



Yarraville Special Developmental School

No. 9278

MANUAL HANDLING POLICY

Yarraville SDS Principal:

Ashwini Sharma

School Council President:

Kim Mace

Certification

School Council President

Signed

Date

28/11/2017

Principal

Signed

Date

28/11/2017

This policy ratified at School Council meeting

28/11/2017



Yarraville Special Developmental School
Excellence In Learning

MANUAL HANDLING POLICY

RATIONALE:

Manual handling injuries represent the most commonly reported of all injuries in departmental worksites – a significant proportion of which result from the manual handling of persons.

Manual Handling Definition:

'Activity involving lifting, lowering, restraining, pulling, carrying, holding, throwing, and activities involving sustained awkward postures, repetitive actions or use of equipment or tools that vibrate.'

AIMS:

- To educate all staff about manual handling injuries, their occurrence and avoidance.
- To continually reduce manual handling injuries in our workplace.

RESPONSIBILITIES:

Occupational Health and Safety is a shared responsibility of the School Council and all staff.

Staff will elect a Health and Safety Representative (HSR) each year and there will be a management representative appointed.

There will be clear lines of communication between the elected HSR and the management representative.

Occupational Health and Safety (OHS) will be an agenda item at Staff and School Council meetings.

IMPLEMENTATION:

The OHS Regulations require that hazard identification, risk assessment and control processes be established to minimise the occurrence and reduce the severity of injuries resulting from manual handling.

The Principal and management nominee and the elected HSR will comprise the OHS committee and will formally convene at least once per school term. Other staff may be involved in these meetings. (have one member that has been injured or filed an incident report)

In order to reduce risk of injury from manual handling, the school will undertake the following:

- Establish a risk assessment team including the principal (or nominee), the HSR and other appropriate staff to undertake a consultative process of identification,

assessment and potential manual handling hazards in each learning area, administration area, and cleaning/maintenance area as appropriate.

- Use the Risk Assessment Worksheet to identify tasks undertaken by staff that involve manual handling activity – *complete Hazard Identification section.*
- Use the Risk Assessment Worksheet to assess whether a task is likely to cause a manual handling injury- *complete Risk Assessment section.*
- Risk Assessment Worksheet to plan to eliminate or reduce the risk by:-
 - Altering the workplace or environmental conditions.
 - Altering the systems of work ie the way that tasks are undertaken
 - Changing the objects or tools used
 - Using mechanical aids such as trolleys or hoists etc.
 - Providing information and training.

The committee will consult widely in the development of risk control recommendations, which will be implemented as soon as practicable.

In addition, the committee will communicate openly with all staff, will directly observe work tasks being performed by staff, will implement a process that allows all staff to easily report concerns including a Hazards Alert Register and a First Aid Register, and will carry out an analysis of any workplace injury or incident records.

The OH&S committee will conduct regular 'walk through' safety audits using checklists, paying particular attention to any areas of manual handling concern.

All staff and volunteers will receive training in relation to aspects of manual handling as appropriate.

Particular attention will be paid to manual handling risks associated with lifting, transferring and transitioning students, restraining, holding and separating students, and incidents of inappropriate physical behavior directed at staff and students. (Also refer to Behavior Management, Restraint and Challenging Behavior Policies.).

Where unusual events, for example building works, occur and this will impact on OH&S at the school, this will be communicated to all staff via the intranet, PA announcement or staff meeting etc. areas will be sectioned off

Instructions and advice relating to the correct use of equipment and substances will be communicated to all staff and adhered to.

All accidents, incidents and near misses will be investigated, recorded and reported to the principal, the OH&S committee, Department of Education and Early Childhood Development and WorkSafe as required.

REFERENCES:

<http://www.education.vic.gov.au/hr/ohs/hazards/manualhandling.htm>

Risk Assessment Worksheets

Risk Identification Screening tool

RELATED LEGISLATION:

- Information Privacy Act 2000 (Victoria)
- Health Records Act 2001 (Victoria)

EVALUATION: An annual OH&S review will be conducted by the appointed representative in consultation with the Principal and nominees from the OH&S committee. The review may also be conducted at any time as required.

The review outcomes will be reported to the School Council and community. This policy will be reviewed as part of the school's three-year review cycle.