



# Hazardous Manual Tasks Policy

## WHS COMMITMENT

This organisation is committed to ensuring the health and safety of workers and other people who are involved in or may be affected by our work operations and undertakings. In particular, we are committed, so far as is reasonably practicable:

1. To work towards ensuring that WHS risks associated with hazardous manual tasks are eliminated so far as is reasonably practicable, or if elimination is not reasonably practicable, minimised so far as is reasonably practicable.

*Manual tasks are classified as hazardous IF the task requires a person to lift, lower, push, pull, carry or otherwise move, hold or restrain any person, animal or thing, AND the task involves:*

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

2. Other manual tasks will also be treated as hazardous if a WHS hazard or risk is identified, or a safety incident occurs, in relation to the task
3. To consult with relevant workers directly or via their HSRs in this risk management process

## RESPONSIBILITIES & ACCOUNTABILITIES

Manual task risk management responsibilities are assigned in accordance with the level of control people have over the work that is undertaken and the way it is performed.

**Officers** have overall responsibility to ensure compliance with hazardous manual task regulatory requirements across the organisation so that the health, safety and wellbeing of workers and other people in our workplace can be ensured.

**Managers and supervisors** have the responsibility to:

- Work cooperatively together *and* in consultation with workers under their supervision or management *and* with the HSR's of the work groups under their supervision to ensure their work teams implement the organisation's *Hazardous Manual Tasks Policy* and safe manual task work procedures
- Ensure all workers under their supervision or management are provided with information and training on the hazards associated with manual tasks and the risk control measures that must be implemented and safe work procedures followed.
- Regularly review and monitor the safety of manual task work procedures and the maintenance and use of required mechanical aids

**Workers** are responsible to:

- Implement the organisation's *Hazardous Manual Tasks Policy* and safe manual task work procedures
- Take reasonable care for the manual task safety of themselves and other people.
- Together with their HSR's, report any manual task hazards and issues in their work or work areas and provide practical safety input to the HSC for consideration in WHS reviews and corrective action directions.

**Students and visitors** are responsible to cooperate with the WHS policies and procedures about which they've been notified and to follow reasonable WHS instructions given to them by representatives of the organisation.

## MANUAL TASK SAFETY PROGRAM

To implement this *Policy's* provisions, a program of manual task risk management activities and procedures will be set up, regularly reviewed, updated and implemented:

1. Assignment of resources and establishment of processes to control WHS risks associated with hazardous manual tasks
2. Provision of manual task safety information and induction training for all workers
3. Provision of hazard- and risk control-specific training for all workers undertaking hazardous manual tasks
4. Promotion, implementation, maintenance and scheduled review of safe manual task work procedures in accordance with the *Hazardous Manual Tasks Code of Practice*
5. Proactive manual task hazard identification and risk management in accordance with the hierarchy of risk controls specified in organisation's *Risk Management Plan*.
6. Reporting, review and corrective action response to manual tasks hazards, incidents or injuries

## ASSOCIATED DOCUMENTS

1. WHS Policy
2. Strategic WHS Plan
3. Risk Management Plan
4. *Hazardous Manual Tasks Code of Practice*
5. Manual Tasks e-Learning program

## POLICY AUTHORISATION

<b>OFFICER</b>	Mrs. Sue Guilfoyle	<b>ROLE</b>	Principal
<b>SIGNATURE</b>		<b>DATE</b>	October 2016
<b>VERSION</b>		<b>REVIEW DUE</b>	October 2018

