
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. Hazardous manual handling can have any one of the following characteristics:

- repetitive or sustained application of force
 - repetitive or sustained awkward posture
 - repetitive or sustained movement
 - application of high force being an activity involving a single or repetitive use of force that it would be reasonable to expect that a person in the workforce may have difficulty undertaking
 - exposure to sustained vibration
- b) manual handling of live persons or animals
- c) manual handling of unstable or unbalanced loads that are difficult to grasp or hold.

Manual handling tasks can vary greatly and could include:

- repeating an action frequently
- bending and twisting
- handling loads that are unstable or difficult to grasp
- working in an awkward or uncomfortable position
- working for, long periods without adequate rest
- handling people or animals
- lifting 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 (OH&S) 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 associated with hazardous 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 hazardous manual handling risks in line with the hierarchy of controls in the regulations.
- 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 Department of Education and Training will provide training to employees in relation to safe manual handling and lifting techniques. All staff are required to complete this training.

Evaluation

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

Andrew Crossett

Trevor Sharrock

Principal

School Council President