Policy Rationale
CCAE is committed to the provision of a safe work environment and the prevention of workplace hazards and injuries as a result of manual handling practices which is defined as:

- Any activity requiring the use of force exerted by a person to lift, lower, push, pull, carry or otherwise move, hold or restrain any object, animal or person.
- It also applies to people carrying out repetitive work (eg - administrative and clerical staff, and laboratory staff) and long periods of work involving fixed or awkward postures (eg - dental technicians).

Policy Aims
The overall objectives of this policy are:
- to prevent/reduce the occurrence of manual handling incidents;
- to reduce the severity of injuries should they occur;
- to identify, assess and control risks arising from manual handling activities in the workplace;
- to satisfy legislative requirements;
- to contain costs and to review all manual handling tasks on an annual basis

Procedure

**OH&S Committee responsibilities**
- identify all manual handling tasks performed and assess all tasks identified as being of significant risk
- implement control measures for all tasks assessed to be a significant risk
- oversee the provision of manual handling training for all employees and provide advice, support and information on the prevention and control of manual handling risks
- link manual handling program outcomes to staff injuries and accident/incident reporting statistics

**Program Managers Responsibilities**
- Must ensure that the manual handling policy and program is effectively implemented, promoted and supported. This includes the identification, assessment and control of manual handling risks.
- Ensuring that staff under their control are appropriately trained and follow safe work practices.
- Identifying manual handling training needs, incorporating these into a training plan and ensuring staff are trained.
- Taking appropriate action and implementing control measures when hazards are reported or incidents occur.
- Release workplace trainer/s for required training and support activities
- Ensure that environmental audits and manual handling task risk assessments are undertaken on a regular basis

**All Employees**
- Participate in manual handling training and in the consultative process relating to manual handling issues
- Where possible, follow safe work practices as instructed, including the use of mechanical handling equipment, personal protective equipment, and taking rest breaks as provided
- Reporting potential manual handling hazards or problems
- Active involvement in the identification, assessment and control of manual handling risks
- Not putting themselves or others at risk by their actions or omissions

**Work and Task Planning & Design**
- Work organisation and task performance should eliminate or reduce as much as possible the need for regular or heavy manual lifting, awkward or static postures, and double handling.
- Consideration should be given to distributing the workload as evenly as possible throughout the day.
- Sufficient personnel should be provided so that tasks can be undertaken safely.
- Workloads should be planned to allow sufficient time for all tasks to be carried out effectively and safely.
- Tasks involving lifting, frequent and prolonged awkward static postures should be alternated with light tasks or tasks requiring the use of different muscle groups. Job rotation should be considered especially for tasks requiring repetitive action.
- Workflow should be flexible enough so that staff are able to regulate some of the pressure related to their work.
- Staff undertaking repetitive work should be provided with short rest breaks
**Risk Identification & Assessment**

Before risk control measures can be implemented, manual handling tasks should be identified, examined and prioritised in preparation for the assessment process. The risk identification process should be systematic, and include the following activities:

- Identification of all manual handling tasks
- Determining which tasks contain risks
- Prioritising “risky” tasks, by:
  - consulting with employees, employee representatives and OH&S representatives
  - reviewing relevant accident investigation reports, incident forms, environmental audit reports, and OH&S inspection reports
  - reviewing workplace accident/incident records and workers compensation statistics
  - observing the task

**Evaluation**

This policy will be reviewed bi-annually.