King’s Baptist Grammar School
Work Health & Safety Policy 11  Manual Handling / Ergonomics

Manual Handling / Ergonomics

King’s Baptist Grammar School is committed to the prevention of manual handling injuries within the school community. Through established consultative mechanisms, King’s Baptist Grammar School aims to identify, assess and control manual handling and ergonomic hazards within the school environment. Identified hazards and their controls will be monitored and evaluated to determine their on-going effectiveness.

Definitions:

Manual Handling: For the purpose of this policy, the term Manual handling refers to “any activity requiring the use of force by a person to lift, lower, push, pull, carry or otherwise move, hold or restrain any animate or inanimate object.”

Ergonomics: For the purpose of this policy, the term Ergonomics refers to the system based study and design of the relationship between work and the worker.

1.  RATIONALE

2. Manual Handling activities involve a risk of injury, and these need to be identified, understood, assessed and controlled by schools.
3. To provide practicable and clear guidance in the application of the Regulations in the identification, assessment and control of risks arising from manual handling activities within the school.
4. To assist in the correct use of the human body during all activities and manual handling tasks.

2.  RESPONSIBILITIES

2.1 Principal/Responsible Officer

1. To ensure that systems are in place to assist in the identification, assessment and control of manual handling activities.
2. To ensure that the Manual Handling Regulations and Code of Practice are kept at the school and easily accessible to employees.
3. To ensure staff are provided with effective and appropriate information, instruction and training in the identification, assessment and control of manual handling activities.
4. To ensure that a comprehensive list on ‘Safe Lifting Manual Handling Techniques’ (Appendix 11a) is available and applicable to Kings and the suggested controls are available.
5. To facilitate and ensure that appropriate consultation with the WH&S committee, staff and/or other appropriate persons occurs.
6. To ensure that mechanical aids are readily available and are maintained in good repair. These should be included on the annual scheduled maintenance checklist.
7. To promote, support and assist staff in the integration of the objectives of this policy into their work practices.
2.2 **WH&S Representative/Key Committee Member**

1. To ensure that a copy of the relevant legislation is kept in the WH&S file and readily available to all staff.
2. To actively participate in the risk assessment of identified manual handling tasks.
3. To actively participate in the development of Safe Work Practices.
4. To actively participate in both annual and ad-hoc safety audits to ensure appropriate controls are in place and adhered to.
5. To maintain accurate records of staff meeting attendance where Manual Handling training is given.
6. To promote, support and assist staff in the integration of the objectives of this policy into their work practices.

2.3 **WH&S Committee**

1. To actively participate in the identification, assessment and development of control strategies to assist in the prevention of injury from manual handling risks.
2. To assist staff in the integration of manual handling objectives into their work practices.

2.4 **Employees, contractors and members of the school community**

1. To care for and protect their own and others wellbeing.
2. To comply with the Manual Handling/Ergonomics policy.
3. Provide feedback to the WH&S committee members on the effectiveness of control measures.
4. Report all identified hazards on the Staff Intranet page under Maintenance.

Principal          Date

WH&S Committee Chairperson          Date

Date Implemented:  18/09/15          Review Date   2018
APPENDIX 11A – SAFE LIFTING MANUAL HANDLING TECHNIQUES

If the manual handling risk cannot be eliminated and it is not practicable to use mechanical aids, use the correct safe lifting technique to help prevent injury.

Plan the Lift
- Try to break down the load into smaller parts.
- Check the pathway for any obstacles and clear these. Check if any doors need to be opened.
- Test the weight of the load by lifting one corner. If it is too heavy or awkward, stop and request help

Performing the Lift
- Stand with feet shoulder-width apart and in a staggered stance.
- Move in close to the load.
- Bend your knees, keep your head upright and maintain the spine’s natural curves.
- Pull the load close to your body.
- Secure your grip.
- Use a smooth controlled motion to lift the load.
- Avoid twisting or turning your body when lifting and be sure to use your feet to change direction.

Setting the Load Down
- Stand with your feet apart and in a staggered stance.
- Get as close as possible to the area where you will place the load.
- Bend your knees, keep your head upright and maintain the spine’s natural curves.
- Keep the load close.
- Once the load is where you want it release your grip. Always ensure that the load is secured before you release your grip.

Team Lifting
- Before undertaking a team lift, it is important to establish emergency commands should one of you experience difficulty during the exercise.
- If you are lifting a load with a team member(s), it is vital to keep communicating with that person(s) and tell them of any action you are about to take such as lowering or adjusting the load.

Remember to keep the load close and keep to the natural curves of your spine to help prevent injury.