

Manual Handling Policy

Purpose

To provide a starting point for the identification, assessment, prevention, and control of the hazards and risks associated with manual handling in the workplace.

Scope

The policy is applicable to all employees, volunteers and contractors.

Responsibilities

The General Manager is responsible for:

- Identifying the manual handling tasks that are likely to be a risk to health and safety, in the office workspace, re-assessing the risks on a regular basis, taking steps to control those risks, and reviewing the effects of controls. The COP for manual handling provides a method that can be used to analyse such tasks in order to establish the healthiest and safest ways of preventing harm to staff members.
- Providing information and training for staff about the hazards they are exposed to or that they may create and what controls are in place.

Staff members are responsible for:

- Taking all reasonable and necessary precautions for their own health and safety (and that of others) when carrying out manual handling tasks.
- Being familiar with current accepted best practice for manual handling, including use of equipment.

Definitions

The COP for Manual Handling published jointly in June 2001 by OSH and ACC defines manual handling as: “any activity requiring a person to lift, lower, push, pull, carry, throw, move, restrain, hold, or otherwise handle any animate, or inanimate object”.

Sources of Further Information

Information relating to manual handling can be found in the following:

- COP for Manual Handling OSH (Department of Labour and ACC).
- *Manual Handling Hazard Control Record* (Worksheet, OSH and ACC).
- *Manual Handling: A Work Book* (Department of Labour).
- *Helpful Advice on Managing Your Acute Low Back Pain* (ACC).
- *Active and Working* (National Health Committee and ACC).
- *Acute Low Back Pain Management* (National Health Committee and ACC).

The following websites have further information that can be downloaded free:

- www.osh.dol.govt.nz and/or www.acc.co.nz