



Share and Care Community Service Group

Manual Handling

Employees' Duties

Employees' must take reasonable care to protect their own Health and Safety and the Health and Safety of others who may be affected by their actions or omissions at work.

Their responsibility for Health and Safety only extends to things that they have control over.

However, employees' must cooperate with their employer Share & Care in ensuring Health and Safety in the workplace.

In Particular, Share & Care Employees' must:

- Use equipment provided to protect their Health and Safety.
- Obey reasonable instructions that the employer gives on Health and Safety.
- Ensure they are not affected by alcohol or by any other drugs that may cause them to endanger themselves or others.

While carrying out your role, it is essential that any pain (especially back pain) be taken as a serious warning that your body is under strain and needs to be rested. Inform your Program Manager and your roster will be changed or swapped to tasks that require less bending or lifting.

Responsibilities of the Employee

- Work safely and keep the workplace safe
- Avoid taking risks
- Report any possible risks to Health and Safety
- Commence a new job only after proper consultation as to proper procedure.
- Follow individual client's care plan
- Keep the workplace tidy
- Use the protective equipment provided.
- Refrain from interfering with or removing any protective device or safety sign unless it is done in the course of maintenance or repair.

Acknowledged _____ Date _____
Employee

Approved _____ Date _____

