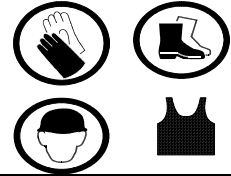

Safe Work Instruction 001 – Manual Handling, Deliveries, Hazardous Conditions

SWI 001 / 1 - Manual Handling

Means any activity needing force by a person to lift, lower, push, pull, carry or move, hold or restrain any animate or inanimate object.

HAZARD:

- Strain Injury,
- Crushing Injury,
- Injury by Falling Objects



PPE – Hard hat, safety boots, gloves with cotton lining, safety vest

ALWAYS

- Move carefully and deliberately
- Lift from a squat with your thighs taking the load. **DO NOT** bend over to lift.
- When lifting and carrying keep the back upright and straight.
- Carry objects close to the body, with elbows by your sides.
- Do not twist when carrying a load or when bending.
- Make sure loads are stable before lifting or moving.

Where possible, redesign tasks or move objects to eliminate risks mentioned above.

- Can the load be changed to reduce weight
- Make more trips
- Where possible purchase smaller packaging sizes for example 20 kg bags of cement instead of 40 kg bags.
- Can machinery or equipment such as a Fork lift, skid steer loader, wheel barrow, hand truck, slings, levers, crowbars, hooks, jigs, jacks, platforms, trestles be used to lift or move the load
- Have employees been issued with PPE
- Arrange for team lifting
 - Teams should be of similar height and adequate strength
 - One person should be designated as co-ordinator or leader
 - Teams should be adequately trained, preferably together
- Consider the physical abilities of the worker, such as pre-existing injuries.
- Consider the age of the worker – under 18 year olds are more at risk of injury, as their body is still physically developing.
- It is recommended no more than 16 kg should be lifted without mechanical aids.
- Consider the duration and frequency of the activity.
- The risk of injury increases the more often or the longer a worker performs a manual-handling task.

Revision Date – (Place date of any revision here) / /20