

	<u>DOCUMENT TITLE</u> MANUAL HANDLING Policy and Procedure	
	OH&S <u>Document Number</u> <u>-PP-</u>	DATE COMPLIED: / / REVIEW DATE: / / Authorised By: Compiled By: B&L Safety Solutions

POLICY

In keeping with the standards of commitment in providing a safe Workplace and in keeping with our policy on the health and well being of our employees this policy shall, in conjunction with the consultation policy, be in effect immediately.

- (a) That all employees atshall comply to this policy in assisting in minimising injuries from occurring from incorrect manual handling.
- (b) That employees shall attend Induction for MANUAL HANDLING.
- (c) That any incidence arising from Manual Handling shall be reported to your supervisor immediately.

PROCEDURES

- 1.** All employees and staff are to lift, carry, bend or lower any objects as per their Induction Program.
- 2.** If any employee has not been inducted for Manual Handling, they are to inform their supervisor, who will arrange an induction into manual handling as soon as possible.
- 3.** Any employee who is found to be ignoring the correct manual handling procedures may face severe disciplinary action, including dismissal for repeat offenders.
- 4.** If an employee is of the opinion that an object may be too heavy as to put himself at risk of injury, he/she is to seek mechanical assistance, i.e. Forklift, or team lifting.
- 5.** If utilising a forklift and the employee is not licenced or under supervision in regards to operating a forklift. UNDER NO CIRCUMSTANCES are you permitted to operate any forklifts.
- 6.** If at any time an employee is of the opinion that he/she is at risk of injury from lifting any object, they may refuse to lift such item/s. The employee shall then inform his/her supervisor or factory manager, and show evidence of such a risk.
- 7.** Regardless of how small/large, light/heavy any item is, All employees MUST adhere to the manual Handling as per their Induction Manual.

Managers Signature: _____ **Employees Signature** _____

Date: ____/____/____

