

The Blue Hand Group



Manual Handling Procedure

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1 Purpose

To ensure the minimisation of incidents and severity of manual handling injuries by identifying and controlling manual handling tasks in the workplace.



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2 Scope

This Procedure applies to all faculties and departments within The Blue Hand Group.



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3 Procedure Overview

The Charity has an obligation under the Hazardous Manual Tasks Code of Practice 2011 to minimise the incidence and severity of manual handling injuries by identifying and controlling manual handling tasks.



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4 Procedures

Category 4 Delegates or above will ensure that all faculties and departments within the Charity provide appropriate education, equipment, and other resources for the control of manual handling hazards. Provisions will be made for the special needs of Employees, Volunteers, or Students with disabilities.

4.1 Guidelines for prevention of injury

An Employee or Volunteer must not carry or move any object if they consider they are at risk of injury or if others may be at risk. Individual Employees and Volunteers should make every effort to reduce the risk of manual handling accidents or injuries by taking steps recommended in the Safety Fact Sheet on Safe Lifting.

The appropriate Supervisor is responsible for undertaking risk assessments in their workplace. Refer to the Risk Management Policy and Procedure for more Information on risk assessments.

4.2 Reporting hazards or injury

Individual Employees and Volunteers must report to their Supervisor any manual handling hazard. Those hazards which cannot be immediately rectified should be reported to the Charity with a Hazard Report and Investigation Form. Refer to the Procedures for Incident and Hazard Reporting and Investigation Procedure in this Manual.

The appropriate Supervisor must address any hazards and take corrective action, which may include reviewing work practices, arranging education, or providing appropriate equipment for safe manual handling.



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If an Employee or Volunteer suffers an injury, they must report the injury on the Incident Record/Report. The Category 4 Delegate or above must ensure the individual Employee seeks medical advice immediately. Refer to Incident and Hazard Reporting and Investigation Procedure in this Manual.



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5 References

Nil.



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6 Schedules

This procedure should be read in conjunction with its subordinate schedules as provided in the table below.



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7 Procedure Information

Relevant Legislation: Hazardous Manual Tasks Code of Practice 2021, Work Health and Safety Act 2011 (NSW), and Work Health and Safety Regulation 2011 (NSW).

Related Procedures: Incident and Hazard Reporting and Investigation Procedure.

Related forms, publications, and websites: Hazardous Manual Tasks.

Definitions:

Delegate (noun): Refers to the officer, Volunteer, Employee, or committee of the Charity to whom, or to which, a delegation of authority has been made under this Policy.

Employee: A person employed by the Charity and whose conditions of employment are covered by The Blue Hand Group Enterprise Agreement and includes persons employed on a continuing, fixed term, or casual basis. Employees also include senior Employees whose conditions of employment are covered by a written agreement or contract with the Charity.

Information: Any collection of data that is processed, analysed, interpreted, organised, classified, or communicated in order to serve a useful purpose, present facts, or represent knowledge in any medium or form. This includes and is not limited to presentation in electronic (digital), print, audio, video, image, graphical, cartographic, physical sample, textual or numerical form.



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Policy: A high-level strategic directive that establishes a principle-based approach to a subject. The policy is operationalised through Procedures that give instructions and set out processes to implement a Policy.

Procedure: An operational instruction that sets out the process to operationalise a Policy.

Student: A person who is enrolled in a registered primary school, high school, or university.

Charity: The term "Charity" or "BHG" refers to The Blue Hand Group.

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