

Work description: Manual Handling Operations

Scope: Any transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or bodily force

References:

- U.S. Occupational Safety and Health Administration (OSHA) Occupational Safety and Health Standards for General Industry contained in Title 29 of the Code of Federal Regulations Part 1910 (29 CFR 1910) (§1910.176)
- State of Hawaii - Development Occupational Safety and Health Section (HIOSH) - Hawaii Administrative Rules Title 12, Department of Labor and Industrial Relations Subtitle 8, Hawaii Occupational Safety and Health Division Part 2, General Industry Standards Chapter 60 (§12-60-2(b) Safety and health programs.)

PPE and precautions

As per Task Risk Assessment

Competencies or qualifications

As determined

Licenses or permits required

N/A

Tools and equipment required

As per Task Risk Assessment


Note

The avoidance of manual handling is always preferable. The use of a trolley or other equipment should be considered first.

Improper lifting techniques and/or attempting to lift too much weight can cause painful and disabling back injuries. It is our policy that employees are not to lift items weighing greater than 50 pounds. Two or more people or mechanical lifting devices must be used for items weighing more than 50 pounds. Employees must not lift more than they are comfortable with.

Before you start

All

- Think about the job
 - Does it need carrying, or can a trolley or other equipment be used instead
 - If carrying the load is unavoidable, can the work be done safely by 1 person or do you need additional help?
 - Are there any sharp edges? If so, then you may need to wear gloves to protect yourself.
 - If load is too bulky, look at ways in which to break it down into smaller parts
- Think about what you are going to do before you do it:
 - Where is the load going?
 - Is there enough room?
 - How can you avoid having to twist when lifting or putting the load down?
 - Work out where and how to take a rest if moving a heavy load over a long distance.
 - Remove any obstructions/tripping hazards from the route.
- Think about you
 - Are you dressed for the job? Tight clothing can restrict movement. High heels are never suitable.
 - If you are not sure of how heavy a load is, test it out before you try to lift it. Gently rock the load to test the weight and its distribution.
 - Do you have the proper PPE (i.e. gloves, safety shoes etc)?
 - Are you able to maintain a firm grip of the object or material?
 - Do you have a health problem that might make you injured?

Approved By:
☐ Director, Operations and Maintenance

☐ Department Manager

☐ Manager, HSE (Operations and Maintenance)

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Date:

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Page 1 of 3

Lifting Technique <i>All</i>	<p>When lifting objects, the following techniques shall be used by employees:</p> <ul style="list-style-type: none"> • The feet should be parted, with one foot alongside the object being lifted and one slightly behind the object. Feet comfortably spread provides greater stability. • Placing one foot behind allows for an upward thrust during the lift. • Keep your back straight but not necessarily in the vertical position. A straight back keeps the spine, back muscles and organs of the body in correct alignment. This will help minimize compression that can cause a hernia. The proper technique when lifting is "sit to lift" or use the sit-down position with a straight back. • Tuck chin so the neck and head continue with the back in a straight line. Tucking the chin helps keep the spine straight and firm. • Extend your fingers and palm around the object you are going to lift-using the full palm. Fingers have very little power-you need the strength of your entire hand. The palmar grip is one of the most important elements of correct lifting. • Tuck arms and elbows into the side of the body with the load drawn in close. When arms are held away from the body, they lose much of their strength and power. • Keeping the arms tucked in also helps keep body weight centered. • Center body weight over the feet. This provides a more powerful line of thrust and also enables better balance. Start the lift with a thrust of the rear foot. Do not twist.
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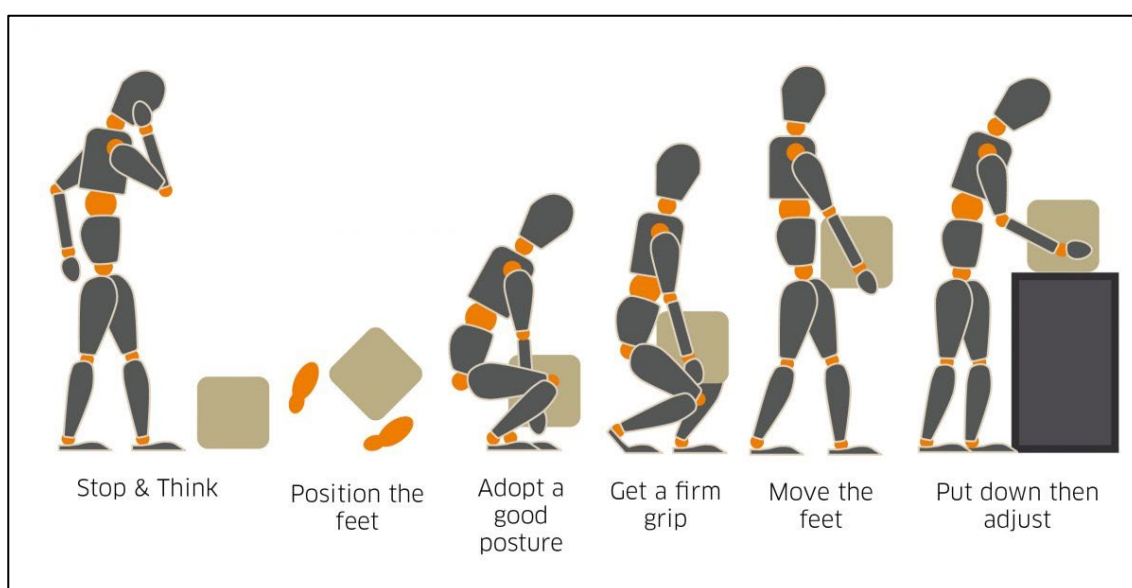


Figure 1 - Summary of Good Lifting Technique

Moving the Load <i>All</i>	<ul style="list-style-type: none"> • When carrying, keep the load as close to the body as possible. Safe lifting limits differ considerably depending on where the load is held in relation to the body (see Figure 2) • Keep the heaviest side of the load closest to your body. • When pulling or pushing, use your body weight to move the load – if possible, let the momentum of the load do some of the work e.g. when pushing trolleys. • When pulling, keep your back straight and your arms as close to your body center line as possible. • Avoid twisting your body when turning.
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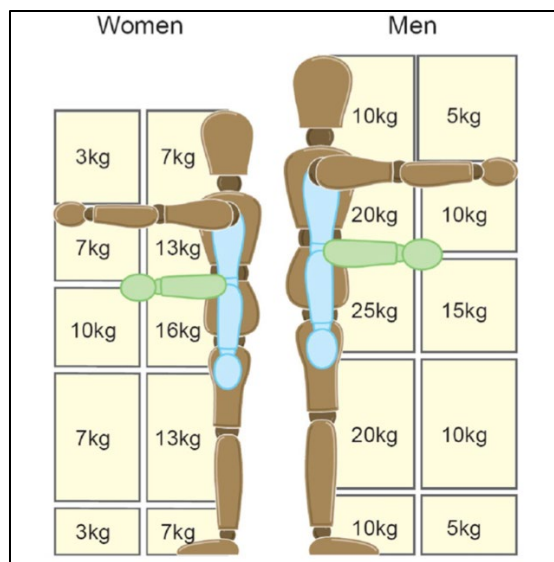


Figure 2 - Maximum Handling Loads Guidelines

General Guidelines

- If you are expected to lift or move loads in your work but are unsure whether the task is within your capabilities, speak with your line manager or supervisor before trying.
- If you have recently strained a muscle, or have a history of back problems, or there are other personal circumstances which you think means a task is outside of your capabilities and/or requires a further risk assessment, speak directly with your line manager or supervisor.
- If your work regularly involves manual handling, then you should be trained in manual handling techniques.
- You must always report any injuries, accidents or near misses involving manual handling to your line manager or supervisor