

Manual Handling Policy

Responsible Person	Directors
This version Date	January 2025

Statement of Intent

We are committed to the provision of a safe, healthy and productive workplace. We recognise that hazardous manual tasks increase the risk of injury to workers and attendees and will develop a range of procedures to reduce this risk.

Aim

The aim of our Manual Handling Policy is to:

- Maintain a safe and healthy work environment
- Reduce the costs of manual handling injuries both to the organisation and individuals
- Address workplace factors which may increase the risk of manual handling injuries
- Provide access to information and safe work procedures.

Procedures

Responsibilities - The Work Health and Safety Act gives us a general duty of care to provide a safe workplace. Managers must take all reasonable action to protect their workers and other people in the workplace from foreseeable risks to health and safety, as far as reasonably practicable. Workers are also required to ensure their own health and safety and the health and safety of others within activities to reduce the risk of injury.

Workers are required to avoid manual handling whenever possible and if not possible to avoid to utilise mechanical assistance whenever possible to undertake hazardous manual tasks.

We will implement a number of actions including:

- Thorough risk assessments staff to identify hazardous manual tasks
- Provision of suitable lifting equipment for hazardous manual tasks and/or use 2 people to lift
- If in doubt **DO NOT** lift and look at reducing the risk
- Training of staff in manual handling principles and how to undertake safe work procedures
- Encourage reporting of any manual handling incidents or hazards
- Investigation of all incidents where warranted.

Roles

Managers/Lead Staff are responsible for:

- Ensuring that manual handling risk assessments are completed for all identified hazardous manual tasks in consultation with workers undertaking the activities
- Implementing manual handling risk control strategies
- Developing safe work procedures
- Ensuring that equipment is available and well maintained
- Providing adequate information, instruction, training and supervision to workers on the risk of manual handling, safe work procedures developed and the safe use of equipment provided.

Workers are responsible for:

- Cooperating with the employer in the identification of any manual handling hazards and implementation of manual handling controls
- Follow safe work procedures
- Utilise equipment provided for manual handling
- Attend training as required
- Reporting any manual handling incidents.