
ESSEX HEIGHTS PRIMARY SCHOOL
MANUAL HANDLING POLICY

Rationale

EHPS recognises that manual handling injuries account for a significant proportion of all injuries and that in most cases they are preventable.

Manual handling is 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 or person.

Manual handling tasks can vary greatly and could include lifting or restraining a student, carrying boxes of copy paper or files, transporting audio visual equipment around a school, pushing a whiteboard into a meeting room or even using a keyboard.

This policy should be read in conjunction with the EHPS Occupational Health and Safety Policy, the Occupational Health and Safety Act 2004 and the Occupational Health and Safety Regulations 2007

Guidelines

This Policy applies to all school 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 outside the school grounds. Our aim is to promote and maintain the health and wellbeing of staff, students and visitors, and to minimise the risks of manual handling injuries by implementing a systematic approach as outlined below.

Implementation

The Principal or nominee will coordinate the plan for managing manual handling in the school to meet OH&S legislation.

- 1.0 All hazardous manual handling tasks will be identified and controlled.
Identification of hazardous manual handling tasks can occur in a number of ways, including but not limited to:
 - observation;
 - reviewing incident, injury and hazard reports from employees; and
 - consulting with employees involved in performing these tasks.
- 2.0 The EHPS Occupational Health and Safety Committee and employees will develop and implement controls to reduce these manual handling risks.
- 3.0 The OH&S Committee will develop safe work procedures to instruct employees how to safely perform an identified hazardous manual handling task.
- 4.0 The OH&S Committee will provide training to employees in relation to safe manual handling and lifting techniques.

- 5.0 There is no legislated weight limit that is considered “safe” for manual handling. Individuals have different physical capabilities which must be considered when taking into account any manual handling task. The weight of an object is not necessarily the only thing that makes a task hazardous.

Evaluation

The policy will be reviewed every two (2) years in accordance with compliance legislation.

Andrew Crossett

Trevor Sharrock

Principal

School Council President

School Council - May 2013