

Standard Operating Procedure- Lifting Objects
SAFE WORK METHOD STATEMENT

Potential Hazards:

- Strain on Spine and back Muscles
- Stress on back and limbs
- Awkward position
- Duration on task
- Dropping objects
- Crushing fingers
- Slip, trip and fall

Pre-operational Safety Checks:

- Plan activity before you start:
 - Reduce the number of times objects are moved.
 - Identify weight, size and recommended handling instructions for the object.
 - Reduce bending or reaching by storing items at waist height where possible.
 - Allocate sufficient time and workers to complete activity.
 - Clear route of any obstacles where possible.
- Wear non-slip fully enclosed shoes, suited to task.
- Use lifting aids where possible. ie; trolley.
- Break down large and heavy loads into more manageable sizes and weights.
- Keep arms and elbows close to the body.

Operational Safety Checks:

Solo lifting-

- Know your limits. Test the load to ensure that you can handle it safely especially if the load is too heavy or has an awkward shape. If you cannot manage or you are not sure, ASK FOR ASSISTANCE
- Use your body weight to start the load moving if using a trolley. Push rather than pull whenever possible.
- Lock In your core.
- DO NOT hold your breath – exhale at the moment of greatest exertion.
- Make certain your balance is good and you have a good grip. Watch where you are going.
- Keep the load close to your body to reduce strain and keep the heaviest side of the load next to your body to avoid uneven forces on the spine.
- Keep your head level and trunk tall to maintain the spine's natural curvature.
- Lift steadily with your legs – NOT YOUR BACK.
- Keep your shoulders level and facing in the same direction as your hips.
- Point your feet in the direction of the move – DO NOT TWIST. Take extra care with awkward loads.
- Place the load down by using your leg muscles and maintaining the spine's natural curve as much as possible

Team Lifting-

- Use mechanical aids whenever possible before resorting to team lifting.

- Ensure the number of lifters is in proportion to the weight of the load and the difficulty of the lift.
- One individual needs to be responsible for coordinating, planning and communicating during the lift the lift.
- Lift the load simultaneously so the load is shared equally and will not shift to one person.
- Walk in step to avoid tripping. Avoid team lifting on routes that travel steps or on slopes where most of the weight will be borne by the handler at the lower end.

Housekeeping:

- Keep work area clean and clutter free.
- Clean store and service and mechanical lifting devices.