

# MANUAL HANDLING

## POLICY

### **Definition:**

Manual handling is defined as ‘any activity involving lifting, lowering, restraining, pulling, carrying, holding, throwing, and activities involving sustained awkward postures, repetitive actions or use of equipment or tools that vibrate’

### **Rationale:**

- Manual handling injuries represent the most commonly reported of all injuries in departmental worksites – a significant proportion of which result from the manual handling of persons.

### **Aims:**

- To educate all staff about manual handling injuries, their occurrence and avoidance.
- To reduce, then eliminate manual handling injuries in our workplace.

### **Implementation:**

- **OHSR for the Underbool Primary School refers to the Principal.**
- All staff and students will be made aware of the potential hazards associated with manual handling.
- Manual handling injuries will be eliminated, monitored or controlled at school as part of the school’s regular Occupational Health & Safety (OHS) workplace practices.
- An OHSR will be established and it will meet at least monthly consistent with an OHS committee [Charter](#) that it develops. An OHS Representative (OHSR) will be elected by staff. The OHSR (the principal) will be members of the OHS committee.
- The OHSR in consultation with staff will conduct workplace inspections using [Workplace Inspection Checklists](#) to create a work place appropriate [OHS Risk Register](#) which will identify, locate and describe potential workplace hazards, including dusts.
- The OHS Risk Register will detail both potential manual handling hazards and the types of manual handling injuries that have occurred in the past, the location of injuries, the controls that are to be implemented for each manual handling hazard as well as a schedule indicating implementation and review timelines for each proposed hazard control.
- The OHSR will refer to the hierarchy of controls (eliminate, substitute, isolate, engineering, administration, personal protective equipment) when establishing the series of controls that eliminate or effectively minimise and manage the risk associated with manual handling.
- In order to reduce risk of manual handling injuries the OHS committee will undertake the following:-
  1. Establish a risk assessment team including the principal, the OHSR, cleaner, maintenance person and other members of the OHS committee to undertake a consultative process of identification, assessment and control of manual handling issues.
  2. Consult with staff to identify areas of suspected manual handling hazards about the school using [Manual Handling Risk Identification Forms](#).
  3. Undertake risk assessments of each identified area in order to identify and assess the hazards (and sources) to which the staff or students may be are exposed, using a [Manual Handling Risk Management Form](#).
  4. The risk assessment team will consult widely in the development of the manual handling control plan, which will be implemented as soon as practicable.

- Training relating to manual handling injuries including the causes and avoidance of manual handling injuries will be provided to all staff and supervisors, particularly in relation to lifting and bending.
  - The OHSR will, in consultation with employees, develop an [OHS Activities Calendar](#) to schedule OHS activities. The OHS Activities Calendar will include regular workplace inspections including areas that contain manual handling risks.
  - Further manual handling related issues that may arise and are considered to be a safety concern are to be brought to the attention of the OHSR and the principal.
  - The OHSR will ensure the OHS Risk Register is kept up to date including the registration of manual handling hazards, it will reflect the phased introduction of hazard controls, it will reflect changes in the workplace, will include training schedules, is communicated to staff, contractors, visitors or volunteers as appropriate, and is reviewed consistent with the OHS Activities Calendar.
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- The principal should seek advice from the OHS Advisory Service on **1300 074 715** for information regarding any areas in concern.

**Evaluation:**

- An annual Occupational Health and Safety review will be conducted by the principal and nominees from the OHS committee or after any serious incident or near miss.
- The outcomes of this review will be placed on the OHS notice board and will be included within the Buildings and Grounds committee's report to School Council and the community. This policy will be reviewed as part of the school's three-year review cycle.

This policy was last ratified by School Council on....

**February 2015**