

Manual Handling (Hazardous Manual Tasks) Policy

Purpose

Skillset Limited is committed to achieving and maintaining the best possible standard of health, safety and welfare at work for all its workers and others at workplaces.

Skillset Limited will achieve this by eliminating hazards and adopting a pro-active risk management approach to identify, assess, control and review hazards in the workplace to comply with the Work Health and Safety (WHS) legislation 2011. Manual handling is recognised as a significant workplace hazard.

Commencement of Policy

This Policy will commence from 01/05/2017. It replaces all other Manual Handling policies of Skillset (whether written or not).

Application of Policy

This Policy applies to workers (employees, agents, contractors (including temporary contractors as otherwise defined under WHS legislation) of Skillset, collectively referred to in this policy as workers.

This Policy is not limited to the workplace or work hours. This Policy extends to all functions and places that are work related. For example, work lunches, conferences, Christmas parties and client functions.

The Aims / Expected Outcome of this Policy

The overall aims for this policy are:

- Eliminate hazardous manual tasks where practicable.
- Minimise the incidence of unplanned events involving risk to persons performing hazardous manual tasks within the workplace.
- Reduce the incidence and severity of musculoskeletal disorders related to hazardous manual tasks within the workplace.
- Continuous improvement in the management of hazardous manual tasks.

Principles

By following the steps, principles and practices laid out in this policy, managers and workers can be reasonably assured that they are complying and working towards the organisation's goal of zero work related Musculoskeletal Disorders.

This policy provides guidance on how to manage the risks associated with manual tasks by following a systematic process:

- Identify hazardous manual tasks
- Assess the manual tasks in consultation with the workers performing the task

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- Develop comprehensive controls (prioritised) to reduce the force, repetition, sustained posture or to control the environment
- Implement the agreed controls
- Monitor and evaluate the effectiveness of the controls

Definitions

Musculoskeletal Disorder (MSD) - an injury to, or a disease of the musculoskeletal system, whether occurring suddenly or over time. It does not include an injury caused by crushing, entrapment (such as fractures and dislocations) or cutting resulting from the mechanical operation of plant

Hazardous manual task: is a task that requires a person to lift, lower, push, pull, carry or otherwise move, hold or restrain any person, animal or thing involving one or more of the following:

- repetitive or sustained force – repeated or applied continuously over time
- high or sudden force – jerky or unexpected, very demanding or requires help to do task
- repetitive movement – using same body part to repeat similar movements over a period of time
- sustained or awkward posture – body is kept in same position for prolonged period, uncomfortable or unnatural position
- exposure to vibration – whole or part of the body vibration causing discomfort and/or injury

Breach of this Policy

All Workers must comply with this Policy at all times. If a Workers breaches this Policy, they may be subjected to disciplinary action including termination of employment. Agents and contractors (including sub-contractors and temporary contractors) may have their contracts with Skillset terminated or not renewed.

Variations

Skillset reserves the right to vary, replace or terminate this policy from time to time.

Associated Documents

- WHS Policy
- Manual Handling Procedure

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