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OCCUPATIONAL SAFETY & HEALTH PROGRAMME

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SAFE WORK INSTRUCTION

Task Operation: MANUAL HANDLING			Form SW 002 Rev A
Special Comments: This procedure is to be used with any operating manuals or training relevant to the tasks. All persons involved in Manual Handling tasks must receive appropriate training and supervision.			
<i>ACTIVITY</i>	<i>HAZARDS</i>	<i>HOW TO DO IT</i>	PERSONAL PROTECTIVE EQUIPMENT
Steps in order of performance	Applicable to each step	Identify Equipment, Safety Quality and Performance Requirements	
Preparation and Operation	Strain Injury Crushing Injury Injury by Falling Objects	<p>A Risk Assessment must take into account the following factors:-</p> <ul style="list-style-type: none"> • The actions and movements involved in the Manual Handling • The workplace and workstation layout • The postures and positions that must be taken by each person involved in the Manual Handling • The duration and frequency of the Manual Handling • The location of the loads and the distances that they must be moved • The weights and forces involved • The characteristics of the loads and of any equipment that is used in the task • The organisation of work at the workplace • The work environment • The skill and experience of each person who must carry out the Manual Handling • The personal characteristics of each person who must carry out the Manual Handling • The clothing that is worn during the Manual Handling <p>Risk Control must be in place, when necessary by:-</p> <ol style="list-style-type: none"> 1. Redesign of the Manual Handling task or use one or a combination of the following measures:- <ul style="list-style-type: none"> • Provide Mechanical Aids • Provide Personal Protective Equipment 2. Arrange for Team Lifting 	  