 www.safnet.com.au	MANAGEMENT SYSTEM		Manual	Type/Number
			OHS	QFRM00
			Name	
			OHSM Program Plan Program: Manual Handling	
SECTION OF PROGRAM	METHOD		TOOL (Procedure, Form, Checklist)	
1. Policy & Commitment (Principle One)	Policy Statement Scope Definitions	Relevant Tools (list) Reference statutory/ non statutory legislation	n/a	
2. Planning (Principle Two) Program Objective - Decide what you want to achieve? <div style="text-align: center;">↓</div> Program Targets:- Person/Task/Timeframe:- <ul style="list-style-type: none"> Assign responsibility/accountability to relevant levels of authority ie. Manager/Supervisor, Employee, Contractor <ul style="list-style-type: none"> Before the program commences During implementation of the program You must ensure that you can measure the task with a tangible piece of evidence (Performance Indicator) ie. Hazard report form etc. <div style="text-align: center;">↓</div> Positive/Negative Performance Indicators:- <ul style="list-style-type: none"> Identify how you will measure individuals within the program (Manager/Employee/ Contractor) – what task have you required them to do within the program and how did you say you would measure the task? (Refer to above) Choose <u>SMARTA</u> Performance Indicators relating to all stakeholders/levels of management to measure program <div style="text-align: center;">↓</div>	Objective:	To ensure that all hazards that have the potential to cause manual handling injuries within the workplace are identified, assessed, controlled and managed as per the systematic processes of the OHS Management System.		
	Level	Tasks (Specific Responsibility)	Associated Performance Indicator	Timeframe
	Senior Management:	Allocating adequate human, financial and physical resources throughout the business to ensure compliance with the program.	Business budget documents funds required for OHS Projects	Immediately
		Ensure that manual handling issues are considered when planning new facilities, relocating to a different location or purchasing new equipment.	Risk assessment undertaken during planning stage. Purchasing documentation completed prior to expenditure.	Ongoing
		Provide support and commitment to the implementation of the OHS Program.	Management Review meetings demonstrating review of OHS program/consultation minutes	Ongoing
		Ensuring that all employees receive appropriate information, instruction and training and the necessary supervision to perform manual handling tasks safely.	Ensure that all required documentation ie. Training registers, working instructions, maintenance are completed. Managers are appropriately trained to supervise.	Ongoing
	Manager/ Supervisor:	To carry out manual handling/JSA risk assessments and update with changes.	Complete Risk Assessment documentation (100%)	Immediately/ ongoing
		Ensuring that employees under their control are properly trained in manual handling.	Training Matrix updated to reflect personnel training (100%)	Within 2 months/ Ongoing
		Ensuring that employees under their control understand and follow safe manual handling practices.	Workplace Inspections and safety observation records.	Ongoing
		Ensure all lifting equipment is in good working order and undergoes regular maintenance.	Use preferred contractor to maintain equipment and update equipment log (100%)	Immediately/ Ongoing



**MANAGEMENT
SYSTEM**

Manual

Type/Number


OHS

QFRM00

Name

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Program: Manual Handling**

SECTION OF PROGRAM	METHOD		TOOL (Procedure, Form, Checklist)	
Resources <ul style="list-style-type: none"> • Relevant training • Personnel (in-house) • Equipment (equipment to be purchased) • Financial (aligned to business/dept budget) • Specialist consultants required? <p>The Program Plan should be an overview of how you intend to implement your OHS Program area.</p>		Ensure that employees under their control use safety equipment and aids provided for manual handling	Workplace Inspections and safety observation records.	Ongoing
		Ensure contractors have appropriate manual handling instruction/induction	Complete contractor induction documentation	Within 3 months/ongoing
		Consult with external consultant (Ergonomist) regarding planning of new facilities or changes/updates to program	Minutes of meetings/reports from external consultant	Within year of program
	Employee:	Complying with all manual handling safety instructions of their supervisor.	Workplace inspections and safety observation records.	Ongoing
		Making proper use of all manual handling aids, personal protective equipment and safety devices.	Workplace Inspections and safety observation records.	Ongoing
		Attend and use training received in safe manual handling techniques, where possible.	Staff training matrix completed and training evaluation forms on file. Safety observation records.	Ongoing
		Reporting potential manual handling hazards or problems.	Complete hazard report forms and assist with risk assessment and control	Ongoing
		Report all manual handling issues and complete appropriate documentation.	Complete injury report form to supervisor and follow injury management requirements if applicable	Ongoing
	Contractor:	All contractors/sub contractors have appropriate manual handling training prior to contract acceptance/relevant to job	Contractor pre-selection documentation provided.	Prior to each contract
		Contractors will be required to provide risk assessments outlining manual handling hazards and corrective action	Provide risk assessment documentation to client contact and discuss.	Prior to each contract
		Consult with contractors regarding incidents/injuries or potential situations which could lead to manual handling hazards	Contractors to document all hazards and incidents on relevant organisational documentation and raise issues with organisation at review	Ongoing

 www.safnet.com.au	MANAGEMENT SYSTEM	Manual	Type/Number
		OHS	QFRM00
		Name	
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Resources Required (Detail specific costings, where applicable)	Personnel/Consultants/Trainers	Budget
	Ergonomist (Consultant)	\$25,000 (refer to proposal)
	Manual Handling Training (including room hire/catering)	\$15,000 (refer to proposal)
	OHS Officer (6 month contract)	\$25,000 (refer to proposal)
	Equipment	Budget
	Manual handling lifting aids (Service Department) -	\$150,000 (refer to proposal)

3. Implementation (Principle Three) (Capabilities and Support Mechanisms):	Consultation and Communication (including Contractors): <ul style="list-style-type: none"> • Consultation with employees as early as possible in the planning for the introduction of new or modified manual handling tasks. • Consultation on all processes of manual handling risk management ie. Identification, assessment, control and evaluation • Communicate safe handling techniques through:- <ul style="list-style-type: none"> - Posters around the organisation - Safety briefings/toolbox talks - Health and safety meetings/minutes reviewing manual handling issues/progress displayed on noticeboards - OHS induction (Manual Handling) 	<ul style="list-style-type: none"> • Consultation Mechanism Management procedure and minute/agenda templates • Team Meeting agenda/minute template and working instructions • Communication Management procedure • Contractor Management procedure and Contactor Service Level Agreement
	Training: <ul style="list-style-type: none"> • Awareness level - Manual Handling Training (all personnel) – as per National Code of Practice for Manual Handling (NOHSC: 2005 (1990). Training must be made specific to each department's manual handling situations. • Management level - To train managers/supervisors to carry out manual handling risk assessments and implement corrective actions. 	<ul style="list-style-type: none"> • Training Needs Analysis (OHS) • Training Management procedure • Training sign-off sheets and evaluation forms • Purchasing Management procedure and form (competent trainer/consultant). • Training package material

Authorised by: Director	Date: 31/01/07	Review Date: 31/01/08	Issue No: 3	Page 3 of 7
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**MANAGEMENT
SYSTEM**

Manual

Type/Number

OHS

QFRM00

Name

**OHSM Program Plan
Program: Manual Handling**

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	<p>Reporting and Record keeping (Statutory/Internal requirements):</p> <ul style="list-style-type: none"> • Manual Handling Risk Assessments • Job Safety and Environment Analysis • Design modifications to, and specifications for, plant and work processes; • Manual Handling training records (regular training) • Consultation meeting minutes (raising manual handling issues) • Team meeting/tool box talk minutes (raising manual handling issues) • Incident investigation records (raising corrective actions) • Injury report forms (identifying manual handling issues) • Workplace Inspection/observation reports (observation of manual handling hazards) <p>Documentation:</p> <ul style="list-style-type: none"> • All OHS Program documentation to be kept up to date within all departments only using the current version. • Archive records and documentation according to quality management procedures and can be easily retrieved. <p>Risk Management Requirements (if applicable – including purchasing requirements):</p> <ul style="list-style-type: none"> • Ensure prior to relocation or planning new facilities that risk assessments or specialist consultants are used to identify manual handling issues. • Ensure that prior to purchasing equipment the correct purchasing documentation is completed. • Carry out manual handling risk assessments on processes which have been identified to cause manual handling injuries. • Carry out a job safety and environment analysis on job activities which have been identified to cause manual handling injuries. • Consult with relevant stakeholders on preventative and corrective actions required in relation to manual handling injuries. • Train all relevant stakeholders involved in manual handling activities regarding manual handling risk management (see Training section). • Ensure regular systematic maintenance of lifting equipment by qualified technician. 	<p>Refer to all sections for relevant records.</p> <ul style="list-style-type: none"> • Document Control and Archive Management procedure • Central document control register • System Improvement Management procedure and SIN form • Updating Statutory/Non Statutory Legislation Management procedure • Purchasing Management procedure and form • Manual Handling risk management procedure, identification and assessment tools • Job Safety and Environment Working Instructions and worksheet • Consultation Mechanism Management procedure and minute/agenda templates • Team Meeting agenda/minute template and working instructions • Hazard Report and working instructions • Injury Reporting Management procedure, form and working instructions



**MANAGEMENT
SYSTEM**

Manual

Type/Number


OHS

QFRM00

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**OHSM Program Plan
Program: Manual Handling**

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		<ul style="list-style-type: none"> • Incident Investigation Report and working instructions • Training Needs Analysis (OHS) • Training Management procedure • Training sign-off sheets and evaluation forms • Purchasing Management procedure and form (competent trainer/consultant). • Maintenance Management procedure and logs • Workplace Inspection tool and working instructions • Performance Management procedure
<p>4. Measurement and Evaluation (Principle Four):</p>	<p>Measurement and evaluation mechanisms:</p> <p>Inspections</p> <ul style="list-style-type: none"> • Workplace inspections and safety observations (3 monthly) • Ergonomic assessment of workplace by Ergonomist (as required) • Mechanical lifting aid inspections/calibration (according to manufacturer/legal requirements). <p>OHSM Audits</p> <ul style="list-style-type: none"> • Internal audit (to ensure effective implementation of program) • External audit (to meet certification and continuous improvement of program/system) <p>Investigation</p> <ul style="list-style-type: none"> • Incident investigation from manual handling injuries <p>Consultation</p> <ul style="list-style-type: none"> • Review of OHS program through OHS Consultation/staff meetings • Review with contractors/sub contractors regarding issues encountered during contract. 	<p>Relevant documentation detailed above.</p> <ul style="list-style-type: none"> • Audit Management procedure • OHSM Self Assessment Audit Tool, Report and working instructions • Maintenance Management procedure and logs • Performance Management Procedure


 www.safnet.com.au	MANAGEMENT SYSTEM	Manual	Type/Number
		OHS	QFRM00
		Name	
		OHSM Program Plan Program: Manual Handling	

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	Performance Indicators <ul style="list-style-type: none"> Review of performance indicators set on relevant levels of the organisation and contractors. Review monthly reports/statistics Review at performance appraisal 	
5. Management Review and Continuous Improvement:	Review Meetings: <ul style="list-style-type: none"> Management Review of OHS Program (yearly) Workplace inspection/observation reports (3 monthly) OHS Committee meetings (3 monthly) Contractor Management review meetings (6 monthly) Consultant/Ergonomist review meetings (as required) 	<ul style="list-style-type: none"> Management Review procedures and minute proforma. Contractor Management procedures and Contactor Service Level Agreement Consultation Mechanism Management procedure and minute/agenda templates Team Meeting agenda/minute template and working instructions

6. Barriers to Implementation	Identified barriers: <ul style="list-style-type: none"> Lack of specialist personnel to develop and implement program 	Recommended Solutions: <ul style="list-style-type: none"> All training to be carried out by external consultants. Outsource development and consultancy to Ergonomist/OHS Consultant.
	<ul style="list-style-type: none"> Access to electronic version of the OHS Program not available to all employees. 	<ul style="list-style-type: none"> Provide central workplace computer for general access. Train employees how to access relevant electronic files. Provide hardcopy of OHS Program but ensure somebody is responsible for updating the hardcopy when new versions are available.
7. Plan prepared by and consulted with:	Prepared by: Louise McNamara, OHS & E Manager Consulted with: OHS Committee, OHS Manager and Department Managers	
8. OHS Program Plan Authorised by:	Authorised: Jinnine Brook, Director	
9. OHS Program Approval and Review Date:	Approved: 05/03/07	Review: 05/03/08
10. Relevant Statutory/Non Statutory Sources:	<ul style="list-style-type: none"> Relevant States OHS legislation VIC Codes of Practice for Manual Handling 2000 QLD The Manual Tasks Advisory Standard 2000 SA The Code of Practice for Manual Handling 	<ul style="list-style-type: none"> National Code of Practice for Manual Handling [NOHSC:2005 (1990)] National Standard for Manual Handling [NOHSC:1001 (1990)]

Authorised by: Director	Date: 31/01/07	Review Date: 31/01/08	Issue No: 3	Page 6 of 7
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 SafetyNet www.safnet.com.au	MANAGEMENT SYSTEM	Manual	Type/Number	
		OHS	QFRM00	
		Name		
		OHSM Program Plan Program: Manual Handling		
SECTION OF PROGRAM	METHOD	TOOL (Procedure, Form, Checklist)		
	<ul style="list-style-type: none"> • WA The Code of Practice – Manual Handling • NT The National Code of Practice for Manual Handling • ACT – ACT Manual Handling Code of Practice 	Australian Standards <ul style="list-style-type: none"> • HB59 Ergonomics – the Human Factor – A practical approach to work system design. 		
11. Review Comments:				
12. Reviewers:			Date:	