



HELEN & JOEY
— ESTATE —
YARRA VALLEY

Manual Handling Policy

July 2023

POLICY STATEMENT:

Helen & Joey Estate and Re'em Yarra Valley encourages all team members to follow the correct manual handling procedures in the workplace to avoid strains and injury.

Manual Handling is any activity that involves lifting, lowering, pushing, pulling, carrying, moving, holding, or restraining. It may also include stretching and bending, sustained and awkward postures, and repetitive movements.

All team members are responsible for ensuring they are diligent in applying correct and responsible lifting / manual handling techniques. If further information is required, please see your Direct Manager or a member of the Safety Team.

PROCEDURES:

1. Manual Handling Solutions

- a. Access – Establish and maintain clear areas to allow for the safe movement of materials and equipment to and from, and within the workplace. Keep driveways, access, and work areas clear and free from obstructions.
- b. Deliveries and Storage – Allow adequate space and lighting in delivery and storage areas to allow for the safe movement of products and materials. Ensure ground conditions are even and compact in any storage area. Deliver heavy or awkward items as close to the place needed as possible.
- c. Work – use good posture – sit straight when working at a desk and move around to stretch periodically. Ensure sufficient space to work comfortably. When bending and lifting use your legs and don't bend from the waist.
- d. Housekeeping – Conduct regular, ongoing housekeeping. Remove rubbish and debris from accessways and always use designated storage and delivery areas.



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2. Deliveries

- a. To avoid injury team members are not to manually handle any item that they feel is beyond their reasonable limit. Team members should not place themselves at risk of injury. Team members should request assistance to lift anything they are not comfortable with on their own.
- b. Before organising deliveries of goods to the Helen & Joey Estate and Re'em Yarra Valley premises all team members need to consider the size and weight of the product or delivery and ensure enough people are available to assist or can be organised to assist.