

DOB ENTERPRISES PTY LTD

DOB Manual Handling Policy  
IMS-524-00-POL

## Revision History

Date	Rev	Modified By	Changes Made, Review History	Reviewed by	Approved by
19.02.19	0	Sunette Opperman	Creation	S Rupert	S Rupert



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DOB Enterprises Pty Ltd t/a MBC Recruitment, Macquarie Labour Hire, Watchout Training and Traffic Control and MBC Nursing (DOB) is committed to the provision of a safe, healthy and productive workplace. DOB recognises that hazardous manual tasks increase the risk of injury to workers and clients and will develop a range of procedures to reduce this risk.

## OBJECTIVE

The objectives of our Manual Handling Policy are to:

- Maintain a safe and healthy work environment
- Reduce the costs of manual handling injuries both to the organisation and individuals
- Address any workplace factors which may increase the risk of manual handling injuries
- Provide access to information on safe work procedures.

## SCOPE

Applies to all workers and visitors including volunteers and contractors providing services to this organisation.

## PROCEDURES

### Responsibilities

The Work Health and Safety Act places a general duty of care on the Person Conducting a Business or Undertaking (PCBU) to provide a safe workplace. Managers must take all reasonable action to protect their workers and other people in the workplace from foreseeable risks to health and safety. Workers are also required to ensure their own health and safety and the health and safety of others and to cooperate with the PCBU in activities to reduce the risk of injury.

DOB has implemented a 'minimal lift' policy within this organisation. The implications of this policy are that workers are required to avoid manual handling whenever possible and if not possible to avoid to utilise mechanical assistance whenever possible to undertake hazardous manual tasks or use a "buddy" to assist with lifting whenever possible.

To meet its obligations under the 'minimal lift' policy DOB will implement a number of actions including:

- Thorough risk assessments of all identified hazardous manual tasks
- Provision of suitable lifting equipment for hazardous manual tasks
- Development of safe work procedures both client specific and generic, to outline how to undertake the hazardous manual tasks safely
- Training of staff in manual handling principles and how to undertake the safe work procedures
- Encourage reporting of any manual handling incidents or hazards
- Investigation of all incidents where warranted.

## Roles

Managers are responsible for:

- Developing and monitoring this policy;
- Ensuring that manual handling risk assessments are completed for all identified hazardous manual tasks in consultation with workers undertaking the activities unless a known control exists
- Implementing manual handling risk control strategies
- Developing safe work procedures
- Ensuring that equipment is available and well maintained



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- Providing adequate information, instruction, training and supervision to workers on the risk of manual handling, safe work procedures developed and the safe use of equipment provided.

Workers are responsible for:

- Cooperating with the employer in the identification of any manual handling hazards and implementation of manual handling controls
- Follow safe work procedures
- Utilise equipment provided for manual handling
- Attend training as required
- Reporting any manual handling incidents

MBC Nursing has a strict no-lift policy. This means, manual lifting is not permitted unless the client is in a life threatening situation.

Correct Manual Handling Procedures:

- Wear Personal Protective Equipment (PPE) as required, e.g. back harness
- If unsure of the weight, inspect the load for weight indicators
- Ensure that the path you will take is clear of obstacles
- Plan where you are going to put the load
- Get as close as you can to the load & bend your knees when you lift, keeping your back straight
- If you cannot see safely over the load, have a colleague 'spot' for you
- For heavy or bulky loads, use a Forklift (driven by a qualified Forklift Driver) or other suitable lifting device. Where this is not an option, have a colleague assist you or speak to a member of management regarding any concerns
- All Hazardous Manual Tasks have Safe Work Procedure implemented

How damage can occur resulting from manual handling:

- Lifting loads incorrectly, e.g. with your back bent, twisting
- Pushing or pulling loads incorrectly
- Carrying out repetitive work without a break or moving onto other tasks & returning to repetitive work e.g. un/loading trucks, vacuuming
- Using some heavy tools which focus on the upper body or neck area
- Tools which cause vibration, e.g. large machinery, hand held tools

Preventing Manual Handling hazards:

- When carrying out repetitive tasks or working in confined spaces, take regular breaks or alternate with different tasks
- Maintain a safe workplace, ensuring that slippery surfaces are covered, and spillages are cleaned up quickly, always using "wet floor" signs
- Store deliveries where they are needed
- Use Forklifts or other lifting devices to lift heavy or bulky loads
- Break down large or bulky loads into easier to manage loads
- Provide adequate shelving & store heavier items at chest height for easier management
- Train all workers in correct lifting methods and watch them lift a load to ensure they do so correctly
- Use smaller rubbish bins & dispose of heavy items directly into compactor / skip bin to avoid unforeseen heavy lifting



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- Check frequently to ensure that all members of staff are lifting in accordance with procedure and within their own physical limits
- If there is an unusually demanding work load, consider employing an additional team member or temp to reduce the physical impact on workers

### Manual Handling Checklist

Yes No

- Do you perform manual handling frequently in your role?
- Do you move the loads long distances?
- When pushing / pulling loads, is a lot of force required getting the load moving / stopping?
- Are loads generally difficult to handle or bulky?
- Are there slippery surfaces or uneven surfaces in the workplace?

If answers to the above are yes, report to the DOB WHS manager or your direct DOB supervisor immediately. DOB will carry out a risk assessment in the workplace and take preventative action to reduce the risk of accidents, incidents & near misses.

All Hazardous Manual Tasks require Safe Work Procedure as per WHS Regulation.



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