

MANUAL HANDLING

POLICY STATEMENT:

Logifix Freight Solutions encourages all employees to follow the correct manual handling procedures in the workplace to avoid strains and injury.

Manual Handling is any activity that involves lifting, lowering, pushing, pulling, carrying, moving, holding or restraining. It may also include stretching and bending, sustained and awkward postures and repetitive movements.

All employees are responsible for ensuring they are diligent in applying correct and responsible lifting / manual handling techniques. If further information is required, please see your direct Manager.

PROCEDURES:

1. Manual Handling Solutions

- a. Access – Establish and maintain clear areas to allow for the safe movement of materials and equipment to and from, and within the workplace. Keep driveways, access and work areas clear and free from obstructions.
- b. Deliveries & Storage – Allow adequate space & lighting in delivery & storage areas to allow for the safe movement of product and materials. Ensure ground conditions are even and compact in any storage and warehouse area. Deliver heavy or awkward items as close to the place needed as possible.
- c. Work – use good posture – sit straight when working at desk, move around to stretch periodically. Wrist and footrests are available on request – please speak to your direct manager for provision of these. Ensure sufficient space to work comfortably. When bending and lifting use legs and don't bend from the waist.
- d. Housekeeping – Conduct regular, ongoing housekeeping. Remove rubbish and debris from access ways and always use designated storage and delivery areas.

2. Deliveries

- a. To avoid injury employees are not to manually handle any item that they feel is beyond their reasonable limit. Employees should not place themselves at risk of injury. Employees should request assistance to lift anything they are not comfortable with on their own.
- b. Before organising deliveries of goods to the Logifix Freight Solutions offices all employees need to consider the size and weight of the product or delivery, and ensure enough people are available to assist, or can be organised to assist.

3. Loading vehicles

- a. Whenever possible, heavy or awkward items should be placed in the truck by two people and should be unloaded with assistance when possible. Our employees are encouraged to be mindful of the usual manual handling processes, including using legs instead of backs to lift and not lifting anything heavier than what they are comfortable with. Logifix Freight Solutions never expects an employee to put their health & safety at risk by lifting something that is heavier than they are comfortable with. In these instances, Logifix Freight Solutions directs all employees to seek assistance or make alternative arrangements for the transport of heavy or awkward items.