



Manual Handling Policy and Procedures

Policy Overview

This policy and procedures is a guide for all ANLEA employees in safe manual handling practices. All employees are responsible for following steps detailed in this procedure for any manual handling activity as defined below.

This procedure should be read with the *Occupational Health and Safety Policy*.

Considerations

Manual handling is any activity that involves lifting, pushing, pulling, carrying, moving, holding or restraining. It also includes sustained and awkward postures or repetitive movements. Good manual handling techniques can help to prevent injury.

Manual handling hazards are considered through employee consultation, reviewing incident reports and workers' compensation records, and through observation.

ANLEA and employees observe and record:

- workplace and workflow design
- how and where equipment is used
- how tools are stored and accessed
- tasks that require awkward postures and movements and/or that are forceful or repetitive
- how workers perform their tasks
- how workers might be injured.

When assessing manual handling risks, consider the following:

- workplace and workstation layout
- worker's posture and position
- duration and frequency of manual handling
- load location and distance to be moved
- characteristics of the load
- available equipment and resources to assist moving the load
- work environment
- staff member's health, skill and experience
- particular needs of the staff member.

Procedures

Assessing the lift

- Before undertaking to lift an object, assess the start and finish heights and ensure clear pathways.
- For objects over 16kg use mechanical aids or, as a last resort use two or more people.
- For large (awkward) objects (even light ones) use mechanical aids or 2-person lift
- Consider your own capacity: do you have existing injuries or are you recovering from an illness?

Performing the lift

- In preparation for lifting an object, warm up the muscles by stretching and then test the weight of the load.
- Begin with a smaller load using a whole hand grip.
- For good balance, use a wide base of support and position yourself with your feet shoulder width apart.
- Use smooth motions and hold the load close to the body.
- Maintain the natural curves of the spine as you move through the lift.
- Use hip and knee joints to bend to the object rather than bending the spine in exaggerated curves. Do not twist or bend the back sideways.
- There is equipment available to assist staff to move and lift heavy items. The equipment is stored in the warehouse.

If Injury Occurs

- Following the lift or move, report any discomfort or injury to your direct supervisor.
- Apply ice initially to the area and try to rest the area. Apply heat, stretches and massage to the area, keeping active to hasten recovery.
- If discomfort does not subside, report injury to supervisor and complete an *Incident Report Form*.
- Consult your medical practitioner if pain or discomfort does not settle.

Monitoring and Review

All employees identify new manual handling hazards, and report them to their supervisor. ANLEA checks that solutions are appropriate and have not created new problems, checks the register of injuries and incident reports, and updates work procedures regularly.

In addition to the annual review of risks and manual handling risk assessments, measures adopted to control the risk are reviewed when:

- There is evidence that the risk assessment is no longer valid, for example due to changes in technology or knowledge, from an incident investigation and/or report, or from an analysis of trends (eg staff health).
- An illness or injury results from exposure to the hazard.