



# Manual Handling

## Category: Risk Management and OH&S

### Policy and Procedure

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#### POLICY

BCH is committed to maintaining the safety of staff and volunteers in compliance of current legislation and regulations, by identifying, assessing and controlling hazards associated with manual handling, and consequently reducing the number of manual handling injuries across the organisation.

#### RATIONALE

To ensure the health and wellbeing of all staff and volunteers.

#### SCOPE

This policy applies to all staff, contractors and volunteers.

#### DEFINITION

##### *Manual handling*

Refers to **any activity** requiring the use of force exerted by a person to lift push, pull or carry or otherwise move, hold restrain any object or person.

##### *Manual handling equipment*

Refers to any equipment or device that has been supplied by BCH to assist in lifting, moving and transferring.

The identification of manual handling risks and management of those risks will:

- Reduce the risks associated with manual handling and BCH's employees.
- Reduce the potential for manual handling injuries to staff.
- Encourage the use of mechanical aids and other equipment when manual handling.
- Comply with the relevant legislation, regulations, codes of practice and standards.

#### PROCEDURES

##### Management Responsibilities

- Consult with employees in identifying manual handling hazards and determining control measures by performing risk assessments for manual handling activities.
- Ensure that all equipment purchased in the interest of manual handling is assessed and trialled by staff prior to purchase.
- Ensure that all manual handling equipment provided is appropriate to staff needs, easily accessible, maintained in good working order and used by all staff. Where the equipment is damaged and rendered beyond repair it is to be replaced (where feasible and appropriate) with a device that has a similar function.
- Provide information, instruction and manual handling training to new and current employees to enable them to work safely and without risk to their health.
- Investigate incident hazard forms relating to manual handling issues.

##### Employee Responsibilities



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- As an employee you have a responsibility to work safely.
- Use risk controls provided by BCH.
- Assess the task/area prior to performing any manual handling activity and obtain aid where appropriate eg. assessment of work heights, obstructions, the weight and size of any object to be moved.
- Report any problems/defects associated with manual handling equipment to management or designate verbally and document on an Incident/Near Miss form.
- Participate in the in hazard identification, risk assessment and risk control of new equipment and changed work practices as required.
- Participate in training provided by BCH and use the techniques covered in training programs to a competent standard.

#### ASSOCIATED DOCUMENTS

- Incident Report Form

#### POLICY HISTORY

Adapted From	BCH Manual Handling Policy
Distribution:	All Staff
Authorised by:	Chief Executive Officer
Policy Legislative Base	OHS Act 2004 OHS Regulations 2007 Code of Practice for Manual Handling No: 25, 20 April 2000
Related Policies	
First Approved Date	10/01/2005
Review History:	10/07/2007
Review Frequency:	Triennial
Next Review Due	2010
Responsibility for Review:	OH&S Team