MANUAL HANDLING POLICY

February 2016
PURPOSE
The Diocesan Schools System (DSS) has a duty of care under the Work Health and Safety Act 2011 and Work Health and Safety Regulation 2011. This also extends to the DSS Work Health and Safety Policy, to provide a safe working environment for its workers, contractors, visitors, students and other persons with a legal right to be on premises controlled by the DSS. This Manual Handling Policy establishes processes to be followed to minimise risk of injury to workers, students, visitors, volunteers, and contractors exposed to hazardous manual handling tasks as well as outlining their responsibilities in relation to their exposure to hazardous manual tasks. The process includes the conduct of a risk assessment when hazardous manual tasks are identified and assessed to ensure appropriate controls are in place.

POLICY CONTENT
Definitions
Hazardous manual task: as defined in the Code of Practice for Hazardous Manual Tasks 2011 means a task that requires a person to lift, lower, push, pull, carry, or otherwise move, hold or restrain any person, animal or thing involving one or more of the following:

- Repetitive or sustained force
- High or sudden force
- Repetitive movement
- Sustained or awkward posture
- Exposure to vibration

Manual handling: a task that requires a person to lift, lower, push, pull, carry or otherwise move, hold or restrain any person, animal or object.

Musculoskeletal Discords (MSDs): an injury to, or a disease of, the musculoskeletal system, whether occurring suddenly or over time. MSDs may include conditions such as:

- sprains and strains of muscle, ligaments and tendons
- back injuries, including damage to the muscle tendons, ligaments, spinal discs, nerves, joints and bones
- joint and bone injuries or degeneration, including injuries to the shoulder, elbow, wrist, hip, knee, ankle, hands and feet
- nerve injuries or compression
- muscular and vascular disorders as a result of hand-arm vibration
- soft tissue hernias
- chronic pain

Reasonably practicable: includes having regard to the following in relation to ensuring health and safety:

- the likelihood of the hazard or risk eventuating
- the degree of harm that might result from the hazard or risk eventuated
- what the person concerned knows or ought reasonably to know about the hazard or risk and ways of eliminating or reducing the hazard or risk
- the availability and sustainability of ways to eliminate or minimise the risk
- the cost of eliminating or reducing the hazard or risk

Worker: a person who carries out work in any capacity within the Diocesan Schools System.
RESPONSIBILITIES

Director/ Principal/Heads of Service
The Director of Schools/ Principal/Heads of Service is required to take reasonable steps to ensure that the Catholic Schools Office – Diocese of Broken Bay has and uses appropriate resources and processes to eliminate or minimise risks that arise from hazardous manual tasks. This includes:

- Implementing the risk management process to:
  a) identify and prioritise all manual handling tasks likely to be a risk to health and safety;
  b) assess and document manual handling risks using the Work Health and Safety General Risk Assessment form in consultation with the relevant worker/s;
  c) control manual handling tasks based on the principles of the hierarchy of control;
  d) monitor outcomes

- Consult with workers regarding the control measures and changes in the work environment
- Ensure safe work practices (SWPs) are developed, documented, implemented and reviewed
- Provide manual handling equipment where it has been assessed as necessary and ensure it is used and maintained according to the manufacturer’s instructions
- Provide manual handling and task specific training to workers where it has been identified as required to ensure they are competent to undertake tasks safely.

Workers
Workers of the Catholic Schools Office Diocese of Broken Bay have a duty to take reasonable care for the health and safety of themselves and others in the workplace. This includes:

- Not putting themselves or others at risk by their acts or omissions in the workplace
- Following manual handling safe work practices
- Reporting manual handling hazards, incidents, near misses or problems promptly to their Principal/Head of Service, Team Leader
- Participating in any training as directed by the Principal/Head of Service

Visitors, Volunteers and Contractors
Visitors, volunteers and contractors must ensure that they follow the Catholic Schools Office – Diocese of Broken Bay policy, guidelines and procedures whilst performing manual tasks. Visitors, volunteers and contractors must report all manual handling incidents, near misses and injuries to their appropriate supervisor.

RELATED POLICIES AND GUIDELINES

DSS Related Documents
- DSS Work Health and Safety Policy
- Management and Investigation of Incidents Guidelines and Procedures
- Manual Handling Guidelines and Procedures
- Risk Management Policy

RELATED LEGISLATION

- Hazardous Manual Tasks Code of Practice
- Work Health and Safety Act 2011
- Work Health and Safety Regulation 2011

**POLICY REVIEW**

This Policy will be reviewed not less frequently than once every five years.

**POLICY DATES**

<table>
<thead>
<tr>
<th>Date of completion and adoption:</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of next review:</td>
<td>2021</td>
</tr>
</tbody>
</table>

Authorised by

Peter Hamill
Director of Schools