGT-FRM-0026** will assist in risk identification.

6.2 Risk Assessment

Prior to workers undertaking any manual work, managers and supervisors must ensure risks are assessed in accordance with the **KGL Resources Risk Management Procedure** and that Take 5's and, if applicable, SWMS are completed. In addition, the Hazardous Manual Task Identification Checklist in **JER-8000-MGT-FRM-0026** should be completed where hazards associated with hazardous manual tasks have been identified on the Take 5.

This risk identification and assessment should be undertaken using a **Take 5** and by preparing **SWMS**, together with the Hazardous Manual Task Identification Checklist in **JER-8000-MGT-FRM-0026**.

A risk assessment will assist in determining:

a. which postures, movements and forces of the task pose a risk;

b. which stage of the task gives rise to the risk;

c. why they occur; and

d. what needs to be fixed.

Assessing the risk factors that arise from hazardous manual tasks may be assisted by asking the following questions:

1. Does the task involve any of the following?
   i. Repetitive movement;
   ii. Sustained or awkward postures;
   iii. Repetitive or sustained forces;
2. Does the task involve long duration?
3. Does the task involve high or sudden force?

4. Does the task involve vibration?

The task involves a risk of MSD if respondents answer yes to either:

a. Questions 1 and 2;
b. Question 3; or
c. Question 4.

Supervisors, managers and workers should also consider the main sources of risk, namely, the:

- layout and design of the work area;
- nature, size, weight or number of things being handled in performance of the task;
- work systems; and
- environment in which the task is performed.

6.3 Risk Control Measures

As set out in KGL Resources' Risk Management Procedure, control measures should always be considered in the order of the hierarchy of controls starting with elimination. In some circumstances, two or more control measures will be required to minimise so far as is reasonably practicable the risk(s).

KGL Resources applies the Hierarchy of controls to eliminating, so far as is reasonably practicable, or minimising the risks arising from hazardous substances. Set out in **Table 1** below are some examples of risk control measures to eliminate or minimise these risks according to the hierarchy of control.

Table 1: Risk Control Measures

Risk Control Hierarchy		Example of risk control measures for working at heights
Level 1	• Eliminate the hazards	• Eliminate the need for hazardous manual tasks. • Eliminating multiple transfers/handling of materials.
Level 2	• Substitute the hazard with something safer	• Substituting heavy items with lighter, smaller, easier to handle items • Substituting hand tools with power tools.
	• Isolate the hazard from people	• Using mechanical lifting aids • Providing adjustable workstations in offices, control rooms, etc
	• Reduce the risks through engineering controls	
Level 3	• Reduce exposure to the hazard using administrative actions	• Rotating workers between jobs or tasks • Managing workflows to avoid hazardous manual task risk factors.

	• Use personal protective equipment	• Supply and use of appropriate PPE safety equipment and specialist clothing

7. REVIEW AND REVISION OF CONTROL MEASURES

Risk controls must be reviewed on a regular basis to ensure their effectiveness and to ensure that new risks have not been introduced. A review is required:

a) when the control measure is not effective in controlling the risk;

b) before a change at the workplace that is likely to give rise to a new or different health and safety risk that the control measure may not effectively control;

c) if a new hazard or risk is identified;

d) if the results of consultation indicate that a review is necessary; and

e) if a health and safety representative requests a review.

8. INFORMATION, INSTRUCTION, TRAINING & SUPERVISION

Managers and supervisors must ensure up-to-date training is provided and recorded for all workers undertaking hazardous manual tasks. Induction should include instructions on any equipment and/or procedures implemented to reduce hazardous manual task risks.

Workers undertaking activities involving hazardous manual tasks should receive hazardous manual task training relevant to their work activities e.g. office based, construction activities, etc. managers and supervisors should complete training in Risk Management.

Where applicable, agency hire employers should be requested to provide evidence of hazardous manual task training that complies with the National Standard for Hazardous Manual Task.

Managers and supervisors must ensure that workers exposed to a risk associated with manual tasks are adequately supervised by a competent person, especially if they are undergoing training or are unfamiliar with the working environment.

9. INCIDENT REPORTING AND INVESTIGATION

Any incidents arising from fatigue must be reported in accordance with the **KGL Resource Incident Management Procedure**.

10. BREACH OF THIS PROCEDURE

Workers must comply with this procedure at all times. KGL Resources takes breaches of this procedure very seriously.

If an employee is found to have breached this procedure, they may be subjected to disciplinary action in accordance with KGL Resources' disciplinary processes. Contractors of KGL Resources who are found to have breached this procedure may be the subject of action under their contract with KGL Resources.

11. CONSULTATION

This procedure has been developed and implemented in consultation and co-operation with KGL Resources' workers.

12. RELATED DOCUMENTATION

JER-8000-MGT-PRO-0006	Risk Management
JER-8000-MGT-PRO-0023	Incident Management
JER-8000-MGT-FRM-0011	Incident Report Form
JER-80-00-MGT-FRM-0026	Hazardous Manual Task Identification Checklist

13. MONITORING, EVALUATION AND REVIEW

VERIFICATION	
Monitoring	Compliance with this procedure will be monitored through training and regular audits.
Evaluation & Review	The risk rating is moderate, reviewed every 2-years. A review will be undertaken sooner if there are changes to legislation, standards and industry codes, or following an SMS review, changes as defined by WHS Regulators, or to ensure continual improvement.
Version Control	Version 1: May 2026

14. APPROVAL

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Project Director