HAZARDOUS MANUAL HANDLING

POLICY NUMBER: NDIS WHS 4

INTENT

Real Living Options Association Inc. commits to providing and maintaining a safe and healthy environment for Employees, Participants, Volunteers, Contractors and Visitors. The purpose of this policy is to clearly define the way in which the Service will comply with the legal responsibilities placed upon the Service, under the Work Health and Safety Act 2011 (Qld).

DEFINITION

HAZARDOUS: *The potential to be risky or dangerous*

HAZARDOUS MANUAL HANDLING: *A hazardous manual task, as defined in the WHS Regulation, means a task that requires a person to lift, lower, push, pull, carry, move, or restrain any animate or inanimate object that involves one or more of the following:*

- *Repetitive or sustained force*
- *High or sudden force*
- *Repetitive movement*
- *Sustained or awkward posture*
- *Exposure to vibration.*

POLICY STATEMENTS

- Real Living Options Association Inc. accepts responsibility for ensuring as far as practicable the health and safety of their Employees, Volunteers, Contractors and visitors while working in an authorised workplace.
- **An Authorised workplace** refers to the place where the employee is based to perform work at the direction of the Real Living Options Association Inc.
- Management Committee members hold overall responsibility for the Service adhering to the relevant legislation, including taking reasonable steps to ensure the business or undertaking has and uses appropriate resources and processes to eliminate or minimise risks that arise from hazardous manual tasks.
- Workers have a duty to take care for their own health and safety and that they do not adversely affect the health and safety of other persons. Workers must comply with any reasonable instruction and cooperate with any reasonable policy or procedure relating to health and safety in the workplace.
- Real Living Options Association Inc. is accountable for:
    - Ensuring as far as practicable, consultation with all employees on the development of a priority list of all identified manual handling hazards.
    - Ensuring as far as practicable that employees and volunteers receive adequate training to perform their tasks. Training in manual handling is compulsory for all relevant employees and volunteers.
    - Encouraging employees and volunteers to raise and discuss manual handling issues of concern so that continuous improvement of health & safety can be achieved.
    - Ensuring that a manual handling risk assessment is included as part of the Participant assessment, prior to services being provided by Real Living Options Association Inc. Where the Participant situation is not clear or the

Participant is unable to bear their own weight, expert manual handling advice will be sought on the most appropriate way to manually handle the Participant. Support will be dependent on the facilities and resources available to Real Living Options Association Inc.

- Employees and Volunteers who have been provided with appropriate training in the use of manual handling techniques will be responsible for carrying out their duties in accordance with the training provided.

PROCEDURES

- The Support Manager and Senior Support Facilitator will ensure that all relevant employees are provided with the compulsory general hazardous manual handling training which will include:
    - How to participate in the risk management approach
    - Personal safety when undertaking hazardous manual handling
    - Lifting techniques appropriate to the workplace
    - The correct and safe use of equipment
    - How to report any incidents relating to hazardous manual handling
- The General Manager must ensure as far as practicable that, when goods are designed or purchased any potential hazardous manual handling risks are identified and assessed for their potential to cause injury. These risks are to be either eliminated or controlled prior to the commencement of use of these goods or services. The General Manager will call upon expert advice in hazardous manual handling when employees are having difficulty identifying a suitable solution to an assessed risk.
- Where an injury or near miss has occurred as a result of hazardous manual handling, an immediate assessment of this task will take place. This will be given priority above any manual handling tasks which are currently being assessed in the area where the incident occurred.
- After the risk factors have been assessed, they should be removed or reduced by particular actions.
- Real Living Options Association Inc. shall, if hazardous manual handling has been assessed as a risk:
    - Redesign the hazardous manual handling task to eliminate or control the risk factors; *and*
    - Ensure as far as practicable that employees involved in hazardous manual handling receive appropriate training, including training in safe hazardous manual handling techniques.

DELEGATIONS

Management Committee

- Ensure as far as practicable that Real Living Options Association Inc. complies with the Work Health and Safety Act 2011 (Qld), Work Health and Safety Regulation 2011

(Qld), Hazardous Manual Tasks Code of Practice 2011 and all applicable standards and policies.

General Manager

- As far as practicable, identify any hazardous manual handling tasks in the office workspace.
- As far as practicable, ensure any goods purchased for the workplace are risk assessed for any potential to cause harm.
- Regularly assess the office workspace and its employees for potential hazardous manual tasks

Support Manager

- Ensure as far as practicable that all hazardous manual handling risks identified are reported and investigated.
- Ensure as far as practicable that all reporting and investigation procedures have been followed.
- Ensure as far as practicable employees receive relevant training for any hazardous manual handling tasks.

Senior Support Facilitator

- Ensure as far as practicable that the Support Manager is made aware of any employees who will be performing specific hazardous manual handling duties who have not received general hazardous manual handling training.

All Employees

- Ensure as far as practicable that all hazardous manual handling risks identified are reported and investigated.
- To participate in hazardous manual handling training as required.

RELATED DOCUMENTATION

Policy WHS 1 Work Health and Safety
Risk Assessment Form
Hazard Report Form
Incident Report Form via Akuety
Health and Safety Manual for Employees
Health and Safety Manual for Managers and Supervisors

REFERENCES

Work Health and Safety Act 2011 (Qld)
Work Health & Safety Regulation 2011 (Qld)
Hazardous Manual Tasks Code of Practice 2011

AMENDMENTS/REVIEWS

Amended 20.01.11, Amended 07.06.12, Amended 13.06.13, Amended 27.11.14, Amended 22.03.18, Amended 25.02.21, Amended 06.02.2025