


**Work Health And Safety: Safe Work Practice: Gardening & Maintenance**

**Shoulderdolly® Use**



 Risks	Risk Level	Risk Controls
Injury from bending, twisting and/or overreaching	Likelihood: D Consequence: 2 Rating = HIGH	<input checked="" type="checkbox"/> Staff competent in manual handling and use squats rather than bended back to lift/lower objects <input checked="" type="checkbox"/> Staff to watch demonstration video at: <a href="http://www.shoulderdolly.com/howtouse.html">http://www.shoulderdolly.com/howtouse.html</a>
Injury from tripping/falling when walking backwards	Likelihood: D Consequence: 2 Rating = MODERATE	<input checked="" type="checkbox"/> Plan the move, ensure doors will stay open and that area is clear of unnecessary objects <input checked="" type="checkbox"/> Person who is facing forwards to describe what is behind the person and what action they need to take to stay safe
Injury to self from lifted object hitting shins	Likelihood: D Consequence: 4 Rating = LOW	<input checked="" type="checkbox"/> Ensure that strap is not so tight before the lift that when you stand the object hits shins <input checked="" type="checkbox"/> Lift slowly and put object down and readjust straps if it is going to hit shins
Damage to equipment from dropping or colliding with wall/object	Likelihood: D Consequence: 4 Rating = LOW	<input checked="" type="checkbox"/> Conduct the move slowly <input checked="" type="checkbox"/> Person who is facing forwards to describe what is behind the person and what action they need to take to stay safe

**Equipment required:.**

<i>Mercy Services equipment</i>	<i>Others equipment</i>
Yard work gloves, Shoulderdolly® <b>Personal Protective Equipment required:</b> steel capped boots,	

<b>Activity</b>	<b>Worker behaviour</b>	<b>Client/other’s behaviour</b>
1. Plan move and prepare area	a. Assess whether the object is light enough and not awkward to move (it may be necessary to get professional removalists) b. Walk through the area where the move is taking place and note its details c. Ensure there is sufficient space to pick-up, move and put down the object d. ensure doors will stay open e. that area is clear of unnecessary objects	
2. Attach shoulderdolly®	a. “Put the harness over your head like putting on a shirt – make sure the buckle is in front of you and the word “FRONT” is facing up toward your face” <sup>1</sup> (see picture on next page).	

<sup>1</sup> Instructions provided on Shoulderdolly® packaging

Activity	Worker behaviour	Client/other's behaviour
		
<p>3. Move object</p>	<p>a. “Place lifting strap under the bulk of the weight of the object you wish to move                      b. Bend your knees – the deeper you bend, the higher the item will be lifted                      c. Weave the lifting strap through the buckle (see photo below)</p>  <p>d. Adjust the length of the strap. Each person should have an equal amount of strap between the object and the buckle.                      e. With straight arms, push against the object you are moving (VERY IMPORTANT)                      f. Both people should lift slowly with their legs at the same time – balancing the object with their outstretched arms.                      g. Communicate at all times with your lifting partner”                      h. Lower the object in the reverse manner of lifting it</p>	<p>Client to stay out of the area where move is taking place</p>
<p>4. Follow-up</p>	<p>a. Document any incident and report it to your Coordinator immediately</p>	

**As at 05/03/2015 this Safe Work Practice is authorised for use in:**

<i>Service</i>	<i>Position</i>
Home Maintenance	Gardener/Maintenance Assistant
Home Maintenance	/Maintenance Assistant

**Date for review of safe work practice:** March 2018 (or if injury or changes require)

## COMPETENCY ASSESSMENT

### *Shoulderdolly Use*

Employee \_\_\_\_\_

Assessor \_\_\_\_\_

Date \_\_\_\_\_

**Desired Outcome:**

To ensure maintenance workers can safely move heavy objects using a shoulderdolly

**Knowledge required: -**

Performance Criteria	Competence demonstrated	Comment
<b>1. Plans move and prepares area</b>		
a. Assesses whether the object is light enough and not awkward to move		
b. Walks through the area where the move is to take place and notes its details		
c. Ensures there is sufficient space to pick-up, move and put down the object		
d. Ensures doors will stay open		
<b>2. Attaches shoulderdolly®</b>		
a. Puts the harness over own head with the buckle in front of self and the word "FRONT" facing up toward own face		
<b>3. Moves object</b>		
a. Places strap under the bulk of the weight of the object to be moved		
b. Bends knees		
c. Weaves the lifting strap through the buckle		
d. Adjusts the length of the strap with each person having an equal amount of strap between the object and the buckle.		
e. Pushes against the object with straight arms		
f. Both people lift slowly with their legs at the same time – balancing the object with their outstretched arms.		
g. Communicates at all times with lifting partner		
h. Lowers the object in the reverse manner of lifting it		
<b>4. Follow-up</b>		
a. Documents any incidents and reports it to Coordinator immediately		

Is the worker assessed as being competent?     YES     NO

Any required follow up action/training: \_\_\_\_\_

Signature of employee..... Date.....

Signature of assessor ..... Date.....