

MANUAL HANDLING POLICY WHS105

1. INTRODUCTION

Charles Sturt Campus Services Limited has developed this policy to provide a healthy and safe workplace(s) for workers and others. Manual handling or Musculoskeletal disorder (MSD) causes the highest number of injuries to occur in the workplace as it requires the person to exert force to lift, lower, push, pull, carry, hold or restrain an animate or inanimate object this accounts for most activities. Manual handling injuries refer to strains, sprains, torn muscles and ligaments including injury to spinal discs. These injuries are painful and can take months to recover affecting work and home life. This policy outlines the rules, responsibilities and procedures for Manual Handling.

2. SCOPE

This policy applies across the organisation of Charles Sturt Campus Services Limited and all workplaces under our control.

3. RULES

- Assess the hazards and risks of all manual handling task and eliminate or control the risks;
- Where hazards or risks cannot be eliminated always use lifting devices/aids to minimise the risk or ask for assistance from another worker;
- Notify the Supervisor if you believe a task to be hazardous or beyond your capabilities;
- Workers whose behaviour has placed the safety of themselves or other at risk will be subject to disciplinary procedures;
- Follow suggested procedures for eliminating or controlling the risks set out in the Manual Handling Safe Work Method Statement (SWMS) or Work Instruction

4. RESPONSIBILITIES

Managers and Supervisors must:

- Implement and review this policy;
- Consult with workers about this policy;
- Assess the hazards and risks of manual handling, taking into account the experience, skills and physical abilities of the workers performing the tasks;
- Assess the ergonomic design of work areas that may pose hazards to workers and eliminate or control the risks;
- Provide appropriate lifting devices/aids to control the risks from manual handling task;
- Provide information, training and supervision for workers to allow them to adhere to the rules and have the knowledge and resources to follow the procedures and understand their roles and responsibilities;
- Record all incidents or injuries arising from manual handling.




Workers must:

- Comply with the rules of this policy;
- Inform the manager or supervisor if incidents or injuries occur; and
- Participate in consultation and training in relation to manual handling.

5. SIGN OFF

Company Representative:

Signed:  **Date:** 21-10-21

Name: Martin Dooner **Position:** General Manager