

# PM-Partners group

## Manual Handling Policy

### 1. Purpose

PM-Partners group (the “Company”) is committed to providing a safe and healthy work environment in which all workplace participants are treated fairly, with dignity and respect.

This policy outlines the Company’s commitment to a safe workplace and is aimed at ensuring, so far as it reasonably can, that workplace participants are not subjected to any form of injury or illness as a result of incorrect work processes. It also details the legal responsibilities of the Company and workplace participants in relation to preventing injury/illness in the workplace.

### 2. Scope

The Manual Handling Policy is applicable to all PM-Partners group workplace participants.

### 3. Definitions

- » Company – includes all subsidiaries that are owned or controlled, directly or indirectly, by PM-Partners group.
- » Workplace Participants – PM-Partners group employees including members of the Board of Directors, independent contractors, casual staff and agency staff.
- » Human Resources (HR) – for local application the HR Manager will take responsibility. For regional workplace participants the Head Of or Service Delivery Manager will take responsibility.

### 4. Responsibility and Authority

Role	Responsible	Accountable	Consult	Inform
Workplace Participants	✓	✓		
HR Manager	✓	✓	✓	✓
Regional Head Of	✓	✓	✓	✓
Manager/Supervisor	✓	✓	✓	✓

### 5. Policy

This policy covers all employees of the Company (whether full-time, part-time or casual) and all persons performing work at the direction of, in connection with, or on behalf of the Company (for example contractors, subcontractors, agents, consultants, and temporary staff) (collectively “workplace participants”).

## 5.1. Legal responsibilities

Everyone at the workplace has a legal responsibility to prevent injury/illness from occurring.

In accordance with our health and safety policy the company is committed to providing a safe and healthy workplace for its staff and uses the risk management model of identification, assessment and control of risks associated with manual handling. In consultation workplace participants are protected under the guidelines of the relevant Acts and Regulations, which aims to reduce manual handling injuries significantly through the introduction of a Minimal Lift Policy.

Workplace participants are also required under the Legislation to take reasonable care for their own health and safety, as well as that of others at the Company's workplace. They must also comply with any reasonable instruction given by the Company. Compliance with this policy will assist workplace participants in meeting their legal responsibilities.

If workplace participants fail to adhere to the legislation this may result in criminal proceedings. The Work Health and Safety Acts in all states indicate that if a workplace participant is found guilty of committing discriminatory conduct, a penalty may be issued.

## 5.2. Definitions

A **hazardous manual task**, as defined means a task that requires a person to lift, lower, push, pull, carry or otherwise move, hold or restrain any person, animal or thing involving one or more of the following:

- » Repetitive or sustained force.
- » High or sudden force.
- » Repetitive movement.
- » Sustained or awkward posture.
- » Exposure to vibration.

PM-Partners group aims for manual lifting to be eliminated as far as is reasonably practicable in all but exceptional or life threatening situations. The company endorses approaches that eliminate manual handling where possible and where this is not possible, reduce the risk of handling through the provision of adequate well designed equipment and training. If you are unsure about your ability to lift or move an object, speak to your manager.

### Personal Protective Equipment (PPE)

- » Personal Protective Equipment is used by staff for protection against known or potential hazards.
- » Examples are: gloves; glasses; masks; ear muffs; ear plugs; boots; safety shoes.
- » PPE may be disposable or reusable.

## 5.3. Responsibilities

Managers:

- » Shall take all reasonable steps to ensure the work environment, equipment, and work practices are safe when manual handling is performed.
- » Will examine work practices and procedures with a view to eliminating manual handling activities where possible.
- » Ensure training in manual handling and the safe use of equipment is provided.
- » Ensure equipment, such as hoists/trolleys are chosen in consultation with staff and are in sufficient quantity.
- » Maintain equipment in good order.
- » Ensure safe work practices are followed.

## Workplace Participants

- » To comply with the Manual Handling Policy.

PM-Partners group will use the risk management program to identify, assess, control and review manual handling risks.

The Hazard Form will be utilised to assess the risks associated with working in manual handling.

### 5.4.1 Hazard Identification

Manual handling hazards will be identified in the following ways, but not limited to:

- » Any workplace participant who sees a potential manual handling activity that could cause and injury or illness can use the form (see Risk Management Program/Identification).
- » Working from home checklist.
- » Through monthly inspections of sites.
- » Following an accident, incident or near miss.
- » Industry data from the state authority or another source.

Identified manual handling hazards at PM-Partners group

- » Repetitive bending/twisting.
- » Lifting/moving office equipment.
- » Lifting moving boxes or office equipment.

### 5.4.2. Risk Assessment

Analysis of hazards is done to understand the severity and possible consequences of any hazardous activity, it also allows for hazards to be prioritised.

Assessment is performed using the company matrix (see Risk Management Program/Assessment).

The issue is logged using the Risk Register and assessment is listed via reporting to HR.

Severity	Likelihood			
	A Very likely	B Likely	C Unlikely	D Very Unlikely
1. Catastrophic	High (1A)	High (1B)	High (1C)	Medium (1D)
2. Major	High (2A)	High (2B)	Medium (2C)	Medium (2D)
3. Moderate	High (3A)	Medium (3B)	Medium (3C)	Low (3D)
4. Minor	Medium (4A)	Medium (4B)	Low (4C)	Low (4D)

**Table 1 – Severity**

	Severity	Description
1	Catastrophic	Death or permanent disability/illness. Severe property & business loss (e.g. explosion). Severe environmental damage (e.g. contaminants release).
2	Major	Long-term illness or serious injury. Loss of business capability for greater than 1 day. Major property or environmental damage.
3	Moderate	Medical treatment or several days off work. Property damage resulting in some loss of business capability. Contaminant release contained without outside assistance

4	Minor	First aid treatment. Minor property damage. On site contaminant release immediately contained.
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**Table 2 - Likelihood**

	Severity	Description
A	Very Likely	Considering how often people are exposed to the hazard, the chosen severity would be expected to occur <b>most times</b>
B	Likely	Considering how often people are exposed to the hazard, the chosen severity would be expected to occur <b>often</b> .
C	Unlikely	Considering how often people are exposed to the hazard, the chosen severity would be expected to occur <b>sometimes</b> .
D	Very Unlikely	Considering how often people are exposed to the hazard, the chosen severity would <b>hardly ever</b> occur.

### 5.4.3. Control Methods

Controls will be allocated responsibly based on timeframes and practicable resources. They will be reviewed monthly by the Manager and reported to the HR Manager for discussion at the monthly Heads Of Leadership meetings.

The Manager will then take the required responsive actions for the identified hazards by:

- » Advising the HR Manager for a resolution, via a completed Hazard Report Form or via email.
- » Attaching copies of the report to the WHS notice board if required.

The preferred method of managing manual handling risks is listed below. Please refer to the Risk Management Program for more information if required.

#### Hierarchy of Controls

<u>Level 1 (best)</u> <i>Eliminate the risk</i>	<b>Eliminate</b>	The best way to correct a safety problem is to eliminate the hazard (e.g. replace faulty wiring, or remove/relocate equipment/ machinery). If the hazard cannot be eliminated, then consider the options below.
<u>Level 2</u> <i>Minimise the risk</i>	<b>Substitute</b>	Replace the machine or tasks with a safe one.
(as above)	<b>Engineer</b>	Modify the tools or equipment, enclose the equipment, put guards in place
<u>Level 3</u> <i>Develop other control measures</i>	<b>Administration</b>	Develop and implement safe procedures and training for hazardous jobs
(as above)	<b>Personal Protective Equipment</b>	Personal protective equipment (e.g. safety glasses, footwear and hearing protection) are important but should be used only when other measures are not practicable.

Current controls in place at PM-Partners group, not limited to:

- » Safe work practices – technique, process to avoid double handling.

#### 5.4.4. Review of Manual Handling Risks

PM-Partners group will review risks associated with manual handling:

- » During the regularly workplace inspections.
- » During the yearly audits of the WHS system.
- » Following any incident/accident in relation to manual handling tasks.
- » Following any legislative or industry best practice changes.
- » When a workplace participant raises it with their manager or supervisor.

#### 5.4.5. Training & Education

Where applicable, existing workplace participants will undergo training/introduction in safe working practices for manual handling and any equipment for the purposes of manual handling and how to manage manual handling risks in the workplace. Any new workplace participant will undergo instruction and training of manual handling during induction.

#### 5.4.6. Consultation

It is important to consult our workplace participants as early as possible when planning to:

- » Introduce new tasks or change existing tasks.
- » Select new equipment.
- » Refurbish, renovate or redesign existing workplaces.
- » Carry out work in new environments.

The Health and Safety representative will be consulted as per the consultation agreement when there are changes to processes involving manual handling; changes to the procedure and/or to be involved in the assessment of manual handling tasks.

### 6. Breach of Policy

The Company takes very seriously its commitment to providing a safe and healthy work environment, free from injury/illness. All workplace participants are required to comply with this policy.

If a workplace participant breaches this policy, they may be subject to disciplinary action. In serious cases this may include termination of employment. Agents and contractors (including temporary contractors) who are found to have breached this Policy may have their contracts with the Company terminated or not renewed.

### 7. More Information

If a workplace participant is unsure about any matter covered by this policy, or requires more information about WHS Consultation they should seek the assistance of their manager, or of Human Resources Manager Australia. They may also wish to seek external advice from the relevant regulatory authority, such as WorkCover/WorkSafe/SafeWork.

### 8. Review

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This procedure will be reviewed annually, through consultation with workplace participants and health and safety representatives, or when legislative requirements change, or in the event of a serious occurrence involving a manual handling task.

## 9. Variations

*The Company reserves the right to vary, replace or terminate this policy.*