

# Safe Operating Procedure

## MANUAL HANDLING

Date Created:

Approved By:

Signature:

**DO NOT** use this equipment unless you have been instructed in its safe use and operation; and given prior permission.

This SOP does not necessarily cover all possible hazards associated with this equipment or procedure and should be used in conjunction with other references. It is designed as a guide to be used to compliment training and as a reminder to users prior to use.

### PERSONAL PROTECTIVE EQUIPMENT



Hearing and Eye Protection MUST be Worn



Head Protection MUST be Worn



Protective Workwear MUST be Worn



Hand Protection MUST be Worn



Foot Protection MUST be Worn



Hi-Vis Clothing MUST be Worn

### HAZARDS AND WARNINGS



Manual Handling Safety Awareness



Tripping / falling Hazard



Crush / pinch point Hazard



Skeletal and Muscular Injuries



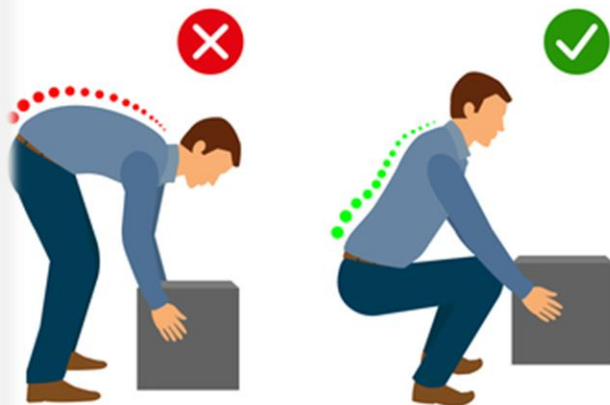
NO Drugs or Alcohol



No Unauthorised Personnel



No Loose Clothing or Jewellery



### PRE- OPERATIONAL SAFETY CHECKS

- ✔ It is important to remember that everyone is different, and what one is capable of another is not. DO NOT attempt to carry a load that exceeds your own limits.
- ✔ Ensure that both the pickup and set down areas are clear of debris and other hazardous materials.
- ✔ Estimate the load weight and ensure it is within your capacity.
- ✔ Check that the load is correctly balanced before lifting.
- ✔ Ensure you are wearing the appropriate PPE including footwear suitable for the material being handled.

### OPERATIONAL SAFETY CHECKS

- ✔ **PLAN THE LIFT:**
  - Make allowances for the bulk of the load as well as the weight and get help when needed.
  - Plan where you are moving the load to before you start to lift it.
- ✔ **CORRECT FEET POSITION:**
  - Assume a well-balanced position facing the direction you intend to move the load.
  - The feet should be parted with one foot alongside the object to be lifted and one behind.
- ✔ **BEND YOUR KNEES:**
  - Bend at the knees and keep the back straight. (Straight, does not mean vertical)
  - A straight back keeps the spine aligned and the muscles engaged.
- ✔ **FIRM GRIP:**
  - Ensure your grip is secure and comfortable. Use the Palms of your hands and not the Fingertips.
- ✔ **LIFT WITH YOUR LEGS:**
  - Leg muscles are stronger than back muscles; use them to lift the load.
  - DO NOT jerk or strain, use a smooth controlled action.
- ✔ **MOVING THE LOAD:**
  - DO NOT twist or turn your body when moving the load, keep your shoulders in line with your feet.
- ✔ **PLACING THE LOAD DOWN:**
  - The above rules apply when placing the object down as they do when lifting.

# Safe Operating Procedure

## OPERATIONAL SAFETY CHECKS

- ✓ The operator must observe all instructions, warnings and general regulations concerning accident prevention.

### POTENTIAL ISSUES AND INJURIES

- ⚠ Using incorrect posture magnifies the effective load on the body.
- ⚠ Performing the same task in rapid succession without adequate rest puts extra strain on your body and can lead to permanent injury.
- ⚠ Assess the item, use a Mechanical Aid when needed. DO NOT attempt to carry a load that exceeds your own limits.
- ⚠ For loads 20kg or above, ask for assistance.



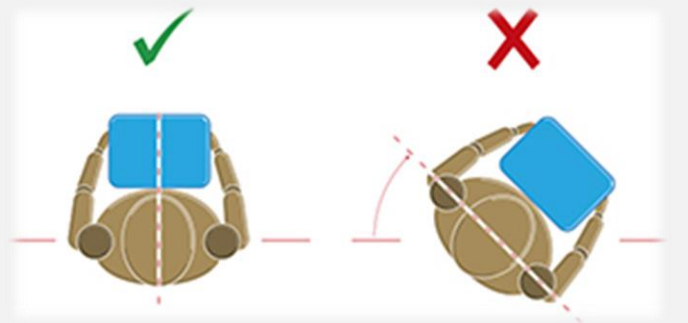
## DOLLYS and OTHER MECHANICAL AIDS

## ENDING OPERATIONS AND CLEAN UP

- i Always leave the machine and associated work area in a safe, clean, and tidy state.

### DO NOT

- ✗ DO NOT operate equipment without wearing the appropriate PPE.
- ✗ DO NOT leave items in high traffic areas.
- ✗ DO NOT use your back! Lift with your Legs.
- ✗ DO NOT lift an item that exceeds your own limits.
- ✗ DO NOT lift a load that exceeds 55kg without the use of a mechanical aid.
- ✗ DO NOT use tools or machinery that exceed the technical characteristics of the load.
- ✗ DO NOT attempt to lift a heavy load when under the influence of medication or drinks that could reduce the speed of your reactions.



I confirm I am competent to perform **Manual Handling** tasks following my training and reading of the attached Safe Operating Procedure.

Date	Name	Signature