

MANUAL HANDLING

Objective

- To comply with legislative responsibilities to provide a safer and healthy workplace for all employees
- To control the risk of manual handling injuries

Scope

This policy applies to all Gilgandra Shire Council workers whilst undertaking work for Gilgandra Shire Council at any permanent or temporary worksite.

Policy

Council will seek to ensure that to the extent it is practical, the workplace hazards from manual handling will be eliminated. If it is not possible to eliminate the hazard Council is committed to promoting workplace practices to control the risk from the hazard to the lowest possible level.

In controlling the risk, Council will take into consideration the following:

- seek to modify the design of the objects to be handled to reduce the risk;
- review the workplace environment to ensure appropriate practices are in place;
- if possible provide mechanical aids;
- ensure staff are trained in correct manual handling techniques and the correct use of mechanical aids. With regard to team lifting Council considers it appropriate only in the following circumstances:
 - where no other handling techniques or suitable mechanical aids are appropriate;
 - not to use team lifting techniques would create a greater risk to an individual employee;
 - members of the team have been trained in the correct team lifting techniques.

Managers are responsible for ensuring the following procedures are implemented within their workgroup. In particular Managers are to ensure employees are aware of the potential hazards associated with manual handling and that there is in place appropriate programs to manage the risk.

Supervisors are responsible for ensuring tasks are carried out according to procedures. In particular Supervisors are to ensure staff have been trained in appropriate manual handling techniques. Supervisors are also to ensure that before commencing an activity requiring manual handling a risk assessment has been undertaken.

Workers are responsible for carrying out all activities in a safe manner in accordance with procedures and training undertaken.

Supervisors are accountable for ensuring that the Manual Handling Regulation is implemented within their area of responsibility and that employees receive adequate training to safely perform their tasks.

Where an employee has received appropriate training in Manual Handling techniques, the employee where possible must use those techniques, to provide minimal risk or prevent a dangerous occurrence injury.

Every employee is encouraged to raise and discuss issues of concern so that there is a continuous improvement of health and safety performance with Manual Handling.

Relevant Legislation

Work Health & Safety Act 2011 (NSW)
Work Health & Safety Regulation 2017 (NSW)

Associated Documents

Hazardous Manual Tasks: Model Code of Practice 2018
The National Standard for Manual Tasks (2007)
Hazardous Manual Tasks Code of Practice 2012
Aged Care Manual Handling Procedure

Responsible Officer:	Director Corporate Services		
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