



Residential Scaffold

Manual Handling Procedure

Manual handling tasks will be identified through:

- Workplace inspections
 - Risk assessments
 - Feedback from employees
 - Incident investigations
1. When manual handling/or lifting forms a part of any work activity the following principles shall be applied:
 - Generally, in any lift, attempt to keep the load close and keep the natural, upright curve of your spine.
 - Plan the lift — stop, think and assess the load and its handling requirements.
 - Place the feet — apart, balanced and stable base, leading leg forward where required.
 - Adopt a good posture — knees bent, back straight, chin tucked, shoulders level and same direction as hips.
 - Get a firm and secure grip — arms within boundary formed by legs.
 - Don't jerk — smooth movements and load control.
 - Move the feet — do not twist the trunk.
 - Keep close to the load — close to body trunk, heaviest side next to body trunk, slide the load towards you prior to lift.
 - Adjustment — put the load down prior to adjustment.
 2. Employees will be provided with training in areas where manual handling poses a risk to health or safety.
 3. Appropriate supervision and equipment, including manual handling equipment will be provided to ensure work practices are carried out in a safe manner.
 4. All lifting processes will take place and proceed through the hierarchical controls of:
 - a. elimination
 - b. substitution
 - c. engineering controls
 - d. administrative controls
 - e. PPE

Signed.....

Craig French
Operations Director
Secretary

Signed.....

Greg Spencer
Finance Director/Company