

Safety Topic	Site Safety - Manual Worker/Labourer Roles		
BLU by Adcorp Consultant			
Client Name			
Assignee/Employee Name		Signature	
Date			
Interpreter Required	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If an interpreter is required, ensure the information is explained in a language understood by the worker. Supervisors must confirm understanding by asking workers to repeat key points.</i>		

Explain



Workplace Health & Safety Responsibilities

Under Workplace Health and Safety laws, hazardous manual tasks must be eliminated or minimised so far as reasonably practicable.

BLU by Adcorp, host employers and workers all share responsibility for managing manual handling risks.

Workers must follow safe work procedures, use mechanical aids where provided, and report hazards, discomfort or injuries immediately.

Manual labour or manual work is physical work done by people, most especially in contrast to that done by machines, and to that done by working animals.

It is most literally work done with the hands, and, by figurative extension, it is work done with any of the muscles and bones of the body.

Manual handling - defined as any task or activity requiring the use of force exerted by a person to move, hold or restrain an object - is one of those subjects which we all understand, and yet aren't very 'good' at.

Manual handling is second nature to us, which is part of the problem. As people, we have become desensitised to the act of lifting and moving objects, and it happens so frequently that we develop bad habits which result in short term and long-term injuries.

Manual handling is frequently one of the major causes of injuries and long-term work-related disabilities on workplaces all over the world.

Considerations for manual handling

- Always use mechanical handling methods instead of manual handling if possible, e.g. forklifts or pallet trucks, etc.
- Know your capabilities; only tackle jobs that you can handle.
- Can you handle the load yourself, or do you need assistance?
- Is there a clear walkway with good lighting to the work area?
- Where possible, establish the weight of the load before lifting.
- Wear gloves to protect against cuts and punctures.
- Wear safety boots or shoes to protect from falling loads.
- Carry out a trial lift by rocking the load from side to side then try lifting it in a small amount to get a 'feel' for it.

Managing Manual Handling Risks

Manual handling risks must be managed using the hierarchy of controls:

- Eliminate the task where possible
- Substitute with safer methods
- Use mechanical aids such as forklifts, pallet jacks, trolleys or hoists
- Redesign the task or work area
- Use administrative controls such as job rotation and rest breaks
- Use personal protective equipment where required

Discuss



Early Reporting and Stop Work

Pain, soreness, numbness or discomfort is not “part of the job”.

Workers must stop the task and report to their supervisor, Account Manager or PCC if a task feels unsafe or causes pain.

Early reporting helps prevent serious and long-term injuries.

Simply discussing the below topics is a important, especially with manual handling, i.e. activity which could and should be mechanised, or where one could have used a second hand, or where an area is too busy and crowded to perform safe lifts etc.

Identifying these types of hazards should then be recorded and actions raised to resolve the hazard.

How to avoid and minimise manual handling	- Mechanise tasks where possible (site walkaround)
Warming up before carrying out any manual handling	- Stretching and moving toolbox talk topic next week
Assessing the weight before a lift	- Put regulation guide in main manual handling areas
TILE - Task (job), Individual (you), Load (weight, shape), Environment (area)	- Check lifting and carrying zones for clearances and remove excess and unnecessary blockages
Handling technique	- Lifting demonstration and instructions complete

Use of Mechanical Aids

Mechanical handling equipment must be used where available and must not be bypassed. Manual lifting must not be used as a substitute for mechanical handling when equipment is provided. If suitable equipment is not available, the task must be reported and not proceed until controls are in place.

About 32% of workplace injuries are caused by manual handling. Injuries usually involve the back, neck or shoulders.

Injuries are caused by any sudden movements as well as handling something heavy or wear and tear from repetitive work.

Fatigue and Repetitive Work

Fatigue significantly increases the risk of injury in manual labour roles.

Repetitive tasks, long shifts or overtime can lead to overuse injuries affecting muscles, joints and tendons.

Job rotation, adequate rest breaks and task variation must be used to reduce fatigue-related risks.

Why Hazardous:

Workers must receive clear task instructions and training before starting manual labour tasks. If a task is unfamiliar, unclear or difficult to understand due to language or cultural differences, workers must ask for clarification before starting. Interpreters, demonstrations or visual aids must be used where required.

- **High force** - lifting something heavy, pushing a heavy trolley, straining
- **Unsafe awkward posture** - bending/twisting
- **Sustained work** - holding a heavy item for some time
- **Repetitive work** - using the same muscles, tendons, ligaments over and over
- **Unstable/unbalanced** - loads which may be difficult to grasp

Good Handling Technique:

Unsafe Manual Labour Tasks

Workers must not perform manual labour tasks that are unsafe or beyond their physical capability.

If appropriate equipment, assistance or controls are not available, the task must stop until risks are addressed.

- Stand reasonably close to the load, feet hip-width apart, one foot slightly forward pointing in the direction you're going.
- Bend your knees and keep your back straight.
- Get a secure grip on the load.
- Breathe in before lifting as this helps to support the spine.
- Use a good lifting technique, keep your back straight and lift using your legs.
- Keep the load close to your body.
- Don't carry a load that obscures your vision.
- Lift slowly and smoothly.
- Avoid jerky movements.
- Avoid twisting your body when lifting or carrying a load.
- When lifting to a height from the floor, do it in two stages.
- When two or more people lift a load, one person must take control to co-ordinate the lift

Reporting Hazards and Injuries

All manual handling hazards, near misses, discomfort or injuries must be reported immediately to the supervisor, Account Manager or PCC.

Early reporting supports injury prevention and timely treatment.

Record of Understanding



1. Practical Strategies to reduce risk of injury?

- a) Plan - complete risk assessment
- b) Don't rush
- c) Use lifting equipment
- d) Seek assistance
- e) Avoid twisting by moving your feet
- f) Stretch/warm up prior to manual handling
- g) If an unusual or unfamiliar task take a step back and think about how to do it safely
- h) Maintain natural curves posture
- i) Keep close to the task/load and face it
- j) Use safe lifting techniques
- k) All above

2. Safe Lifting Technique - objects

- a) Size up the load
- b) Move as close to the load as possible
- c) Position your feet apart under the shoulders (stable base)
- d) Brace abdominals (core muscles) and shoulders
- e) Incline trunk forward, hips and knees bent, push bottom backwards so shoulders are over the centre of gravity of the load
- f) Test the weight of the load - is it safe to lift?
- g) Keep load close to body and keep head and chest up
- h) Straighten up by extending hips and knees
- i) Change direction with your feet - avoid twisting
- j) All above

3. If a manual labour task feels unsafe or causes pain, you should stop and report it.

- a) TRUE
- b) FALSE

4. If a manual labour task feels unsafe or causes pain, you should stop and report it.

- a) TRUE
- b) FALSE

I confirm that I have participated in this toolbox talk, understood the information provided, and had the opportunity to ask questions.

X

Assignee/Employee Signature

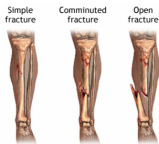
Safety Topic	Site Safety - Sprains, Strains & Fractures		
BLU by Adcorp Consultant			
Client Name			
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Interpreter Required	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If an interpreter is required, ensure the information is explained in a language understood by the worker. Supervisors must confirm understanding by asking workers to repeat key points.</i>		

Explain



If your colleague has a sprain or strain

Get them to rest. Apply an ice pack to the injury. Seek medical advice.



Under the Work Health and Safety Act 2011, all workers, supervisors, and host employers have a duty to ensure safe work practices are followed to prevent sprains, strains, and fractures. Labour hire employees must follow both host employer and BLU by Adcorp safety procedures, and report hazards or unsafe work practices immediately.

Sprains and strains are damage to the soft tissue in the body, which often doesn't recover. It includes damage to muscles, ligaments, tendons, spinal discs, nerves, arteries and veins.

A sprain is an injury to a ligament, the tough, fibrous tissue that connects bones to other bones. Sprain injuries involve a stretching or a tearing of this tissue. Ankle, knee and wrist injuries account for the majority of sprains. A strain is an injury to either a muscle or a tendon, the tissue that connects muscles to bones. Back injuries are the most prevalent in regard to strains. Depending on the severity of the injury, a strain may be a simple overstretch of the muscle or tendon, or it can result in a partial or complete tear.

These soft tissue injuries occur frequently, and are painful, disabling and often accompanied by lengthy recovery periods. Maintaining good physical fitness is essential in avoiding sprains and strains.

The common types of sprains and strains injury include:

- back injuries including pulled back muscles and ruptured discs
- squashed nerves causing severe pain (e.g. carpal tunnel syndrome in the wrist or sciatic leg pain from the back)
- ligament sprains in the upper body
- shoulder muscle sprains and dislocations
- abdominal hernias
- tendon injuries to the hands, forearms and elbows such as tennis elbow
- ankle sprains and strains.

Each year slips, trips and falls result in thousands of preventable injuries. The most common ones are musculoskeletal injuries, cuts, bruises, fractures and dislocations, but more serious injuries can also happen.

Discuss



All safety instructions, demonstrations, and toolbox talks will be provided in a language understood by the worker. Supervisors must confirm understanding by having workers repeat key points or demonstrate safe lifting techniques.

How do these injuries occur?

Strains and sprains are a common workplace injury, which may occur as a result of a simple incident from over-exertion or a series of minor strains which build over time.

These injuries can occur from simple manual tasks such as:

- carrying, holding or restraining items, people or animals
- lifting, pushing, holding or pulling loads
- working in a fixed position with the back bent, sitting or standing continuously, or driving vehicles for long periods
- repetitive tasks such as reaching to lift or lower objects, or to grip tools continuously
- working in awkward positions involving bending or twisting your body to reach items
- using vibrating tools continuously
- These injuries are usually the result of common day-to-day tasks at work, meaning all workers regardless of occupation are at risk.

Preventing Falls and Related Fractures

Falls are serious at any age and breaking a bone after a fall becomes more likely as a person gets older.

Several factors can lead to a fall. Loss of footing or traction is a common cause of falls. Loss of footing occurs when there is less than total contact between a person's foot and the ground or floor.

Loss of traction occurs when a person's feet slip on wet or slippery ground or floor.

Other examples of loss of traction include:

- tripping, especially over uneven surfaces such as sidewalks,
- curbs, or floor elevations that result from carpeting, risers, or scatter rugs.
- using household items intended for other purposes - for example, climbing on kitchen chairs or balancing on boxes or books to increase height.

Risk Control Measures:

- Conduct risk assessments for tasks involving manual handling, awkward positions, repetitive motion, or slippery surfaces.
- Use appropriate mechanical aids or the buddy system for heavy or awkward loads.
- Maintain clear, well-lit walkways and work areas.
- Ensure proper footwear, gloves, or supportive devices are available and worn.
- Rotate tasks where possible to reduce repetitive strain injuries.

Supervisor / Management Responsibilities:

- Conduct regular workplace inspections to identify hazards such as uneven surfaces, clutter, and heavy lifting risks.
- Ensure workers receive appropriate manual handling training and induction prior to starting work.

- Provide and maintain mechanical lifting aids and equipment.
- Enforce housekeeping and safety protocols, including slips, trips, and falls prevention measures.
- Monitor worker compliance and provide feedback or corrective actions where necessary.
- Encourage early reporting of pain, discomfort, or potential injury and follow up with suitable support.

To minimize the chances of sprains, observe the following practices:

- Practice safety measures to help prevent falls. For example, practice safe housekeeping by keeping work areas clear of clutter.
- Avoid strenuous activity on the job when tired or in pain.
- Use extra caution when working on slippery surfaces such as ice or wet floors.
- Always wear appropriate and proper fitting footwear for your job.
- Use extra caution when walking across uneven surfaces. These are areas where you could easily turn or twist an ankle or knee.
- When stepping off ladders, always look where you are placing your feet, before you put your full weight on them.

To minimize the possibility of incurring strains, observe the following practices:

- Be certain that you understand your host employer's Material Handling Safety program.
- Whenever possible, arrange your work areas to minimize the amount of heavy lifting required.
- Before any heavy lifting activity, always warm up, using moderate stretching exercises. Do not stretch aggressively as you may over-stretch and injure yourself.





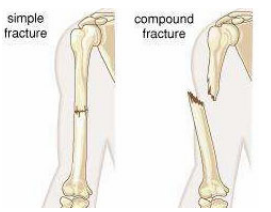
If you are feeling soreness report this to your Pastoral Care Co-Ordinator or BLU by Adcorp representative. Don't let any soreness get worse.

Workers must report all strains, soreness, or near-miss incidents immediately. Reports will be handled confidentially, and workers will not be disadvantaged for raising safety concerns. Early reporting allows supervisors to implement controls and reduce the risk of long-term injury.

Prevention is better than cure!!!

Emergency & First Aid Procedures:

- Workers must seek immediate first aid for suspected sprains, strains, or fractures.
- Supervisors must ensure appropriate first aid, and if necessary, call emergency services.
- Follow incident reporting procedures, including recording in the site log and notifying the BLU by adcorp account manager.

	<p>1. To minimise the possibility of incurring strains, observe the following practices:</p> <p>a) <input type="checkbox"/> Be certain that you understand your employer’s Material/Manual Handling Safety Program</p> <p>b) <input type="checkbox"/> Whenever possible, arrange your work areas to minimise the amount of heavy lifting required</p> <p>c) <input type="checkbox"/> Before any heavy lifting activity, always warm up, using moderate stretching exercises. Do not stretch aggressively as you may over-stretch and injure yourself</p> <p>d) <input type="checkbox"/> All the above</p>
	<p>2. To minimise the possibility of incurring an injury.</p> <p>a) <input type="checkbox"/> Avoid strenuous activity on the job when tired or in pain</p> <p>b) <input type="checkbox"/> Use extra caution when working on slippery surfaces such as ice or wet floors</p> <p>c) <input type="checkbox"/> Always wear appropriate and proper fitting footwear for your job</p> <p>d) <input type="checkbox"/> All the above</p>
	<p>3. Always carry objects close to your body.</p> <p>a) <input type="checkbox"/> TRUE</p> <p>b) <input type="checkbox"/> FALSE</p>
	<p>4. Always stand close to the object that you are lifting and be certain that fingers and toes are clear when setting it down?</p> <p>a) <input type="checkbox"/> TRUE</p> <p>b) <input type="checkbox"/> FALSE</p>
	<p>5. It is always better to lift and carry an object, even when it is possible to push or pull it.</p> <p>a) <input type="checkbox"/> TRUE</p> <p>b) <input type="checkbox"/> FALSE</p>
	<p>6. Good physical conditioning is not important to preventing sprains and strains.</p> <p>a) <input type="checkbox"/> TRUE</p> <p>b) <input type="checkbox"/> FALSE</p>
	<p>7. For objects exceeding 20 kgs., lift using the buddy system or use a mechanical lifting device.</p> <p>a) <input type="checkbox"/> TRUE</p> <p>b) <input type="checkbox"/> FALSE</p>

I confirm that I have participated in this toolbox talk, understood the information provided, and had the opportunity to ask questions.

X
Assignee/Employee Signature

Safety Topic	Site Safety – Workplace Violence & Aggression
BLU by Adcorp Consultant	
Client Name	
Assignee/Employee Name	
Date	
Interpreter Required	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If an interpreter is required, ensure the information is explained in a language understood by the worker. Supervisors must confirm understanding by asking workers to repeat key points.</i>

Explain

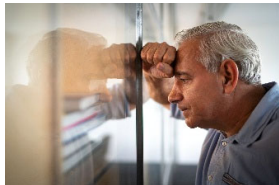


Workplace Violence and Aggression includes any behaviour that causes a worker to feel threatened, unsafe, or harmed. This can include verbal abuse, threats, intimidation, harassment, bullying, physical assault, or aggressive behaviour from clients, co-workers, supervisors, members of the public, or visitors.

Workplace violence can occur in **host worksites, shared accommodation, transport, or corporate office environments**, and may involve workers from different cultural backgrounds or language abilities.

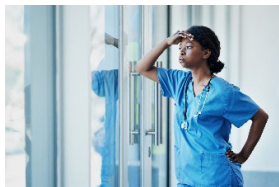
Common hazards may include:

- Aggressive or frustrated clients, customers, supervisors, or co-workers
- Poor communication or language barriers
- Working alone, in isolated areas, or after hours
- High-pressure environments, fatigue, alcohol or drug-affected persons
- Conflict arising from cultural misunderstandings or unfair treatment
- Inadequate supervision or unclear reporting pathways



Risks associated with workplace violence and aggression include:

- Physical injury
- Psychological harm, stress, anxiety, or trauma
- Reduced concentration leading to further incidents
- Workers feeling unsafe or unwilling to report concerns



Control measures to manage these risks include:

- Follow site-specific security and behaviour procedures
- Maintain situational awareness and trust your instincts
- Avoid confrontation — never respond aggressively or escalate a situation
- Remove yourself from unsafe situations where possible
- Use the buddy system when working in high-risk or unfamiliar environments
- Ensure clear supervision and support for new or vulnerable workers
- Promote respectful communication and culturally appropriate behaviour



Personal Protective Equipment (where applicable):



- Communication devices (radios or mobile phones)
- Personal alarms or duress systems
- Body-worn cameras (where required by the host employer)

Training and information must include:

- Recognising early warning signs of aggression
- Conflict resolution and de-escalation techniques

	<ul style="list-style-type: none"> • Cultural awareness and respectful communication • Emergency and incident reporting procedures • Understanding that violence and aggression will not be tolerated <p>Violence and aggression are not part of the job and will not be accepted in any workplace.</p> <p>All reports of workplace violence or aggression will be treated seriously, respectfully, and as confidential as possible. Information will only be shared with those who need to know in order to investigate, manage risks, or provide support. Workers will not be bullied, disadvantaged, or treated unfairly for speaking up or reporting concerns.</p>
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Discuss

 	<p>Discuss examples of unsafe or aggressive behaviour that could occur in your workplace (verbal abuse, threats, intimidation, physical behaviour).</p> <ul style="list-style-type: none"> • Ask workers: <i>“What would you do if someone became aggressive towards you or another worker?”</i> • Reinforce that workers should remove themselves from danger and seek help immediately. • Confirm who workers should report incidents to (host supervisor, labour hire supervisor, site contact). • Reinforce that all incidents, near misses, threats, or concerns must be reported, even if no injury occurs. • Remind workers that reporting will not result in punishment or visa consequences. • Confirm emergency procedures, including when to call security or emergency services.
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Record of Understanding



1. **What behaviours are considered workplace violence or aggression?**
 - a) Verbal abuse or threats
 - b) Physical aggression or intimidation
 - c) Harassment or bullying
 - d) All of the above

2. **If someone becomes aggressive towards you at work, what should you do?**
 - a) Argue back to defend yourself
 - b) Ignore it and continue working
 - c) Remove yourself from danger and report it
 - d) Respond with the same behaviour

3. **Why is it important to report threats, aggressive behaviour, or near misses?**
 - a) To prevent injuries and future incidents
 - b) To ensure support and controls are put in place
 - c) Because violence and aggression are not acceptable
 - d) All of the above

4. **True or False:** Violence and aggression are considered “part of the job” in some workplaces.
 - a) TRUE
 - b) FALSE

5. **Who should you report workplace violence or aggressive behaviour to?**
 - a) Host supervisor
 - b) Labour hire employer
 - c) Site contact or manager
 - d) All of the above

6. **True or False:** Reporting violence or aggression will not affect your job or visa status.
 - a) TRUE
 - b) FALSE

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X

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