

MANUAL HANDLING POLICY

POLICY STATEMENT

The Officers and P.C.B.U (Person Conducting a Business or Undertaking) of **Brisbane School of Theology** recognise that manual handling can be a hazard in this environment. Activities such as lifting, moving, pushing, pulling, checking, loading, unloading and storing entail, in some form, manual handling.

In order to minimise possible injury to the worker, an active and systematic approach towards the elimination of workplace hazards will be adopted.

It is **Brisbane School of Theology's** policy that the working environment for the workers will provide for the application of safe manual handling techniques.

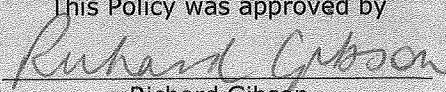
The process of risk management of manual handling hazards, in priority order, is:

1. To identify manual handling hazards within the workplace
2. The analysis/assessment of those hazards
3. The elimination/control of those hazards.

Risk management of manual handling is to be conducted by P.C.B.U's and the health and safety representative where changes to process and procedures occur.

Consultation with the workers will be encouraged as it assists in the development of suitable control options and applications. Further, consultation provides an opportunity to contribute to decision making in a timely fashion to resolve manual handling risks.

Manual handling assessments and workers' training involving safe manual handling techniques are to be documented.

Policy Area: Work Health & Safety	This Policy was approved by  Richard Gibson Principal	Approved: 13 May 2014
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