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Approved By	Brendan McKenna
Position	Director
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Purpose

Brendan McKenna Earthmoving is committed to preventing injuries associated with hazardous manual tasks by identifying, assessing and controlling manual handling risks.

This procedure establishes the requirements for managing manual handling activities and supports compliance with the Work Health and Safety Act 2011 (Qld), Work Health and Safety Regulation 2011 (Qld), the Hazardous Manual Tasks Code of Practice and Brendan McKenna Earthmoving's Integrated Management System (IMS).

Scope

This procedure applies to all employees, contractors and authorised personnel undertaking manual handling activities during Brendan McKenna Earthmoving operations.

This includes lifting, lowering, carrying, pushing, pulling, holding, restraining and moving loads, tools, materials and equipment.

Responsibilities

Role	Responsibilities
Director	Ensure adequate resources are available to eliminate or minimise manual handling risks.
Operations Manager	Coordinate manual handling risk assessments and implement suitable controls where required.
Supervisors	Ensure hazardous manual tasks are identified, assessed and controlled before work commences.
Employees / Contractors	Follow manual handling requirements, use provided controls and report manual handling hazards or injuries immediately.

Procedure

Brendan McKenna Earthmoving shall ensure manual handling risks are identified, assessed and controlled to minimise the risk of musculoskeletal injuries. The following requirements shall be implemented where manual handling activities are undertaken.

1. Identify Hazardous Manual Tasks

Hazardous manual tasks shall be identified before work commences or whenever work activities change.

This shall include:

- Identifying tasks involving lifting, lowering, carrying, pushing, pulling or restraining loads.
- Reviewing new equipment, work processes or work schedules.
- Identifying tasks associated with previous injuries, incidents or complaints.
- Considering repetitive, sustained or awkward movements.
- Reporting identified manual handling concerns to the Supervisor.
- Completing a Take 5 Risk Assessment where manual handling hazards are identified.

2. Assess Manual Handling Risks

Manual handling risks shall be assessed to determine appropriate control measures.

This shall include:

- Assessing force exertion and load characteristics.
- Assessing working postures including bending, twisting, reaching and lifting.
- Assessing task frequency and duration.
- Assessing workplace layout and environmental conditions.
- Considering worker competency, experience and physical demands of the task.
- Considering awkward, bulky or uneven loads including plant attachments, tools and equipment.

3. Implement Risk Controls

Appropriate controls shall be implemented to eliminate or minimise manual handling risks.

This shall include:

- Using mechanical lifting aids where reasonably practicable.
- Selecting plant, equipment or lifting devices to eliminate manual handling where reasonably practicable.
- Reducing load sizes or modifying work practices.
- Using team lifting techniques where required.
- Improving workplace layout and access.
- Rotating tasks and providing adequate rest breaks where appropriate.

4. Use Safe Manual Handling Techniques

Workers shall use safe manual handling techniques when undertaking manual tasks.

This shall include:

- Planning the task before lifting or moving loads.
- Maintaining stable footing and good posture.
- Keeping loads close to the body where practicable.
- Avoiding sudden movements, twisting and overreaching.
- Seeking assistance where loads cannot be handled safely by one person.

5. Report and Review Manual Handling Incidents

Manual handling injuries, incidents and identified hazards shall be reported and reviewed.

This shall include:

- Reporting manual handling hazards and injuries immediately.
- Recording incidents in accordance with company procedures.
- Reviewing existing controls following incidents or near misses.
- Investigating significant incidents where required.
- Recording corrective actions within the Incident / NCR / Corrective Action Register where applicable.

Records

The following records may be retained where relevant to manual handling activities.

Record	Responsibility	Retention Location
Risk Assessments	Supervisors	Risk Assessment Records
Take 5 Risk Assessments	Employees / Supervisors	Project / Site Records
Incident Reports	Employees / Supervisors	Incident Records
Training Records	Operations Manager	Training & Competency Register
Corrective Actions	Operations Manager	Incident / NCR / Corrective Action Register

Related Information

- Hazardous Manual Tasks Code of Practice (Qld)

- HS-PR-001 Risk Assessment Procedure
- HS-PR-003 Take 5 Risk Assessment Procedure
- HS-PR-005 Incident Investigation & Reporting Procedure
- Manual Handling SWMS
- Training & Competency Register
- Incident / NCR / Corrective Action Register
- MCK Group App
- Work Health and Safety Act 2011 (Qld)
- Work Health and Safety Regulation 2011 (Qld)

Review and Revision

This procedure shall be reviewed every two years or earlier following legislative changes, incidents, audit findings, organisational changes or identified improvement opportunities.