



Elwood Primary School No 3942

Scott Elwood 3184 Telephone 9531 2762 Fax 9531 5497

PROGRAM: Occupational Health & Safety (Manual Handling)

POLICY NO : 9 May 2013

PURPOSE

1. To comply with OHS related legislation and DEECD directives or guidelines relating to health and safety.
2. To minimize the occurrence of injury and illness in the school through systematic risk identification, assessment and control.
3. To investigate accidents with a view to preventing recurrence.
4. To specify requirements for minimizing the risks of manual handling injuries.

GUIDELINES

1. Elwood Primary School recognizes it has a responsibility to provide and maintain a working environment which is safe and without risks to individual's health and well-being.
2. This responsibility to adhere to safe work practices, instructions and rules extends to all employees, contractors and visitors to the school site including students, parents and volunteers.
3. Policy applies to all activities on school property, including vehicles and also applies to school camps, excursions and any other programmed activity outside the school grounds.
4. School management is committed to providing a safe working environment through implementation of risk prevention and reduction strategies which are integrated into the school's day-to-day operations.
5. A consultative approach between employees and management on OHS issues is encouraged.
6. Manual handling is defined under the Occupational Health and Safety (Manual Handling) Regulations 1988 as 'any activity requiring the use of force exerted by a person to lift, push, pull, carry or otherwise restrain any animate or inanimate object.'

IMPLEMENTATION

1. The Principal or nominee co-ordinates the plans for managing manual handling and ensures that resources are provided to meet OHS commitments.
2. Where possible, manual handling risks are considered and designed prior to any building upgrade, new activities and/or the purchase of all goods to be used in the school.
3. Risk assessment is undertaken on tasks identified as having a manual handling component.
4. Priorities for control are determined once risk assessment has been conducted.
5. Risk control hierarchy is as follows:
 - Redesign to eliminate or reduce risk
 - Provide mechanical aids and appropriate training in their use
 - Provide particular training and education appropriate to the task
 - A combination of the above methods may be appropriate
6. Evaluation of control measures is undertaken to ensure:
 - They are being used correctly
 - Are not increasing injury
 - Do help to reduce manual handling risk

RESOURCES

[Occupational Health & Safety Act, 2004](#)
[School Reference Guide Section 6.12 Risk Management Guidelines](#)
[EPS Emergency Management Procedures](#)

REVIEW IN 2016