



Standard Operating Procedure

SOP 105

MANUAL HANDLING

1. Purpose

The purpose of this SOP is to provide a process for identifying and controlling the risk associated with hazardous manual handling activities.

2. Definitions

Manual Handling means any activity requiring the use of force by a person to lift, push, pull, carry or restrain an object.

Hazardous manual handling means manual handling activities that involve the following:

- repetitive or sustained application of force
- repetitive or sustained awkward posture
- repetitive or sustained movement
- application of high force
- exposure to sustained vibration
- handling live people or animals
- handling loads that are unstable, unbalanced or difficult to move

Risk means the likelihood or probability that a hazard may cause harm.

Risk Assessment means a process that seeks to identify hazards; then determine the level of risk by taking into account the likelihood that someone will be injured or something damaged by the hazard, the frequency of contact or exposure to the hazard, the level of exposure (eg number of people, amount/degree/extent of exposure to noise, chemicals, etc), pattern of exposure (eg continuous, intermittent etc) and the adequacy of any existing control measures.

Risk Control means the use of measures to control the risk to an acceptable level.

3. Manual Handling Activities

- 3.1 Manual handling covers a wide range of activities within Central Water including lifting, pushing, pulling, holding, throwing and carrying. It also includes repetitive tasks such as packing, word processing, assembling, cleaning and sorting, digging, using hand tools and operating machinery and equipment.
- 3.2 *Hazardous manual handling* activities are those that, statistically, present the greatest risk of a person incurring a sprain or strain injury.
- 3.3 Offices are not traditionally associated with manual handling risks; however, there are many heavy items such as computers and boxes of stationary or archive paper, which are

Sop For Manual Handling

Masaaki Imai



Sop For Manual Handling:

Model Standard Operating Procedures for Common Hazardous Workplace Activities Richard Skiba, 2024-08-05

This collection of model Standard Operating Procedures is suited to employers organisations and Contractors who do not currently have in place an existing set of or inadequate or ineffective Standard Operating Procedures The collection provides a framework to build a comprehensive set of Standard Operating Procedures focussing on hazardous work activities common to and across a range of industries and sectors Standard Operating Procedures included Working Safely General Shifting Materials Safely Using Manual Handling Methods Work Safely Around Powerlines Work Safely in The Vicinity of Live Electrical Apparatus Working Safely at Heights Safe Ladder Use Working Safely on Roofs Working Safely on Scaffolding Higher Than Two Metres 6 Feet Working Safely with Industrial Chemicals and Materials Working Safely with Remotely Piloted Aircraft Systems Entering Confined Space Carrying Out Manual Excavation Using Hand and Power Tools Removing Non Friable Asbestos Removing Friable Asbestos Shaping Solid Stone Driving a Heavy Rigid Vehicle Operating Commercial Vehicle Welding Safely Working Around Moving Mobile Plant Working in or Near Pressurised Gas Mains or Piping Undertaking Demolition of a Load Bearing Structure and Working Adjacent to Road or Other Traffic Transport Corridor Aside from model SOP s the book also highlights that how Standard Operating Procedures SOPs can clear consistent instructions to ensure tasks are performed uniformly enhancing quality safety and efficiency while preventing errors and ensuring regulatory compliance The development process for Standard Operating Procedures and common challenges are also addressed

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certain countries This book will cover the following topics Introduction Perform pre tour functions Perform a health safety and security briefing Perform on tour functions Perform tour contingency measures Perform post tour functions Perform job enrichment activities This book is also suitable for colleges and universities to use as a reference to teach related tourism subjects This book includes certain exercise questions and discussions to be used in the tutorial lesson of the tourism course

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