

# Risk Assessment – Manual Handling: Scenic & Miscellaneous Handling

Notes:

1. The people that might be harmed: Studioworks employees, contractors.
2. The Likelihood of injury is reduced if the correct procedures are followed.
3. It is not reasonably practicable to avoid moving loads.
4. Locate vehicles as near to the relevant Studio on the access road for loading or unloading.
5. See OTHER FACTORS for items with special handling requirements.

HAZARD		CONTROLS
<p><b>TASK ASSESSMENT – Do the tasks involve:</b></p> <p>Holding or manipulating loads away from the trunk?</p> <p>Unsatisfactory body movement or posture?</p> <p>Excessive lifting, lowering, carrying distances or strenuous pushing or pulling?</p> <p>Risk of unpredictable movement of loads?</p> <p>Repetitive handling or frequent or prolonged physical effort?</p> <p>A work rate imposed by a process or insufficient rest or recovery?</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>No</p>	<ul style="list-style-type: none"> <li>• Avoid twisting, stooping and reaching upwards.</li> <li>• Use mechanical aids to assist – fork lift, pallet truck and skates.</li> <li>• Use proper manual handling training techniques.</li> <li>• Assess how many persons should be involved in handling items.</li> <li>• Use of tow tractors, trailers and prop cages to be utilised whenever possible.</li> <li>• Ensure the load is tied off securely or positioned correctly on the trailer and / or flat bed.</li> <li>• Items to be stored as near practicable to the relevant Studio, this will reduce the amount of repetitive handling or physical effort.</li> <li>• Whenever possible load / unload from a trailer into prop cages and then transport into the Studio using a teddy.</li> <li>• Construction Managers should monitor each task / load and individual.</li> <li>• Ensure adequate breaks are taken.</li> </ul>

HAZARD		CONTROLS
<p><b>LOAD ASSESSMENT – Are they:</b></p> <p>Heavy (with mass marked on them), bulky or unwieldy?</p> <p>Difficult to grasp, unstable or unpredictable with contents likely to shift?</p> <p>Sharp, hot or otherwise potentially damaging?</p> <p>Loose items on the load?</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<ul style="list-style-type: none"> <li>• Some items are massed marked by the contractor. On some occasions the item is unwieldy and bulky – assess upon arrival, if required.</li> <li>• 2+ or more persons to carryout handling.</li> <li>• Sometimes difficult to grasp – use proper handling techniques.</li> <li>• Use mechanical aids and the scenic hoist in the studio, whenever possible.</li> <li>• Use PPE, as required.</li> <li>• Exposed screws, pins, splinters (wooden / metal) and sharp edges – check items prior to handling.</li> <li>• Check the load for loose parts / items (Wardrobe doors, for example, which can swing open)</li> </ul>
<p><b>WORKING ENVIRONMENT – Are there:</b></p> <p>Space constraints preventing good posture, uneven, slippery or unstable floor?</p> <p>Variations in the levels of floors or work surfaces?</p> <p>Extremes of temperature, humidity, ventilation problems or gusts of wind?</p> <p>Poor lighting conditions?</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>No</p>	<ul style="list-style-type: none"> <li>• Floor may have slip, trip fall hazards – clear floor as practicable, crew made aware, care taken, complete clear and the end of activity.</li> <li>• General weather conditions need to be taken into account e.g. wet weather, extreme sun light and blustery winds can be experienced.</li> <li>• Adequate lighting is provided when and where required.</li> </ul>

HAZARD		CONTROLS
<p><b>INDIVIDUAL CAPACITY – Does the job:</b></p> <p>Require unusual strength, height or capability?</p> <p>Create a hazard to those who might be considered to have health problems?</p> <p>Require special information or training for its safe performance?</p> <p>Occur infrequently for people of an otherwise sedentary nature?</p>	<p>No</p> <p>Yes</p> <p>Yes</p> <p>No</p>	<ul style="list-style-type: none"> <li>• Pregnancy, pre-existing medical conditions and / or recent surgery to be taken into account of for those tasked with manual handling.</li> <li>• Manual handling training / scenic training provided and ongoing.</li> </ul>
<p><b>OTHER FACTORS - consider:</b></p> <p>Is improvement in posture hindered by PPE, RPE or clothing?</p> <p>Is it possible to eliminate or automate the operation?</p> <p><b>Chandeliers – setting and striking</b></p> <p><b>Cyclorama – setting and striking</b></p> <p><b>Stage weights – unpredictable movement</b></p> <p><b>Brace trolley – heavy pushing and/or pulling</b></p>	<p>No</p> <p>No</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<ul style="list-style-type: none"> <li>• Difficult to grasp, e.g. depends on shape of chandelier and which way it is housed on the trailer – assess upon arrival.</li> <li>• Unwieldy when handling e.g. chandelier glass droplets breaking, not marked with mass weight – assess upon arrival.</li> <li>• In the Studio use the cyclorama drop outs to remove the cyclorama and replace them in the cyclorama tubs.</li> <li>• Do not pile too high - no higher than x3 high.</li> <li>• Always use mechanical aids to move and transport into the studio</li> </ul>