

مركز أبوظبي للصحة المهنية
ABU DHABI OCCUPATIONAL SAFETY AND HEALTH CENTER

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Abu Dhabi Occupational Safety and Health System Framework

(OSHAD-SF)

Code of Practice

CoP 14.0 – Manual Handling and Ergonomics

Version 3.1

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ABU DHABI PUBLIC
HEALTH CENTRE

مركز أبوظبي
للصحة العامة



Important Note:

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1. Introduction

- (a) This Code of Practice (CoP) applies to all employers and places of business within the Emirate of Abu Dhabi that have exposure to risk due to manual handling and work environment ergonomic concerns that can cause or aggravate work-related musculoskeletal disorders (WRMDs) or other related injuries and illnesses. Specific requirements of this document do not replace any more stringent requirements set by Federal or other Emirate regulatory authorities. If requirements of this document conflict with requirements set by another regulatory authority, employers are required to follow the more stringent requirement.
- (b) Manual handling applies to any workplace activity requiring the use of force by a person to grasp, manipulate, strike, throw, carry, move (lift, lower, push, pull), hold or restrain an object, load or body part.
- (c) The principal method of reducing risk is by avoiding hazardous manual handling operations and designing the work environment in relation to the employee in such a manner that it will reduce the risk of, or eliminate the working hazards. If it is not reasonably practicable to eliminate this completely, it shall be carefully and critically assessed. Employers shall take the task, the load, the working environment, individual capabilities and other factors into account to ensure preventive and protective control measures are developed and implemented.

2. Training and Competency

- (a) Employers shall ensure that OSH training complies with the requirements of:
- (i) *OSHAD-SF – Element 5 – Training, Awareness and Competency;*
 - (ii) *OSHAD-SF – Mechanism 7.0 – OSH Professional Entity Registration; and*
 - (iii) *OSHAD-SF – Mechanism 8.0 – OSH Practitioner Registration.*
- (b) Training programs shall be designed to meet the needs of specific occupational groups or working teams.
- (c) Employers shall ensure all relevant employees and contractors that perform manual handling are at a minimum trained on:
- (i) safe work practices and worksite procedures;
 - (ii) how to identify problems with a task or action and choose appropriate solutions (basic risk management);
 - (iii) the types of workplace injuries associated with the manual tasks performed, their causes, early signs of injury and risk factors; and
 - (iv) when moving heavy items (lifting, carrying, pushing etc), employees shall know:
 - 1. when to call for help;
 - 2. how to safely use all mechanical aids and assistive devices;
 - 3. how to set up and adjust the work area for safe and efficient handling; and
 - 4. how to apply the principles of safe handling (when physically handling).
- (d) Employees shall be trained on the following ergonomic topics:
- (i) procedures to request an ergonomic worksite assessment;
 - (ii) how to ensure their worksite so it is ergonomically correct;
 - (iii) early warning signs of an ergonomic injury or illness;
 - (iv) procedures for reporting of ergonomic injury or illness; and
 - (v) assistance available if they have suffered an injury or illness.
- (e) Training shall be conducted:
- (i) prior to starting work when employees are hired or transferred into a task that requires manual handling, or there is a risk of an ergonomic injury;
 - (ii) when new tasks are introduced that involve manual handling or increase the risk of an ergonomic injury; and
 - (iii) when new equipment (mechanical aids), tools or furniture (adjustable items) are introduced.
- (f) Employers shall ensure that line managers and supervisors shall receive training on:
- (i) how to identify unsafe manual handling practices and/or when a workstation is not ergonomically adjusted to fit the employee;

- (ii) policies and procedures on how to perform manual handling tasks safely;
 - (iii) basic knowledge to recognize risks associated with manual handling tools/equipment and the procedures for using/adjusting equipment as per manufacturer's instructions;
 - (iv) basic knowledge on how to setup a workstation / work areas so it is ergonomically correct;
 - (v) procedures for reporting of an ergonomic injury or illness; and
 - (vi) assistance available to employees if they suffer an injury or illness.
- (g) Procurement staff, engineers, in-house designers, maintenance staff, and/or employees responsible for the selection and maintenance of equipment shall be trained on basic manual handling and ergonomic concepts and the importance of using this knowledge to enhance the work environment and prevent injuries and illnesses.
- (h) Refresher training shall be conducted on an annual basis.
- (i) Training programs shall be reviewed and updated when there is a change in handling equipment, control measures, work environment or legislation/standards.
- (j) Employers shall maintain a record of the required training that contains the following:
- (i) name and ID number;
 - (ii) Emirates ID number of the employee;
 - (iii) subject(s) of training;
 - (iv) date(s) of training; and
 - (v) person providing the training;

3. Requirements

3.1 Roles and Responsibilities

3.1.1 Employers

- (a) Employers shall undertake their roles and responsibilities in accordance with the general requirements of *OSHAD-SF – Element 1 – Roles, Responsibilities and Self-Regulation Section 3.2.5*.
- (b) Employers shall perform a risk assessment in accordance with *OSHAD-SF – Element 2 – Risk Management* to determine the risks associated with manual handling and ergonomics.
- (c) Employers shall assess workstations / work areas, or coordinate for their assessment, to ensure ergonomically safe layouts / set-up.
- (d) Employers shall develop and implement control measures and safe work practices to reduce employee's exposures to manual handling and ergonomic risks.
- (e) Employers shall ensure maintenance is performed on equipment used in manual handling as per the manufacturer's instructions and preventative maintenance plan.
- (f) Employers shall provide their employees with information about their work environment, the loads, the safety and health risks and the preventive and protective control measures in place to prevent injuries and illnesses.
- (g) Employers shall assess the employee's capability to perform manual handling operations which may create safety and health risks, if applicable.
- (h) Employers shall comply with the requirements of *OSHAD-SF – CoP 14.1 – Manual Tasks involving the Handling of People*, if applicable.
- (i) Employers shall ensure equipment utilized in manual handling is fit for purpose.
- (j) Employers shall ensure equipment utilized in manual handling is inspected, tested, certified and maintained as per the manufacturer's requirements.
- (k) Employers shall monitor the use of equipment used in manual handling to ensure employees are using the equipment appropriately.

3.1.2 Employees

- (a) Employees shall undertake their roles and responsibilities in accordance with the general requirements of *OSHAD-SF – Element 1 – Roles, Responsibilities and Self-Regulation Section 3.2.7*.
- (b) Employees shall report any activity, defect or injury relating to manual handling and ergonomics and/or which they believe is reasonably foreseeable to endanger their safety or that of another person.
- (c) Employees shall comply with safe work practices and standard operating procedures.

- (d) Employees shall use appropriate equipment or safety devices provided by the employer in accordance with any training or instruction received in the use of the work equipment or device concerned.
- (e) Employees shall not perform any task requiring training until they have received the required training and it is documented.
- (f) Employees shall not operate any piece of equipment that they are not familiar with and appropriately trained on its use.

3.2 Planning and Assessment

- (a) Employers shall evaluate each workstation / work area / operation to determine if manual handling and ergonomic hazards are present and control measures and equipment shall be assessed using risk management practices as required by *OSHAD-SF – Element 2 – Risk Management*.

4. References

- *OSHAD-SF – Element 1 – Roles, Responsibilities and Self-Regulation*
- *OSHAD-SF – Element 2 – Risk Management*
- *OSHAD-SF – Element 5 – Training Awareness and Competency*
- *OSHAD-SF – Mechanism 7.0 -OSH Professional Entity Registration*
- *OSHAD-SF - Mechanism 8.0 - OSH Practitioner Registration*
- *OSHAD-SF – CoP 14.1 – Manual Tasks Involving the Handling of People*
- *Manual Tasks Code of Practice 2010, Workplace Health and Safety Queensland, Department of Justice and Attorney-General, Queensland Government, Australia*

5. Document Amendment Record

Version	Revision Date	Description of Amendment	Page/s Affected
2.0	Feb 2012	First Issue	N/A
3.0	1 st July 2016	Change of Logo	All
		Change from AD EHS Center to OSHAD	Throughout
		Change of document title: AD EHSMS RF to OSHAD-SF	Throughout
		Acknowledgements deleted	2/3
		Preface Deleted	4
		EHS changes to OSH	Throughout
		Clause 2(i) added	4
		Clause 3.1.1(l) deleted	6
		References updated to reflect removal of associated Technical Guides	8
3.1	18 th June 2017	Minor editorial changes throughout the document without changing requirements	Throughout
		References updated	8

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