



College council will review this policy every three years or as directed by DET

**Date approved:** August 2018

**Date of next review:** 2021

## RATIONALE

Employers have a legal obligation under the Occupational Health and Safety (Manual Handling) Regulations 1999 to minimise employees' exposure to the risk of manual handling injuries.

## PURPOSE

The primary purpose of this policy is to protect Doncaster Secondary College staff and students against musculoskeletal disorders (MSD) caused by manual handling through either eliminating the risk or reducing the risk as far as practicable.

## DEFINITIONS

1. Manual handling includes lifting or lowering an object, as well as restraining, pulling, carrying, holding, throwing and activities involving sustained (awkward) posture, repetitive actions and use of equipment or tools that have a vibration component.
2. Musculoskeletal disorder means an injury, illness or disease that arises in whole or in part from manual handling in the workplace, whether occurring suddenly or over a prolonged period of time. This does not include an injury, illness or disease which is caused by crushing, entrapment or cut resulting primarily from the mechanical operation of plant.

## IMPLEMENTATION

1. Provide necessary training to supervisors, OHS representatives and relevant employees on:
  - how to recognise hazardous manual handling;
  - how to complete risk assessments;
  - how to find effective solutions.
2. Include information regarding manual handling as part of the staff induction program.
3. Ensure that staff consider the manual handling risks in relation to all student activities and that students are aware of the risks associated with manual handling. The latter will be achieved through information and advice provided at level assemblies, at the time of the activity as appropriate through Compass.
4. Identify manual handling tasks, conduct risk assessments, develop and implement solutions to control the risk, commencing with those tasks which are the most hazardous and those which are associated with more than one person. The effectiveness of risk controls will be reviewed. Hazard identification, risk assessment and control process will be documented.
5. Ensure that any changes to workplace processes, activities, plant and equipment are assessed for manual handling risks.
6. Ensure that relevant staff are trained in relation to falls prevention and that appropriate ladders are provided to reduce the likelihood of manual handling injuries due to reaching for objects by climbing on inappropriate objects.
7. When a manual handling injury or condition has been reported, investigate and record the cause, (using DET Edusafe online reporting system) of the injury and implement procedures to eliminate or minimise future risk.
8. Maintain resources on manual handling for staff reference.  
See: <https://www.education.vic.gov.au/hrweb/safetyhw/Pages/Manualhandling.aspx#link54>
9. Review policy annually, with recommended amendments to be endorsed by College Council.