

Manual Handling – Policy

COMMITMENT

The Directors, Management and staff are committed to implementing and maintaining procedures that allow for the control of manual handling hazards to ensure the safe workplace for all persons in accordance with the Manual Handling National Standard and the National Code of Practice.

CONSULTATION

Assessment and control of Manual Handling tasks shall be carried out with employees who are required to carry out the task and their representatives on Health and Safety issues. Consultation shall occur through the formal process of Toolbox Meetings and the informal consultation in the workplace.

DESIGN

The Company shall take steps to make sure that, as far as workable:

- Plant, equipment and containers used in the workplace are designed, constructed and maintained to be without risk to health and safety when manually handled
- Work practices carried out in the workplace involving manual handling are designed to be without risk to health and safety
- Work environment is designed to be consistent with safe manual handling activities.

RISK IDENTIFICATION, ASSESSMENT & CONTROL

The Company has in place procedures that identify three stages in the process of reducing the potential for manual handling injuries in the workplace. The stages are: -

- Identification of the hazard in the workplace likely to cause manual handling injury
- Detailed assessment of particular risk factors associated with the hazard
- Principle and examples of control measures to eliminate and reduce risk.

Where risks have been assessed they shall be removed or reduced by appropriate actions of redesign, training, mechanical aids or team handling.

TRAINING

The Company personnel shall be trained in their responsibilities for Manual Handling as well as the appropriate safe manual handling techniques when performing tasks identified as having manual handling risks.

RECORDS

The Company shall maintain records of injuries and trends that identify the source of risk in tasks incorporating manual handling that are reported to management and actioned appropriately.



CHIEF EXECUTIVE OFFICER

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