



MADGE SEXTON KINDERGARTEN

QUALITY AREA 4: STAFFING ARRANGEMENTS

Policy 25: Manual Handling

Rationale:

Madge Sexton Kindergarten is committed to providing a safe workplace and systems of work for all of its staff, contractors, clients and visitors. It recognises the manual handling of materials, equipment, furniture, people and animals within the workplace is potentially hazardous to health and safety.

It is the policy of Madge Sexton Kindergarten to establish an effective manual handling program aimed at preventing the occurrence of injuries, resulting from workplace manual handling tasks and that all of the tasks performed are identified, assessed, controls developed and appropriate operator training provided.

“Manual handling” is an activity requiring the use of force exerted by a person to lift, lower, push, pull, carry, assemble or otherwise move, hold or restrain any person, animal or object.

Procedures:

All staff are responsible for:

- Following safe and healthy work practices consistent with this policy; for example - two people to lift heavy items, heavy items to be stored low, change children on floor (for nappy changing) no lifting children, use common sense, use sack truck to move heavy objects, etc.;
- Participating in the implementation of this policy through the consultation process;
- Complying with reasonable changes and instructions which may be given by their supervisors in relation to the implementation of this policy;
- Taking care to avoid adversely affecting their own or another person’s health and safety;
- Providing appropriate and adequate supervision.

Management of manual handling hazards:

- Staff will be reminded of the necessity to identify any manual handling tasks that are likely to be hazardous.
- Where a manual handling task is perceived by a staff member to be hazardous, the staff member will see the Director for further support and advice. The Director must take action to ensure the safety of staff.
- Items needing to be purchased for a control measure for a manual handling task, must be included on yearly budget. E.g. sack trucks.

Strategies: Manual handling will be a consideration in, and a specification for:

- The design/redesign, review and maintenance of work places, work practices, plant and equipment;
- The purchase of all goods and services.
- Staff training in manual handling processes will be updated annually.
- The implementation and effectiveness of the policy will be monitored and regularly reviewed to ensure the objectives are being achieved.

Endorsed by Staff & Governing Council: September 2018

To be reviewed: September 2020