

SPENCER OGDEN	HEALTH, SAFETY AND ENVIRONMENT MANAGEMENT SYSTEM		Doc No:	SO-HSE-GDN-003-A
			Issue Date:	22 nd July 2019
			Revision Date	
GUIDANCE NOTE – GET IT RIGHT – MANUAL HANDLING			Revision Number	A
PREPARATION: Geoff Stacey	AUTHORITY: Greg Morris	ISSUING DEPARTMENT: Health Safety & Environment (HSE)	Next Review Date	

INTRODUCTION

Spencer Ogden regards the health, safety and security of its workers as an integral part of its business. Our aspirations are no accidents and no harm to people. We believe all incidents can be prevented and that safety must never be compromised. We provide safe workplaces for all, and everyone is expected to take responsibility for health and safety. Two overriding principles provide the foundation of our approach to HSE, they are:

- 1. NOTHING WE DO IS SO IMPORTANT THAT WE CANNOT TAKE THE TIME TO DO IT SAFELY**
- 2. EVERYONE HAS THE RIGHT TO SAFELY HALT WORK AT ANY TIME IF THEY FEEL HEALTH AND SAFETY IS BEING COMPROMISED.**

This guidance note has been developed in line with the above, taking on board learnings from incidents over recent years to Spencer Ogden personnel who have been working on worksites and failed to perform manual handling activities correctly. The term manual handling covers a wide variety of activities including lifting, lowering, pushing, pulling and carrying. If any of these tasks are not carried out correctly, there is a risk of injury.

WHY IS DEALING WITH MANUAL HANDLING IMPORTANT?

Manual handling causes over one third (33%) of all workplace injuries. These include work-related musculoskeletal disorders (MSDs) such as pain and injuries to arms, legs and joints, and repetitive strain injuries of various sorts. The importance of lifting equipment and materials and using tools in the correct manner is essential to staying healthy at the workplace. Manual handling injuries can have serious implications for the employer and the person who has been injured. They can occur almost anywhere in the workplace and heavy manual labour, awkward postures, repetitive movements of arms, legs and back or previous/existing injury can increase the risk.

WHAT DO I HAVE TO DO?

To help prevent manual handling injuries in the workplace, you should avoid such tasks as far as possible. However, where it is not possible to avoid handling a load, you must always be aware of the risks and follow sensible health and safety measures to prevent and avoid injury. In particular, ensure that you follow these guidance notes to minimise manual handling related incidents on site. No small injury should be ignored, if you don't feel right, go and check out the pain with your local medic. Your commitment to following the guidance outlined herein is a precondition of Spencer Ogden offering employment and your failure to follow the important advice set out below will in, the event of any injury, very likely mean you will as a result be fully at fault or contributory negligent in causing that injury.

FOR ANY LIFTING ACTIVITY

Always take into account: individual capability, the nature of the load, environmental conditions, training and work organisation.

IF YOU NEED TO LIFT SOMETHING MANUALLY

- Reduce the amount of twisting, stooping and reaching
- Avoid lifting from floor level or above shoulder height, especially heavy loads
- Adjust storage areas to minimise the need to carry out such movements
- Consider how you can minimise carrying distances
- Assess the weight to be carried and whether the worker can move the load safely or needs any help – maybe the load can be broken down to smaller, lighter components

IF YOU NEED TO USE LIFTING EQUIPMENT

- Consider whether you can use a lifting aid, such as a forklift truck, electric or hand-powered hoist, or a conveyor
- Think about storage as part of the delivery process – heavy items could be delivered directly, or closer, to the storage area
- Reduce carrying distances where possible

SPENCER OGDEN	HEALTH, SAFETY AND ENVIRONMENT MANAGEMENT SYSTEM		Doc No:	SO-HSE-GDN-003-A
			Issue Date:	22 nd July 2019
			Revision Date	
GUIDANCE NOTE – GET IT RIGHT – MANUAL HANDLING			Revision Number	A
PREPARATION: Geoff Stacey	AUTHORITY: Greg Morris	ISSUING DEPARTMENT: Health Safety & Environment (HSE)	Next Review Date	

GOOD HANDLING TECHNIQUE FOR LIFTING

There are some simple things to do before and during the lift/carry:

- Remove obstructions from the route.
- For a long lift, plan to rest the load midway on a table or bench to change grip.
- Keep the load close to the waist. The load should be kept close to the body for as long as possible while lifting.
- Keep the heaviest side of the load next to the body.
- Adopt a stable position and make sure your feet are apart, with one leg slightly forward to maintain balance

THINK BEFORE LIFTING/HANDLING.

Plan the lift. Can handling aids be used? Where is the load going to be placed? Will help be needed with the load? Remove obstructions such as discarded wrapping materials. For a long lift, consider resting the load midway on a table or bench to change grip.

ADOPT A STABLE POSITION.

The feet should be apart with one leg slightly forward to maintain balance (alongside the load, if it is on the ground). Be prepared to move your feet during the lift to maintain your stability. Avoid tight clothing or unsuitable footwear, which may make this difficult.

GET A GOOD HOLD.

Where possible, the load should be hugged as close as possible to the body. This may be better than gripping it tightly with hands only.

START IN A GOOD POSTURE.

At the start of the lift, slight bending of the back, hips and knees is preferable to fully flexing the back (stooping) or fully flexing the hips and knees (squatting).

DON'T FLEX THE BACK ANY FURTHER WHILE LIFTING.

This can happen if the legs begin to straighten before starting to raise the load.

KEEP THE LOAD CLOSE TO THE WAIST.

Keep the load close to the body for as long as possible while lifting. Keep the heaviest side of the load next to the body. If a close approach to the load is not possible, try to slide it towards the body before attempting to lift it.

AVOID TWISTING THE BACK OR LEANING SIDEWAYS, ESPECIALLY WHILE THE BACK IS BENT. Shoulders should be kept level and facing in the same direction as the hips. Turning by moving the feet is better than twisting and lifting at the same time.

KEEP THE HEAD UP WHEN HANDLING.

Look ahead, not down at the load, once it has been held securely.

MOVE SMOOTHLY.

The load should not be jerked or snatched as this can make it harder to keep control and can increase the risk of injury.

DON'T LIFT OR HANDLE MORE THAN CAN BE EASILY MANAGED.

There is a difference between what people can lift and what they can safely lift. If in doubt, seek advice or get help.

PUT DOWN, THEN ADJUST.

If precise positioning of the load is necessary, put it down first, then slide it into the desired position.

DO YOU WANT TO FIND OUT MORE?

If you are interested in understanding more about this subject or any HSE issue, please link to the HSE website (<http://www.hse.gov.uk/msd/>) for more information