

Policies	POL 26	 consolidatedgroup.com.au
MANUAL HANDLING POLICY		

PURPOSE

Consolidated Group of Companies is committed to providing and maintaining a safe working environment in which manual handling activities are effectively managed to prevent injury or illness.

OBJECTIVES

Consolidated Group will ensure that:

1. Risk Identification and Control

Manual handling hazards are identified, assessed, and prioritised using risk management principles that consider both the likelihood and potential severity of injury. All manual handling tasks presenting a significant risk to employees, contractors, visitors, or others are to be assessed and controlled in a timely and cost-effective manner.

Risk controls will be implemented in accordance with the hierarchy of control:

- Elimination
- Substitution
- Isolation
- Engineering controls
- Administrative controls
- Personal protective equipment (PPE)

2. Provision of Resources

Management will allocate sufficient resources, including appropriate equipment, facilities, and training, to ensure manual handling risks are adequately managed.

3. Training and Assessment Requirements

All employees are required to complete mandatory manual handling training as part of the online induction process. A Manual Handling Risk Assessment must be completed and logged via the incident reporting system prior to lifting or moving any item exceeding 25 kg, or where a task presents an increased risk of injury.

RESPONSIBILITIES

• Management

Responsible for ensuring compliance with this policy, providing adequate resources, and exercising due diligence in managing manual handling risks.

• Supervisors

Responsible for implementing manual handling controls, ensuring risk assessments are completed, and verifying that workers are trained and follow safe manual handling practices.

• Employees and Suppliers

Responsible for complying with manual handling procedures, using provided controls and equipment, and reporting hazards, incidents, and non-conformances in accordance with company requirements.

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RELATED PROCEDURES

Supporting procedures are contained within:

- WHSE Safety Management System – DOC-14
- Induction Manual – DOC-16

COMMITMENT

This policy applies to all Consolidated Group management, employees, contractors, and suppliers undertaking manual handling activities.

Approved



Theo Tsorvas

Director

Date 13.12.2025