

	ONE2ONE POLICY			
	Title	Manual Handling	Policy No	44
	Indicator	CM3 – Provisions of Support	Review Date	

1. PURPOSE AND SCOPE

This policy broadly outlines the Manual Tasks safety principles and practices at One2One. It is written to align with the relevant Occupational Safety and Health legislation, regulations, standards and codes of practice, and applies to all of One2One services.

Safety and Health at One2One is everyone’s responsibility and is dependent on the commitment of all staff, employees, consumers and volunteers and subcontractors.

Almost all jobs include work that involves performing some form of manual task. This policy provides practical guidance for managing risks associated with hazardous manual tasks that have a potential to cause or contribute to injury or illness. In Western Australia the Occupational Safety and Health Act 1984, Occupational Safety and Health Regulations 1996 and WA approved Codes of practice is the principal law that provide guidance in achieving the required standard of safety and health. This policy has been framed around the NDIS Practice Standards and applies to all of One2One’s supports and services.

2. DEFINITIONS

Manual tasks refers to any activity or sequence of activities that requires a person to use their physical body (musculoskeletal system) to perform work including:

- manual handling (the use of force in lifting, lowering, pushing, pulling, carrying or otherwise moving, holding or restraining any person, animal or thing);
- performing repetitive actions;
- adopting awkward or sustained postures; and
- using plant, tools or equipment that exposes workers to vibration.

Hazard means anything that may result in injury or harm to the health of a person.

3. POLICY CONTENT

Employers and all employees must, as far as practicable, look after their own safety and health; and take reasonable care to ensure that their work does not affect their safety and health or that of others. Employees must ensure they follow the organisation’s Occupational Safety & Health Policy and adhere to legislation.

3.1 Risk factors in performing manual tasks

There are a number of factors that may make a manual task hazardous, particularly for the development of musculoskeletal disorders. These factors have been classified as direct and indirect risk factors:

a) Direct risk factors

Risk factors that have a direct effect on the body include:

- actions and postures (including awkward postures, sustained postures and repetitive movement);

- forces and loads (including forceful exertion); and
- exposure to vibration (including whole-body and hand-arm vibration).

b) Indirect risk factors

Risk factors that can make the task more difficult to perform include:

- the working environment (eg. poor lighting and cool temperatures);
- systems of work, work organisation and work practices (eg inadequate rest breaks); and
- worker characteristics (eg. physical limitations)

3.2 How does performing manual tasks result in injury?

The most common health problems that can arise from manual tasks that are hazardous are musculoskeletal disorders (such as sprains and strains, disc injuries and tendonitis) and hernias. These occur suddenly or over a prolonged period of time.

3.3 Preventing injuries from performing manual tasks

Performing manual tasks is an essential part of jobs in most workplaces. Managing the risks from performing manual tasks requires systematically identifying, assessing and controlling those risk factors.

This process is outlined below

- **Step 1 - Hazard identification:** Identify manual tasks that have been associated with symptoms such as discomfort,
- **Step 2 - Risk assessment:** Look at risk factors which could cause injury to a person performing the task; understand why it is a problem; and identify the sources of the problem.
- **Step 3 - Risk control:** Eliminate the hazardous work practice; redesign or modify the environment or the system or; if this is not possible, use administrative controls such as training or policies.

Training will be provided at Induction on Manual Tasks as required for all employees.

4. RELATED DOCUMENTS

- Occupational Safety and Health Act 1984
- Occupational Safety and Health Regulations 1996
- The WA Manual Tasks Code of Practice 2010
- One2One Occupational Safety and Health Policy

5. POLICY REVIEW

This policy will be reviewed on a two-yearly basis. However, if at any time the legislative, policy or funding environment is so altered that the policy is no longer appropriate in its current form, the policy will be reviewed immediately and amended accordingly.

Authorised: Director – One2One