

Policy Name: Manual Handling

Policy Number: 5.05

Date: February 2023

POLICY STATEMENT:

JC Steele encourages all employees to follow the correct manual handling procedures in the workplace to avoid strains and injury.

Manual Handling is any activity that involves lifting, lowering, pushing, pulling, carrying, moving, holding or restraining. It may also include stretching and bending, sustained and awkward postures and repetitive movements.

All employees are responsible for ensuring they are diligent in applying correct and responsible lifting / manual handling techniques.

PROCEDURES:

1. Manual Handling Solutions

- a. Access – Establish and maintain clear areas to allow for the safe movement of materials and equipment to and from, and within the workplace. Keep driveways, access and work areas clear and free from obstructions.
- b. Deliveries & Storage – Allow adequate space & lighting in delivery & storage areas to allow for the safe movement of product and materials. Ensure ground conditions are even and compact in any storage and warehouse area. Deliver heavy or awkward items as close to the place needed as possible.
- c. Work – use good posture – sit straight when working at desk and move around to stretch periodically. Wrist and footrests are available on request. Ensure sufficient space to work comfortably. When bending and lifting, use legs and don't bend from the waist.
- d. Housekeeping – Conduct regular, ongoing housekeeping. Remove rubbish and debris from access ways and always use designated storage and delivery areas.

2. Deliveries

- a. To avoid injury employees are not to manually handle any item that they feel is beyond their reasonable limit. Employees should not place themselves at risk of injury. Employees should request assistance to lift anything they are not comfortable with on their own.

- b. Before organising deliveries of goods to the JC Steele premises all employees need to consider the size and weight of the product or delivery, and ensure enough people are available to assist, or can be organised to assist.

3. On the Road

- a. Whenever possible, heavy or awkward items should be placed in the vehicle by two people and should be unloaded with assistance when possible. Our employees are encouraged to be mindful of the usual manual handling processes, including using legs instead of backs to lift and not lifting anything heavier than what they are comfortable with. JC Steele never expects an employee to put their health & safety at risk by lifting something that is heavier than they are comfortable with. In these instances, JC Steele directs all employees to seek assistance or make alternative arrangements for the transport of heavy or awkward items.
- b. JC Steele employees should park their vehicle close to the customer delivery area door when transporting heavy items, to minimise distance to transport goods manually. In situations where a number of customers require you to park a reasonable distance from delivery, JC Steele will approve the purchase of a small, portable trolley, to help with moving products and materials to these customers.
- c. All employees are encouraged to use good posture when driving to minimise back strain, and to take regular breaks when driving long distances.