


HAZARD / WORK ACTIVITY ASSESSED	Manual handling – Lifting / Moving Equipment from the Van
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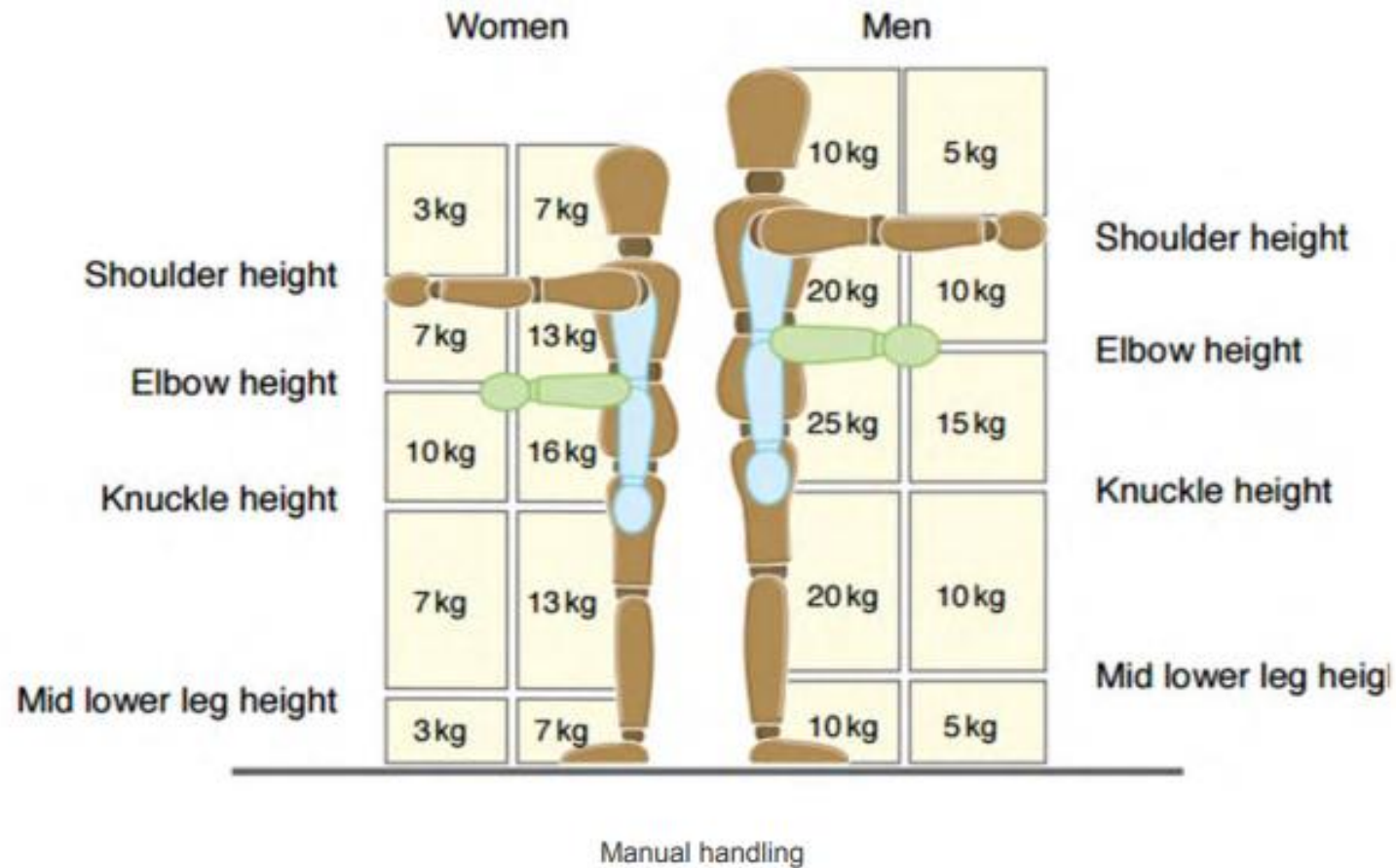
Hazard (something with the potential to cause harm)	Risk rating prior to control			Who may be harmed					Control Measures	Risk rating after control		
	Severity	Probability	Risk	Operator	Employee	Visitor	Public	Sub-cont		Severity	Probability	Risk
Lifting / moving equipment from the van to the area of work – injury to muscles, joints, tendons and other parts of the musculoskeletal system as a result of poor handling	3	3	9		x				<p>Ensure unit weights and sizes of materials are reduced to acceptable levels where manual handling is unavoidable. Sufficient and secure shelving is provided in each vehicle for the storage of specific items. This should be used to avoid lifting from inappropriate height and to ensure the floor area is kept free from clutter. Equipment should be stored in the vehicle as near to point of use as possible and at appropriate height according to weight of equipment and frequency of its use. Do not try and lift large or awkwardly shaped items. If working with a colleague, use team handling. If moving large or awkwardly shaped items is unavoidable, assess situation and if necessary introduce team handling.</p> <p>When lifting items use correct kinetic lifting technique, i.e. straight back, feet shoulder width apart, avoid twisting, avoid cantilever lifting ensuring the load is held close to the body, ensure a good grip and don't over extend.</p> <p>Always use equipment for the task it has been specifically designed for, i.e. push and tip wheelbarrows/trolleys, do not lift them.</p> <p>Assess any lift intended and unavoidable prior to going ahead and plan to move items the shortest distance and as fewer times as possible.</p> <p>If any situation arises outside the normal scope and any doubt as how to proceed is encountered, YOU MUST call the office and seek advice prior to making any decisions.</p>	3	1	3

SAFETY METHOD STATEMENT

1. Do not lift and carry items unnecessarily
2. Try to make alternative arrangements to avoid lifting.
3. Employees should use the lifting and carrying aids which have been issued where appropriate.
4. Protect sharp edges with foam/paper or cardboard.
5. Wear suitable protective clothing when carrying hazardous material.
6. Get deliveries dropped close to point of use.
7. Get help from colleagues.
8. Allocate job to most appropriate person
9. Ensure employee is comfortable about handling task.
10. Buy smaller or more concentrated quantities.
11. Individuals who have developed any health problems, e.g. back problems or other muscular disorders, should contact the office immediately so that manual handling activities may be refrained from until a full occupational health assessment can be made by a suitable qualified person.

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Severity		Probability	Risk Rating		
1	No Injury, property damage	1	Very Unlikely	Severity X Probability = 1 to 5	Low
2	Minor Injury	2	Unlikely		Y – acceptable risk, work can start
3	+3 Day Absence	3	Likely	Severity X Probability = 6 to 14	Med
4	Major Injury	4	Very Likely		Y or N – may need further consideration
5	Death	5	Virtually Certain	Severity X Probability = 15 to 25	High
					N – Unacceptable risk Do not start work



Kinetic lifting methods

