

# **P.13.01**

## **MANUAL HANDLING POLICY AND PROCEDURES**

### **1.0 INTRODUCTION**

This policy applies to all AVETA staff, students, contractors and visitors.

In accordance with the Occupational Health and Safety Act 2004 and Occupational Health and Safety Regulations 2007 (OHS Regulations) AVETA has a specific duty to make all AVETA's workplaces safe, this includes duties or activities that require manual handling.

Accordingly, AVETA will identify all tasks that involve manual handling and if these tasks potentially pose a risk of musculoskeletal disorder, then AVETA will eliminate where practicable, or reduce the risk to a point where the risk is considered acceptable by implementing one or any combination of the following (but not limited to):

- provide information, training or instruction to all AVETA staff, students, contractors and visitors on the safe practices and the correct techniques required when manual handling
- provide mechanical lifting aids
- change the workplace layout, the workplace environment or the systems of work
- change the objects used in the task

In addition to the above, AVETA will review (and, where necessary, revise) AVETA's risk controls, if there is a report of a Musculoskeletal Disorder at any AVETA workplace, or on request by AVETA's staff, students, contractors and visitors or an AVETA Health and Safety Representative.

Finally, AVETA will obtain, from any manufacturer and supplier of goods and products to AVETA, information on the safe use, manual handling if applicable, and maintenance of their product/s at the time of supplying their product/s, so that AVETA can implement the required procedures to eliminate where practicable or reduce any risks associated with manual handling of their product/s.

### **2.0 REFERENCES**

**2.1** Occupational Health and Safety Act 2004 - <https://www.legislation.vic.gov.au/in-force/acts/occupational-health-and-safety-act-2004/034>

**2.2** Occupational Health and Safety Regulations 2007 (OHS Regulations) -

<https://www.legislation.vic.gov.au/as-made/statutory-rules/occupational-health-and-safety-regulations-2007>

### **3.0 DEFINITIONS**

Manual Handling means a task having one or a combination of any of the following characteristics that are known to be one of the main sources of musculoskeletal disorders:

- a) Repetitive or sustained application of force by using force repeatedly over a period of time
- b) Repetitive or sustained awkward posture where any part of the body is in an uncomfortable or unnatural position
- c) Repetitive or sustained movement by using the same part of the body to repeat similar movements
- d) Application of high force where the task is difficult to perform due to the effort that is required
- e) Exposure to sustained vibration transferred from tools or machinery to the operator's body
- f) Handling loads that are heavy or unstable / unbalanced or difficult to hold (particularly if the load can move, change suddenly or is uneven)

## **4.0 PROCEDURE**

### **4.1 Responsibilities**

AVETA's management shall:

- a) Ensure compliance with the act and regulations by identifying, assessing and controlling risks associated with manual handling tasks which have the potential to cause musculoskeletal disorders
- b) Conduct assessments for all identified manual handling tasks
- c) Implement and manage risk management controls to ensure that the level of risk associated with all manual handling tasks is either eliminated or reduced to a point where the risk is acceptable. The identified risk management controls will be assessed for their short, medium- or long-term viability.
- d) Consult with AVETA staff and Health and Safety Representatives on any task involving manual handling

Provision of information or training in manual handling techniques shall NOT be used as the sole or primary means of controlling the risk(s) unless the following controls are not practicable:

- a) Altering the workplace
- b) Altering the systems of work used to carry out the task
- c) Changing the objects used in the task
- d) Using mechanical aids
- e) Altering the environmental conditions, such as heat, cold and vibration

AVETA's Staff shall:

- a) Cooperate in reducing the risk of manual handling injuries by following information, training or instruction they may have received in correct manual handling techniques and where required using mechanical aids
- b) Participate in the identification, assessment, implementing and ongoing management of AVETA's risk control processes relating to manual handling at AVETA

### **4.2 Training**

AVETA's management will provide, where deemed necessary, training to AVETA staff, students, and contractors in correct manual handling techniques

### **4.3 Injury**

If a manual handling task results in an injury to AVETA staff, students, contractors or visitors, AVETA's CEO will ensure a risk assessment is conducted in accordance with the requirements of this procedure and "Reporting of Injuries".