

Manual Handling

PURPOSE

To provide a starting point for the identification, assessment, prevention and control of hazards and risks associated with manual handling in the church facilities and church activities.

SCOPE

The policy is applicable to all people using our buildings or involved in our activities.

RESPONSIBILITIES

The Event/Meeting Leaders [or Designated Person] is responsible for:

- Identifying the manual handling tasks that are likely to be a risk to health and safety, re-assessing the risks on a regular basis, taking steps to control those risks and reviewing the effects of controls. The code of practice for manual handling provides a method that can be used to analyse such tasks in order to establish the healthiest and safest ways of preventing harm to workers
- Providing information and training for people about the hazards they are exposed to or that they may create and what controls are in place

Participants/users/workers are responsible for:

- Taking all reasonable and necessary precautions for their own health and safety and that of others, when carrying out manual handling tasks
- Being familiar with current best practice for manual handling, including use of equipment

DEFINITIONS

The Code of Practice for Manual Handling published jointly in June 2001 by WORKSAFE NZ and ACC defines manual handling as: **“Any activity requiring a person to lift, lower, push, pull, carry, throw, move, restrain, hold, or otherwise handle any animate, or inanimate object”**.

SOURCES OF FURTHER INFORMATION

Information relating to manual handling can be found in the following:

Code of Practice for Manual Handling WORKSAFE NZ (Ministry of Business, Innovation and Employment and ACC)

Manual Handling Hazard Control Record (Worksheet, WORKSAFE NZ and ACC)

Manual Handling: A Work Book (Department of Labour)

Helpful Advice on Managing Your Acute Low Back Pain (ACC)

Active and Working (National Health Committee and ACC)

Acute Low Back Pain Management (National Health Committee and ACC)