



# MANUAL HANDLING POLICY & PROCEDURES

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

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

Our aim is to promote and maintain the health and wellbeing of staff, students and visitors, and to minimise the risks of manual handling injuries by implementing a systematic approach based on a **Risk Management Model** as follows:-

- The Principal to nominate a management team member to manage the manual handling risk assessment process. The staff occupational health and safety representative will be consulted during this and the following process.
- **Identify** the hazardous manual handling tasks.
- **Assess** the risks
- **Control** the risks
- **Monitor** the controls
- Timelines will be developed for completion of the risk assessment process and reports provided to staff and school council on progress.
- A system will be developed to ensure that any new manual handling hazards are identified, assessed and controlled as they occur.

**Plenty Parklands PS** is committed to ensuring this policy is publicised and implemented and will regularly monitor and review its effectiveness.

## MANUAL HANDLING POLICY – IMPLEMENTATION

### Definitions

**Manual Handling** is defined under the Occupational Health and Safety (Manual Handling) Regulations 1999 thus. *Any activity requiring the use of force exerted by a person to lift, lower, push, pull, carry or otherwise move or restrain any animate or inanimate object. Also actions involving repetition and sustained awkward posture.*

**Hazardous Manual Handling** means when actions described above cause or have the potential to cause a Musculoskeletal Disorder (MSD) as a result of the following characteristics:

- Repetitive or sustained application of force;
- Repetitive or sustained awkward posture;
- Repetitive or sustained movement;
- Application of high force;
- Exposure to sustained vibration.
- Handling live persons or animals.
- Handling unstable or unbalanced loads, or loads which are difficult to grasp or hold.

## **Procedures**

Following is a procedure to enable the school to fulfil its obligations as stated in the Manual Handling Policy and also comply with the requirements of the OHS (Manual Handling) Regulations 1999. The HSR should be **consulted** about the identification, risk assessment and control of risks. For this process consult the *Code of Practice for Manual Handling* ([www.workcover.vic.gov.au/vwa/vwacop.nsf/COP?Openview](http://www.workcover.vic.gov.au/vwa/vwacop.nsf/COP?Openview)) and/or the *Compliance Guidelines for Schools – Manual Handling* ([www.eduweb.vic.gov.au/HRWeb/ohs/accp/comply.htm](http://www.eduweb.vic.gov.au/HRWeb/ohs/accp/comply.htm))

- 1) Where possible, manual handling risks should be considered and **designed out** prior to any building upgrade, new activities and/or the purchase of all goods to be used at the school.
- 2) Undertake a process to **identify** all manual handling hazards in the school. The process should involve all school staff.
  - a) Look at injury records to see in which areas, and on which tasks injuries are occurring
  - b) Consult with employees at a special staff meeting/brain storming session about tasks which they carry out
  - c) Formal observation of work practices
  - d) In schools, manual handling risks include:
    - Moving furniture,
    - Carrying computers/televisions
    - Pushing a trolley
    - Lifting a ladder
    - Restraining a frightened child
    - Typing school reports using a notebook computer in an awkward posture
    - Stretching to reach a high shelf
    - Separating fighting students
    - Lifting high jump mats and other PE equipment
    - Standing on a table and/or chair to pin up students' work
    - Bending to a bottom shelf to reach a carton
    - Carrying large slabs of soft drink
    - Lifting 25 litre containers of cleaning chemicals with one hand
    - Moving rocks, digging etc at a gardening bee
    - Bending over for extended periods to be at the same height as students
    - In special settings, lifting, changing, supporting and catching (dropping) children
    - Poor workstation layout or design
- 3) The risk assessment team should then undertake a **risk assessment** on tasks identified as having a hazardous manual handling component. The purpose of assessing the risk is to firstly establish if there is risk involved in a task and secondly to determine the level of risk: high medium or low.

The **risk assessment** must take into account the following factors:

- The force to be applied by the employee.
- The actions and movements involved (eg reaching up, forward reaching, unbalanced or uneven lifting or carrying, awkward grip).
- The range of weights handled.
- The duration and frequency of the manual handling.
- The time, and distance, over which an object is handled.
- The availability of mechanical aids.
- The layout and condition of the workplace environment (eg height of workbenches, restricted access, confined space, hot/cold, poorly lit, floor surfaces slippery or uneven).
- The work organisation (eg availability of people, flow of materials, lack of time).

- The postural requirements imposed by manual handling (eg bending, twisting, stretching).
  - The analysis of injury statistics relevant to manual handling.
  - The age of the person carrying out the manual handling.
  - The skill and experience of the person.
  - The nature of the object being handled (e.g. size, shape structure and material, animate or inanimate.).
  - Any other factors considered relevant by the employer, the employees or the HSR. Need to consider the risks to staff returning from leave, teaching a new subject/in a new environment etc.
- 4) Once the risk assessments have been conducted **controls** should be developed by the risk assessment team starting with the tasks rated as high risk.
- When developing controls the risk control hierarchy is as follows:
- **redesign** to eliminate or reduce the risk as a first step;
  - **change the workplace, systems of work and/or the object;**
  - **provide mechanical aids** to reduce the risk and **training** in their use;
  - **training and education** appropriate to the task.
- For some manual handling tasks a combination of the risk control methods for reducing risk may be appropriate, however information, training or instruction should **never** be the sole or primary means of controlling the risk.
- 5) Once the control measures are in place, they must be **monitored** to make sure they
- are being used correctly
  - are not increasing the risk of injury
  - do help to reduce the manual handling risk and
  - do not need further improvement.

#### EVALUATION

This policy will be reviewed in line with best practice, new legislation and guidelines.

#### REVIEW CYCLE

This policy was last updated in **June 2020** and is scheduled for review in **June 2023**.

**Endorsed by School Council in June 2020.**