



MANUAL HANDLING POLICY

Aim:

To ensure educators use safe manual handling techniques which will protect them from harm and give them longevity in the industry.

Explanation:

The Rumpus Room has specific Manual Handling Guidelines for the protection of educators and provides annual training in Manual Handling with particular attention to Back Care.

Implementation:

- 1) Ways to reduce the risk:
 - Lighten loads (break loads into smaller quantities)
 - Reduce bending, twisting, reaching movements
 - Use team lifting
 - Use mechanical assistance (eg. trolleys and adjustable height workbenches and seating)
 - Prevent muscle strain and fatigue. This includes warming up before working, taking rest breaks, and allowing time to get used to a new task

- 2) Work Practices to protect back health

Educators are expected to implement the following guidelines with regard to Manual Handling to protect themselves and to ensure that they can be supported in any required application for Worker's Compensation.

- Any child who can walk is not to be carried by an educator.
- Children are to walk up and down steps for nappy changes while the educator holds their hand.
- Children are to use a step stool to access handwashing facilities or toilets when needed instead of being lifted by educators.
- Children are not to be lifted up unnecessarily. Get down to their level; do not lift them to yours.
- When placing a child into a cot ensure the cot side is down, hold the child close to your torso until their weight is taken by the mattress.
- We do encourage loving support to children which may be demonstrated safely by kneeling, sitting or squatting at the child's level to interact with them and bringing the child close to your torso for a hug.



- When heavier (than babies) children need physical support an Occupational Therapist should be engaged to provide direct training for the educators in safe manual handling techniques relevant to the particular child's needs and abilities. Seek support from the Inclusion Support Agency if needed.
- Do not carry heavy equipment on your own. Ask for help.

3) Annual training will be provided for the staff by the WH&S officer or committee.

The preferred Training Course is

A one hour, Australian made, Staff training course on Manual Handling in Childcare available from "In Safe Hands" <https://www.insafehands.net.au/user/register> phone 1300 794 644 or email enquiries@insafehands.net.au

A shorter mini refresher from Victorian Dept. of Education, with questionnaires is available at

<http://www.education.vic.gov.au/school/students/beyond/Pages/manhandling.aspx>

A mini, comical but effective 3 minute video clip is available at

<http://www.education.vic.gov.au/school/students/beyond/Pages/manhandling.aspx>

This policy links to the following NQS.

National Quality Standards: 4.2.1, 4.2.2, 7.1.2, 7.1.3

See Appendix 1-National Law (section) and National Regulations (regulation)