



WHS Manual Handling Policy & Procedure

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VERSION CONTROL

Table 1: Version Control

Version	Date	Author	Approval	Comments
0.1	1 May 23	Guy Peterson	James Hyndes	Initial Draft
1.0	5 May 23	Guy Peterson	James Hyndes	First Release

1.0 POLICY

1.1 PURPOSE

The purpose of this policy is to ensure that all workers and contractors are protected from the potential hazards associated with manual handling tasks at the motel. This policy aims to promote a safe and healthy workplace by minimizing the risk of injury from manual handling tasks and ensuring that all necessary precautions are in place.

1.2 SCOPE

This Policy applies to all Redhill Hospitality business operations identified in Table 2 below.

Table 2: Redhill Hospitality Properties

Motel Name	Entity Name	ABN	Address
Boulevard Motor Inn	RRAF2 MILDURA PTY LTD	74 652 768 217	385 Deakin Ave Mildura 3500
Crest Motor Inn	The Trustee for Redhill Hospitality Unit Trust	61 102 953 809	60 Crawford Street Queanbeyan 2620
John Hunter Motel	RRAF JH PTY LTD	35 646 161 239	91 Maitland St Muswellbrook 2333
Peninsula Nelson Bay Motel & Serviced Apartments	RRAF NBP PTY LTD	57 638 570 466	52 Shoal Bay Road Nelson Bay 2315
Redhill Cooma Motor Inn	REDHILL COOMA PTY LTD	15 624 995 946	35 Sharp Street Cooma 2630
Redhill Tamworth Motor Inn & Conference Centre	REDHILL TAMWORTH PTY LTD	27 633 786 919	236 Goonoo Goonoo Rd, South Tamworth NSW 2340
Centrepont Motor Inn	Rraf2 Rocky Pty Ltd	86 657 725 098	35 Sharp Street Cooma 2630
Seagulls Resort	RRAF2 TOWNS PTY LTD	87 656 987 209	74 The Esplanade Belgian Gardens, Townsville, 4810
The Henry Parkes Motel Tenterfield	REDHILL TENTERFIELD PTY LTD	88 661 440 928	144 Rouse Street, Tenterfield, 2372
The Oxley Motel Dubbo	RRAF2 DUBBO PTY LTD	91 652 546 337	79-85 Cobra Street Dubbo 2830

1.3 POLICY STATEMENT(S):

Redhill Hospitality is committed to providing a safe and healthy workplace for all workers, contractors, and guests, and to complying with the Australian Work Health and Safety Act

2011 with respect to manual handling. We recognise that manual handling tasks can pose serious risks to the health and safety of individuals on the premises, and we are committed to preventing incidents and minimizing their impact.

The motel will ensure compliance with this policy by:

1. Identifying all manual handling tasks performed on the premises, and ensuring that all workers and contractors are aware of the potential hazards associated with these tasks.
2. Providing workers and contractors with appropriate manual handling training to ensure that they are aware of the correct techniques for lifting, carrying, pushing, and pulling objects and that they are able to safely perform manual handling tasks.
3. Ensuring that all manual handling tasks are risk-assessed to identify potential hazards and that appropriate control measures are implemented to minimize the risk of injury.
4. Providing workers and contractors with appropriate equipment, such as trolleys to assist with manual handling tasks where necessary.
5. Conducting regular inspections and audits of manual handling tasks and equipment to ensure that they are being used safely and in accordance with the relevant Australian Standards.
6. Ensuring that all workers and contractors are encouraged to report any incidents or near misses related to manual handling tasks.

1.4 RESPONSIBILITIES:

- 1) All workers and contractors have a responsibility to report any potential hazards associated with manual handling tasks to their supervisor or manager.
- 2) General Managers have a responsibility to:
 - a) Ensure that all necessary precautions are in place.
 - b) Ensure that all workers and contractors are trained in manual handling, and that regular inspections and audits are conducted.
 - c) Ensure compliance with this Policy and Procedure.
 - d) Report any violations of this policy by submitting a 'Workplace Incident Report' through Redhill Hospitality Hub.

1.5 REVIEW AND EVALUATION:

This policy will be reviewed and evaluated on a regular basis, to ensure ongoing effectiveness and compliance with legislative and regulatory requirements.

2.0 PROCEDURES

Each individual Motel identified in Table 2: Redhill Hospitality Properties is to follow the below procedures:

- Step 1: Identify all manual handling tasks performed on the premises.
- Step 2: Document the potential hazards associated with each manual handling task.
- Step 3: Risk asses all manual handling tasks and implement appropriate control measures.
- Step 4: Provide appropriate manual handling training to workers and contractors.
- Step 5: Providing appropriate equipment to workers and contractors to assist with manual handling tasks where necessary.
- Step 6: Conduct regular inspections and audits of manual handling tasks and equipment.
- Step 7: Report any incidents or near misses related to manual handling tasks through the WHS Module within Redhill Hospitality Hub.