



# Manual Handling for Staff

## POLICY

### Purpose

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

### Guidelines

- Occupational Health and Safety (OH&S) is a shared responsibility of the school council and all staff.
- The Occupational Health and Safety 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.

### Implementation

- The Principal, the elected OH&S representative and members of the elected OH&S committee will formally convene at least once per school term.
- The committee will be the primary contact for all OH&S concerns. It 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, along with OH&S committee representatives, 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.
- 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 OH&S committee, Department of Education and Training (DET) and other appropriate authorities as required.

## Evaluation

This policy will be reviewed as part of the school's annual review cycle.

## POLICY REVIEW AND APPROVAL

Policy last reviewed	November 2021
Approved by	School Council
Next scheduled review date	November 2022