

13.06.05

DESCRIPTION:

JOB SAFE PRACTICES

General - Manual handling

ITEM	HAZARD H/M/L	INJURY/RISK	RESPONSIBILITY
<p>Size up the load, break it down or get assistance if it seems too heavy.</p> <p>Ensure the path of travel is clear from obstacles.</p> <p>Ensure you are balanced before lifting objects.</p>	Failure to prepare for lift	Sprains, strains, falls	<p>Store and Department Management – To inspect and maintain equipment and to inform, instruct, train and supervise staff.</p> <p>Store staff – To work safely, to report unsafe conditions and not operate faulty or unsafe equipment.</p> <p>All staff – To identify and report unsafe conditions and implement the Out of Service tag procedure.</p> <p>Note – This Standard Operations Procedure highlights the critical safety steps when lifting, carrying, pushing, pulling lowering objects.</p> <p>This information supplements the manual handling training provided to all staff.</p>
<p>When lifting a load, raise your head, keep your chin in and tighten your stomach muscles.</p> <p>Lift the load by straightening your legs.</p> <p>Keep the load close to your body.</p> <p>Use smooth movements.</p>	Lifting material incorrectly	Sprains, strains	
<p>Avoid twisting when carrying a load.</p> <p>Wherever possible, use mechanical assistance, for example flat-top trolleys.</p>	Carrying material incorrectly	Strains, sprains, falls	
<p>Lower the load by bending your legs—keep your back straight.</p> <p>Keep the load close to your body.</p> <p>Use smooth movements.</p>	Lowering material incorrectly	Sprains, strains	

Revision N°	Issued	Approved By	Document N°	Page
0	23/08/12	Director/s	OHS/F –13.06.05	1