



D-29 Manual Handling

NQS

QA. 3.1.2	Premises, furniture and equipment are safe, clean and well maintained.
QA. 7.3.5	Service practices are based on effectively documented policies and procedures that are available at the service and reviewed regularly.

National Regulations

Reg. 103	Premises, furniture and equipment to be safe, clean and in good repair
Reg. 168	Education and care service must have policies and procedures

Policy Statement

We aim to ensure the identification, assessment and control of all Manual Handling tasks performed by staff is in accordance with the requirements of the Workplace Health and Safety legislation to reduce the risk of injury in the workplace.

Related Policies

- Concord OSHC Policy A-15: Role of Management Committee
- Concord OSHC Policy B-6: Indoor Environment
- Concord OSHC Policy C-3: Staff Orientation and Induction
- Concord OSHC Policy D-28: Workplace, Health and Safety

Procedure

The Management Committee and Nominated Supervisor are responsible for ensuring that the risk of injury as a result of Manual Handling tasks is minimised by complying with relevant legislative requirements for Workplace Health and Safety.

The Nominated Supervisor, in consultation with Management, will ensure that manual handling posters and information are available for staff, reminding them of the importance of using safe lifting practices. Such information can be sourced through Workcover NSW.

Staff will:

- only move heavy objects as a team
- ensure all equipment is as readily accessible as possible without needing to stretch too far or bend too low
- adhere to all weight and height limits when using portable ladders



- try not to twist their backs when carrying or lifting
- ensure the floor space is uncluttered and free from trip/slip hazards (see B-6 Indoor Environment Policy)
- try to store heavy items at waist height as much as possible
- ensure they do not lift any children, unless in an emergency – in emergency situations, two staff at minimum will lift any children requiring assistance

Manual Handling will be included in the monthly hazard/risk assessment (see D-28 Workplace Health and Safety Policy) and Centre practices reviewed regularly to reduce risk of injury.

Identification/Assessment and Control

The following will be used as a guide within the service to assist in reducing the risk of injury:

- **Identification** of the risks of all manual handling tasks
- **Assessment** of different risk factors and their likelihood
- **Control** of the risk through policy/practice review, use of mechanical aids where possible and the provision of training and information to staff

Staff members, will be offered Manual Handling training, as applicable, to give them the skills and abilities to be safe at work. The Committee will ensure funds are earmarked in the budget for such training.

Sources

- Educational and Care Services National Regulations 2011
- National Quality Standard
- Work Health and Safety Act 2011
- Work Health and Safety Regulations 2011
- Privacy Act 1988
- Safe Work Australia <http://www.safeworkaustralia.gov.au/>
- NSW Government: WorkCover Authority of NSW www.workcover.nsw.gov.au
- Network of Community Activities Factsheet – ‘Workplace Health and Safety – Overview’
- Network of Community Activities Factsheet – ‘Risk Assessment and Management’
- Network of Community Activities Factsheet – ‘OH&S “Hotspots” in OOSH’

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