

# 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](http://www.thepeopleindairy.org.au/farmsafety).

You can edit the templates to suit your farm.