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MANUAL HANDLING POLICY

Definition:

'an activity requiring the use of force exerted by a person to lift, lower, push, pull, carry or otherwise move, hold or restrain a person, animal or object.'

Rationale:

- Manual handling injuries represent the most commonly reported of all injuries in departmental worksites – a significant proportion of which result from the manual handling of persons.

Aims:

- To educate all staff about manual handling injuries, their occurrence and avoidance.
- To reduce, then eliminate manual handling injuries in our workplace.

Implementation:

- Occupational Health and Safety is a shared responsibility of the School Council and all staff.
- The Occupational Health and Safety (OH&S) Regulations require that hazard identification, risk assessment and control processes be established to minimise the occurrence and reduce the severity of injuries resulting from manual handling.
- The Health & Safety Representative (HSR) will be the primary contact for all OH&S concerns. They will consult and communicate openly with all staff, will directly observe work tasks being performed by staff, will implement a process that allows all staff to easily report concerns including a Hazards Alert Register and a First Aid Register, and will carry out an analysis of any workplace injury or incident records.
- The principal and HSR will conduct regular 'walk through' safety audits using checklists, paying particular attention to any areas of manual handling concern.
- A risk assessment will be openly undertaken for each area of manual handling concern, with all staff made aware of the findings and resultant courses of action (risk control).
- All staff and volunteers will receive training in relation to aspects of manual handling as appropriate.
- Particular attention will be paid to manual handling risks associated with lifting, restraining, holding and separating students, and incidents of violence toward teachers.
- Adequate resourcing and support will be available to ensure that the workplace meets the appropriate OH&S standards, and so that manual handling tasks can be undertaken with minimal risk.
- Issues relating to OH&S, for example building works being conducted at the school, will be communicated to all staff via the daily bulletin, public address announcements etc.
- Regulations relating to the correct use of equipment and substances will be communicated to all staff and adhered to.
- All accidents, incidents and near misses will be investigated, recorded and reported to the principal, the HSR, DET and other appropriate authorities as required.

Evaluation:

- An annual OH&S review will be conducted by the appointed representative in consultation with the Principal and nominees from the OH&S committee or after any serious incident. The review outcomes will be reported to the School Council and community. This policy will be reviewed as part of the school's three-year review cycle.

Approved by School Council – August 2019

To be reviewed – August 2022

Signed: _____
Ian Denson, Principal

Date: _____