

# SPRINGWOOD & DISTRICT CITIZENS BOYS AND GIRLS CLUB

## MANUAL HANDLING POLICY

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**POLICY NAME:** Springwood Boys and Girls Club Manual Handling Policy  
**DATE OF ISSUE:** January 2013  
**DATE OF REVIEW:** January 2015  
**CONTROLLING BODY:** Springwood Boys and Girls Club - Management Committee

### 1. STATEMENT OF COMMITMENT

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Springwood Boys and Girls Club's Manual Handling Policy provides for a healthy and injury free environment at all the club's facilities.

### 2. PURPOSE

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The aim of Springwood Boys and Girls Club's Manual handling Policy is to promote and maintain the health and wellbeing of staff, members, visitors, contractors and volunteers, and to minimise the risks of manual handling injuries by implementing a systematic approach based on a risk management model as follows:

- Identify the hazardous manual handling tasks
- Assess the risks
- Control the risks
- Monitor the controls

A system will be developed to ensure that any new manual handling hazards are identified, assessed and controlled as they occur.

### 3. DEFINITIONS

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- Manual Handling is defined as "Any activity requiring the use of force exerted by a person to lift, push, pull, carry or otherwise move or restrain any animate or inanimate object. Also actions involving repetition and sustained awkward posture."
- Hazardous Manual Handling means when actions described above cause or have the potential to cause a Musculoskeletal Disorder (MSD) as a result of the following characteristics:
  - Repetitive or sustained application of force;
  - Repetitive or sustained awkward posture;
  - Repetitive or sustained movement;
  - Application of high force;
  - Exposure to sustained vibration;
  - Handling live persons;
  - Handling unstable or unbalanced loads, or loads which are difficult to grasp or hold.

### 4. POLICY APPLICATION AND COVERAGE

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The policy applies to all Springwood Boys and Girls Club employees, members, visitors, contractors and volunteers – especially on working bees. It also covers all activities both on and off Springwood Boys and Girls Club's property, including competitions, displays, events and any other programmed activity outside of Springwood Boys and Girls Club's grounds.

## **5. REQUIREMENTS**

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Policy compliance will be facilitated through education, publicity, induction training and reiteration of the policy. Policy compliance requires the following:

- Where possible, manual handling risks should be considered and designed out prior to any activity and/or purchasing of all goods to be used at Springwood Boys and Girls Club.
- Undertake a process to identify all manual handling hazards in the club. The process should involve all of Springwood Boys and Girls Club staff:
  - Look at injury records to see in which areas, and which tasks injuries are occurring.
  - Consult with employees/volunteers at meetings about the tasks they carry out.
  - Formal observation of work practices.
  - In the club, manual handling risks include, but are not limited to:
    - Moving equipment
    - Carrying equipment
    - Lifting participants
    - Spotting
    - Restraining a participant
    - Typing at a computer in an awkward posture
    - Stretching to reach a participant or a high shelf or apparatus
    - Standing on unstable platforms or apparatus
    - Bending to adjust, move or distribute matting or apparatus close to or on the ground
    - Moving computer and other office equipment
    - Catching a falling participant
    - Climbing over or under apparatus or equipment
- The risk assessment should identify tasks with potential for having a hazardous manual handling component. The purpose of assessing the risk is to firstly establish if there is risk involved in the task and secondly to determine the level of risk: high, medium or low.
- The risk assessment must take into account the following factors:
  - The force to be applied by the employee/volunteer.
  - The actions and movements involved (eg. reaching up, forward, unbalanced or uneven lifting or carrying, awkward grip).
  - The range of weights handled.
  - The duration and frequency of the manual handling.
  - The time, and distance, over which an object is handled.
  - The availability of mechanical aids.
  - The layout and condition of the workplace environment (eg. height of desks, restricted access, confined space, hot/cold, poorly lit, floor surfaces slippery or uneven).
  - The work organisation (eg. availability of people, flow of materials, lack of time).
  - The postural requirements imposed by manual handling (eg. bending, twisting, stretching).
  - The analysis of injury statistics relevant to manual handling.
  - The age of the person carrying out the manual handling.
  - The skill and experience of the person.
  - The nature of the object being handled (eg. size, shape, structure and material, animate or inanimate).
  - Any other factors considered relevant by Springwood Boys and Girls Club or the employees/volunteers. Need to consider the risks to staff returning from leave, teaching a new skill or in a new environment.
- Once the risk assessments have been conducted controls will be developed by Springwood Boys and Girls Club's Management Committee starting with tasks rated as high risk.

## **6. CONTROL**

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- Springwood Boys and Girls Club's Management Committee will implement Manual Handling Risk Controls as follows:
  - Redesign areas of risk to eliminate or reduce risks.
  - Change the workplace, systems of work and/or the object.
  - Provide mechanical aids to reduce the risk and provide training in their use.
  - Training and education appropriate to each task.
- For some manual handling tasks, a combination of the risk control methods (above) may be appropriate, however information, training and instruction will never be the sole or primary means of controlling the risks.

## **7. ROLES AND RESPONSIBILITIES**

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### **Management Committee**

- The Management Committee is responsible for the implementation of risk assessment, risk control and education and training.

### **Staff & Volunteers**

- Springwood Boys and Girls Club' staff/volunteers are responsible for carrying out and conducting ongoing monitoring of manual handling risks and ensure the risk controls are:
  - Being used correctly.
  - Not increasing the risk or injury.
  - Helping to reduce the manual handling risk.
  - Not in need of further improvement.

## **8. POLICY BREACHES AND CONSEQUENCES**

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- A breach of this policy may include one or more of the following:
  - An employee/volunteer manual handling an object in direct or indirect contradiction to the risk controls provided in Clause 6.
  - A failure to assess or reassess identified areas for potential risks.
  - A failure to provide documentation supporting the process for assessment and risk control for any one or more areas of manual handling.
- Breaches of this policy will be addressed in due process by Springwood Boys and Girls Club's Management Committee.
- All employees/volunteers are responsible for encouraging and enforcing the policy amongst visitors, contractors and participants. Upon seeing a breach of this policy, the employee/volunteer are requested to ask the person involved to review their manual handling practices in-line with the risk controls (Clause 6). If this is ineffective, the employee/volunteer may request that the individual refrain from proceeding with the task. The procedure may not be effective in some cases, as so a common sense approach is recommended.

## **9. CONFIDENTIALITY AND REPORTING**

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- Breaches of this policy must be reported to Springwood Boys and Girls Club's Management Committee within 24 hours of any occurrence.
- Breaches of this policy must be kept confidential and disclosure to any party beyond Springwood Boys and Girls Club's Management Committee is not permitted.

## **7. OUTCOMES**

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Anticipated outcomes of Springwood Boys and Girls Club's Manual Handling Policy are as follows:

- Provision of safer and healthier workplace environment.
- Widespread awareness of the policy's purpose and rationale.
- Promotion of Springwood Boys and Girls Club as a leading example of a healthy and progressive organisation.