

STANDARD OPERATING PROCEDURE

Manual Handling

Workplaces where hazardous manual tasks take place have an obligation to ensure the health and safety of their staff. Personnel are not expected to perform excessive physical work as technology has improved & workplaces recognise the need to control the risk of injury



Safety glasses must be worn if working in workshop areas.



When appropriate, wear suitable gloves.



Safety footwear must be worn if working in workshop areas.

PRE-OPERATIONAL SAFETY CHECKS

1. Ensure that risk assessment has been read. **UQ risk assessment task ID # 36379.**
2. Ensure no slip/trip hazards are present in workspaces and walkways.
3. Individuals are not to lift more than 25 kg. If an object is too heavy, do not lift it.
4. Seek assistance to lift awkward or cumbersome objects.
5. Whenever possible, use lifting aids, cranes, forklifts or hoists to lift objects.
6. Whenever possible, use trolleys to transport heavy objects.
7. Do not exceed the load capacity of lifting devices, containers or trolleys.
8. Ensure objects are clean & dry before moving to avoid dropping or causing slip, trip or fall hazards.
9. Use suitable gloves when handling sharp or rough materials.
10. Ensure leather gloves are worn when cleaning up metal swarf.
11. Ensure you have a clear area in which to work.
12. Wear appropriate PPE e.g. safety vests, glasses, gloves, hard hats, dust masks as required.
13. Staff should refer to the **UQ Manual Handling Task Procedure & Guidelines.**

BACK CARE

- Bend the knees, and not the back, when lifting heavy objects or putting them down.
- Have feet level and well grounded on each side of the object.
- Before lifting, ensure that you have a strong grip on the object.
- Be careful of fingers when moving through tight areas or doorways and when putting objects down.
- Keep the back straight, let your legs do the work and carry the load as close to the body as possible.
- Avoid overbalancing, twisting and stretching.

OCCUPATIONAL OVERUSE SYNDROME (OOS)

- Staff should be particularly careful when performing repetitive tasks.
- Staff should refer to the **UQ Ergonomic & Rehabilitation Guidelines.**

MOVING CHEMICALS AND HAZARDOUS MATERIALS

- Read and retain the relevant Material Safety Data Sheet (MSDS).
- Check that there are no leaks in containers.
- Wear appropriate PPE as advised in the MSDS.

HOUSEKEEPING

1. Return all moving/lifting gear to the correct storage location.
2. When cleaning up ensure appropriate equipment and PPE is used.
3. Leave the working area in a safe, clean and tidy state.

POTENTIAL HAZARDS

- Crush and pinch
- Ergonomic injuries
- Falling objects
- Manual handling objects
- Musculoskeletal disorders
- Metal splinters/swarf

FORBIDDEN

- Exceeding the load capacity of lifting aids
- Lifting more than 25kg
- Lifting objects which are too heavy for the individual

This SOP does not necessarily cover all possible hazards associated with the machine and should be used in conjunction with other references. It is designed to be used as an adjunct to teaching Safety Procedures and to act as a reminder to users prior to machine use.