# Operational Policy: Safe Lifting of Goods and Equipment (NAG 5)

## Blind & Low Vision Education Network NZ

## Statement of Intent:

The Health and Safety at Work Act 2015 requires employers to take all practicable steps to ensure the health and safety of employees and others at work. To meet BLENNZ’s legal responsibilities the Principal, through the Senior Management Team, will ensure that no employee is required to lift, carry, or move by hand any load, object, or weight so heavy that its lifting, carriage or movement would be likely to injure or cause risk of injury to them.

## Policy Requirements:

1. All staff will be trained in correct lifting and transfer techniques as soon as possible after taking up employment, and thereafter every two years. Staff will use these techniques at all times.

2. BLENNZ’s ACC Employer rating (or OSH rating) should be kept at a reasonable level. All accidents or incidents must be notified to the appropriate manager, senior teacher or supervisor immediately. The appropriate “Notice or Record of Accident/ Harm” form must be completed and filed on BLENNZ’s Health & Safety file within 5 days of the incident. In the case of serious harm, the completed form must be forwarded to the nearest Work Safe office within 7 days of the incident.

3. Every effort will be made to ensure BLENNZ practices eliminate problems associated with lifting.

## Supporting Documents:

[ACC: Prevention of Injuries](https://www.acc.co.nz/about-us/preventing-injury/)

[Safer Communities: Workplace Practices](https://www.safecommunities.org.nz/application/files/8114/8115/7103/Fact_Sheet_10.pdf)

[WorkSafe NZ Website](https://www.worksafe.govt.nz/)

BLENNZ Operational Policy: Handling and Transfer of Learners (NAG 5)

Approved: 

Date: 23 February 2022

Next Review: 2024