

Prima Nota Inc. – Manual Handling Policy

Adopted: 08.12.2025

Applies to: All committee members, facilitators, volunteers, and contractors involved in setting up, transporting, or packing equipment or materials for Prima Nota Inc. activities.

1. Purpose

The purpose of this policy is to prevent injury caused by poor manual handling practices.

Prima Nota Inc. is committed to ensuring that all individuals involved in our events and programs understand how to lift, carry, and move objects safely in accordance with the Work Health and Safety Act 2012 (SA) and the Code of Practice: Hazardous Manual Tasks (SafeWork SA).

2. Policy Statement

Prima Nota Inc. recognises that:

- Manual handling injuries can occur during seemingly simple tasks, such as lifting boxes, costumes, instruments, or stage equipment.
- Most manual handling injuries are preventable through training, planning, and teamwork.
- Everyone has a duty of care to protect themselves and others by following safe work practices.

We are committed to:

- Reducing the risk of strain, fatigue, or injury.

- Providing guidance and demonstrations on correct lifting and carrying techniques.
 - Ensuring that appropriate equipment (trolleys, dollies, carts, etc.) is available when possible.
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3. Responsibilities

Committee

- Ensure that all volunteers and facilitators are aware of safe manual handling practices.
- Conduct risk assessments before large-scale events, bump-ins, or bump-outs.
- Provide access to handling aids and ensure heavy objects are stored at waist level when possible.

Facilitators and Volunteers

- Take reasonable care for their own health and safety and that of others.
 - Assess the load before lifting: if it's too heavy or awkward, seek assistance or use equipment.
 - Avoid twisting while carrying; keep the back straight and bend the knees when lifting.
 - Report any unsafe conditions or injuries immediately to the event coordinator or Chairperson.
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4. Safe Manual Handling Guidelines

All members and volunteers are encouraged to:

1. Plan before lifting:

- Check the path is clear and free of obstacles.
- Know where you will place the object.

2. Test the load:

- If it feels too heavy or bulky, ask for help or split the load.

3. Use correct lifting techniques:

- Stand close to the object with feet shoulder-width apart.
- Bend knees, not the back.
- Keep the natural curve of the spine.
- Hold the load close to your body.
- Lift smoothly, avoiding jerking movements.

4. Avoid awkward postures:

- Don't reach, twist, or overextend when lifting or setting down items.

5. Use mechanical aids where available:

- Carts, trolleys, or wheeled bins should be used for heavier loads.

5. Reporting and Response

- Any injury, strain, or near-miss incident related to manual handling must be reported as soon as possible to the Chairperson or Secretary.
- The committee will record and assess the incident to prevent recurrence.
- Adjustments will be made to procedures or event planning if hazards are identified.

6. Review

This policy will be reviewed every two years or following any significant incident or legislative update, in line with the Work Health and Safety Act 2012 (SA) and SafeWork SA best practices.