Manual Handling
Step-by-step – Setting up safety for manual handling on your farm

1. Getting started

Read through this information pack carefully.

Complete the Manual Handling Safety Self-Assessment (traffic lights) page.

Make a list of things to do and set a date to have each thing completed in the Action Plan.

Read through the information quickly again.

Pick a topic to discuss with staff or family at your next workplace meeting (you should have at least one safety topic each meeting).

2. Assessing the manual handling risks on your farm

Task someone with making a list of the manual handling tasks on the farm. Ask them to take pictures of some of the tasks.

Do a risk assessment of each task using the Risk Assessment Checklist and plan the control changes needed.

Make any required structural changes you have identified and buy any gear needed.

Arrange any training needed.

Find out if you have contractors who can do the work you need that involves some of these tasks. (eg supply and fitting of detergent drums).

3. Setting up your policy, processes and paperwork

Set up relevant Standard Operating Procedures for tasks involving manual handling.

Put a copy of the SOPs with the documents you use to induct new staff or relevant contractors.

Go through the arrangements you now have in place with staff or family at your next workplace meeting.

Sleep well - job well done

Resources in this section

› Information about manual handling tasks on dairy farms and legal obligations
› Safety Self-Assessment for manual handling
› Risk Assessment Checklist template

Information and templates provided in this folder are also available at www.thepeopleindairy.org.au/farmsafety. You can edit the templates to suit your farm.