

## Our Values

### Respect

We respect each other and the world around us.

### Integrity

We act at all times with honesty and do what we say we will do.

### Persistence

We never give up and we make it happen.

### Passion

We have pride and belief in everything we do.

### Accountability

We are accountable for our actions and results.

## No Strain Policy

### Overview

Centurion acknowledges its responsibilities under the Occupational Safety and Health Act 1984 (WA) to provide a safe system of work so as not to expose its employees to hazards.

The aim of this policy is to ensure that Centurion's employees will not suffer from musculoskeletal injury or illness from poor task, equipment design or from inappropriate behavioural practices.

### Scope

This policy is binding on all Centurion employees, contractors and sub-contractors.

### Definition

"Manual handling" means any activity requiring the use of force exerted by a person to lift, push, pull, carry or otherwise move, hold and restrain any person, animal or thing.

### Policy

Centurion has implemented a no strain policy. Freight that comes into the Centurion yard comes in all different shapes, sizes and weights, If an object that needs lifting is going to make the lifter strain, the lifter must assess the risk of lifting the object and either arrange a lifting devise or get help from somebody else.

### Weights

WA legislation does not prescribed absolute weight limits for lifting, loading or carrying loads. The capabilities of each individual needs to be considered at the time of attempting the manual handling task.

Occupational Safety and Health (OSH) Regulation 3.4 states that manual handling tasks must be identified, their risks assessed and consideration given to controlling these risks.

Centurion's management have determined that:

- i. Any freight greater than 15 kilograms in weight is required to be either:
  - a. Stickered as "Heavy" or "Over 15 kilograms" and / or;
  - b. The weight written in bold on both sides of the freight.
- ii. Any freight greater than 15 kilograms but less than 25 kilograms can only be lifted after assessing your strength and capability.
- iii. Any freight greater than 25 kilograms requires mechanical lifting or a 2 person lift.

Other factors to consider in assessing the weight of any load include:

- Frequency and duration;
- Position of load relative to the body;
- Distance moved; and
- Characteristics of the load and of the individual person.

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## Storage

All heavy or frequently used materials should be stored at waist level. High level storage of any material should be phased out unless there is specialist equipment available (e.g. picking/access platforms or palletised mechanical handling equipment) with adequate space to accommodate these.

Until high level storage is eliminated, material stored above 1.8 metres must not be heavy and/or awkward, contain toxic or dangerous substances or stored in easily breakable containers.

Freight received which has heavy items above shoulder height should be reported to your supervisor and assessed prior to moving.

Desks, chairs or other such items will not be used to access material. All aisles and passageways must be kept clear at all times to avoid slips, trips and falls while handling loads.

## How to Lift Properly

- Where possible use mechanical lifting devices.
- Size up the load (Check the weight prior to lifting).
- Get a firm grip and bend your knees.
- Tighten stomach muscles and lift with your legs.
- Keep load close and back straight.
- Look straight ahead and not down before and during the lift.

## Manual Handling Injury Prevention

- Avoid lifting and bending whenever you can.
- Test the weight of an object before lifting by picking up a corner or gently nudging the object with your foot.
- Place objects up off the floor and adjust shelf heights to minimise strain.
- Use carts, trolleys, cranes, hoists, lift tables and other lift-assist devices whenever you can.
- Get help if it is too heavy for you to lift it alone, do not lift in a seated position nor twist whilst lifting.

## Reference

- Occupational Safety and Health Act 1984 (WA) and Occupational Safety and Health Regulations 1996 (WA).



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