

# Manual Handling Procedure



## 1 Purpose

To ensure the minimisation of incidents and severity of manual handling injuries by identifying and controlling manual handling tasks in the workplace.

## 2 Scope

This Procedure applies to all faculties and departments within the University.

## 3 Procedure Overview

The University has an obligation under the *Hazardous Manual Tasks Code of Practice 2011* to minimise the incidence and severity of manual handling injuries by identifying and controlling manual handling tasks.

## 4 Procedures

Category 4 Delegates or above will ensure that all faculties and departments within the University provide appropriate education, equipment and other resources for the control of manual handling hazards. Provisions will be made for the special needs of Employees or Students with disabilities.

### 4.1 Guidelines for prevention of injury

An Employee or Student must not carry or move any object if they consider they are at risk of injury or if others may be at risk.

Individual Employees and Students should make every effort to reduce the risk of manual handling accidents or injuries by taking steps recommended in the Safety Fact Sheet on Safe Lifting.

The appropriate Supervisor is responsible for undertaking risk assessments in their workplace. Refer to the Enterprise Risk Management Policy and Procedure for more Information on risk assessments.

### 4.2 Reporting hazards or injury

Individual Employees and Students must report to their Supervisor or Lecturer any manual

handling hazard. Those hazards which cannot be immediately rectified should be reported to the Category 4 Delegate or above and the University Safety team on the Hazard Report and Investigation Form or they may report via the University Hazard and Incident Reporting and Tracking System (UniHIRTS) on the University's website. Refer to the Procedures for Incident and Hazard Reporting and Investigation Procedure in this Manual.

The appropriate Supervisor or Lecturer must address any hazards and take corrective action, which may include reviewing work practices, arranging education or providing appropriate equipment for safe manual handling.

If an Employee suffers injury, they must report the injury on the Incident Record/Report or they may report via the University Hazard and Incident Reporting and Tracking System (UniHIRTS) on the University's website. The Category 4 Delegate or above must ensure the individual Employee seeks medical advice immediately. Refer to Incident and Hazard Reporting and Investigation Procedure in this Manual.

## 5 References

Nil.

## 6 Schedules

This procedure must be read in conjunction with its subordinate schedules as provided in the table below.

## 7 Procedure Information

<b>Accountable Officer</b>	Executive Director (Facilities Management)
<b>Responsible Officer</b>	Executive Director (Facilities Management)
<b>Policy Type</b>	University Procedure
<b>Policy Suite</b>	<a href="#">Work Health and Safety Policy</a>
<b>Subordinate Schedules</b>	
<b>Approved Date</b>	7/6/2021
<b>Effective Date</b>	7/6/2021
<b>Review Date</b>	3/4/2022
<b>Relevant Legislation</b>	<a href="#">Hazardous Manual Tasks Code of Practice 2021</a> <a href="#">Work Health and Safety Act 2011 (Qld)</a>

	<a href="#">Work Health and Safety Regulation 2011 (Qld)</a>
<b>Policy Exceptions</b>	<a href="#">Policy Exceptions Register</a>
<b>Related Policies</b>	<a href="#">Enterprise Risk Management Policy</a>
<b>Related Procedures</b>	<a href="#">Incident and Hazard Reporting and Investigation Procedure</a>
<b>Related forms, publications and websites</b>	<a href="#">Hazardous manual tasks</a> <a href="#">Incident and Hazard Reporting - SafeTrak</a> <a href="#">Ergonomic Factsheets</a> <a href="#">University Hazard and Incident Reporting and Tracking System (UniHIRTS)</a>
<b>Definitions</b>	<p><b>Terms defined in the Definitions Dictionary</b></p> <p><a href="#">Delegate (noun)</a></p> <p>Delegate (noun) means the officer, Employee or committee of the University to whom, or to which, a delegation of authority has been made under this Policy.</p> <p><a href="#">Employee</a></p> <p>A person employed by the University and whose conditions of employment are covered by the Enterprise Agreement and includes persons employed on a continuing, fixed term or casual basis. Employees also include senior Employees whose conditions of employment are covered by a written agreement or contract with the University.</p> <p><a href="#">Information</a></p> <p>Any collection of data that is processed, analysed, interpreted, organised, classified or communicated in order to serve a useful purpose, present facts or represent knowledge in any medium or form. This includes presentation in electronic (digital), print, audio, video, image, graphical, cartographic, physical sample, textual or numerical form.</p> <p><a href="#">Policy</a></p> <p>A high level strategic directive that establishes a principle based approach on a subject. Policy is operationalised through Procedures that give instructions and set out processes to implement a Policy.</p> <p><a href="#">Procedure</a></p>

	<p>An operational instruction that sets out the process to operationalise a Policy.</p> <p><a href="#">Student</a></p> <p>A person who is enrolled in a UniSQ Upskill Course or who is admitted to an Award Program or Non-Award Program offered by the University and is: currently enrolled in one or more Courses or study units; or not currently enrolled but is on an approved Leave of Absence or whose admission has not been cancelled.</p> <p><a href="#">University</a></p> <p>The term 'University' or 'UniSQ' means the University of Southern Queensland.</p>
	<p><b>Definitions that relate to this procedure only</b></p>
<p><b>Keywords</b></p>	<p>Manual handling, reporting hazards, prevention of injury</p>
<p><b>Record No</b></p>	<p>13/362PL</p>