

# Manual Handling Policy



## Rationale

Safe manual handling practices are encouraged to ensure that staff do not compromise their health

## Implementation

- All staff are required to meet their OHS obligations by completing the DET Manual Handling online professional development in a timely manner as per DET guidelines.
- All staff are advised not to attempt to lift items they feel could be too heavy, and to seek assistance through the General Office or Facilities Manager.

## Deliveries

- Most parcels are delivered to the College by courier services.
- In most cases items are placed by the delivery person in the location they are to be stored.
- Packages for other areas of the College arrive at the General Office.
- The packages are assessed on size and weight.
- If they are not bulky or heavy, the appropriate staff member is advised items are ready for pick up and whether or not they need to bring a trolley.
- This practice alleviates the problem of tripping hazards.
- Where possible, items are placed on a shelf which is located at hip level, meaning bending is not required.
- Boxed goods deemed to be too bulky or heavy are removed with ASSISTANCE and by means of mechanical device (ie: trolley). Trolleys are available for general use in the Main Administration Area, Science and Technology Building or from Maintenance Staff.
- If items are heavy, bulky or of reasonable quantity, they are dispersed using trolleys or vehicle by Maintenance Staff.
- Contractors are required to adhere to the College policy for handling heavy items.

This policy will be reviewed every three years.

This policy was ratified in October 2018.

This policy will be reviewed in October 2021.