

Policy on Manual Handling Procedures

Date adopted.....04/06/2018.....

Latest date for review...24/06/2019

1. BACKGROUND

OptimumChoice will conduct its business honestly and ethically. We will constantly improve the quality of our services and create a reputation for honesty, fairness, respect, responsibility, integrity, trust, and sound business judgment.

OptimumChoice is governed by a management, Corporations Act (2001) and our policies.

2.PURPOSE

OptimumChoice was established for the purpose of providing quality services to improve the lives of people with disabilities where their individualities are recognised, and their safety is paramount.

The purpose of this policy is to set out specific manual handling procedures and performance standards to reduce the risk of accident, injury or illness to Organisation employees, trade persons (e.g., electricians, plumbers, painters), volunteers and other unpaid or paid persons involved in the Organisation's business (e.g. work experience participants and students on practicum).

This policy provides for the:

- 2.1 Identification of potential risks and hazards to which employees may be exposed in the course of their duties.
- 2.2 Implementation of appropriate procedures to minimise manual handling work-related accidents, injuries or illness.
- 2.3 Development and delivery of specific training programs to employees regarding good manual handling practices.

2.4 Investigation and documentation of work-related manual handling incidents or lost hours with a view to future risk minimisation.

The policy has been framed around the **Occupational Safety and Health Act (1984)**, and **Standard 8 of the Disability Services Standards (1993)**.

This policy applies to all of the programs and activities.

3. POLICY STATEMENT

The Organisation is committed to ensuring that all employees, volunteers, and other paid or unpaid persons are properly educated and adequately resourced so as to minimise the risk of illness, accident or injury related to manual handling at work. This commitment is an integral part of promoting good occupational health and safety practices which are consistent with legislative requirements.

4. PROCEDURES

The following procedures are to be implemented to ensure that the Organisation meets its policy objective of ensuring that all employees are properly educated and adequately resourced so as to minimise the risk of illness, accident or injury associated with manual handling at work:

- 4.1 Provide all employees with appropriate information and training in, manual handling practices.
- 4.2 Take all reasonable steps to determine the appropriate manual handling method for all relevant clients with specific manual handling needs. Methods will be determined by appropriate

professional consultants (i.e. physiotherapists, occupational therapists) in consultation with the consumer.

- 4.3 Ensure the Organisation's employees have access to equipment necessary for safe manual handling practices.
- 4.4 Promptly investigate, remedy and document any employee grievance within the organisation regarding any manual handling matter.
- 4.5 Ensure that the grievance and response to the grievance are fully documented.

5. PERFORMANCE STANDARDS

The following performance standards must be met to ensure that the procedures specified in Section 4 are implemented effectively:

- 5.1 All employees will be provided with a copy of the Policy on Manual Handling Procedures and a staff copy of the policy will be kept in each service outlet.
- 5.2 All organisation employees and volunteers will attend and successfully complete approved training in manual handling (where appropriate to their duties).
- 5.3 Manual handling procedures will be developed for all relevant clients in consultation with relevant professionals.
- 5.4 All organisation employees will be provided with the appropriate equipment necessary for safe manual handling.
- 5.5 Any grievances that are lodged will be addressed in accordance with the manual handling principles outlined in this policy and the Policy on Staff Grievances.
- 5.6 All employees and volunteers will be aware of the contents of the Policy on Manual Handling Procedures.

6 REVIEW OF THE POLICY

This policy will be reviewed on a bi-annual basis. However, if at any time the legislative, policy or funding environment is so altered that the policy is no longer appropriate in its current form, the policy shall be reviewed immediately.