

IMPROVE WORKPLACE HEALTH AND SAFETY

Minimising Risks

There are many ways to minimise risks in order to avoid manual handling injuries, such as:

- Arrange for delivery drivers to unload their vehicles directly to where needed.
- Where possible order smaller, lighter cartons of stock.
- Use lever and wheel trolleys to unload goods from vehicles.
- Ensure rubbish bins can be wheeled.
- Provide ample shelving – no shelves should be above shoulder height.
- Store heavy and frequently used items at waist height.
- Don't carry too many plates and glasses at one time.
- Use trolleys to transport heavy loads of crockery, alcohol cases and utensils from place to place.
- Use team lifting when setting up and rearranging tables.
- Reduce size and capacity of pots and pans if possible – ask for help when lifting heavy pots.
- Ensure enough employees are rostered on per shift to allow for job rotation.
- Provide employees with non-slip shoes with cushioned soles.
- Provide rubber flooring in areas where employees are required to stand for long periods of time.
- Use chair trolleys when stacking, moving and setting up furniture.

Specific Risks in Clubs

- Trolleys – Trolleys should be in good condition with wheels kept clean and with easy movement. Trolleys must never be overloaded.
- Beds – It is imperative bed castors are in good condition to allow beds to be easily moved, as this is a common cause of back injury.
- Kegs – It is recommended that a trolley or other type of material handling equipment be used for lifting and transporting kegs. If it is necessary to roll a keg, push against the sides with both hands. To change directions, stop the keg and change direction by holding the upper and lower rim seams.
- Compressed gas cylinders – It is recommended that a hand trolley or other type of material handling equipment be used for lifting and transporting gas cylinders. Cylinders may be rolled on the bottom edge for short distances, but never dragged. Ideally, use two people to move the cylinder and be very careful not to knock the cylinder against anything. Cylinders should never be moved by holding the cover of the exit valve. When storing cylinders, they should always be secured to avoid falling.