



Facility Management Victoria Pty Ltd Manual Handling Policy

Any activity requiring the use of force exerted by a person to lift, push, pull, carry or otherwise move, hold or restrain any object is classified as manual handling.

Our aim is to provide practical guidance in meeting the requirements of the Occupational Health & Safety Manual (Manual Handling Regulations 2007) for the prevention, identification, assessment and control of risks arising from manual handling activity in the workplace.

Persons in charge of a workplace in Victoria are required to identify any tasks that involve hazardous manual handling

- Before it is carried out
- Before alterations are made to equipment or the systems or work which includes manual handling.
- By informing staff of new info
- Identify hazardous manual handling tasks that are undertaken or are to be undertaken by employees.
- Assess the risk of hazards identified and record the assessment
- Provide training, information and instruction to employees.

While at work an employee must cooperate with his or her employer with respect to any action taken by the employer to comply with any requirement imposed upon the employer.

In practical terms employees should:

- Report any hazards
- Report and hazardous manual handling
- Report incidents or injuries resultant from manual handling
- Ensure that tasks and jobs are done in a safe and effective way

Cooperate with employers in manual handling risk assessment.

Procedure

Plan:

The person undertaking the manual handling should assess the load and determine how it will be handled and where it will be placed. By assessing the situation first the member can decide if a handling aid or another staff member is required to move the object.

Determine the best technique:

All factors should be taken to account when determining the best technique. A staff member undertaking a lift should lift efficiently and rhythmically, avoiding bending of the lower back. The best handling techniques involves suitable balance and avoidance of unnecessary bending twisting and reaching.

Take a secure grip:

The grip helps to determine how safe the task will be. Wherever possible, a comfortable power grip (with the whole hand) should be used rather than a pinch grip (with fingers only).

Pull the load in close to the body:

For lifting in particular, it is important to have the centre of gravity of the load close to the body to prevent excessive stress on the back and to make the strongest muscles of the arms available to hold the load.

It is important to minimise the effects of acceleration by lifting slowly, smoothly and without jerking.

Vary handling task with lighter work:

The job/ task should be designed so as to provide alternative tasks that do not heavily stress the same muscles. Lighter tasks allow the active muscles to recover and should be alternated with heavier handling tasks throughout the shift.