

MANUAL HANDLING POLICY

Preamble

During the normal course of work activities manual handling tasks will be encountered.

Manual Handling is defined by the Manual Handling Regulations as:-

“Any activity requiring the use of force exerted to lift, push, pull, carry or
Otherwise move, hold or restrain any person, animal or thing”.

It covers the following actions:

- Lifting
- Pushing/Pulling
- Carrying
- Reaching/Holding
- Small, frequent forces

Policy

Poly-Tech Industrial Services (Poly-Tech) is committed to:

- Preventing the occurrence of injury and reduction of the severity of injuries resulting from manual handling tasks in the workplace.
- Require persons to identify, assess and control risks arising from manual handling tasks.
- Ensuring that employees involved in manual handling tasks receive proper training (including training in safe manual handling techniques) and appropriate supervision.
- Consulting with employees, any Health and Safety Representative in equal to the identification, assessment and control of manual handling risks and the prioritising of manual handling risk control measures.

Procedure

Existing tasks and jobs that are likely to be a risk to health and safety will be identified by the Supervisor in consultation with the task and person.

The identification phase should consider:

- Accident/injuries which have occurred from manual handling tasks (records)
- A new work process/practice which is to be introduced
- An existing process/practice which is to be modified
- Consultation with persons carrying out the task
- Direct observation of the work activity

When a risk has been identified, the following aspects shall be considered in assessing that risk:

- Actions and Movements
- Workplace and Work station layout
- Working Posture and Position
- Duration and Frequency of Manual Handling
- Location of Loads and Distances Moved
- Weights and Forces
- Characteristics of Loads and Equipment
- Work Organisation
- Work Environment
- Skills and Experience
- Personal Characteristics
- Clothing
- Other Relevant Factors

Note: Risk assessment is particular critical whenever:

- An injury has occurred arising from a work process and/or practice; and
- A work process and/or practice is about to be introduced

Site Management will be responsible for implementing this policy on sites and will ensure that manual handling tasks are identified assessed and control measures taken before placing persons at risk.

Employees/contractors/subcontractors will comply with the provisions of this policy and comply with all reasonable instructions given by Site Management with respect to safety.