



Woolooware Outside School Hours Care

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MANUAL HANDLING POLICY

POLICY STATEMENT

Woolooware Outside School Hours Care aims to ensure the identification, assessment and control of all Manual Handling tasks performed by educators is in accordance with the requirements of the Workplace Health and Safety legislation to reduce the risk of injury in the workplace.

CONSIDERATIONS

- Education and Care Services National Regulations 2011
- National Quality Standard
- Work Health and Safety Act 2011
- Work Health and Safety Regulations 2011
- Privacy Act 1988
- Safe work Australia <http://www.safeworkaustralia.gov.au/>
- Network of Community Activities Factsheet – ‘Workplace Health and Safety – Overview’
- Network of Community Activities Factsheet – ‘Risk Assessment and Management’
- Network of Community Activities Factsheet – ‘WHS “Hotspots” in OOSH’

PROCEDURE

The Management Committee and Centre Director are responsible for ensuring that the risk of injury as a result of Manual Handling tasks is minimised by complying with relevant legislative requirements for Workplace Health and Safety.

The Centre Director, in consultation with the Management Committee, will ensure that manual handling information is available for educators, reminding them of the importance of using safe lifting practices.

Such information can be sourced through SafeWork NSW.

Educators will:

- Only move heavy objects as a team
- Ensure all equipment is as readily accessible as possible without needing to stretch too far or bend too low
- Adhere to all weight and height limits when using portable ladders
- Avoid twisting their backs when carrying or lifting
- Ensure the floor space is uncluttered and free from trip/slip hazards
- When possible, store heavy items at waist height

Manual Handling will be included in the monthly hazard/risk assessment (see D-28 Occupational Health and Safety Policy) and Centre practices reviewed regularly to reduce risk of injury.



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Identification/Assessment and Control

The following will be used as a guide within the service to assist in reducing the risk of injury:

- Identification of the risks of all manual handling tasks
- Assessment of different risk factors and their likelihood
- Control of the risk through policy/practice review, and the provision of training and information to educators
- Educators will be provided with Manual Handling training to give them the skills and abilities to be safe at work.

DATE ENDORSED: April 26, 2021

DATE FOR REVIEW AND EVALUATION: April 26, 2023