

Manual Handling Policy

SOLAR MECHANICAL SERVICES is committed to providing a safe workplace and systems of work for all its employees. It recognises that the manual handling of materials, equipment and furniture within the workplace is potentially hazardous to health and safety.

It is the policy of SOLAR MECHANICAL SERVICES to establish an effective manual handling program aimed at preventing the occurrence of injuries which result from workplace manual handling tasks.

Definition of Terms

"Manual Handling" is any activity requiring the use of force exerted by a person to lift, lower, push, pull, carry, or otherwise move, hold, or restrain any person, animal, or thing.

Policy

With respect to manual handling, SOLAR MECHANICAL SERVICES will ensure that:

- the plant and equipment used in the workplace is designed, constructed, and maintained so far as is reasonably practicable, to ensure employees are without risk to their health and safety.
- work practices involving manual handling are designed, and maintained so far as is reasonably practicable, to ensure employees are without risk to their health and safety.
- the working environment is designed, constructed, and maintained; so far as is reasonably practicable; to be consistent with safe manual handling practices.

Strategy

Manual handling will be a consideration in, and a specification for:

- the design and redesign of workplaces, work practices, plant, and equipment.
- the review of existing workplaces, work practices, plant, and equipment.
- the maintenance of workplaces, work practices, plant, and equipment.
- the purchase of all goods and services.
- continuing consultation with workplace clients to ensure a safe work environment for staff.
- SOLAR MECHANICAL SERVICES will ensure a risk assessment is completed for each manual handling task, and control procedures are recommended, and implemented for those presenting any risk. Safe work practices based on these assessments and recommendations will then be implemented. All assessments and work practices will be reviewed annually.
- To ensure the quality of the manual handling risk assessments SOLAR MECHANICAL SERVICES management will establish a manual handling risk assessment team(s). All team members must be trained in the use of the Manual Handling Code of Practice.
- SOLAR MECHANICAL SERVICES employees must always to follow the manual handling procedures established by the risk assessment team.

1 of 2	Document	SOLAR MECHANICAL SERVICES-POL-06	Latest Document Issue:	V3
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Responsible Officer Responsibilities

The Responsible Officer has ultimate responsibility for the effective implementation of the Manual Handling Policy and associated programs, and will ensure that:

- adequate resources are made available for implementation of the Manual Handling Policy. Adequate resources include: financial means, personnel and time e.g. Approved Code of Practice for Manual Handling, lifting equipment, adequate staff to perform team lifting techniques where necessary, time made available for regular manual handling auditing, purchasing policy, regular supervisory checks;
- appropriate training is provided to enable employees to fulfil their assigned roles and responsibilities.

Manager/Supervisor Responsibilities

A manager/supervisor will:

- inform and explain to employees the Manual Handling Policy and Program.
- ensure that Manual Handling inspections/audits take place regularly.
- ensure that adequate lifting equipment is provided at all workplaces, and make sure that employees understand how to use such equipment.
- ensure that adequate personnel are rostered on to perform the task.
- record and investigate all manual handling accidents/incidents.

Employee Responsibilities

An employee will:

- not lift or move items that they find heavy or awkward. Trolleys, lifting equipment or team lifting will be used instead. Employees must always use all provided lifting equipment.
- report damage or malfunction of all lifting equipment to their supervisor.
- Report all strains, sprains, aches and other injuries from lifting, carrying, pushing, pulling etc. to their supervisor.

David Scarcella
Chief Executive Officer



2 of 2	Document	SOLAR MECHANICAL SERVICES-POL-06	Latest Document Issue:	V3
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