Manual Handling Procedure

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| **Revision History** | | | | |
| **Rev.** | **Amendment Details** | **Reviewer** | **Approved** | **Effective Date** |
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| 2 | Update to new Format | Raka Aditya P | Nurman S | 1-Oct-19 |
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# Purpose

This Procedure establishes the requirements for eliminating and / or minimizing manual handling related hazards and injuries.

# Responsibility

**Line Management**

Ensures:

* When technologically and economically feasible, Mechanical Assist Devices (MAD) are used to lift or move equipment or objects.
* Risk Assessment (RA) and Job Hazard Analysis (JHA) are conducted for manual handling activities.
* Employees and contract employees are trained on the manual handling requirements in this Procedure.
* No individual employee or contract employee is required to manually lift or carry a load weighing over 55 lbs (25 kg) unless a formal HRA and Job Hazard Analysis (JHA) has been conducted and documented

**Employees and Contract Employees**

* Review HRA before performing work activities that involve manual handling.
* Utilize appropriate Mechanical Assist Devices and / or lifting aids to prevent injury

**HSE Representative**

* Provides technical HSE support to management on the implementation and ongoing maintenance of this Procedure.

# Procedure

The following tasks must be implemented for all manual handling activities. The Manual Handling Local Level Implementation Form is to be used to facilitate the assignment and documentation of these tasks.

1. **Identify Manual Handling Activities**

Identify the work activities that involve human effort to move material and equipment.

1. **Conduct a Hazard & Risk Assessment (HRA) for Manual Handling**

**Activities**

Use the HRA process to analyze work activities and to develop control measures to eliminate and / or reduce the risk of injury due to manual handling. Before starting the job at the worksite use the previously documented Hazard & Risk Assessment as the basis of the Job Hazard Analysis.

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| **Note** | Use Mechanical Assist Devices to eliminate hazards or lifting aids to reduce risk whenever feasible. All devices must be engineered, approved and tested to ensure fit for purpose and that mechanical integrity requirements are met. |
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1. **Develop and Implement Controls to Eliminate Manual Handling**

Change the design of equipment or work processes to eliminate manual handling hazards from the activity.

1. **Develop and Implement Controls to Reduce Manual Handling Risks**

Change the equipment or the work process to reduce the manual handling risks.

1. **Develop Safe Systems of Work for High Risk**

For those activities which have high risk which were identified in Task 2, develop and implement manual handling plans to ensure maximum supervision and control.

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| **Note** | Manual Handling Plans are action plans where management works with the appropriate disciplines to develop and implement corrective actions. |
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1. **Ensure Employees and Contract Employees are Properly Trained**

Ensure employees and contract employees are trained on safe manual handling techniques.

1. **Perform Periodic Review**

Perform a periodic review of the manual handling safety program to assess overall effectiveness and to identify improvement opportunities. The periodic review should consider observation incident & injury reports, trends and audit findings.