Manual Handling/Ergonomics Procedure

Education Centre of Australia Pty Ltd is committed to the implementation of the following strategies to minimise the risks to its employees/workers associated with manual tasks:

1. Manual handling and poor working postures should be reduced where possible by using properly designed mechanical handling equipment and ergonomic equipment.

2. Manual handling tasks will be identified through:
   - workplace inspections
   - job safety analyses
   - feedback from employees
   - incident investigations

3. Manual handling risk assessments will be conducted for tasks that pose a risk to personnel using the Manual Handling Checklist.

4. When manual handling/or lifting forms a part of any work activity the following principles shall be applied:
   - Generally, in any lift, attempt to keep the load close and keep the natural, upright curve of your spine.
   - Plan the lift — stop, think and assess the load and its handling requirements.
   - Place the feet — apart, balanced and stable base, leading leg forward where required.
   - Adopt a good posture — knees bent, back straight, chin tucked, shoulders level and same direction as hips.
   - Get a firm and secure grip — arms within boundary formed by legs.
   - Don’t jerk — smooth movements and load control.
   - Move the feet — do not twist the trunk.
   - Keep close to the load — close to body trunk, heaviest side next to body trunk, slide the load towards you prior to lift.
   - Adjustment — put the load down prior to adjustment.

5. Employees will be provided with training in areas where manual handling poses a risk to health or safety.
6. Appropriate supervision and equipment, including manual handling equipment (e.g. trolleys) will be provided to ensure work practices are carried out in a safe manner.

7. Ergonomics will be considered during any alteration or design of the workplace.

8. Chairs and workstation design will comply with ergonomic guidelines and we will endeavour to ensure that the equipment is suited for each individual.

9. Employees will be provided with appropriate training and information on the correct workstation setup.

10. A workstation ergonomics risk assessment will be conducted for all new employees using the Ergonomics Checklist. Ergonomic assessments will also be conducted for any individual who has concerns with their setup.

**Review**

This procedure will be reviewed annually during the OHS/WHS Audit Program, through consultation with employees/workers, and when legislative requirements change or in the event of a serious occurrence involving manual handling or ergonomic factors.

**Records**

- Job Safety Analysis
- Manual Handling Checklist
- Workstation Ergonomics Checklist
- Safe Work Procedures
- Risk Management Register