

SOP - Manual Handling

This SOP may not cover all possible hazards and risks associated and should be referred to as a control measure in the risk assessment process. Site and task may change required PPE.

PERSONAL PROTECTIVE EQUIPMENT

You must wear this personal protective equipment when doing this task

				
Hardhat	Safety	Gloves	Hi Viz	Boots

OTHER SIGNAGE

			
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POTENTIAL HAZARDS ASSOCIATED WITH RISKS

Recurring Hazards	Construction work
Public areas	Environment

Training Required:

- ✓ Construction Industry General Induction
- ✓ Site Induction
- ✓ Task induction
- ✓ Manual Handling

Tools & equipment required

Consider Mechanical aids

Operating Procedures / Methodology:

Licence or VOC Required: No

Pre-Operational Safety Checks:

- ✓ Complete site-specific risk assessment
- ✓ Workers trained & Competent
- ✓ Public is protected
- ✓ Property is protected
- ✓ Control measures have been implemented
- ✓ It is safe to proceed

Consultation

- ✓ SWMS has been reviewed
- ✓ Site induction completed
- ✓ Toolbox talk held
- ✓ Discussed with other PCBU
- ✓ Potential emergencies considered

Planning & Preparation

- ✓ Conduct a task specific Risk Assessment
- ✓ I have all the tools and materials required
- ✓ I understand the instructions on the task
- ✓ Ensure adequate lighting
- ✓ Can the task be modified to lessen manual handling
- ✓ Can the load be lifted with a machine?
- ✓ Does the lift involve lifting above shoulder height?
- ✓ Can the load be split into smaller packages?
- ✓ Does the lift need to be done with another person?
- ✓ Warm up before commencing manual handling
- ✓ Support bottom of load if it is in a cardboard box

Doing

- ✓ All nominated control measures are used
- ✓ Follow SWMS, SOP and Risk Assessment
- ✓ Ensure clear pathway to exit
- ✓ Keep load as close to your body as possible
- ✓ Bend your knees not your back
- ✓ Lift the load smoothly - Don't jerk it
- ✓ Avoid twisting while carrying the load
- ✓ Be careful of your fingers when putting load down
- ✓ Be sure the load is balanced as much as possible so that an equal weight is held in both hands - An unbalanced load places unequal strains on the back muscles
- ✓ Co-ordinate lift if lifting with another person
- ✓ Adjust workstation to lessen manual handling risks
- ✓ Take regular breaks and do some stretch exercises

Ending Operations / Housekeeping:

- ✓ Return all tools and equipment
- ✓ Waste is recycled or disposed of
- ✓ Clean up your mess
- ✓ Store non-disposable PPE to prevent damage
- ✓ Report to your Supervisor

Monitor & Review Process

- ✓ If unsafe STOP, review get approval
- ✓ Supervisor to check all activities
- ✓ Task MUST be completed as per SOP

Safe work procedure approved by:

Refer to Company Implementation Folder for signed documents

Worker sign-off

Refer to Worker's induction file for signed documents

- ✓ Report to your Supervisor if unsure

DO NOT!

- × **Alter this SOP without Management approval**

Applicable Legislation / Standards:

- ✓ WH&S Act & Regulations

Codes of Practice –

[First aid in the workplace](#)

[Work health and safety consultation, co-operation and co-ordination](#)

[How to manage work health and safety risks](#)

[Hazardous manual tasks](#)

[Managing the work environment and facilities](#)

[Manual tasks involving the handling of people](#)

- ✓ Standards

AS 1319 Safety signs for the occupational environment

AS 1940 The storage and handling of flammable and combustible substances

AS 2293 .2 emergency evacuation

ISO45001 OH&S management systems

ISO 31000 Risk management