

## OHS: Manual Handling

Manual handling is part of almost every physical activity that involves lifting, lowering, pushing, pulling, holding or restraining. It can also include stretching and bending, sustained and awkward postures and repetitive movements.

Manual handling injuries are preventable, however, every year in NSW, approximately 17,000 people are seriously injured or suffer from illness related to manual handling.

There are many simple ways to reduce the risk and create a safer workplace. These include:

- Perform a variety of work tasks during the day, if possible and alternate between them
- Perform movements smoothly in a comfortable balanced posture, minimising bending, twisting and over reaching
- Change your posture and working position throughout the day to avoid prolonged sitting or standing
- Take regular breaks from repetitive tasks
- Position tools, controls, equipment or furniture to allow work to be done in a comfortable upright position with most work carried out at waist level
- Allow adequate space to work in and ensure your workspace is well lit and not cluttered, uneven, wet or slippery
- Wear Personal Protective Equipment (PPE) appropriate to the task and workplace (eg. gloves, non-slip shoes, etc)



- Tell your Supervisor if you have a concern so they can see if there is an alternative way to perform the activity, or if your work area can be improved

### Safe lifting:

- Hold loads close to the body
- Store loads close to where they will be used and try to store heavy items near waist height
- Do not lift, push or pull anything too heavy - break the load down into smaller lots
- Use mechanical aids such as a trolley or get help when lifting heavy loads
- Do not lift heavy items while you are sitting down



Source: WorkCover

## Temp of the Quarter

Congratulations to Leonard and Mohamad who were awarded the title 'Temp of the Quarter' for the period April to June 2009.

Both Leonard and Mohamad have received recognition for their continuous reliability, positive attitude onsite and overall work performance. Well done and keep up the good work!

### Did you know?

They say a picture tells a thousand words. Your resume should have the same effect to any perspective employer (using less than a thousand words where possible).

Your resume should be short and sweet, outlining your relevant work history specific to the job you are applying for. Include company names, job titles, dates of employment and bullet points with the tasks and responsibilities undertaken in each role. You should also include your reason for leaving each position and relevant references.

If your resume is too long, it may not be read. Remember that your resume may be one out of hundreds that the perspective employer has to read. The aim of your resume is to give the reader a taste of your experience and what you are capable of.

The interview is your opportunity to go into further detail about your experience, achievements and answer any specific questions they have of you. Remember to provide specific examples when answering the interviewer's questions with details from previous positions.

Visit [www.metrorecruitment.com.au](http://www.metrorecruitment.com.au) and click on the Employees tab to access our Resume Creator. This is a free service available to assist you with creating an effective resume. You will also find some handy interview tips on our website.

### Job Sharing / Perm Part-time Options

Keep an open mind when recruiting for a permanent position. You might find that two part-timers suit your needs better than one full-timer.

### Quote of the Quarter

You already know what you need to know. The challenge is to apply what you know.

- Eric Allenbaugh

### Permanent Exemptions to Heavy Vehicle Reforms

The 12 month Work Diary exemption which was granted to heavy vehicle drivers in NSW when working less than 100km from their base has now been made permanent.

In addition to this, the 100km local area Work Diary exemption will also be extended to drivers operating under Basic and Advanced Fatigue Management accreditation schemes.



Drivers will still be required to keep basic records of the times and dates they drive.

These changes to NSW laws will come into effect when the current 12 month exemptions expire at the end of September 2009.

*Source: RTA News Release —  
Minister Announces Permanent  
Exemptions to Heavy Vehicle Reforms*

### Fun Zone

Take 5 to tease your brain with this Puzzle!

How many triangles can you find in this diagram?

