



Manual Handling

Purpose

The purpose of this policy is to ensure the safety and wellbeing of all staff members and clients of Coastal Care (CC). This policy outlines the measures CC will take to create a safe and healthy workplace and ensure compliance with relevant health and safety legislation.

Scope

This policy applies to all staff members, contractors, and clients of Coastal Care.

Policy Statement

CC is committed to ensuring the safety and well-being of all staff and clients. To achieve this, the service has implemented a manual handling policy and procedure that outlines the measures that will be taken to minimise the risk of injury associated with manual handling tasks.

Procedure

Risk Assessment

All manual handling tasks will be assessed for potential risks to the health and safety of staff and clients. CC will use a standardised risk assessment tool to identify and evaluate potential hazards associated with manual handling tasks.

Training and education

All staff will be trained on safe manual handling practices, including proper lifting techniques, the use of assistive equipment, and the importance of communication and teamwork when performing manual handling tasks.

Use of assistive equipment

The service will provide staff with appropriate assistive equipment, including lifting and transfer aids, to minimise the risk of injury associated with manual handling tasks. Staff will be trained on the proper use of this equipment and will be required to use it when performing manual handling tasks.

By using assistive equipment and safe manual handling techniques, staff can provide safe and effective care to clients without compromising their own safety or the safety of the client. "No Lift" policies promote the use of these techniques and equipment, which can improve the quality of care provided to clients.

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'No Lift' Principles

Coastal Care is a *'No Lift'* organisation. This decision has been implemented to prevent injuries to staff and clients that can occur during manual handling tasks, such as lifting, transferring, and repositioning patients or clients.

Manual handling tasks are a leading cause of workplace injuries in healthcare and community care settings. These injuries can be serious and long-lasting, resulting in lost workdays, reduced productivity, and increased workers' compensation costs. "No Lift" policies aim to minimise the risk of injury to both staff and clients during manual handling tasks.

All CC staff are to abide by the following principles:

1. Avoid Manual Lifting

The principle of "No Lifting" means that manual lifting should be avoided whenever possible. Instead, staff should use assistive equipment such as lifting and transfer aids to perform manual handling tasks.

2. Plan Ahead

Planning ahead is crucial to the success of a "No Lifting" policy. Staff should assess the environment and the client's needs before performing any manual handling task. They should identify potential hazards and plan how to mitigate them, including the use of appropriate equipment. Staff should also consult the client's care plan to identify if there are any control measures to be implemented for known hazards.

3. Communicate and Coordinate

Effective communication and coordination between staff members are essential for the safe and successful implementation of a "No Lifting" policy. Staff will be trained on the importance of clear communication, including the use of verbal and non-verbal cues, when working with clients and other staff members.

Staff should communicate clearly with each other and with the client to ensure everyone is on the same page and that the task is completed safely.

4. Use Appropriate Equipment

The use of appropriate equipment is critical when implementing a "No Lifting" policy. Staff will be trained to use assistive equipment such as transfer aids, hoists, and slings, to perform manual handling tasks safely and effectively.

5. Consider the Client's Needs

The needs and preferences of the client should be considered when implementing a "No Lifting" policy. Staff should work with the client to identify the most appropriate and comfortable method of transferring or moving the client, taking into account any physical limitations or medical conditions.

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6. Ongoing Training and Support

Ongoing training and support are essential for the successful implementation of a "No Lifting" policy. Staff will receive regular training on the use of assistive equipment and the latest safe manual handling practices. Additionally, CC will provide support and resources to staff to ensure they can perform their job safely and effectively.

Client Involvement

Clients will be involved in the development of care plans and in the identification of potential hazards associated with manual handling tasks. Clients will also be educated on the importance of safe manual handling practices and will be encouraged to actively participate in manual handling tasks whenever possible.

Reporting

All manual handling risks or hazards, especially undocumented risks, need to be reported immediately to Coastal Care Management. Incidents involving manual handling tasks must also be reported immediately.

Monitoring and Evaluation

CC has a system in place for monitoring and evaluating the effectiveness of the manual handling policy and procedure. This includes regular audits of manual handling tasks, staff training and education, and injury rates within the service. Feedback from staff and clients will also be collected and used to make improvements to the manual handling policy and procedure as needed.

Coastal Care are committed to creating a safe and healthy workplace for all staff members and clients. This policy and procedure outlines our commitment to workplace health and safety and our approach to promoting the safety and well-being of staff and clients in a community care settings. By using assistive equipment and safe manual handling techniques, staff can provide effective and compassionate care without compromising their own safety or the safety of the client.

VARIATIONS

Coastal Care reserves the right to vary, replace or terminate this policy from time to time.

RELATED DOCUMENTS

- Organisational Chart
- Workplace Health and Safety
- Incident Reporting

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