



Sacred Heart
College
GEELONG

MANUAL HANDLING POLICY

Rationale

Sacred Heart College Geelong recognises that hazardous manual tasks increase the risk of injury to workplace participants. A range of procedures to reduce this risk is in place and regularly reviewed.

This policy reflects and supports the Mercy values of respect, justice and service.

Definitions

College Leadership

Principal and the Principal's representatives, usually at College Leadership Team level.

Manual Handling

Work that requires the use of force exerted by a person to lift, lower, push, pull, carry or otherwise move, hold or restrain an object or item. The work can involve one or more of the following:

- Sustained awkward posture
- Repetitive movement
- Application of single or repetitive use of unreasonable amount of force
- Exposure to vibration
- Unbalanced or unstable loads
- Loads that are difficult to grasp or hold.
- Heavy or cumbersome items that are stored at an inappropriate height



Educating Girls to Make a Difference

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Workplace Participants

All College employees, contractors, consultants, students on placement, volunteers and visitors (hereafter referred to as workplace participants).

Scope

This policy applies to all workplace participants and visitors to the College when onsite, as well as activities and instances when performing work offsite.

Policy Statement

The College is committed to the provision of a safe, healthy and productive workplace by:

- Maintaining a safe and healthy work environment
- Reducing the costs of manual handling injuries to both the College and individuals
- Addressing any workplace factors which may increase the risk of manual handling injuries.
- Providing access to information on safe work procedures.

College Leadership Responsibilities

- The Work Health and Safety Act 2004 places a duty of care on the Person Conducting a Business or Undertaking (PCBU) to provide a safe workplace. College Leadership takes all reasonable action to protect workplace participants from foreseeable risks to health and safety.
- The College will implement risk mitigation including:
 - Identification of hazardous manual tasks
 - Ensuring that manual handling risk assessments are completed for all identified hazardous manual tasks in consultation with the workplace participants undertaking the activities, unless a known control exists
 - Provision of suitable equipment for hazardous manual tasks, including training on its safe use
 - Development of safe work procedures to outline how to undertake repetitive and/or hazardous manual tasks safely
 - Training of workplace participants in manual handling principles and how to undertake safe work practices generally
 - Encourage reporting of any manual handling incidents or hazards



- Investigation of all incidents where warranted.

Workplace Participant Responsibilities

- Take reasonable care for their own health and safety and the health and safety of others including the safety of all students
- Undertake manual tasks in a manner that does not put themselves and others at risk
- Report hazards and incidents
- Participate in appropriate manual handling training as required
- Consult and cooperate with the College on manual handling matters including following procedures and safety instructions.

Associated Documents and Procedures

- Staff, Volunteer and Contractor Inductions
- Hazard and Incident Reporting
- Manual Handling Training - MEL Learning Manager

Related Policies and Legislation

- SHC OHS Policy
- MEL Work Health and Safety Policy
- Occupational Health and Safety Act 2004 (OHS Act)
- Occupational Health and Safety Regulations 2017 (OHS Regulations 2017)



Document Control

Date Approved: 28 March 2024

Name: Anna Negro, Principal

Signature: 

Date presented at Advisory Council Meeting: 27 March 2024

Sponsor: Leader of Business Operations

Person responsible for implementation: Principal

Reviewed by:

- School Committee: OHS Committee
- Sub Committee of the College Council: N/A
- Student Leadership House Focus Team: N/A

Location checklist: Staff Handbook Student Space Parent Portal Website

VERSION HISTORY

Version	Date Approved	Next Review
1.0	Sep 2017 (creation)	2021
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