



# Workplace Health and Safety

**Flashbay Pty Ltd**





# Health and Safety Policy

You have a responsibility to:

1. Prevent accidents occurring and report potential hazards to your immediate manager or supervisor.
2. Work safely, tidily and obey safety signs and our workplace rules and conditions.
3. Avoid misuse of any equipment at work.
4. Report any defects in equipment immediately to the appropriate manager or supervisor.
5. Report all injuries and obtain first aid immediately in the case of an accident





# Lifting and Material Handling

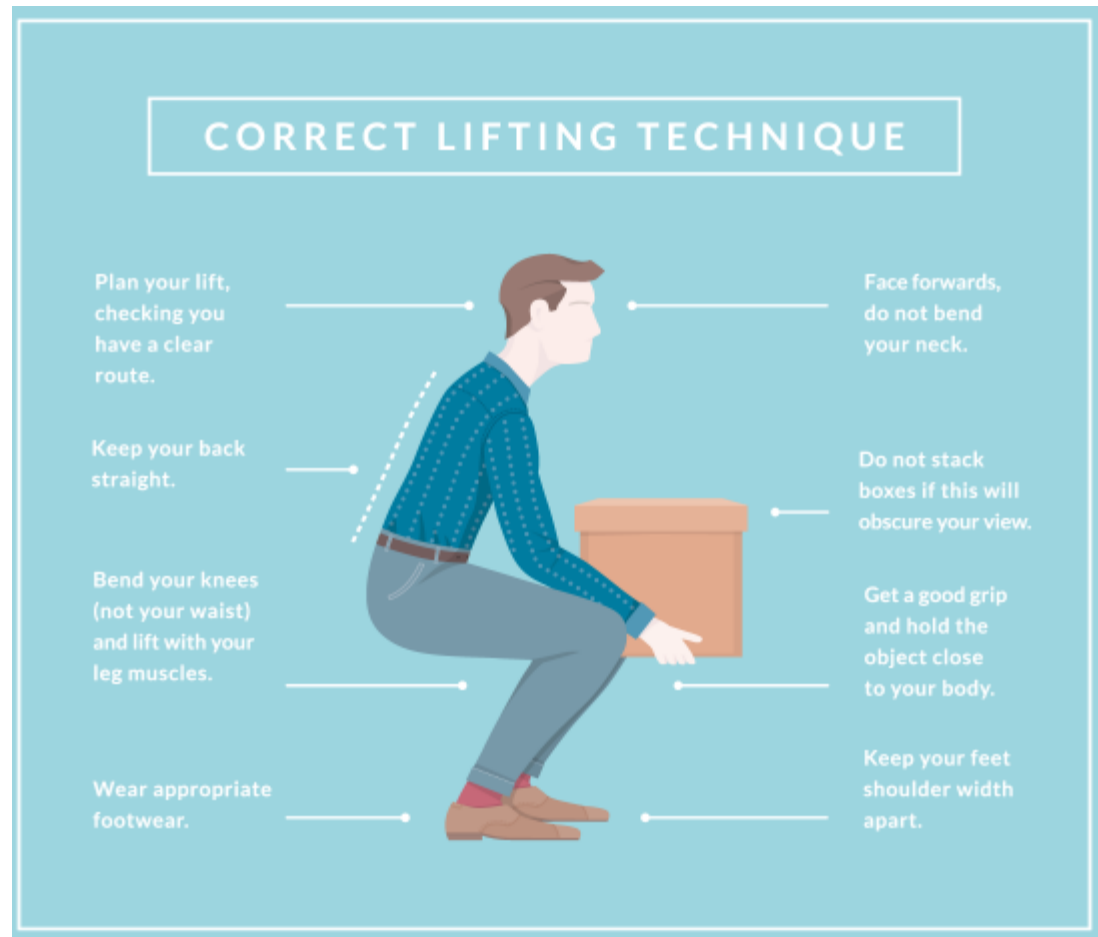
Lifting Stages:

1. Preparation

2. Lifting

3. Carrying

4. Setting Down





# Lifting and Material Handling

## 1. Preparation

Before lifting or carrying, plan out your lift. Think about:

- How heavy/awkward is the load? Should I use mechanical means (e.g. a hand truck) or another person to help me with this lift? Is it possible to break the load into smaller parts?
- Where am I going with the load? Is the path clear of obstructions, slippery areas, overhangs, stairs, and other uneven surfaces? Are there closed doors that need to be opened?
- Are there adequate handholds on the load? Do I need gloves or other personal protective equipment? Can I place the load in a container with better handholds? Should another person help me with the load?



# Lifting and Material Handling

## 2. Lifting

Get as close to the load as possible. Try to keep your elbows and arms close to your body. Keep your back straight during the lift by tightening the stomach muscles, bending at the knees, keeping the load close and centered in front of you, and looking up and ahead. Get a good handhold and do not twist while lifting. Do not jerk; use a smooth motion while lifting. If the load is too heavy to allow this, find someone to help you with the lift.





# Lifting and Material Handling

## 3. Carrying

Do not twist or turn the body; instead, move your feet to turn. Your hips, shoulders, toes, and knees should stay facing the same direction. Keep the load as close to your body as possible with your elbows close to your sides. If you feel fatigued, set the load down and rest for a few minutes. Don't let yourself get so fatigued that you cannot perform proper setting down and lifting technique for your rest.

## 4. Setting Down

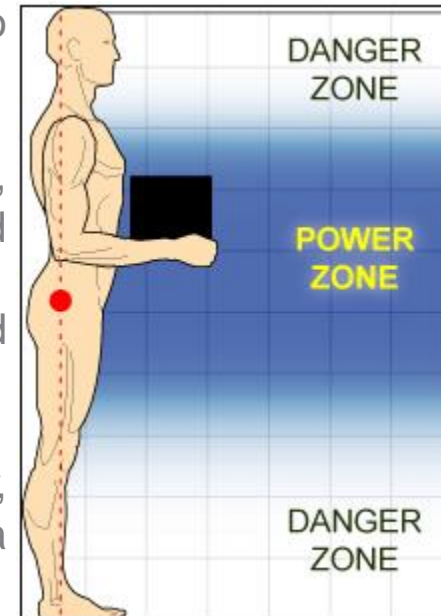
Set the load down in the same way you picked it up, but in the reverse order. Bend at the knees, not the hips. Keep your head up, your stomach muscles tight, and do not twist your body. Keep the load as close to the body as possible. Wait until the load is secure to release your handhold.



# Lifting and Material Handling

## Important Things To Remember

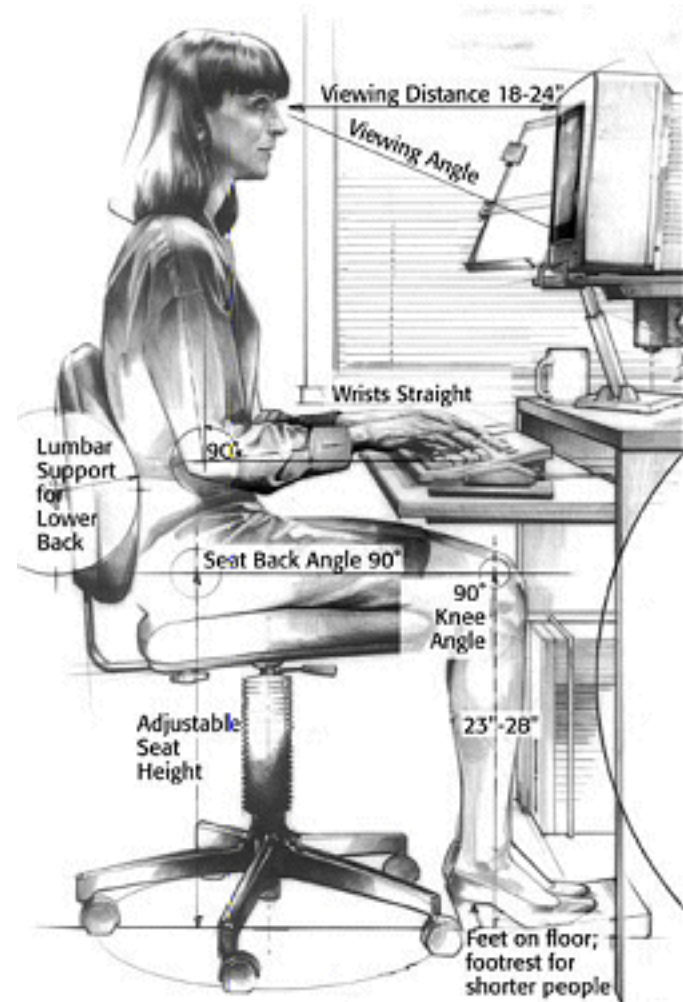
- Use mechanical means (e.g. hand trucks, pushcarts, etc.) when possible for heavier or awkward loads. Remember to obtain training and authorization before using a forklift.
- It is easier and safer to push than to pull.
- Keep loads as close to the body as possible and do not twist while lifting, carrying, or setting down a load. Nose, shoulders, hips, and toes should all be facing the same direction.
- Minimize reaching.
- As a general rule, bend at the knees, not the hips.
- Get help when needed. Do not lift or carry things you don't feel comfortable with, no matter how light the load.
- Plan ahead for all parts of the lift: lifting, carrying, and setting down.
- Try to utilize proper handholds while lifting. If an item does not have a good handhold, think of ways to remedy this, such as placing the item in a container with good handholds, creating a safe and proper handhold with an appropriate tool, etc.
- Use personal protective equipment where needed, such as gloves with good grip and steel-toed boots where appropriate.
- Implement rest breaks and job rotation for frequent and/or heavy lifting.
- Place items to be lifted within the "power zone". The power zone is close to the body, between the mid-thigh and mid-chest of the person doing the lifting. This is the area where the arms and back can lift the most with the least amount of effort.





# Display screen equipment

- You can request a DSE assessment at any time
- Chairs and desks should be used in the correct way - under no circumstances should you stand on or misuse either
- If you are in any pain or experience discomfort at work, please contact your Manager or HR







# Stress

- A little bit of stress is healthy
- If you think you're experiencing unhealthy stress, please let HR know immediately
- HR will help you identify the causes and help you manage it through our stress assessment

Here are some signs to look out for:

- Memory problems
- Lack of concentration
- Short tempered
- Changes in sleep patterns
- Increased emotional responses
- Changes in eating habits
- Using alcohol, cigarettes or drugs to relax



# Slips, trips, bangs and falls

- Any accidents on site must be recorded in the Accident Book
- The Accident books are kept in the kitchen (with the first aid kits), please follow the: Accident and Incident Reporting Procedure
- First aid kits are kept in the kitchen area of each suite
- In the event of an accident please ask a manager to contact a first aider

