McLaren Flat Recreation Ground Inc
41-47 Main Rd, McLaren Flat SA
PO Box 1190, McLaren Flat 5171
mclarenflatrecreationground.com.au

MANUAL HANDLING PROCEDURE

Procedure Number: PR2	Approved by Committee:	12/08/2026
Version: 1	Scheduled review date:	01/08/2027
Related Documents: Work Health and Safety Policy 2 Volunteering Policy 3 WHS Volunteer Club Health Check G2		

PURPOSE

This procedure provides guidance for safe manual handling practices for all volunteers and staff involved in bar operations, community club activities and maintenance tasks at all leased areas of McLaren Flat Recreation Ground Inc. The aim is to minimise the risk of injury when lifting, carrying, or moving objects as part of daily operations.

SCOPE

This procedure applies to all volunteers, staff and contractors undertaking manual handling tasks in the bar, community club, hall venues, and during maintenance activities within the leased premises. Contractors will also comply with their safe work procedures and training.

RESPONSIBILITIES

- **Committee Members:** Ensure all volunteers, as required, receive appropriate training in manual handling and that this procedure is regularly reviewed and updated.
- **Volunteers and Staff:** Follow this procedure at all times and report any hazards or incidents to the committee immediately.

PROCEDURE

Assessment of Task

1. Before starting, assess the load for weight, size, and stability.
2. Plan the route and ensure it is free from obstacles, spills, or trip hazards.
3. Seek assistance for heavy, awkward, or bulky items.
4. Do not lift beyond your own capability. If in doubt, use equipment or ask for help.

Safe Lifting Techniques

5. Stand close to the object with feet shoulder-width apart for balance.
6. Bend your knees and keep your back straight.
7. Grip the object firmly with both hands.

8. Lift using your leg muscles, not your back.
9. Keep the load close to your body while carrying.
10. Avoid twisting your torso—turn with your feet.

Use of Equipment

11. Where possible, use trolleys, hand trucks, or other aids to move heavy items (e.g. kegs, furniture, cleaning supplies).
12. Inspect equipment prior to use to ensure it is in good working condition.

Team Lifting

13. If a load is too heavy or awkward for one person, ask another volunteer or staff member for help.
14. Coordinate the lift by agreeing on commands and moving together.

Bar and Club Specific Tasks

15. When restocking fridges or shelves, avoid overreaching. Use a step stool if needed.
16. When handling kegs, cartons or other items that are bulky, difficult shape/size, use a trolley or seek assistance. Never move a full keg unaided.

Maintenance Tasks

17. For gardening or grounds work, use proper tools and avoid lifting heavy loads alone.
18. Wear appropriate personal protective equipment (PPE) suitable for the task being undertaken.

REPORTING AND REVIEW

- Stop a task immediately if you feel pain or discomfort and report it.
- Report any manual handling incidents or near misses to a committee member as soon as possible.
- This procedure will be reviewed annually or after any incident to ensure ongoing safety and compliance.

TRAINING

All volunteers and staff who undertake manual handling tasks, must undergo manual handling training as part of their induction and receive refresher training as required.

PROCEDURE APPROVAL

This Procedure was adopted by the Management Committee of McLaren Flat Recreation Ground Inc on:

Date: 12th August 2026 .....

Review Date: August 2027 .....