

MANUAL HANDLING

POLICY AND PROCEDURE

Policy Statement

Mypower Foundations is committed to providing necessary training, equipment, and support to support professionals and facilitators in ensuring safe manual handling practices.

The objectives of our Manual Handling Policy are to: Maintain a safe and healthy work environment. Reduce the costs of manual handling injuries both to the organisation and individuals. Address any workplace factors which may increase the risk of manual handling injuries.

To ensure that the risk to all members of the organisation from manual handling is controlled and to eliminate the need for people to manually handle items where practicable.

Definitions

Manual Handling - Any action that requires a physical force to be exerted by an individual, such as lifting, pushing, pulling, and carrying.

Risk Assessment - A systematic process of evaluating the potential risks that may be involved in a projected activity or undertaking.

Hazard - A potential source of harm or adverse health effect on a person or persons.
Responsibilities:

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All members of the organisation are responsible for ensuring that all manual handling hazards are identified and controlled.

Members are responsible for following safe manual handling practices and using equipment/tools to minimise risk.

The support professional is responsible for informing the client and the facilitator or director when equipment is faulty, and maintenance is required.

Procedure

- Support professionals and facilitators identify manual handling hazards during the risk assessment process, or by workplace inspections.
- Support professionals and facilitators can also report manual handling hazards on the Hazard Report Form.
- The manual handling activity is assessed using the risk assessment procedure.
- A control strategy is to be developed in consultation between clients, the facilitator and support professional. Where this is not possible, the facilitator will refer to the Director. The control strategy should be implemented as soon as possible. Temporary action may be required until a permanent control is implemented.
- Support professionals and facilitators are informed of the control strategy via the consultation process.
- General manual handling procedures are included during initial consultation.
- Any injuries or near-misses related to manual handling are immediately reported to the facilitator or director and an incident form is completed.

Relevant Legislation and Policies

- Privacy Act 1988
- Work Health and Safety Act 2011
- Work Health and Safety Regulation 2017 (NSW)
- Code of Practice for Manual Handling
- NSW Disability Services Standards
- National Standards for Disability Services
- Disability Discrimination Act 1992
- National Disability Insurance Scheme Act 2013
- NDIS Code of Conduct
- NDIS Quality and Safeguarding Framework
- Universal Declaration of Human Rights
- United Nations Convention on The Rights of Persons with Disabilities