

# MANUAL HANDLING POLICY



*Manual handling is " any activity requiring force exerted by a person to lift, lower, push, pull, carry or otherwise move, hold or restrain any inanimate or animate object".*

(Worksafe Australia)

## TECHNIQUES

- ensure the pathway is clear of hazards
- use a mechanical device: sack truck is stored in the outside shed
- share heavy or awkward loads with a partner
- consider emptying cupboards prior to moving
- position feet for best balance
- bend knees: minimise bending of the lower back
- brace your stomach
- pull the item or child close to your body
- lift slowly & smoothly using your legs

## AVOID

- bending
- reaching below knee level
- reaching above shoulder height: ladders are stored in the internal storeroom
- reaching beyond 30cms
- twisting
- jerky movements
- lifting or handling children: see behaviour management policy
- restraining a child by yourself
- using one hand to lift
- storing heavy items on high surfaces (between shoulder and waist).

When storing, handling or purchasing equipment consult the relevant policies, Standard Operating Procedures & develop a risk assessment for all new equipment purchased.

Keep all major thoroughfares & exits clear.

Keep storage floor area clear to allow safe access to stored items.

All tables are a two person lift. Other items that are a two person lift are identified by yellow gaff tape on them. All furniture without wheels are also two person lift.

Department employees must complete PLINK Manual Handling course online.

Consider your own back & personal fitness when lifting or shifting an object / child.