



Warracknabeal Secondary College

Manual Handling Policy

Rationale:

Manual Handling is defined under the Occupational Health and Safety (Manual Handling) Regulations 1999 as 'any activity requiring the use of force exerted by a person to lift, push, pull, carry or otherwise move or restrain any object,' Object is defined as any animate or inanimate object, plant and any substance or material contained by an object.

Hazardous manual handling means:

- a) Manual handling having any of the following characteristics:
 - i. Repetitive or sustained application of force
 - ii. Repetitive or sustained awkward posture
 - iii. Repetitive or sustained movement
 - iv. Application of high force
 - v. Exposure to sustained vibration
- b) Manual handling of persons or live animals
- c) Manual handling of unstable or unbalanced loads, or loads which are difficult to grasp or hold

Aims:

The 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 as outlined below.

Implementation:

This policy applies to all school staff, students, visitors, contractors and volunteers – especially on working bees. 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 coordinate the plan for managing manual handling in the school, and will ensure that resources are provided to meet OH&S commitments. All staff receive a link to complete a compulsory Manual Handling online refresher course each year which will be marked off by the principal.

1. Where possible, manual handling risks will be considered and designed prior to any building upgrade, new activities and/or the purchase of all goods to be used at the school
2. A risk assessment will be undertaken on new tasks identified as having a manual handling component, and tasks will be ordered in priority for assessment. Records of the risk assessment will be retained by the school.
3. The health and safety representative should be consulted about the identification, risk assessment or control of risks.
4. Once the risk assessments have been conducted, they will be ordered to establish priorities for control
5. The risk control hierarchy will be 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
6. Once the control measures are in place, they must be evaluated to make sure they;
 - Are being used correctly
 - Are not increasing the risk of injury, and
 - Do help reduce the manual handling risk

For some manual handling tasks a combination of the risk control methods for reducing risk may be appropriate. However, information, training or instruction should not be the sole or primary means of controlling the risk.

Manual Handling Risk Identification


Tasks likely to cause manual handling injuries may be identified from CASES and the first aid register/register of injuries, by consultation with staff and by direct observation – especially of work practices.

In the Department, manual handling injuries are common and costly. These injuries range from sprains and strains due to sudden over exertion or forceful movement, to long term wear and tear related injuries. Other related injuries such as slips, trips and falls may occur after someone has been undertaking manual handling tasks because they are tired for example.

In schools, manual handling risks include

- Moving furniture
- Carrying computers
- Pushing a trolley
- Lifting a ladder
- Restraining a frightened child
- Typing a school report using a laptop in an awkward posture
- Stretching to reach a high shelf
- Separating fighting students
- Lifting high jump masts 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 25L 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) students

Evaluation: This policy will be reviewed as part of the school's three-year review cycle.

Ratified by School Council	Date:	16/11/15
Signed:	Principal:	
School Council President:		