



MANUAL HANDLING POLICY

The management of SmartTech Australia is committed to ensuring that, so far as is reasonably practicable, all employees are safe from injury and risk to health while at work. SmartTech Australia recognises that the health, safety and welfare of SmartTech Australia employees is of primary importance and is ranked equally with all other operational considerations. Consequently, management has established this policy to minimise the risks associated with manual handling at SITECH (WA) Pty Ltd. In general, SmartTech Australia has adopted the policy of reducing the risk of injury by the identification, assessment and control of manual handling tasks

The objectives of this policy are that SmartTech Australia management will ensure:

The plant and equipment used in the workplace are designed, constructed and maintained so as to be, so far as is reasonably practicable, safe and without risk to health and safety when handled manually;

Work practices involving manual handling are designed, implemented, and maintained so as to be, so far as is reasonably practicable, safe and without risk to health and safety;
The working environment is designed, constructed and maintained so as to be, so far as is reasonably practicable, consistent with safe manual handling practices.

It is SmartTech Australia policy to follow the risk assessment and risk control procedure as established by the relevant state authorities. SmartTech Australia procedures for assessing the manual handling requirements will be established on an appraisal of each manual handling situation. This appraisal will establish the work procedures to be followed for that procedure. SmartTech Australia requires staff to follow the manual handling procedures at all times.

The Manual Handling policy will be reviewed annually.

Managing Director

A handwritten signature in black ink, appearing to read "Allan Hubble".

Allan Hubble

Date: 29/07/2020

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