



Jellybeans Music Manual Handling Policy

1. Introduction

Manual handling means more than just lifting or carrying something. The term 'manual handling' is used to describe a range of activities including lifting, lowering, pushing, pulling, carrying, moving, holding or restraining. It also covers activities, which require the use of force or effort such as pulling a lever, or hitting a drum. This Manual Handling Policy should be read in conjunction with instructions in your *Employee* and/or *Management Handbook*.

2. Manual Handling Risks

A risk situation can arise when tasks are poorly designed or where handling involves awkward or constrained postures. These conditions can make it difficult for you to use good handling techniques.

Some examples of actions that may cause manual handling injuries are:

- Work involving sudden, jerky or hard to control movements or which causes discomfort and pain
- Work involving too much bending, reaching or twisting
- Work where a long time is spent holding the same posture or position
- Work that is fast and repetitious
- Heavy weights which have to be lifted and carried manually
- Work where force is needed to carry out a task

3. Avoiding Manual Handling Injuries

The national standard for manual handling requires that all tasks in your workplace, which involve manual handling, are identified and that the risk or likelihood of injury is assessed. Where there is a risk of injury, suitable "control measures" must be introduced. Control measures need to be suitable and practical. These might include:

- Redesigning the task or load that needs to be moved
- Providing mechanical handling devices such as hoists or trolleys
- Safe work procedures such as team lifting or
- Specific training for particular handling tasks

4. Practical Solutions To Avoiding Injury

4.1. Controlling the risk

The best way to reduce the risk of manual handling injuries is to redesign the task or work area to make it safer.



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Controlling the risk includes modifying the object, for example, change the shape of bulky objects so that they are easier to hold, or pack products in smaller cartons.

4.2. Modify the work area

For example, park your car closer to the school entrance, if only temporarily, to reduce stairs or the distance you need to carry percussion instruments to a class room.

4.3. Change the way things are moved

Eliminate unnecessary handling. Ensure that all heavy objects are picked up at waist level where they can be handled comfortably.

4.4. Use different actions, movements and forces

Reducing the amount of bending, lifting, twisting, reaching and holding required to carry out a task will reduce the risk of injury.

4.5. Modify the task

Modify the task by using tools such as a sturdy bag or trolley. Ongoing evaluation is an important part of the risk control process. Check that risk control measures are effective and change them if they are not effective.

5. Employee and Contractor Responsibility

As an employee or contractor of Jellybeans Music if you are aware of anything in your workplace, which could be a manual handling risk, you should discuss it with your manager or franchisee and try to find the best way of eliminating or reducing it.

As an employee or contractor you have a responsibility to follow procedures for working safely and use any equipment for manual handling provided for your use.

Please ensure that you are familiar and adhere to the following **rules** of Safe Manual Handling:

- Assess the load prior to lifting
- Clear the path where the load is to be carried
- Position body as close to the load as possible
- Bend at knees and keep natural alignment of spine
- Get firm grip on load
- Look ahead whilst lifting

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- Lift using leg muscles
- Brace stomach muscles whilst lifting
- Pick up and set down load smoothly
- Avoid jerky movements
- Keep upper body in line with feet
- Avoid twisting
- Get help if necessary (no need to be a hero) students love to help teachers, why not give them smaller loads to carry, share to load ask another teacher to assist
- Use aids where available, e.g. trolley
- Push rather than pull where possible

