



MANUAL HANDLING POLICY

AIM

At Work Structures Pty Ltd we are committed to reducing the potential for manual handling types of injuries. Manual handling is any activity where an employee is required to grasp, manipulate, carry, lower, push, pull, hold or move an object. It therefore encompasses most workplace activities.

POLICY

- Staff will be encouraged to identify hazards and associated risks as part of our Risk Management practice. Risk assessments will include poor working postures, work layout and work organisation, repetitive handling and the application of force.
- Training will be provided to all relevant staff so that they can participate in risk assessments successfully.
- Improvements in procedures will focus on task redesign to reduce risks.
- Mechanical aids, such as trolleys and forklift will be supplied.
- Sufficient resources will be allocated to comply with the aim of this policy.

Where you have to lift, carry, push, pull or restrain an object the following lifting techniques should be employed:

- If you have an existing back or other condition that impedes your ability to undertake manual handling tasks, seek help or use appropriate manual handling equipment.

Where manual handling equipment is not available:

- A staff member in the seated position should not lift more than 4.5 kilos.
- A staff member in the standing position should not lift more than 20 kilos.

Guide for manual handling:

- Never lift beyond your strength; use manual handling aids where available or seek assistance
- Squat down to the object to be lifted, ensuring one foot is behind the load and the other beside the load. Ensure that you have a firm grip, use the palms of your hands and not your fingertips. Maintain a straight back and keep your arms as close to your body as possible. Lift using your leg and thigh muscles
- Avoid twisting or a jerking motion.
- Adjust equipment to minimise bending, twisting and over reaching.
- Change work practices or equipment to avoid repetitive actions or prolonged tasks.

Reference:

National Standard for Manual Handling.
Workplace Health and Safety Legislation
Manual Handling Procedure