



Shire of Wyndham East Kimberley
Council Policy Manual
OSH 11

POLICY No:	OSH 11
DIVISION:	Occupational Safety and Health
SUBJECT:	Manual Handling Policy
REPORTING OFFICER:	Executive Manager Engineering and Development Services
ENABLING LEGISLATION:	Occupational Safety and Health Act 1984

OBJECTIVE:

Council is committed to ensuring that, as far as practicable, each hazard that is likely to arise from manual handling at the workplace is identified, the risk of injury or harm to a person resulting from the hazards assessed and the means by which the risk may be reduced is considered.

The definition of manual handling includes any activity requiring the use of force exerted by a person to lift, push, lower, pull, carry or to otherwise move or restrain an object.

This policy is designed to meet the requirement of the Occupational Safety and Health Act 1984 and associated regulations by identifying manual handling hazards, assessing the risk and the means by which the risks may be reduced.

POLICY:

The potential risk factors associated with manual handling include:

- Activity involving repetitive and/or forceful movements;
- Physical movements and actions involved;
- Working posture and position;
- Workplace and work station layout;
- Nature of the load;
- Location of loads and distances moved;
- Duration and frequency of manual handling activity;
- Weights and forces;
- Work environment;
- Unstable footwear, ground movement or slippery floor; and
- Skill, experience and age.



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Essential Lifting Steps

Wherever possible use a mechanical aid or another employee to assist you.	✓
Get additional help if necessary (don't risk it!).	✓
Plan the lift.	✓
Check the weight of the load.	✓
Is the route you are planning to travel free of obstructions?	✓
Is the place you are planning to put the load free of obstructions?	✓
Stand close to the load.	✓
Place feet apart so as to establish a wider stability base.	✓
Bend at the knees.	✓
Pull the load close to your body.	✓
Get a firm grip.	✓
Lift smoothly.	✓
Keep your back straight.	✓
Let your legs provide the force for lifting.	✓
Look where you are going.	✓
Don't twist your upper body when turning, move your feet.	✓
When depositing the load once again bend at the knees and keep your back straight.	✓
The key to good lifting is to keep the 3 curves of your back in their natural position.	✓

Position Descriptions

Where it is an inherent requirement of a position that the employee is required to be exposed to potential risks associated with manual handling, then any selection criteria or position description must contain the nature of work, level of exposure to manual handling and preferred physical requirements of applicants.

Training

Any employee who is required to perform intensive manual handling shall be adequately trained in the correct techniques to avoid injury.

