



## MANUAL HANDLING POLICY

### RATIONALE

Sacred Heart College recognizes that hazardous manual tasks increase the risk of injury to staff, students and the broader College community. A range of procedures to reduce this risk are in place and regularly reviewed.

This policy is mindful of the Mercy values of respect, justice and service.

### DEFINITIONS

**Manual Handling** - Work requiring the use of force exerted by a person to lift, lower, push, pull, carry or otherwise move, hold or restrain an object or thing. The work can involve one or more of the following:

- sustained awkward posture
- repetitive movement
- application of single or repetitive use of unreasonable amount of force
- exposure to vibration
- unbalanced or unstable loads
- loads that are difficult to grasp or hold.

**Management** – the Principal of the College or the Principal's nominee.

**College Community** (definition)

### POLICY STATEMENT

Sacred Heart College is committed to the provision of a safe, healthy and productive workplace by:

- Maintaining a safe and healthy work environment
- Reducing the costs of manual handling injuries both to the organisation and individuals
- Addressing any workplace factors which may increase the risk of manual handling injuries
- Providing access to information on safe work procedures.

### Responsibilities

- The Work Health and Safety Act places a general duty of care on the Person Conducting a Business or Undertaking (PCBU) to provide a safe workplace. Management must take all reasonable action to protect their staff, students and the broader community in the workplace from foreseeable risks to health and safety.
- Staff, students and the broader community are also required to ensure their own health and safety and the health and safety of others and to cooperate with the PCBU in activities to reduce the risk of injury.
- Sacred Heart College has implemented a 'minimal lift' attitude within the organisation. The implications of this are that staff, students and the broader community are required to avoid manual handling whenever possible and if not possible to avoid, to utilise mechanical assistance to undertake hazardous manual tasks.

In accordance with 'minimal lifting', Sacred Heart College will implement risk mitigation including:

- Identification of hazardous manual tasks
- Provision of suitable lifting equipment for hazardous manual tasks
- Development of safe work procedures to outline how to undertake the hazardous manual tasks safely
- Training of staff, students and the broader community in manual handling principles and how to undertake the safe work procedures

- Encourage reporting of any manual handling incidents or hazards
- Investigation of all incidents where warranted.

**Management is responsible for:**

- Developing and monitoring this policy;
- Ensuring that manual handling risk assessments are completed for all identified hazardous manual tasks in consultation with staff, students and the broader community undertaking the activities unless a known control exists
- 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.

**All parties involved In any College directed activities are responsible for:**

- Cooperating with the employer in identifying any manual handling hazards and implementing manual handling controls
- Following safe work procedures
- Utilising equipment provided for manual handling
- Attending training as required
- Reporting any manual handling incidents.

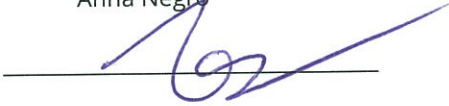
**ASSOCIATED PROCEDURES:**

Staff and Contractor Inductions  
 Hazard Reporting  
 OH&S Training

**RELATED DOCUMENTS:**

OH&S Policy  
 Occupational Health and Safety Act 2004 (OHS Act)  
 Occupational Health and Safety Regulations 2017 (OHS Regulations 2017)

**Document Control**

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