

**Manual Handling Policy**

**Load Limit**

All employees will be provided with manual handling training and individual procedures and manual handling limits according to proper manual handling techniques.

**Lifting Conditions / Technique**

Ideal conditions include:

* The load, lifting path and procedure are well established.
* The person is properly trained to assess the load and use the proper lifting technique.
* The load is not lifted from the floor or from above chest height.
* The load has adequate hand holds to prevent slipping or loss of grip.
* The load is able to be held against the lifter’s body and is not cantilevered away from the body.
* The load is properly balanced in both hands.
* Each person must be trained according to agreed maximum load limits.
* Use materials handling equipment or use 2 people where load limits must be exceeded.

Material handling equipment should be used in all other applications.

**Lifting In Awkward Positions**

Maximum loads in awkward positions must be reduced by at least 50% Of the normal maximum load.

**Repetitious Loads or Awkward Positions**

Each operator, for any repetitious or awkward task, must be assessed for potential repetitive strain injury (RSI), and be given sufficient training and rest breaks to ensure RSI does not occur.

This includes:

* Working with hands above head height.
* Working while lying, crouching or keeling.
* Working under a vehicle or dosh board.
* Working over a mudguard
* Doing any repetitive task for more than one hour without a rest.

Employees must be consulted regarding manual handling practices and individually assessed for manual handling competence.

Any known cause of manual handling injury must be reviewed according to this policy, and the policy and task changed as required by the review.