

MANUAL HANDLING

POLICY

Definition:

Manual handling is 'any activity requiring the use of force by a person involving, but not limited to, lifting, lowering, restraining, pulling, carrying, holding, throwing, as well as 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. Other examples of manual handling include carrying books, moving furniture, setting up sports equipment etc.

Aims:

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

Implementation:

1. All staff and students to be made aware of the potential hazards associated with manual handling.
2. Manual handling injuries will be eliminated/controlled and monitored as part of the school's regular Safe Work Procedures (SWP).
3. A Health and Safety committee will be established and it will meet at least monthly consistent with a Health and Safety committee [Charter](#) that it develops. A Health and Safety Representative (HSR) will be elected by staff. The HSR and the principal will be members of the Health and Safety committee.
4. The Health and Safety committee in consultation with staff will conduct workplace inspections using [Workplace Inspection Checklists](#) to create a workplace appropriate [WHS Risk Register](#) which will identify, locate and describe potential workplace hazards. The WHS Risk Register will detail both potential manual handling hazards and the types of manual handling injuries that have occurred 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.
5. The Health and Safety committee will refer to the hierarchy of controls (eliminate, substitute, isolate, engineering, administration, personal protective equipment) when establishing the controls that eliminate or effectively minimise and manage the risk associated with manual handling.
6. In order to reduce risk of manual handling injuries the Health and Safety committee will undertake the following:-
 - a. Establish a risk assessment team including the principal, the HSR, cleaner, maintenance person and other members of the Health and Safety committee to undertake a consultative process of identification, assessment and control of manual handling risks.
 - b. Consult with staff to identify areas of suspected manual handling hazards around the school using [Manual Handling Risk Identification Forms](#).
 - c. 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](#).
 - d. The risk assessment team will consult widely in the development of the manual handling control plan, which will be implemented as soon as practicable.
7. Training relating to manual handling, including the causes and avoidance of manual handling injuries will be provided to all staff and supervisors, particularly in relation to lifting and bending.
8. The Health and Safety committee will, in consultation with employees, develop a [WHS Activities Calendar](#) to schedule WHS activities. The WHS Activities Calendar will include regular workplace inspections including areas that contain manual handling risks.

9. 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 HSR and the principal.
10. The Health and Safety committee will ensure the WHS Risk Register is kept up to date including the registration of manual handling hazards; it will include the phased introduction of hazard controls; it will reflect changes in the workplace; it will include training schedules; it is communicated to staff, contractors, visitors or volunteers as appropriate, and is reviewed consistent with the WHS Activities Calendar.
11. The principal should seek advice from the OHS Advisory Service on **1300 074 715** for information regarding any areas of concern.

Evaluation:

- A Work Health and Safety review will be conducted annually or after any serious incident or near miss by the appointed HSR in consultation with the principal and members of the Health and Safety committee.
- The outcomes of this review will be placed on the OH&S noticeboard and will be included within the Environment subcommittee's report to School Council. This policy will be reviewed as part of the school's three-year review cycle.

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

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