

13.08.01

DESCRIPTION:

**Job Safe Practices
Checkout - Scanning & packing**

ITEM	HAZARD H/M/L	INJURY/RISK	RESPONSIBILITY
Ensure the Line Manger provides anti-fatigue matting.	Static posture	Swollen joints	Store and Department Management – To inspect and maintain equipment and to inform, instruct, train and supervise staff. Store staff – To work safely, to report unsafe conditions and not operate faulty or unsafe equipment. All staff – To identify and report unsafe conditions and implement the Out of Service tag procedure Note – This Job Safe Practice highlights the critical safety hazards when working at the checkout.
Stand facing the scanner. Avoid twisting while scanning. Use the conveyer belt to move items closer to you. Do not stretch out to obtain heavy objects. Grasp each item firmly by the palm of your hand before you scan it. Pass it over the scanner o the other hand. Avoid grasping items with your fingertips. Us both hands to move heavier or awkward items. Alternatively, read the bar code or use the heavy item look-up list of the Fresh Produce Roll displayed on the screen	Repetitive movements	Sprains, strains	
Adjust the bag rack so you can touch the base of the rack without bending forward. Stand as close to the bench as possible and in front of the bag. Ensure bags are not too heavy to lift. Grasp bag handles with both hands when lifting Use appropriate lifting techniques. Avoid twisting when lifting. 'Pack it right' philosophy Manual handling JSP	Manual handling - lifting and carrying loads	Sprains, strains	

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