

Red Shed Inc. Manual Handling Policy

Effective Date: 01/06/2024

Review Date: 01/06/2025

Purpose:

Red Shed Inc. is committed to providing a safe and healthy workplace for all employees, contractors, members, and visitors. This policy outlines the principles and procedures for manual handling tasks to minimise the risk of injury and promote a culture of safety.

Scope:

This policy applies to all employees, contractors, and volunteers engaged in manual handling tasks at Red Shed Inc.

Policy Statement:

Red Shed Inc. recognises that manual handling is a significant contributor to workplace injuries. We will implement measures to minimize the risks associated with manual handling through training, risk assessment, and the provision of suitable equipment.

1. Definition of Manual Handling

1.1 Manual Handling:

Manual handling refers to any activity that involves the lifting, lowering, pushing, pulling, carrying, or moving of objects by hand or bodily force. This includes tasks such as lifting equipment, moving rowing boats, or carrying supplies.

2. Risk Management

2.1 Risk Assessment:

- All manual handling tasks will be assessed to identify potential risks and hazards.
- Risk assessments will be conducted prior to any new manual handling task or when changes to the work environment occur.

2.2 Control Measures:

- Implement control measures to eliminate or minimize the risks associated with manual handling. This may include:
 - Redesigning tasks to reduce manual handling requirements.
 - Providing appropriate lifting equipment, such as trolleys or hoists.
 - Utilising proper lifting techniques and body mechanics.

3. Training and Information

3.1 Training Programs:

- All employees will receive training in safe manual handling techniques as part of their induction and ongoing professional development.
- Refresher training will be provided periodically or when significant changes to manual handling practices occur.

3.2 Information Sharing:

- Employees will be informed of any identified risks related to manual handling tasks and the control measures in place.
 - Clear signage and guidelines will be posted in relevant areas to promote safe manual handling practices.
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4. Manual Handling Techniques

4.1 Safe Lifting Techniques:

- Employees are required to use safe lifting techniques, including:
 - Assessing the load before lifting (weight, size, and shape).
 - Keeping the load close to the body when lifting.
 - Bending the knees and keeping the back straight when lifting.
 - Avoiding twisting the torso while lifting or carrying.
 - Seeking assistance when lifting heavy or awkward items.
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5. Reporting and Monitoring

5.1 Incident Reporting:

- All manual handling-related injuries or near misses must be reported to management immediately.
- Reports will be documented, and appropriate follow-up actions will be taken to prevent recurrence.

5.2 Monitoring and Review:

- The effectiveness of this policy will be monitored regularly.
 - Feedback from employees regarding manual handling practices will be encouraged to identify areas for improvement.
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6. Responsibilities

6.1 Management Responsibilities:

- Management will ensure that this policy is implemented and maintained effectively.
- Adequate resources will be provided for training, equipment, and risk assessments.

6.2 Employee Responsibilities:

- Employees are expected to follow safe manual handling practices and participate in training programs.
 - Employees should report any concerns regarding manual handling tasks to their supervisor.
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7. Policy Review and Compliance

7.1 Compliance:

- All employees are required to comply with this policy and related procedures.
- Failure to adhere to this policy may result in disciplinary action.

7.2 Policy Review:

- This policy will be reviewed annually or as needed to ensure its effectiveness and compliance with relevant health and safety regulations.
 - Updates will be communicated to all employees promptly.
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This policy has been approved by

Name: John Gasson

Position: President

Date: 01/06/2024

Contact Information:

For questions or concerns regarding first aid at Red Shed, please contact admin@redshed.org.au or 0447 137 111.