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| POLICY NAME: | Birralee Gymnastics OHS Manual Handling Policy |
| DATE OF ISSUE: | October 2018 |
| POLICY COVERAGE | Birralee Gymnastics Inc Committee of Management, staff, volunteers, parents, participants and spectators. All Birralee Gymnastics events and activities including competitions, education courses, workshops, meetings, seminars or any other activities organized by Birralee Gymnastics Inc. |
| DATE OF REVIEW | Biennial |
| CONTROLLING BODY | Birralee Gymnastics Inc |

1. INTRODUCTION

The purpose of this policy is to provide Birralee Gymnastics statement of position regarding our OHS Manual Handling Policy. Birralee Gymnastics Inc is committed to ensuring that the objectives in this Policy and the supporting strategies are implemented.

2. POLICY STATEMENT

The Club's Manual Handling Policy is to ensure that manual handling procedures are implemented and adhered to. Every person and organization bound by this Policy must always place their safety and wellbeing above all other considerations by implementing a systematic approach based on risk management and that the supporting strategies are implemented to reflect best practice across all areas.

- 2.1 Identify the hazardous manual handling tasks;
- 2.2 Assess the risks;
- 2.3 Control the risks;
- 2.4 Monitor the controls.

3. DEFINITIONS

- 3.1 Manual Handling is defined as "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"
- 3.2 Hazardous Manual Handling means when actions described above cause or have the potential to cause a Musculoskeletal Disorder (MSD) as a result of the following characteristics:
 - 3.2.1 Repetitive or sustained application of force;
 - 3.2.2 Repetitive or sustained awkward posture;
 - 3.2.3 Repetitive or sustained movement;
 - 3.2.4 Application of high force;
 - 3.2.5 Exposure to sustained vibration;
 - 3.2.6 Handling live persons; &
 - 3.2.7 Handling unstable or unbalanced loads, or loads which are difficult to grasp or hold

4. SCOPE

The clubs OHS Manual Handling Policy is to ensure and maintain the health and wellbeing of staff, members, visitors, contractors and volunteers and to provide an environment that minimises the risk of personal injury, ill health or mental health by implementing a systematic approach to OHS Manual Handling.

Our responsibility is limited to those aspects of *our operations under our direct control*, subject to the terms and conditions of our sub-lease with Robson Stadium Committee of Management.

- 4.1 Provide employees with appropriate training;
- 4.2 Ensure that all equipment and materials are in good working order;
- 4.3 Regular consultation between staff and management as to best practice.

5. POLICY COMPLIANCE

Policy compliance will be facilitated through education, publicity, induction training and reiteration of the policy. Policy compliance requires the following:

- 5.1 Where possible, manual handling risks should be considered and designed prior to any activity and/or purchasing of all goods to be used at the Club.
- 5.2 Undertake a process to identify all manual handling hazards. The process should involve all of the Club's staff:
 - 5.2.1 Look at injury records to see in which areas, and which tasks injuries are occurring;
 - 5.2.2 Consult with employees/volunteers at meetings about the tasks they carry out.
 - 5.2.3 Formal observation of work practices
 - 5.2.4 Manual handling risks include, but are not limited to:
 - Moving equipment;
 - Carrying equipment;
 - Lifting participants;
 - Spotting;
 - Restraining a participant;
 - Typing at a computer in an awkward posture;
 - Stretching to reach a participant or a high shelf or apparatus;
 - Standing on unstable platforms or apparatus;
 - Bending to adjust, move or distribute matting or apparatus close to or on the ground;
 - Moving computer and other office equipment;
 - Catching a falling participant; &
 - Climbing over or under apparatus or equipment.
- 5.3 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.
- 5.4 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 (e.g. availability of people, flow of materials, lack of time);
 - The postural requirements imposed by manual handling (eg. bending, twisting, stretching);
 - 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 (e.g. size, shape, structure and material, animate or inanimate);&
- Any other factors considered relevant by the Club or the employees/volunteers. Need to consider the risks to staff returning from leave, teaching a new skill or in a new environment.

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

6. POLICY CONTROL

6.1 The Club's management will implement Manual Handling Risk Controls as follows:

- 6.1.1 Redesign areas of risk to eliminate or reduce risks
- 6.1.2 Change the workplace, systems or work and/or the object
- 6.1.3 Provide mechanical aids to reduce the risk and provide training in their use
- 6.1.4 Training and education appropriate to each task.

6.2 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.

7. ROLES AND RESPONSIBILITIES

The Administrators of Birralee Gymnastics:

- 7.1 Club Management is responsible for the implementation of risk assessment, risk control and education and training.
- 7.2 Club employees/volunteers are responsible for carrying out and conducting ongoing monitoring or manual handling risks and ensure the risk controls are:
 - 7.1 Being used correctly;
 - 7.2 Not increasing the risk of injury;
 - 7.3 Helping to reduce the manual handling risk;
 - 7.4 Not in need of further improvement;

8. POLICY BREACHES

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

- 8.1.1 An employee/volunteer manual handling an object in direct or indirect contradiction to the risk controls provided in Clause 5.
- 8.1.2 Failure to assess or reassess identified areas for potential risks
- 8.1.3 Failure to address identified risks within 30 days of assessment
- 8.1.4 Failure to provide documentation supporting the process for assessment and risk control for any one or more areas of manual handling

8.2 Breaches of this Policy will be addressed in due process by the Club's management.

8.3 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). If this is ineffective, the employee/volunteer may request that the individual refrain from the task. This procedure may not be effective in some cases, as so a common sense approach is recommended.

9. POLICY OUTCOMES

9.1 Anticipated outcomes of the Club's Manual Handling Policy are as follows:

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

10. REVIEW PROCESS

Recommended changes to this policy may be submitted to Birralee Gymnastics Committee of Management for consideration at any time. Should changes be accepted, the policy will be updated, dated and circulated to all relevant stakeholders via the webpage.

Birralee Gymnastics is committed to ensuring all policies are up-to-date and reflect current times, therefore reviews are undertaken biennial. The next review date is detailed at the beginning of each policy.

10.1 This policy will be reviewed by the Committee of Birralee Gymnastics Inc on a biennial basis

11. POLICY PROMOTION

11.1 This Policy will be made available to all members via the Birralee Gymnastics website at www.birraleegymnastics.com.au

11.2 This policy will be communicated to all staff, committee, technical coaches, coaches, parents and volunteers.

11.3 References to this policy will be included in the information documents that are provided to all officials that represent Birralee Gymnastics In