

SAFE SYSTEM OF WORK

Task/Activity	Manual Handling			Document Ref	SSW006
Site/Location	All Sites			Issue	1
Developed By	K Moss			Date	09/2021
Permit to Work Required?	YES		NO	X	RA Ref No

Identified HAZARDS from Risk Assessment

							
Manual handling	Slips and Trips						

Training Required

Manual Handling				
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Persons at Risk

Individual	Employees working within close vicinity				
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PPE Requirements

		 <small>High visibility clothing must be worn in this area</small>					
Safety Boots	Gloves	Hi Vis	Helmet				

CHS016 - S.T.O.P for Safety Policy is always applicable

Current Control Measures. Identified in Risk Assessment

Ensure all PPE is worn, i.e. safety footwear, Gloves, Hi Vis.

1. Where practicable, mechanical lifting aids should be used first.
2. Carry out manual handling risk assessment taking into account shape, weight, size and distance to carry.
3. Only Lift what is comfortable.
4. Beware trip and slip hazards. Check route and try not to obstruct view.
5. Use correct lifting technique.

If in doubt ask your Supervisor.

Procedure

1. Manual handling should be kept to a minimum, where practicable mechanical lifting aids should be used.
2. Where possible get assistance. Remember guidance for a 2-person lift is 30kg whilst 3 is 37kg (all at waist height).
3. Wear suitable personal protective equipment, i.e. close fitting, good grip gloves, safety boots with a non-slip sole and toe protection, coveralls and a high viz top.
4. A manual handling risk assessment must be carried out where heavy or awkward components are to be manually lifted. This will need to consider: -
 - a) The load to be lifted/supported, taking into account the weight, shape, size, centre of gravity, stability of, position, sharp edges, load type etc. Restrict load to 25kg whenever possible.
 - b) The environment surrounding the manual handling operation, looking for trip hazards, slippery surfaces, other traffic, lighting, fixed and mobile obstacles. PLAN YOUR ROUTE
5. Check the weight to be lifted. Lift a corner or rock it to establish if it is too heavy for you to lift.
6. Use the correct lifting technique, keeping a straight back (but not necessarily vertical, bending at the knees, using the thigh muscles for lifting NOT back muscles) and avoiding stretching, bending, twisting, straining and trapping bodily parts. Spread your weight evenly. Keep the load held close to your body whenever possible.
7. If you have a previous back injury, consider using a support belt.
8. Do not lift items which have a dimension greater than 750mm on your own.
9. Do not carry for distances greater than 10m without taking a break (set the load down).
10. Do not push / pull loads further than 20m without a break.
11. Watch out for traffic / moving vehicles.
12. Remember it is better to push than pull.

First Aid Precautions	First Aiders
	See canteen notice board

Additional Information
N/A