



Northern Districts Gymnastic Club Inc

1 / 5 Whipple St, Balcatta, WA, 6021

Ph: 08 92406861, Fx: 08 92406863

Email: info@ndgc.org.au

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Occupational Health and Safety

Policy Title:	MANUAL HANDLING POLICY
Policy Number:	OHS 02
Date of issue:	19th September 2007
Controlling Body	NDGC Board of Management

1.0 POLICY STATEMENT

Northern Districts Gymnastic Club Inc Policy provides for a health and injury free environment at the club's facilities.

2.0 PURPOSE

Through the implantation of the Manual Handling Policy, the club aims to promote and maintain the health and wellbeing of staff, members, volunteers, visitors and contractors, to minimize the risks of manual handling injuries and induct all staff involved with manual handling by implementing a systematic approach based on risk management mode as follows;

- Identify the hazardous manual handling tasks.
- Assess the risk
- Control the risk
- Monitor the controls

A system will be developed to ensure that any new manual handling hazards are identified, assessed and controlled as they occur.

3.0 DEFINITIONS

- **Manual Handling** - Any activity requiring the use of force exerted by a person to lift, push, pull, carry or otherwise move or restrain any animate or inanimate object. Also actions involving repetition and sustained awkward posture.
- **Hazardous Manual Handling** – When actions described above cause or have the potential to cause a Musculoskeletal Disorder (MSD) as the result of the following characteristics:
 - Repetitive or sustained application of force
 - Repetitive or sustained awkward posture
 - Repetitive or sustained movement
 - Application of high force
 - Exposure to sustained vibration
 - Handling live persons
 - Handling unstable or unbalanced loads, or loads that are difficult to grasp or hold.
- **Risk** – the likelihood of suffering injury, loss or danger depending on the frequency that a task is performed and the consequences that they may ensue.

4.0 POLICY COVERAGE / SCOPE

This policy applies to all Northern Districts Gymnastic Club staff, visitors, volunteers, members, athletes and contractors at NDGC. It applies to all activities both on and off the club's property, including busy bees, fundraising, competitions, displays, events and any other programmed activity outside the club's grounds.



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5.0 POLICY COMPLIANCE

Northern Districts Gymnastic Club will comply with the Manual Handling Policy through education, induction training, publicity and the reiteration of the policy.

5.1 Identifying the Risk

- Where possible, manual handling risks should be considered and designed out prior to an activity and / or purchasing of all goods to be used at Northern Districts Gymnastic Club.
- The club and staff will undertake a process to identify all manual handling hazards at NDGC,
- Examine tasks if there is an indication there maybe a risk (ie. Staff complaining of discomfort).
- Look at injury records to see in what areas, and which tasks injuries are occurring.
- Consult with staff and volunteers at meetings about tasks they are carry out.
- Formal observation of work practices.

Handling risks at Northern Districts Gymnastic Club include, but not limited to;

- Moving equipment
- Carry equipment
- Lifting participants
- Spotting
- Restraining a participant
- Typing at a computer in an awkward position
- Standing on unstable platforms or apparatus
- Stretching to reach a participant or a high shelf
- Moving office equipment
- Catching a falling participant
- Climbing under or over equipment.

The risk assessment should identify tasks with potential for having a hazardous manual handling component. The purpose of assessing the risk is to firstly establish if there is risk involved in the task and secondly to determine the level of risk: high, medium or low.

5.2 Assessing the Risk

The risk assessment must take into account the following factors:

- The force to be applied by the employee/volunteer;
- The actions and movements involved (eg. Reaching up, forward, unbalanced or uneven lifting or carrying, awkward grip);
- The range of weights handled;
- The duration and frequency of the manual handling;
- The time, and distance, over which an object is handled;
- The availability of mechanical aids;
- The layout and condition of the workplace environment (eg. Height of desks, restricted access, confined space, hot/cold, poorly lit, floor surfaces slippery or uneven);
- The work organisation (eg. Availability of people, flow of materials, lack of time);
- The postural requirements imposed by manual handling (eg. Bending, twisting, stretching);



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- The analysis of injury statistics relevant to manual handling;
- The age of the person carrying out the manual handling;
- The skill and experience of the person;
- The nature of the object being handled (eg. Size, shape, structure and material, animate or inanimate);&
- Any other factors considered relevant NDGC or the employees/volunteers, (Need to consider the risks to staff returning from leave, teaching a new skill or in a new environment.)

5.3 Controlling the Risk

Once the risk assessments have been conducted controls will be developed by NDGC management starting with tasks rated as high risk.

Northern Districts Gymnastic Club management will implement Manual Handling Risk Controls as follows:

- Redesign areas of risk to eliminate or reduce risks.
- Change the workplace, systems of work and/or the object
- Provide mechanical aids to reduce the risk and provide training in their use.
- Training and education appropriate to each task.
- For some manual handling tasks, a combination of the risk control methods (above) may be appropriate; however information, training and instruction will never be the sole or primary means of controlling the risks.

6.0 RESPONSIBILITIES

6.1 The Northern Districts Gymnastic Club Management is responsible for the implementation of risk assessment, risk control and education and training.

6.2 The Club's employees/volunteers are responsible for carrying out and conducting ongoing monitoring of manual handling risks and ensure the risk controls are:

- Being used correctly.
- Not increasing the risk of injury.
- Helping to reduce the manual handling risk.
- Not in need of further improvement.
- Keeping records.

7.0 POLICY BREACHES

7.1 A breach of this policy may include one or more of the following:

- An employee/volunteer manual handling an object in direct or indirect contradiction to the risk controls provided in Clause 5.3.
- A failure to assess or reassess identified areas for potential risks.
- A failure to address identified risks within 30 days of assessment
- A failure to provide documentation supporting the process for assessment and risk control for any one or more areas of manual handling.

7.2 Breaches of this policy will be addressed in due process by NDGC Board of Management.



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- 7.3** All employees/volunteers are responsible for encouraging and enforcing the policy amongst visitors, contractors and participants.
Upon seeing a breach of this policy, the employee/volunteer are requested to ask the person involved to review their manual handling practices in-line with the risk controls (Clause 5.3).
If this is ineffective, the employee/volunteer may request that the individual refrain from proceed with the task. This procedure may not be effective in some cases, as so a common sense approach is recommended.

8.0. CONFIDENTIALITY AND REPORTING

- Breaches of this policy must be reported to the NDGC management within 24 hours of any occurrence
- Breaches of this policy must be kept confidential and disclosure to any party beyond The Club's management is not permitted.

9.0 POLICY OUTCOMES

Anticipated outcomes of the Northern Districts Gymnastic Club Manual Handling Policy are as follows:

- Provision of a safer and healthier workplace environment
- Widespread awareness of the policy's purpose and rationale
- Promotion of NDGC as a leading example of a health and progressive organisation.

10.0 RELATED POLICIES, PROCEDURES & FORMS

Injury Procedure
Injury Procedure Chart
Injury Report Form
Incident Report Form
Incident Procedure
Analysis – Injury Report Template
First Aid Policy
Health and Safety Policy

11.0 POLICY IS REQUIRED TO BE PUBLISHED IN

1. Website
2. Staff and Board Handbook

Date of Approval by NDGC Board of Management	
President :	
President's Signature	

(References: Work Safe WA, The National Code of Practice of Manual Handling NOHSC (2005) and Club 10 resource)