

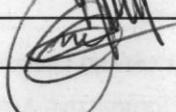
THENJIWE SUPPLIES & REPAIRS

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SAFE OPERATING PROCEDURE FOR MANUAL HANDLING



SAFE OPERATING PROCEDURE FOR MANUAL HANDLING

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SAFE OPERATING PROCEDURE FOR MANUAL HANDLING

1. PURPOSE

To ensure work is carried out in a safe manner as to minimise the risk of accident and / or injury.

2. SCOPE

This procedure addresses how items / equipment must be safely manually handled.

3. RESPONSIBILITIES

Supervisors

Supervisors must ensure that all personnel follow this operating procedure and that pre-work risk assessments are completed prior to any work commencing.

4. PPE REQUIREMENTS

Gloves	
Hard hat	
Safety shoes	
Safety goggles	
Overall	
Dust mask (Depending on area)	
Ear Protection	

5. GENERAL

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Not Applicable

6. PROCEDURE

6.1 Getting into position to lift

- Check for sharp edges.
- If the load is wet or slippery, wipe it off.
- Be aware of stairs and tripping or slipping hazards.
- Choose the safest route.

- Stand as close as possible to the object.
- Bend forward slightly at the hips, and push your buttocks out behind you.
- Bend your knees, keeping your back straight and stomach muscles tight.
- Grip the object firmly with both hands not just the fingers.
- Bring the load close to your body, keeping your weight centered over your feet
- Lift so your leg, stomach, and buttock muscles do the work—not your back.
- Use material handling equipment whenever possible. When properly used it can save a lot of manual effort.

6.2 Avoid Back Strain While Carrying

- Carry the load waist high.
- Be sure you have a good grip and can see where you're going.
- Walk slowly, taking small steps.
- Stop along the way to rest if you need it.
- Move your feet to turn direction.
- Don't twist! That's a major cause of injury.

6.3 Two-person lift

- Work with a person about your height.
- Decide in advance which person will direct the move.
- Keeping knees bent and back straight, lift and raise the load together.
- Move smoothly together as you carry, keeping the load at the same level.
- Unload at the same time, keeping knees bent.
- Before you begin, know the right way to do the job.
- Check with your supervisor or co-worker if you have any questions about moving a load.
- Get help for heavy or bulky objects.

7. REFERENCE

Occupational Health & Safety Act (85 of 1993) and regulations as amended
General Safety Regulations

8. SUPPORTING DOCUMENTS

Baseline Risk Assessment