



Howard James
Career & Recruitment Services Pty. Ltd.

Franchise partner

CareersMultiList

Manual Handling Policy

Policy - Manual Handling

1. Purpose

The purpose of this policy is to ensure the identification, assessment and control of all manual handling tasks performed by Employees, in accordance with the requirements of the Occupational Health and Safety Act (2000) and the Occupational Health and Safety Regulation (2001).

2. Definition

Manual handling means any activity requiring the use of force exerted by a person to lift, lower, push, pull, carry or otherwise move, hold or restrain any animate or inanimate object.

3. Statement of Intent

In order to prevent or reduce the severity of injuries arising from manual handling activities in the workplace, the Company will ensure that, as far as practicable:

- a) the plant, equipment and containers used in the workplace are designed, constructed and maintained to be safe and without risk to health and safety when manually handled
- b) the work practices carried out in the workplace involving manual handling are designed to be safe and without risk to health and safety and
- c) the working environment is designed to be consistent with safe manual handling activities.

It will also ensure that:

- d) Supervisors and Employees are aware of policy, procedure and responsibilities in relation to manual handling.

4. Implementation

Safe manual handling is a continuous process which involves three recurring stages:

- a) **Identification** of the risks of all manual handling tasks
- b) **Assessment** of the importance of different risk factors
- c) **Control** of the risks through work redesign, use of appropriate mechanical aids and the provision of training and information to Supervisors and Employees.

5. Responsibilities

1. Identification of risks

- a) **Supervisors** are responsible for identifying manual handling tasks and their risks by consultation with Employees and by direct observation. This might involve consideration of:
 - actions and movements to ensure they do not cause undue discomfort or pain
 - workplace and work station layout
 - working posture of Employees to reduce the possibility of injury
 - duration and frequency of manual handling
 - weights, location of loads and distances moved
 - work organisation and environment
 - skills and awareness of Employees in safe handling procedures.

- b) **Line Employees** are responsible for advising their supervisor/s of manual handling tasks they perform which pose occupational, health and safety risks.
- c) **Occupational Health and Safety Officers &/or Committees** are responsible for noting any tasks involving manual handling during inspections, and for advising the appropriate Supervisors of any identified risks.
- d) **Occupational Health and Safety Officers &/or Committees** are responsible for analysing injury statistics and assisting managers and Employees in order to facilitate the identification process.

2. Assessment

Supervisors should consult with the Occupational Health and Safety Officers &/or Committees where necessary to determine the relative importance of the various risk factors and set priorities for addressing those risks.

3. Control

- a) **Supervisors** should consult with Employees, Occupational Health and Safety Officers &/or Committees and other appropriate experts to decide how to reduce risks by:
 - o redesigning the workplace, plant, equipment or containers used, in order to avoid twisting, side bending, excessive reach or heavy loads
 - o assessing whether mechanical aids will reduce the risks (wheelbarrows, trestles etc)
 - o determining training and education needs of Employees with regard to the hazards and/or appropriate techniques to reduce the risk of injury. Control of manual handling risks is a continuous process which involves the training of all new Employees and the re-training of existing Employees.
- b) **Employees** should observe all instructions and directions relating to control measures to reduce manual handling risks.
- c) Occupational Health and Safety Officer &/or Committees should monitor the effectiveness of control measures in consultation with Supervisors and Employees to:
 - o ensure that changes are adopted correctly and reduce risk of injury
 - o determine if further improvements or modification to the workplace are needed
 - o ensure that the changes are not causing other Occupational Health and Safety problems.
- d) Occupational Health and Safety Officer &/or Committees will coordinate the provision of appropriate training and education to Supervisors and Employees and provide advice on strategies to control manual handling risks.

4. Monitoring

Occupational Health and Safety Officer &/or Committees will monitor the process of identification, assessment and control of manual handling risks and evaluate the effectiveness of this policy.

6. Breach of Policy

The Company has an obligation to consistently apply and enforce this policy. Likewise, Employees must comply with this policy.

Any Employee that breaches this policy shall be subject to counselling and/or disciplinary action which may include termination of employment.