

MANUAL HANDLING **POLICY**

Definition:

'an activity requiring the use of force exerted by a person to lift, lower, push, pull, carry or otherwise move, hold or restrain a person, animal or object.'

Rationale:

- Manual handling injuries represent the most commonly reported of all injuries on school worksites.

Aims:

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

Implementation:

- Occupational Health and Safety is a shared responsibility of all staff.
- The Occupational Health and Safety (OH&S) Regulations require that hazard identification, risk assessment and control processes be established to minimise the occurrence and reduce the severity of injuries resulting from manual handling.
- The OH&S committee will formally convene at least once per school term.
- The committee will be the primary contact for all OH&S concerns. It will consult and communicate openly with all staff and will implement a process that allows all staff to easily report hazards and assess the risk associated with each hazard. A Committee member or the Principal will investigate any workplace incident or injury or the Principal may decide to organise for an Officer of the Catholic Schools Office to conduct an investigation.
- The OH&S Committee will organize for 'walk through' safety audits of the workplace on an annual basis, paying particular attention to any areas of manual handling concern.
- A risk assessment will be openly undertaken for each area of manual handling concern, with all staff made aware of the findings and resultant courses of action (risk control).
- All staff and volunteers will receive training in relation to aspects of manual handling as appropriate. All staff are required to complete the On-Guard Manual Handling Course and to review this material at least every two years.
- Adequate resourcing and support will be available to ensure that the workplace meets the appropriate OH&S standards and so that manual handling tasks can be undertaken with minimal risk.
- Each staff member is responsible for risk assessing manual handling tasks in which they are involved and for putting in place appropriate controls. Reference to supervisors (Office Manager, Coordinators, AP's, Principal) may be necessary to set up such controls.
- Issues relating to OH&S, for example building works being conducted at the school, will be communicated to all staff via the daily bulletin, public address announcements etc.
- Regulations relating to the correct use of equipment and substances will be communicated to all staff and adhered to. Safe Operating Procedures will be developed by all Faculties and Support Staff for those tasks and procedures that require them. This would include equipment and machinery that has the potential to cause injury if used incorrectly or unsafely.
- All accidents, incidents and near misses will be recorded and reported to the Principal, the OH&S Committee and the Catholic Schools Office (CSO) as required. These will be investigated as mentioned in a previous dot point.
- All injuries to staff & students will be reported to the CSO within 48 hours of their occurrence.

Budget:

- Sufficient funds will be allocated from the school budget to ensure that manual handling training, hazards and issues can be managed effectively. Funds will also be made available to maintain and repair or replace equipment as necessary.

Evaluation:

- This policy will be reviewed at the end of the 2012 school year and thereafter every 3 years or as the need arises. It is the responsibility of the School Executive to implement such reviews and to update this policy when necessary.