Date issued: March 2014
Date to be reviewed: 2018

St Joseph’s Primary School is committed to providing and maintaining a safe and healthy environment for employees and visitors.

We are committed to preventing and reducing injuries associated with manual handling and ensuring that St Joseph’s Primary School complies with the Work, Health and Safety Act 2011 and the Work Health and Safety Regulation 2011.

We will achieve this by:

- Promoting and supporting a consultative process between employees and managers
- Ensuring that all manual handling tasks likely to be a risk to health and safety are assessed and control measures are implemented to eliminate or reduce risk
- Designing out problems with equipment, procedures and the workplace surroundings
- Supporting a special program for addressing manual handling issues

Issues related to manual handling associated with individual cases will be outlined in the child’s IP.
School Executive Members are accountable for ensuring that the *WHS Act 2011* and the *WHS Regulation 2011* is implemented within their area of responsibility and that employees receive adequate training to safely perform their tasks.

Every employee is encouraged to raise and discuss manual handling issues of concern so that we continuously improve our health and safety performance.