

# Manual Handling Policy

## Purpose

It is the policy of Carrum Downs Secondary College that any plant, containers, work practices and the work environment within the college involving manual handling is designed, maintained and managed in such a way to reduce/eliminate the risk to health and safety.

Any manual handling activity that is likely to cause a risk to health and safety shall be identified, assessed and controlled in accordance with the Occupational Health and Safety Regulations.

The policy applies to all College staff, students, visitors, contractors, and volunteers. It also applies to all activities both on and off College property, including College camps, excursions, and any other programmed activity outside the College grounds.

Consultation shall occur when:

- planning for the introduction of new or modified manual handling tasks, or reviewing new or existing practices
- identifying problem areas
- determining the approach and methods of assessment
- deciding on control measures necessary, and the review of implemented control measures.

Consultation shall occur in accordance with the Occupational Health and Safety Regulations.

As far as is reasonably practicable control measures shall be in accordance with the hierarchy of control as set out in the Regulations. Staff shall receive training regarding the measures of control to be implemented.

The Principal will co-ordinate the plan for managing manual handling in the College, and will ensure that resources are provided to meet OHS commitments.

## General Principles

1. When purchasing plant and equipment the purchaser shall ensure that they are safe and without risk to health and safety when handled manually.
2. If containers, for example, reams of paper, clay for pottery, boxes of books, etc. are found to be a risk to health and safety the purchaser shall ensure, so far as is reasonably practicable, that the following actions are implemented:
3. As a condition of purchase, suppliers are requested to provide containers that are safe and without risk to health and safety when handled manually. Where there is no change in the way the container is supplied, the activity is assessed, and an appropriate method of control is implemented.
4. The Principal shall ensure that contractors that provide plant and equipment include the condition that information regarding the uses or functions of the plant or equipment is clearly specified. Also that the plant or equipment is constructed so that it is safe and without risk to health and safety when handled manually.
5. The Principal shall ensure that specifications of new equipment are scrutinised for the inclusion of safety features before the decision to buy is made.
6. The Principal in consultation with the staff who will ultimately be using the building, the OHS Committee, the College Council and architects will ensure that any plans for a new building programme, or any upgrading of an existing building, will take into account the manual handling

activities that are to take place in that building. Also that where possible the building will be designed, so far as is reasonably practicable, to be consistent with safe manual handling practices.

7. The Principal will ensure that the work practices involving manual handling are consistent with the standard required in the Regulations.

### **Risk Assessment**

1. The Principal will ensure that staff identifies the manual handling activities in their areas that are “likely to be a risk to health and safety”.
2. Staff will assess activities that could cause risk and work out strategies appropriate to themselves and the situation.
3. The Principal will ensure that “at risk” manual handling activities be assessed and that suitable training procedures be implemented.
4. A timetable for assessment shall be drawn up by the OHS Committee in consultation with the Principal and other staff involved.
5. The Principal will ensure that the assessment(s) proceed(s).
6. The Principal will ensure that there is documentation of any identification of manual handling tasks and any assessment of those tasks that is undertaken.
7. The Principal will ensure that a new assessment of the task will be undertaken if there is a change in the personal characteristics of the person eg. pregnancy, an injury or returning to work after a long break.

### **Risk Control**

1. Once the risk assessment has been completed and the activity is found to require a means of control to reduce the risk, the OHS Committee, the Principal and the person undertaking the activity shall consult about the means of control to be implemented. It is important to refer to the Code of Practice for guidance about the means of control. The Principal will ensure that consultation between the interested parties occurs.
2. The Principal will ensure that the first option of control investigation is redesigning the workplace, the task, the work practices, plant or equipment. Where redesigning is not reasonably practical then a decision shall be made about the adoption of the other controls suggested in the regulations:
3. either/or a combination of, elimination, redesign, mechanical aids, personal protective equipment, team lifting.
4. The Health and Safety Representative should be consulted about the identification, risk assessment or control of risks.
5. Where the chosen method of control may take some months to implement, the Principal may decide whether it may be necessary to adopt interim control measures.
6. Where there are many manual handling activities requiring the implementation of control measures competing for time and finances, it may be necessary to put them into order priority. This will be the responsibility of the OHS Committee.
7. The OHS Committee will ensure that there is documentation to show that the method of control has been agreed to.
8. The Principal will ensure that a review date is established to confirm that the control method is effective. This will involve the use of the assessment procedure.

### **Consultation**

1. The Principal will ensure that there is consultation between the OHS Committee and the person undertaking the activity at all stages. Also, where requested by the employee, the registered association of which the employee is a member, must also be invited to consult, and be consulted in the invitation is accepted.

2. The Principal will ensure that all invitations to consult and all occurrences of consultation are documented.

### **Training**

1. When the method of control has been decided and implemented it is the Principal's responsibility to ensure that the employee receives appropriate training in its use and is supervised.
2. The OHS Committee shall draw up a timetable regarding the provision of training and supervision.

**Evaluation:** This policy will be reviewed as part of the College's review cycle

**Related policies:** School Policy Advisory Guide – <http://www.education.vic.gov.au>

*This policy was endorsed by the College Council in June, 2016*