

Editorial Extract **FILEforce**

Extracted From Paperless Ponderings
File Force International Pty Ltd
1 300 300 395 (Australia)
author@fileforce.net www.fileforce.com

Serious Records Management

SUBJECT	WHAT IS A GOOD WEIGHT
---------	-----------------------

Date	Extracted from Paperless Ponderings Vol 5 # 3 - April 2003
------	--

While every effort has been made to ensure the accuracy of the attached information it is given to you as an expression of opinion of the author. File Force does not purport to be nor is it an expert on the topic. Paperless Ponderings in the periodic publication of FILEforce International © 2003

Workplace Health and Safety is one of the "ignore" things in the office today. Just what is a safe workplace and what is safe for any worker? Of course it is not just the fairer sex we have to worry about – these rules apply to everyone. FILEforce does lots of archiving and this entails lots of movement of boxes of paper. We are no longer surprised at the absolute lack of forethought people have for those who follow them and who have to pick up boxes of old records. Many of these require either (a) mechanical aids or (b) two people.

We are in an era of employee v employer litigation. Employees are winning not because they always have a very good case, but because the employer either did not train them adequately or did not know what to do, or had no records of what training (if any) was given

"That's not heavy" or "I'll get one of the lads to move it" is no longer good enough, and such an attitude will not get you (the employer or Manager) anywhere when you find you are on the other end of yet another claim for "compo". Maximal Weight Flagpoints alone are not adequate indicators of the risk of manual handling injury. The [Manual Handling Fact](#) sheet says, "lifting loads which are above the range of 16-20 kgs may increase the risk of back injury. It is advisable to keep loads below or within this range." That is why you see reference to 16kgs on archive boxes, Australia post parcels and most suppliers try to keep the packaging and contents below the 16kg gross weight.

Unless you have a 16kg baby at home, most people would not have a clue just what the MAGIC weight is.



We bring you the average box of 80-gsm bond copy paper which contains 5 reams or 2500 sheets of paper and packaging. It is just under 15kgs. Most offices have these boxes of paper, so before you next pack an archive box, get familiar with 15 kilograms by picking up a box of paper. (Remember to bend your knees and keep your back straight when doing it.)

Get a trolley for the office. We work in over 300 offices each year – **very, very, very few have a trolley**. This is why we bring our own. This \$80-00 investment from your hardware store or materials handling supplier may save you thousands in workers compensation premiums in the future.

Department of Industrial Relations – Workplace Health and Safety:- manual handling, office and business safety sense, information [URL: http://www.whs.qld.gov.au/youth/safetysense/office/page4.htm](http://www.whs.qld.gov.au/youth/safetysense/office/page4.htm) and Manual Handling Flagpoints [URL: http://www.whs.qld.gov.au/safetylink/manual/mh03.pdf](http://www.whs.qld.gov.au/safetylink/manual/mh03.pdf)

Want to know more about FILEforce archive service www.filing.com.au/archiving.html