

## MANUAL HANDLING/STORAGE POLICY

### Philosophy/Purpose

ME/CFS Australia (Victoria) is mindful of its legal and ethical obligations to ensure the physical safety of its staff and those people with whom we come in to contact during our daily work activities. It is with these obligations in mind that the following policy has been developed.

### Definition

Manual handling means the use of one's hands to handle - to lift, lower, push, pull, carry or otherwise move or hold any object (including animate objects such as children).

### Purpose

Under legislation, the National Standard for Manual Handling and the National Code of Practice for Manual Handling are legally enforceable. Along with the Victorian OH&S legislation, they require the Management Committee to carry out hazard identification for all manual tasks in the organisation. Where hazards are identified, the risk(s) must be assessed and controlled as far as is reasonably practical. Any control measures, which are implemented as a result of the risk assessment procedure, will be documented, monitored and regularly reviewed.

The Committee of Management will ensure that staff will enable if possible:

- all objects within the organisation are, where possible, designed, constructed and maintained so as to eliminate risks arising from manual handling
- work practices are designed to eliminate, as much as possible, risks from manual handling
- the working environment is designed to be, as far as practicable, consistent with the safe handling of objects.

### Guidelines/Strategies

If it is not reasonably practicable to eliminate a risk arising from manual handling, the Committee of Management will ensure that the CEO where possible will:

- redesign (for example, reducing the bulk of an object or packing it/them in a container that is easier to hold) or replace the object(s) with those that are designed to avoid or reduce risk
- provide mechanical aids or make arrangements for team lifting
- ensure that staff are trained in manual handling techniques, including the correct use of mechanical aids or team lifting procedures.

### Procedures

The Committee of Management will ensure that risk assessment for manual handling tasks is undertaken and recorded regularly and that risk control measures are identified, documented, implemented and regularly reviewed to determine if current risk control measures are effective. If they are ineffective, further risk assessment will be undertaken and the control measures changed as far as reasonably practicable.



When assessing the risks and establishing suitable risk control measures, all those factors cited in the *National Code of Practice for Manual Handling* will be taken into account.

The Committee of Management will ensure that adequate training and information about safe working practices in relation to manual handling are provided to all employees and volunteers.

Employees/volunteers are required to follow the organisation's procedures for working safely on tasks which involve manual handling, and to use any protective or mechanical equipment that has been provided for use.

### **Responsibility**

The Committee of Management as a whole is responsible for ensuring the policy objectives are achieved although it may delegate particular duties to its members.

The CEO will be responsible for ensuring that all staff, including volunteers, comply at all times with Government legislation and this policy.

**Policy Endorsement Date: 25<sup>th</sup> November 2008**

**Review Date: November 2010**