



### Purpose

To provide a starting point for the identification, assessment, prevention and control of hazards and risks associated with manual handling in the parish. Manual handling is defined as “any activity requiring a person to lift, lower, push, pull, carry, throw, move, restrain, hold or otherwise handle any animate, or inanimate object”.

### Responsibilities

The Parish is responsible for:

- Identifying the manual handling tasks that are likely to be a risk to health and safety, re-assessing the risks on a regular basis, taking steps to control those risks and reviewing the effects of controls. The code of practice for manual handling provides a method that can be used to analyse such tasks in order to establish the healthiest and safest ways of preventing harm to workers;
- Providing information and training for workers about the hazards they are exposed to or that they may create and what controls are in place.

The Workers are responsible for:

- Taking all reasonable and necessary precautions for their own health and safety and that of others, when carrying out manual handling tasks
- Being familiar with current best practice for manual handling.

### Procedures:

- **Start Warm** - Before we start lifting heavy or awkward objects our bodies need to be warm and ready to go. We need to do a few exercises and stretches to get the body moving and ready for the lift.
- **Get ready** - There can be a number of risks and hazards in our work environment or the object we're about to lift may be heavier than expected. Scanning the environment and planning the lift helps us minimise the risks associated with it.
- **Lift** - We want to have correct physical technique with our bodies and to make a habit of this when we execute a lift i.e. bend at the knees. Ensuring that we are using the correct muscle groups to power the lift and maximising our 'power zone' are vital components to these habits.
- **Move and Place** - The lift doesn't finish once we have the object in our hands. Using our feet to move and face where we are going to place the load minimises the extra strain as we place the object where it needs to go.

**SOURCES:**

*Code of Practice for Manual Handling - WORKSAFE*  
*<http://www.business.govt.nz/worksafe/information-guidance/all-guidance-items/manual-handling-code-of-practice>*

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**Parish Priest**

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**Date**