

Hazardous Manual Tasks Policy

Tony's Tuna is committed to providing a safe workplace and systems of work for all of its workers. It recognises that the manual handling of materials, animals, equipment and furniture within the workplace is potentially hazardous to health and safety.

Tony's Tuna International is committed to preventing the occurrence of injuries resulting from hazardous manual tasks.

DEFINITION OF TERMS

"Hazardous Manual Tasks" are any activity requiring the use of force exerted by a person to lift, lower, push, pull, carry or otherwise move, hold or restrain any person, animal or thing including; repetitive or sustained force, high or sudden force, repetitive movement, sustained or awkward posture and exposure to vibration.

POLICY

With respect to manual handling, Tony's Tuna will ensure that:

- The plant and equipment used in the workplace is designed, constructed and maintained, so far as is reasonably practicable, safe and without risk to health and safety when handled manually;
- Work practices involving manual handling are designed, implemented and maintained, so far as is reasonably practicable, to be safe and without risk to health and safety;
- The working environment is designed, constructed and maintained, so far as is reasonably practicable to be consistent with safe manual task practices.

STRATEGY

Hazardous manual tasks will be a consideration in, and a specification for:

- the design and redesign of workplaces, work practices, plant and equipment;
- the review of existing workplaces, work practices, plant and equipment;
- the maintenance of workplaces, work practices, plant and equipment;
- the purchase of all goods and services;
- continuing consultation to ensure a safe work environment for staff

Tony's Tuna will ensure a risk assessment is completed of each hazardous manual task, and control procedures are recommended for those presenting any risk. Safe work practices based on these assessments and recommendations shall then be implemented. All assessments and work practices shall be reviewed periodically.

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MANAGEMENT RESPONSIBILITIES

Tony's Tuna Management has ultimate responsibility for the effective implementation of the Hazardous Manual Tasks Policy and associated programs, and will ensure that:

- Adequate resources are made available for implementation of the Hazardous Manual Tasks Policy. Adequate resources include financial means, personnel, equipment and time e.g., lifting equipment, adequate staff to perform team lifting techniques where necessary, time made available for regular hazardous manual task auditing, purchasing policy, and regular supervisory checks.
- Appropriate training is provided to enable workers to fulfil their assigned roles and responsibilities.
- Inform and explain to workers the Hazardous Manual Tasks Policy and Program;
- Ensure that Hazardous Manual Tasks are identified and that inspections/audits take place regularly;
- Ensure that adequate lifting equipment is provided at all workplaces and make sure that workers understand how to use such equipment;
- Ensure that adequate personnel are rostered on to perform the task;
- Record and investigate all manual handling accidents/incidents.

WORKERS RESPONSIBILITIES

- Workers shall not lift or move items that they find heavy or awkward. Trolleys, lifting equipment or team lifting shall be used instead. Workers must use all provided lifting equipment at all times.
- Report damage or malfunction of all lifting equipment to their Supervisor.
- Report all strains, sprains, aches and other injuries from lifting, carrying, pushing, pulling etc. to their Supervisor.

Authorising Officer:


General Manager

Date: 27/02/2015