

Group Standard

H3 - Manual tasks and workplace ergonomics management

Group standard	Title: Manual tasks and workplace ergonomics management			
	Function: Health, Safety, Environment and Communities (HSEC)			
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Owner: Global head of Health, Safety, Environment and Communities		Approver: Executive Committee		Target Audience: All Rio Tinto staff and each Rio Tinto Group business and function
Direct Linkages to other relevant Policies, Standards, Procedures or Guidance notes: Rio Tinto management system, Health and medical monitoring Group procedure.				
Document purpose: To support implementation of the Group Occupational Health and Safety policy. It defines the minimum acceptable requirements for behaviours and/or conditions in respect of managing the potential for occupational health impacts associated with workplace manual tasks and ergonomics, which, if not met, could materially impact the Group.				

H3 - Manual tasks and workplace ergonomics management

Intent and scope

This standard applies to employees and contractors working at all Rio Tinto business units and managed operations through all stages of their lifecycle, from exploration through to closure. It covers workplace manual task hazard identification, exposure evaluation and controls to avoid harmful musculoskeletal effects. Manual handling risks may be related to task and equipment design or work practices.

The intent is to:

- Reduce hazardous workplace ergonomic conditions to prevent the potential for permanent disability musculoskeletal illness or injury.
- Assist compliance with local legal requirements and industry standards.

This standard is risk based and applies where there is a high or critical risk of harmful effect due to manual tasks.

Control requirements

Requirements in this standard apply in addition to any defined in the Rio Tinto management system.

Planning

- 1.1 Workplace (e.g. work areas, equipment) design, layout, practices and operational procedures must be assessed by a competent person. This is to identify potential harmful health and safety consequences due to manual handling and other ergonomic issues.
- 1.2 Manual tasks identified as having potential to cause a permanent disability must be assessed. The assessment must include the impact of internal and external forces acting on the human body.
- 1.3 Workplace vibration sources must be identified, risk assessed and measured. This applies where there is a potential to exceed the exposure limit values specified in the European Directive on vibration (2002/44/EC).
- 1.4 There must be design criteria to reduce ergonomic risk for the purchase or build of new fixed and mobile workplace equipment, and furniture. This also applies to changes to existing equipment.

Implementation and operation

- 1.5 Machines, equipment or alternative systems of work must be used to protect workers from harmful exposure due to heavy, awkward or repetitive tasks.

Monitoring

- 1.6 Employees and category 1 contractors commencing work in jobs with potential to cause permanent disability due to manual tasks must have a pre-placement medical examination. This must be followed up by periodic medical examinations, with the frequency and form based on risk assessment and physical demands of the role. Medical examinations must meet the requirements of the Health and medical monitoring Group procedure.

1.7 The periodic medical examination programme must include:

- a) the identification of risk factors that may impact on the likelihood of permanent disability;
- b) education to recognise unsafe conditions and early symptoms of musculoskeletal disorders.

Include support to maintain health or address identified risk factors; and

- c) where required, education and support to assist workers regain their fitness for work.