

Warradale Community Children's Centre acknowledges the traditional custodians of the land we live on today and we pay our respects to the Aboriginal and Torrens Strait Islander People past, present and emerging.



## Manual Handling Policy

### National Quality Standard (NQS)

Quality Area 7: Governance and Leadership		
7.1	Governance	Governance supports the operation of a quality service
7.1.1	Service philosophy and purposes	A statement of philosophy guides all aspects of the service's operations
7.1.2	Management Systems	Systems are in place to manage risk and enable the effective management and operation of a quality service
7.1.3	Roles and Responsibilities	Roles and responsibilities are clearly defined, and understood and support effective decision making and operation of the service
7.2	Leadership	Effective leadership builds and promotes a positive organisational culture and professional learning community
7.2.1	Continuous improvement	There is an effective self-assessment and quality improvement process In place
7.2.2	Educational leadership	The educational leader is supported and leads the development and implementation of the educational program and assessment and planning cycle
7.2.3	Development of professionals	Educators, co-ordinations and staff members performance is regularly evaluated, and individual plans are in place to support learning and development.

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## Education and Care Services National Regulations

Children (Education and Care Services) National Law	
55	Quality improvement plans
125	Application of Division 4
126	Centre-based services – general educator qualifications
146	Staff Record – Nominated Supervisor
147	Staff record – Staff Members
158	Children's attendance record is to be kept by approved provider
161	Authorisations to be kept in enrolment record
162	Health information to be kept in enrolment record
167	Record of service's compliance
173	Prescribed information to be displayed
177	Prescribed enrolment and other documents to be kept by approved provider
180	Evidence of prescribed insurance
181	Confidentiality of records kept by approved provider
183	Storage of records and other documents
184	Storage of records after service approval transferred

### Aim

To ensure that staff have the correct information for correct manual handling techniques.

### Implementation:

#### Hazard Identification

A hazard is a source of potential harm or a situation that could cause or lead to harm to people or property. Workplace hazards can be physical, chemical, biological, mechanical or psychological.

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Potential Hazard	What does this include?	Example	Potential accident
<b>Physical</b>	Floors, stairs, steps, ladders, fire, falling objects, slippery surfaces, manual handling (lifting, pulling, pushing), noise, heat and cold, radiation, poor lighting, ventilation	Children's beds placed in an open area, wet bathroom floors, lifting children for nappy changes.	Trips, slips and falls, Manual handling injury (soft tissue/back injury)
<b>Mechanical and/or Electrical</b>	Electricity, machinery, equipment, washers and dryers, kitchen appliances, motor vehicles.	Lint accumulation in dryers can be a combustion hazard. Frayed power cords or unplugged power points are an electrical hazard.	Fire, electric shock, electrocution
<b>Chemical</b>	Includes substances such as acids or poisons, cleaning agents, dusts and fumes.	Cleaning chemicals, Medication	Fire, explosion, poisoning
<b>Biological</b>	Includes bacteria, viruses, mould, mildew, insects, vermin and animals.	Sick staff or children attending the service, Contaminated food, mice infestation.	Cross-infection, food poisoning.

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<b>Psychological</b>	Workplace stressors.	Bullying, children's needs exceed skill or confidence of educators, insufficient management support.	High stress levels (staff and children), compromised care practices, failure to be inclusive.
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Reference: Work Health and Safety in Education and Care Services PSC National Alliance

### Controlling or Managing Hazards

Controlling or managing hazards refers to controlling the risk in the workplace. Work health and safety legislation identifies a Hierarchy of Control that range from hazard elimination to hazard management. Management and Educators are required to use the service risk assessment to assess the potential risk and danger the hazard has.

### Monitor and Review Hazards

Risk management is an ongoing process. Risks must be systematically monitored, and management strategies reviewed to ensure that they continue to be effective and contribute to a safe and healthy work environment. New hazards can emerge over time resulting in control strategies becoming ineffective and therefore may require updating.

### Electrical equipment testing

Services must ensure that electrical equipment is tested by a qualified person on a regular basis which is recorded with a tag attached to the equipment tested. This must be kept until the equipment is next tested or disposed of and must specify:

- The name of the tester
- The date and outcome of the testing
- The date on which the next testing must be carried out

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## **Maintenance of Fire Equipment**

All fire equipment at our service will be maintained as per the legal standards. Our equipment will be checked as required as per the timeframes below. External agencies will be employed to conduct the maintenance of the fire equipment.

## **Back Care and Manual Handling**

- Manual handling is any activity requiring the use of strength used by the person to lift, lower, push, pull, carry or otherwise move, hold or restrain any person or object.
- Manual handling injuries may be caused by the activities listed above. Injuries can include back strains, similar strains and sprains in parts of the body such as the neck, arm, shoulder and knee.
- Manual handling injuries also include overuse injuries or, as a result of falling during manual handling, bruising or laceration.

## **Commendations:**

- Due to the physical demands of child care, it is sensible to do warm-up exercises for three to five minutes before starting work. Predominantly through the winter period as muscles and tendons are more likely to be damaged when cold. Simple exercises to warm and stretch all the major muscle groups will help prevent injury.
- To help prevent injuries, there are legal requirements for manual handling in the workplace.

## **Leadership, in consultation with staff/educators will:**

- Provide you annually with training in Manual Handling and Back Care.
- Display in the staff room written information regarding manual handling and any updates as required.
- Make sure that equipment and containers are designed and maintained to be, as far as workable, safe and without risk to health and safety when manually handled.

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- Make sure that the work practices involving manual handling and the work environment are designed to be, as far as workable, consistent with safe manual handling activities.
- Identify, assess and control all risks associated with manual handling in each workplace.
- Clearly mark any equipment which requires more than one person to lift or move it.

### Ideologies of Preventing Manual Handling Injuries

1. Eliminate or reduce the amount of manual handling.
2. Reduce the amount of bending, forward reaching, and twisting, in all tasks.
3. Reduce worker fatigue.
4. Keep all equipment in good working order.
5. Keep the workplace environment safe.

### To help prevent manual handling injuries:

- Kneel down rather than bend down.
- Sit down with the children rather than bend over
- Sit in an appropriate sized chair or on the floor with your back to a solid surface wherever possible.
- Carry children only when necessary.
  - The correct way to carry a child is with one arm under the child's buttocks and the other arm supporting the child's back. At the same time, hold the child facing you, as close to your body as possible.
  - *Adults should try to avoid carrying a child on their hip because this can strain the back.*
- When lifting awkward loads, be careful to lift with a balanced and comfortable posture.
- Minimise the need to reach above shoulder level.
  - If necessary, use a step ladder.
- Avoid extended reaching forward,
  - For example, leaning into low equipment boxes.

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- Share the load if the equipment is heavy, long or awkward.
- To lift a child out of a cot, it is vital to put the side down of the cot first, lean against the cot and raise the child as close as possible to your body. Do not stretch over and lift.
- When sliding, pulling or pushing equipment that is not easy to move, e.g. trestles or gym mats, ask for help and organise a team lift.
- Where possible, rearrange surroundings to meet the needs of both children and adults. Remember these needs when buying furniture and equipment or upgrading facilities.
- Use equipment and furniture that can be moved around as safely and easily as possible.
- To complete lengthy writing tasks, e.g. program planning, sit at an appropriate adult sized chair at an adult sized table.
- Larger children to climb up steps/ladder provided to change table.

### **Avoid Twisting when Lifting**

Many injuries result from twisting while lifting. To avoid this:

- Move equipment when children are not around.
- Rearrange storage so that it is easier and safer to replace and remove items.
- Lift only within the limits of your strength.
- Use beds and equipment that are easy to move.
- Make sure you can see where you are going when carrying equipment or children.
- Be especially careful when lifting a child with special needs.

### **Avoid Accidents with Careful Housekeeping**

Good housekeeping means fewer accidents. Check that:

- The floors and other walking surfaces are uncluttered, even and non-slippery.
- The workplace is tidy.
- There is adequate space to perform each task.
- Equipment is maintained regularly.

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- Lighting is adequate.

### How to Lift Safely

1. Place your feet in a stride position.
2. Keep your breastbone as elevated as possible.
3. Bend your knees.
4. Brace your stomach muscles.
5. Hold the object close to your centre of gravity, i.e. around your navel.
6. Move your feet not your spine.
7. Prepare to move in a forward-facing direction
8. Ask for help when it is not possible to lift on your own.

### How to Organise a Team Lift

1. Ask a colleague who is willing and able to help.  
*Ideally the colleague should be fairly well matched with you in size and strength.*
2. Agree on a plan of action.  
A coordinated movement during a lift is important.
3. Timing is important for co-ordination.  
One person should act as a team leader and 'call' the lift.

### How to Assess the Correct Storage and Shelving Height

Correct storage and shelving height are important to prevent slips, falls and strains:

- The best height range for handling loads is around waist level.
- The acceptable height for lifting is any point between the individual's knuckle and shoulder.
- **Seldom-used objects** can be stored at the shoulder-to-raised arm height (use ladders to avoid stretching).
- **Avoid storing objects** at a level between an individual's knuckles and the floor.



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- **Mechanical aids such as ladders and trolleys should be used where possible to avoid lifting.**

### Evaluation

- This policy is viewed as working effectively when there is an appropriate retention of records in place .

### Source

- The Business of Childcare, Karen Kearns 2004
- Education and Care Services National Regulation 2015
- Privacy Act
- National Quality Standard (NQS)
- Australian Legal Information Institute - [www.austlii.edu.au](http://www.austlii.edu.au)
- National Childcare Accreditation Council - [www.ncac.gov.au](http://www.ncac.gov.au)
- Department of Education, Employment and Workplace Relations - [www.dest.gov.au](http://www.dest.gov.au)
- Department of Families, Community Services and Indigenous Affairs – Child Care Service Handbook 2007- 2008
- Early Childhood Australia - [www.earlychildhoodaustralia.org.au](http://www.earlychildhoodaustralia.org.au)
- Community Child Care Cooperative
- Revised National Quality Standards

### Record of Policy Adoption and Amendment:

Version	Date	Details	Author	Next Review Date
1.0	23/4/19	Policy created	Trish Cook	23/4/23
1.1	23/4/23	Changed the format.	Poornima Radhakrishnan	31/4/24
1.2	Sept 2024	No changes	Lori Hay	Sept 2025