

Yarra Ranges SDS

MANUAL HANDLING POLICY AND PROCEDURES

Rationale:

- The implementation of the manual handling policy is designed to promote and maintain the health and well being of staff, students and visitors, and to minimise the risks of manual handling injuries.

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 animate or inanimate object plant and any substance or material contained by an object.

Hazardous manual handling is defined as:

(a) manual handling having any 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

(b) manual handling of live persons or animals

(c) manual handling of unstable or unbalanced loads, or loads which are difficult to grasp or hold

Guidelines:

- This policy applies to all school staff, relief staff, students, visitors, contractors and volunteers. It applies to all activities both on and off school property, including school camps, excursions and any other programmed activity in the community.
- Visitors, volunteers and people on placement will not be involved in lifting or using equipment, such as a hoist.
- Yarra Ranges SDS operates under a no lift policy, please refer to Queensland Manual Handling of students
- Yarra Ranges has a Drop policy please refer to this for more information

Implementation:

- 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.
- Where possible manual handling risks will be considered prior to any building upgrade, new activities and/or the purchase of all goods to be used at the school.
- A risk assessment will be undertaken on 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.

- The Occupational Health and Safety Representative will be consulted, where possible, about the identification, risk assessment or control of risks.
- Once the risk assessments have been conducted, they will be ordered to establish priorities for control.
- 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 risk

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
- do help to reduce the manual handling risk

Minimal manual handling is promoted. All students will be encouraged to have as much independence, as possible, with all activities.

Staff are to be aware that close physical contact might unsettle or agitate some students.

- Students with difficult or unsafe behaviour who may require manual handling or physical intervention must have a documented behaviour support plan.
- When a student displays behaviour which may require manual handling intervention, staff are encouraged to implement behaviour management strategies before attempting any handling
- Staff will be trained in manual handling and physical intervention.
- All staff will annually review manual handling techniques
- New staff (including relief staff and volunteers) will complete an introductory OH&S session on Manual Handling).
- When a student requires a lift or assistance with a transfer, staff must follow individual safe work procedures plans.
- When a lift or transfer for a student is required in unplanned or emergency situations, staff are to follow approved handling methods
 - a hoist
 - a wheelchair
 - two person lift
 - Plan any lift

Date Implemented	November 2014
Author	OH&S Committee
Approved By	School Council
Approval Authority (Signature & Date)	
Date Reviewed	October 2016
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Links	No lift School Policy School Drop Policy

