

## SCU Hazardous Manual Tasks – Field Guide

This guide provides essential controls for hazardous manual tasks and ergonomics at Southern Cross University. It applies to all staff, students, contractors, and visitors engaged in work under SCU's control.

### Identify Hazards

- Look for tasks involving awkward postures, sustained positions, or repetitive movements.
- Check for use of high or sudden force, heavy lifting, pushing, or pulling.
- Note vibration, long task duration, or environmental risks (heat, cold, slippery surfaces).

### Assess & Control Risks

- Complete a manual task risk assessment before starting high-risk work.
- Apply the hierarchy of control: eliminate, substitute, engineering controls, admin controls, PPE.
- Record how each risk factor (posture, force, repetition, vibration, environment) is managed.

### Safe Work Practices

- Use mechanical aids (trolleys, hoists, adjustable benches) wherever possible.
- Rotate tasks and schedule rest breaks to reduce fatigue and strain.
- Ensure workstations (office, lab, workshop) are ergonomically set up before use.

### Training & Competency

- Do not perform hazardous manual tasks without receiving task-specific training.
- Refresher training required every 3 years or when processes/equipment change.

### Health Monitoring

- Report early signs of discomfort or injury to your supervisor immediately.

### Records

- Risk assessments, training, and health monitoring records must be kept for at least 5 years.

### Emergency & Reporting

- Stop immediately if pain, discomfort, or unsafe conditions arise.
- Report incidents, hazards, and near misses via SCU's WHS reporting system.

⚠ Always plan the task, use the right equipment, and ask for help – preventing injury is better than recovery.